

Software Engineering Project

Group 2

User Manual

Version 1.0, September 24, 2015

College HR Management and Payroll System

Abstract

Our system provides a solution for the HR management and the payroll system. This document explains the basic functionality of the system to help the user to grasp the idea and functioning of the system. The permissions and rights of each kind of user is well defined in the document to provide an overview of the working of the system.

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1. Introduction

1.1 Intended readership

This document covers the use for the following users of the HR management and Payroll system:

- Administration of HR department
- Accountant
- Employees

1.2 Applicability

This Software User Manual applies to the HR management and Payroll System software, version 1.0.

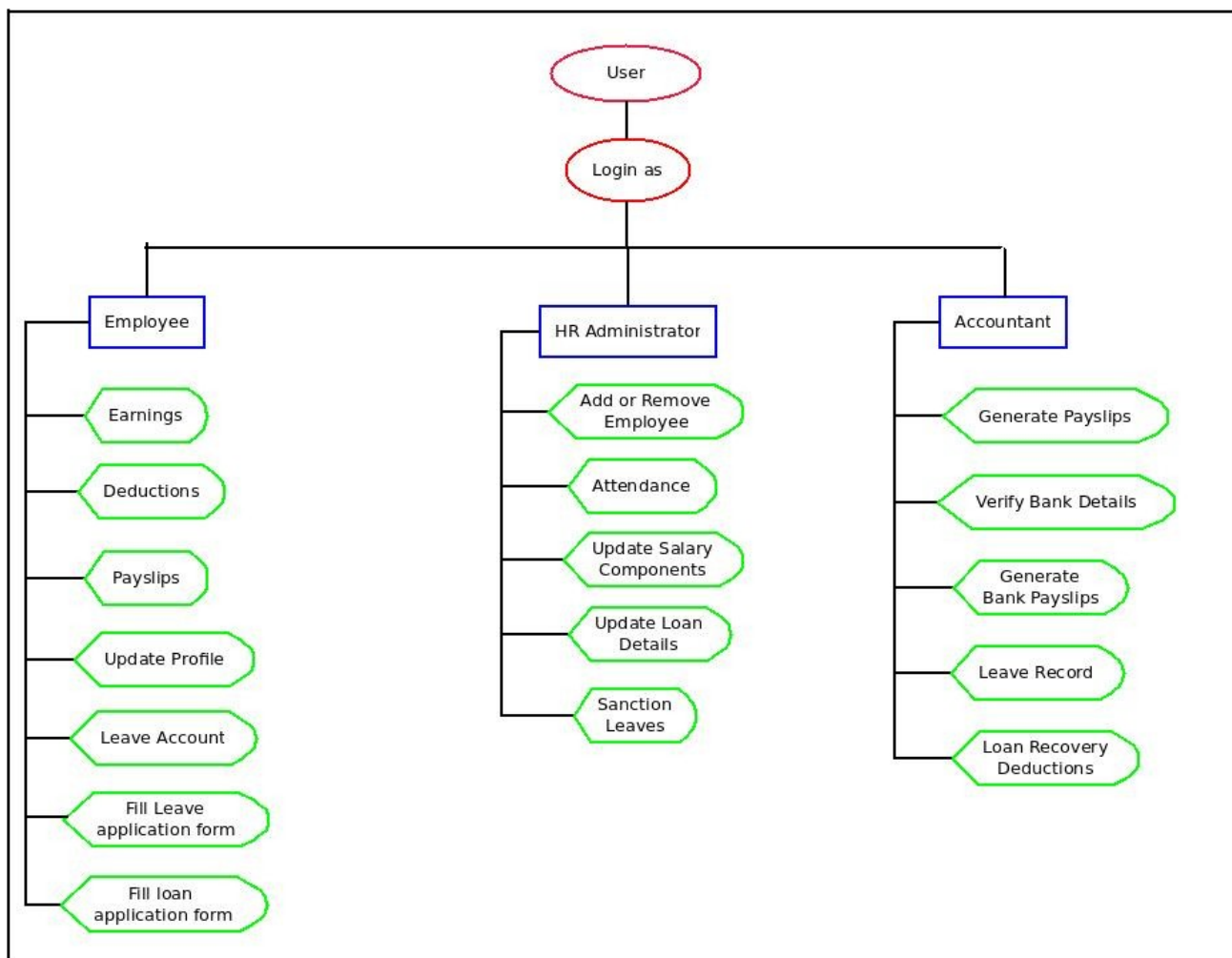
1.3 Purpose

The purpose of the User Manual is to guide the user in the better understanding of the system.

2. Overview

Assistance and ease of the workload of the administrative staff of the Indian Institute of Information Technology, Vadodara (IIITV) is the main goal of the software solution we are providing.

A user friendly quality product is our top priority throughout this development. This is a comprehensive system with customizable parameters to compute various pays and salaries through web application. It can also keep a close check on efficient data manipulation, data security with a simple design and elegant user-interface.



3. Getting Started

The section provides a general walk through of the system from start to end. The arrangement of the information will help to understand the flow of the system.

3.1 Access

Access the portal through _____

3.2 System Structure

The system is divided into three modules:

- HR Admin
- Accountant
- Employee

Different kinds of rights are provided to different kinds of users.

3.3 Logging In

After getting access to the portal, the user sees a login page.

- An employee can log in the system using employee ID. When an employee sign up for the first time, an email will be sent to his/her mail ID with the password generated by the system. Employee can now log in using the employee ID and the password.
- The HR admin and the accountant will be provided with a login ID and a password. They can access the system using there ID and password.

If user forgets the password, user can request a new password by clicking on the Forgot Password link. A mail will be sent to his/her registered email id with the new system generated password.

Once the login is successful, the user will be redirected to the respective pages according to the rights given to them.

4. HR Admin

The following services are provided to the Admin of the Human Resource:

4.1 Add new Employee

When a new employee recruited in the institute, the Admin can add his/her records to the existing database. These are the details the Admin needs to mention when adding a new employee:

- **Personal Details**
 - Full Name
 - Address
 - Date of Birth
 - Phone
 - Email ID
 - Aadhar Number
 - Emergency Contact Details
 - Name
 - Address
 - Phone
 - Relationship
- **Official Details**
 - Employee ID
 - Designation
 - PAN
- **Bank Details**
 - Name of the bank
 - Branch
 - Address
 - Account Holder's Name
 - Account Number

After providing the necessary details, the employee can be made a part of the payroll system.

4.2 Loan Records

When an employee applies for a loan, a request is received by the Admin. Admin can grant the loan or reject it. The total loans can be categorized in two categories:

- **Pending Requests**

Whenever any employee applies for a loan, the Admin gets a notification of the same. Admin can see the details of the request and take the decision accordingly whether to grant the request or reject it.

- **Processed Requests**

In this section the details of all the previous loan applications whether sanctioned or rejected can be seen. The Admin can keep a track of all the loan related activities.

4.3 Leave Records

- **Pending Requests**

Whenever any employee applies for a leave, the Admin gets a notification of the same. Admin can see the details of the request and take the decision accordingly whether to grant the request or reject it.

- **Processed Requests**

The details of all the previous leave applications, whether granted or rejected can be seen. The Admin can keep a track of all the leave related activities, which employee has taken leave of how many days and of which category.

- **Non-paid leaves**

When an employee takes a leave without providing prior information, this kind of leave is counted here. Then the information is passed on to the accountant for further processing.

4.4 Salary Component Details

The Admin can modify the percentages of different allowances or deductions of the salary of the employees. Once the changes are made here, the new salary that will be computed after the modification, will be computed on the basis of the modified values.

4.5 Increments

The Admin can keep track of the increments given to the employees.

4.6 Employee Profile

The details of all the employees can be seen here. Employees personal, official and bank details as well as current leave and loan status can be monitored. The Admin can modify the details of the employee if employee requests to do so and request is valid.

4.7 Remove Employee

When an employee leaves the institute, his/her salary calculation should be ceased. In order to do so, the Admin can remove the name of the employee from the list of the current employees. This will not delete the previous data of the employee but only stop the further salary calculations of the employee.

4.8 Change Password

For general security reasons, admin may periodically change login password. The admin need to provide current password for validation purpose if it is not correct, the system will not process the request to change the password. This check is to protect current user's confidentiality.

4.9 Logout

To exit from the system click on the Logout option.

5. Accountant

5.1 Leaves Accepted

Once the leave of an employee is accepted by the HR admin, a notification is received by the Accountant. Accountant can update the leave record of the employee accordingly. When the leave record is updated, the salary is calculated on the basis of the new details.

5.2 Loans Accepted

When the HR Admin accepts a loan request, a notification is received by the Accountant. Accountant updates the loan account of the employee. Monthly instalments are calculated on the basis of the amount of the loan and the duration for which it is taken. The amount is deducted from the employee's salary while generating the monthly payslip.

5.3 Generate Payslips

The Accountant can generate the payslips of all the employees at once or can enter the ID of an employee to generate his/her payslip. At the end of the month, the payslips of all the employees can be generated and they can be informed by a mail that will be sent to their mail ids with the details of the payslip.

5.4 Generate Bank Payslips

After transferring the amount to the employee's bank accounts, a payslip can be generated as a proof of the payment made by the institute. The bank payslip will contain the transaction number along with the details of the employee.

5.5 Change Password

By clicking on this option, the Accountant can change password. The Accountant need to

provide current password for validation purpose if it is not correct, the system will not process the request to change the password, the new password will be updated and the Accountant can log in the system using new password.

5.6 Logout

When the Accountant clicks on the logout option, he/she exits the system and can no longer access the system.

6. Employee

6.1 Leave Account

The user can check their leave status. User can keep a track of the number of leaves taken, the dates on which the leaves were taken and the category of the leave. User can also monitor the number of leaves still left in their leave account along with the category of leave remaining. User can also apply for a leave by filling out the leave application form which will be forwarded to the HR Admin for further processing. Once the leave is processed, the user will receive a notification for the same.

6.2 Loan Account

The user can check his loan status, if he/she has taken a loan from the institute. User can check the amount he/she has already paid and the dates that has paid the instalments. User can see the balance amount to be paid. The user can also apply for a loan by filling out the loan application form which will be forwarded to the HR Admin for further processing. Once the request for the loan is processed, the user will receive a notification form the same.

6.3 Update Profile

The user can edit the personal details that provided at the time of registration. User can edit his current address, phone, email id and the emergency contact details. User can also change password by entering current password. As soon as user changes his/her password, the new password will be updated and user can log in the system using new password.

6.4 Logout

When the user clicks on the logout option, he/she exits the system. User can no longer access the system.