

Employee Management System User Manual

Skyzone Mississauga

Employee Management System

Employee Information Spreadsheet
Employee Number _____
First Name _____
Last Name _____
Sex _____
Work Location _____

Employee Payroll Information
Employment Type _____
Deduction Rate (%) _____
Annual Salary (\$) _____
Hours Per Week _____
Weeks Per Year _____
Gross Income (\$) _____
Deduction (\$) _____
Net Income (\$) _____

First Name

[Click To Add New Employee](#)

[Click To Remove Employee](#)

[Click To Edit An Employee's Info](#)

[Click To Save Changes Made](#)

[Search](#)

Emp. Number	Type	First Name	Last Name	Work Location
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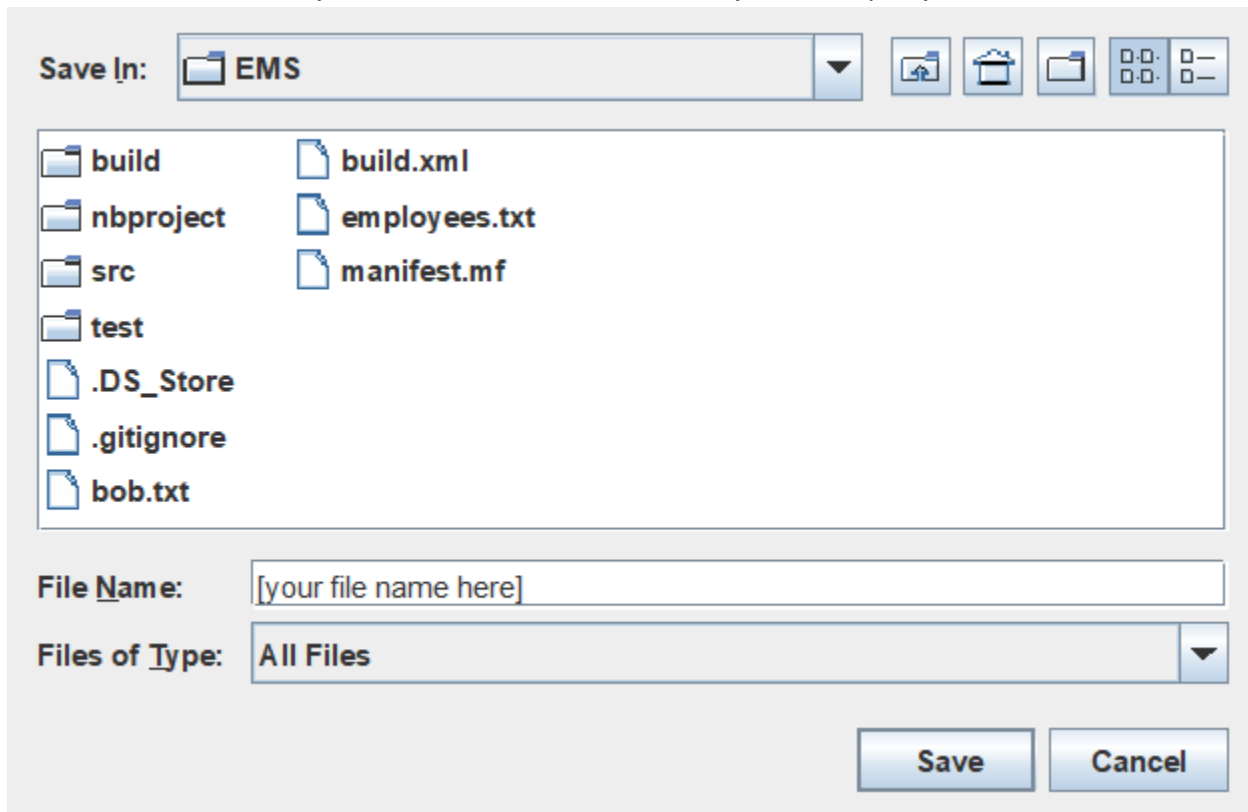
[Open Files](#)

Saving to Files

1. Click the “Click to Save Changes Made” button.

Click To Save Changes Made

2. Ensure the file you wish to save has the extension .txt
 - a. Eg. employees.txt
3. Or, create a new file by typing in the file name field. This will automatically create a .txt file to save your employees to.

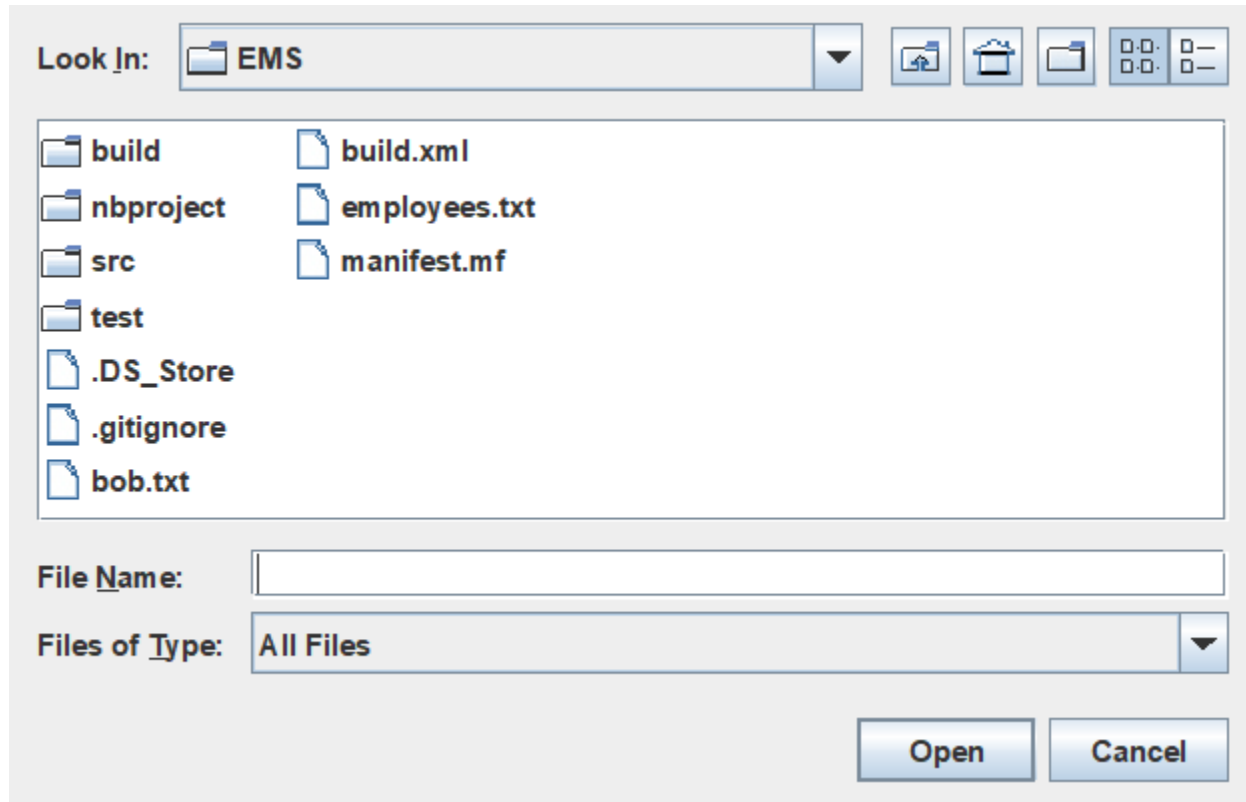


Loading from Files

1. Click the “Open Files” button located at the bottom of the window

Open Files

2. Ensure the file you wish to save has the extension .txt
 - a. Eg. employees.txt



Adding Employees

1. Click the “Click To Add New Employee” button

Click To Add New Employee

2. This Window Will now pop up
 - a. Ensure that the fields Employee Number, Deduction rate, annual salary, hours/week and weeks/year are all whole numbers
 - b. All other fields must be comprised of letters
3. Click Add employee to finish

Add Employee

Employee Information

Employee Number

First Name

Last Name

Sex

Work Location

Payroll Information

Employment Type

Deduction Rate (%)

Annual Salary (\$)

Hours/Week

Weeks/Year

Removing Employees

1. Select an employee from the table below and click

Emp. Number	Type	First Name	Last Name	Work Location
11	Full Time	Itchy	Scratchy	Toronto
13	Part Time	Lilly	looo	Mississauga
4	Part Time	Bradley	Tar	Mississauga
14	Full Time	Tony	Berkins	Mississauga
5	Part Time	Grace	Yeuli	Mississauga
15	Full Time	Usif	Iuoo	Mississauga
6	Full Time	Joe	Lui	Mississauga
16	Full Time	Hilary	Lass	Mississauga
7	Full Time	Mashrur	Chowdhry	Chicago
8	Full Time	Bob	Schnider	Mississauga
9	Full Time	Lucas	Lee	Not Specified

2. Click the “Click To Remove Employee” button

Click To Remove Employee

Editing Employees

1. Click the “Click To Edit an Employee’s Info” button
2. Change the desired information
 - a. Ensure that the fields Employee Number, Deduction rate, annual salary, hours/week and weeks/year are all whole numbers
 - b. All other fields must be comprised of letters
3. Click the “Finish” button located at the bottom right corner

Edit Employee

Employee Information		Payroll Information	
Employee Number	<input type="text" value="6"/>	Employment Type	<input type="text" value="Full Time"/>
First Name	<input type="text" value="Joe"/>	Deduction Rate (%)	<input type="text" value="30.0"/>
Last Name	<input type="text" value="Lui"/>	Annual Salary	<input type="text" value="80000.0"/>
Sex	<input type="text" value="Male"/>	Hours/Week	<input type="text"/>
Work Location	<input type="text" value="Mississauga"/>	Weeks/Year	<input type="text"/>

Searching for Employees

1. Select the type of search method that should be used

First Name ▼

First Name

Last Name

Work Location

Full Time

Part Time

2. Input the employees information for the selected field and click “Search”