

Table of Contents

1.	FEATURES	2
2.	MASTERS	2
2.1	Designation Master	2
2.2	Salary Head Master	3
3.	PAYROLL.....	3
3.1	Employee Master	3
3.2	Advance Payment	4
3.3	Salaried Employee Leave Entry.....	5
3.4	Waged Employee Attendance.....	5
3.5	Salary Process	5
3.6	Salary Payment.....	6
3.7	Wage Payment.....	6
4.	REPORTS	7
4.1	Employee Details Report.....	7
4.2	Advance Report.....	8
4.3	Wage Attendance Report	8
4.4	Salaried Employee Leave.....	8
4.5	Salary Slip.....	8
4.6	Salary Payment	8
4.7	Wage Payment Reports.....	8

MINI PAYROLL

EyeT, a software development company specializing in providing custom solutions for small businesses is very happy to introduce you our new project 'MINI PAYROLL' a complete package for automating the Payroll of a company .

1. FEATURES

- User –Friendly Environment
- Effective PAYROLL Management System- Complete, Accurate Employee Information
- It is flexible and customizable to suit individual Companies
- Reduces the amount of time that human resources department spends for managing employee information.
- Tracks Record easily with suitable search criteria's and reports

2. MASTERS

Master is for entering the basic details which are used repetitively in most of the Forms. In Master Forms we have the Facilities

- Can save the details and can make updation at anytime
- Deletion of Unwanted data is possible.

And it contains the following masters

2.1 Designation Master

Designation Master is for entering the Designation Name for Employees. Here we have to enter Designation Name only. We can save, edit and delete the Designation Name .If we want to make any modification select that data from grid and modify data after that click on save button. Then data will be updated. For deleting select that data from grid and click delete button corresponding data. Here the Designation name is mandatory

2.2 Salary Head Master

This is the master form for entering the details of a Salary Head Master. Here we have to enter Salary Head Name and select Addition or Deduction. After entering all data click save button for storing data. If we want to modify any data select the data from grid and click save button. For deleting, select the data from grid then click delete button delete to that data

3. PAYROLL

3.1 Employee Master

EMPLOYEEMASTER deals with the Registration of the new employees and modification and deletion of already registered employees. This form contains 2 tabs (headers) - Employee detail and Salary Details. Employee detail is to enter basic details of an employee and the Salary detail is for enter salary detail if the employee is a salaried employee

- Registration Of A New Employee
 1. Enter the name of the employee*
 2. Enter the Address*
 3. Enter pin Code
 4. Enter the phone number of the employee
 5. Select date of birth (it should be less than join date)*
 6. Select the gender (Male/Female)*
 7. Enter Previous Organization
 8. Enter Experience in Month*
 9. Select Designation [xxxx]*
 10. Select Join date(it should be greater than DOB)*
 11. Enter qualification
 12. select salary Type(salary or daily wage)—this field cant be modified after saving the details*
 13. If the salary type is wage, a textbox will appear to enter wage amount. Then we can't add any data to salary details. Add wage amount to the textbox
 14. If the salary type is salary, enter the amount for each salary heads. If we do not enter any value, it will save as 0. later we can modify it
 15. These all data will save into the database on the save button click and the saved data will fill in the below grid(table) with the basic details

*Mandatory fields

1. Employee Search

There is a search option for employees in this form. When the form is load the Grid (table) will fill with all employees. Using these search option, we can fill the grid with our desired employees. So that we can easily track an employee. We can search the employees by name, address, employee status (active or terminated) and salary type (salary or daily wage)

2. Employee Modification

1. Double click on the employee record which is in the grid for the modification
2. all the data will fill in the corresponding controls
3. A window for the termination detail will also appear.
4. If the purpose is modification, change the required fields except salary type and save the details
5. If the purpose is termination, Select the checkbox "Termination" and select the termination date and enter reason for termination. After terminate an employee, we cant change the employee status

3. Employee Deletion

1. Double click on the employee record which is in the grid for the Deletion
2. Delete the record, on delete button click
3. But it can't delete if there is pending of payments, or this employee is present in any other tables

On the "cancel" button click, all the controls in the page will cleared and it will act as a fresh page. On the "Exit" button click, this form will close

3.2 Advance Payment

This page deals with Advance Payment. Here we have to select employee Name from the control Employee Search. Then select the Advance Payment Date, enter Advance Amount and enter the Remark. When we click on save button data will be stored. We can also edit and delete these details. If we want to make any modification select that data from grid and modify data after that click on save button. Then data will be updated. While Updating Advance amount, it should not be less than the difference of Advance amount and Advance Remain Amount for Wage Employee .And if the salary process is done then updation of the Advance Amount is not possible for the Salaried Employee. For deleting select that data from grid and click delete button corresponding data. Here also for Wage Employee if the Advance Amount and Advance remain

amount is different then deletion is not possible else can delete. And if the salary is processed for the salaried employee then deletion is not possible for that Employee.

Here Employee, Advance Payment Date and Advance Amount are mandatory

3.3 Salaried Employee Leave Entry

Salaried Employee Leave Entry is for entering the details of leave for Salaried Employee. Here we have to select employee Name from the control, Employee Search. While we select the employee the Total Leave had taken by the employee will shown in the form Load by a label. Then that select the Leave Date, Select Leave Type from the Combo box that will contain items 1) Full Day 2)HalfDay. And enter the Reason. We can save, edit and delete the details of Salaried Employee Leave Entry. If we want to make any modification select that data from grid and modify data after that click on save button. Then data will be updated. For deleting select that data from grid and click delete button corresponding data. If the salary is already processed for the Employee we can't add or take leave on that month. And If the salary is processed for the Employee on that month we can't update and delete leave entry for that employee

Here Employee, Leave Date and Leave Type are mandatory

3.4 Waged Employee Attendance

By this form we can mark the Attendance for the Wage Employee. This form contains From Date, To Date and Employee name fields .When select the From date and To date all the dates between that From Date and To Date will get automatically added to that Grid. Then Select the Employee. After that mark the Attendance for that employee. Then Click save button all data will get stored. Here we can edit the Attendance of Waged Employee .If the payment is done for the waged employee we can't edit the Attendance else we can update.

Here Employee name and at least one attendance entry should be done

3.5 Salary Process

This is to calculate salary of employees for a particular month. Here user has to select a process month and click process button, then a grid is generated with a list of employees with their salary heads, the user can add additional Addition/Deduction in the grid , it will affect the total salary , there is an another two fields **NoOfLeave** and **AmountPerLeave** . The **NoOfLeave** holds No of leave taken by an Employee for a particular month and **AmountPerLeave** will be the amount will loss for a single leave. Then select **process date** and then click save .For edition, select process month first, then salary details for particular month will be shown in the grid , then modify the data in the fields and click save button. Inorder to delete the data, select process month first, then

salary details for particular month will be shown in the grid .Then click delete data, data will be deleted

3.6 Salary Payment

This form is used to do the payment for the salaried Employee. This form contains Payment Date, Employee, Salary Month, Outstanding Balance and Total Paid fields. Here when select an Employee and select a Salary Month if the salary is processed for that month then a grid is generated with a name of employee ,salary heads, Addition Amount, Deduction Amount and Total Pay of that Employee in the grid. And Out Standing Balance will show in a textbox. And it is(Sum of Total Pay of that Employee from the Salary Process -Sum of Total Payment of that Employee from the salary Payment –Sum of Total Advance of that Employee from the Advance Payment).Then Select Payment Date and enter the Total Paid amount and click on the save button then all details will get stored

For edition, Select the Employee and select Salary Month, if the salary payment is done for that Employee then salary payment details for that Employee for that month will be shown in the grid, then modify the data in the fields and click save button. .Here on save and update the Total Paid amount should not be greater than the Out Standing Balance Amount In order to delete the data, Select the Employee and select Salary Month, then salary payment details for that month will be shown in the grid ,then click delete data , data will be deleted

Here Payment Date, Employee name, Salary Process Details and Total Paid Fields are mandatory

3.7 Wage Payment

WAGEPAYMENT deals with the payment the daily wages to the employees and modification and deletion of already paid records.

- New Payment
 1. Select the payment date*
 2. Select the employee, by clicking on the button near to the employee name textbox. So that we can search the employee by name and can select for the payment. At the time of selecting the employee, the payment pending data will fill in the grid with details date, wage amount, already paid amount, paying amount. And the advance amount will also fill the text box*

3. Enter the paying amount in the textbox. This amount should not be greater than (total wage to pay – advance amount). At the time of entering the total paying amount, paying amount in the grid will fill automatically.*
4. These all data will save into the database on the save button click and the saved data will fill in the grid(table) in the child form with the basic details

* Mandatory fields

- View Record

On the “View” button click, a popup window will open with all wage payment records. There is search option for these records. We can track the record by employee name or by date wise search

- Payment Modification

1. Double click on the payment record which is in the child form(grid) for the modification
2. All the data will fill in the corresponding controls. Now the data will fill in the grid and advance textbox with the new entries
3. we cant change the employee at the time of modification
4. If the purpose is modification, change the required fields except employee

- Payment Deletion

1. Double click on the employee record which is in the grid for the Deletion
2. Delete the record, on delete button click
3. But it can't delete if there is pending of payments, or this employee is present in any other tables
4. deletion of this record will cause in the modification in advance details and wage payment details of this employee

On the “cancel” button click, all the controls in the page will cleared and it will act as a fresh page. On the “Exit” button click, this form will close

4. REPORTS

4.1 Employee Details Report

It shows all the details of an employee like name, address Join Date ect.

Based on

- All
- Current
- Terminated

4.2 Advance Report

It shows the advance details taken by employees during selected period

Based on

- Date wise
- Employee Wise

4.3 Wage Attendance Report

It shows the attendance details of waged employees within a selected period, based on employee wise and date wise

4.4 Salaried Employee Leave

It shows the details of leave taken by salaried employees based on

- Date Wise
- Employee Wise

4.5 Salary Slip

It shows the salary details of each employee in that selected month

It shows all employees report and employee wise report

4.6 Salary Payment

This report shows the payment details of salary in a selected month

Salary payment can be done partially. So the details of paid amount will get from this report. All list and employee wise list will get here

4.7 Wage Payment Reports

This report shows the details of wage payment of workers .It includes total wage amount, Advance paid and the details of payment

Based on

- A given period
- Employee wise

