

# Human Resource & Payroll Management System

A complete management software for organizations

## User Manual

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## Employee Panel

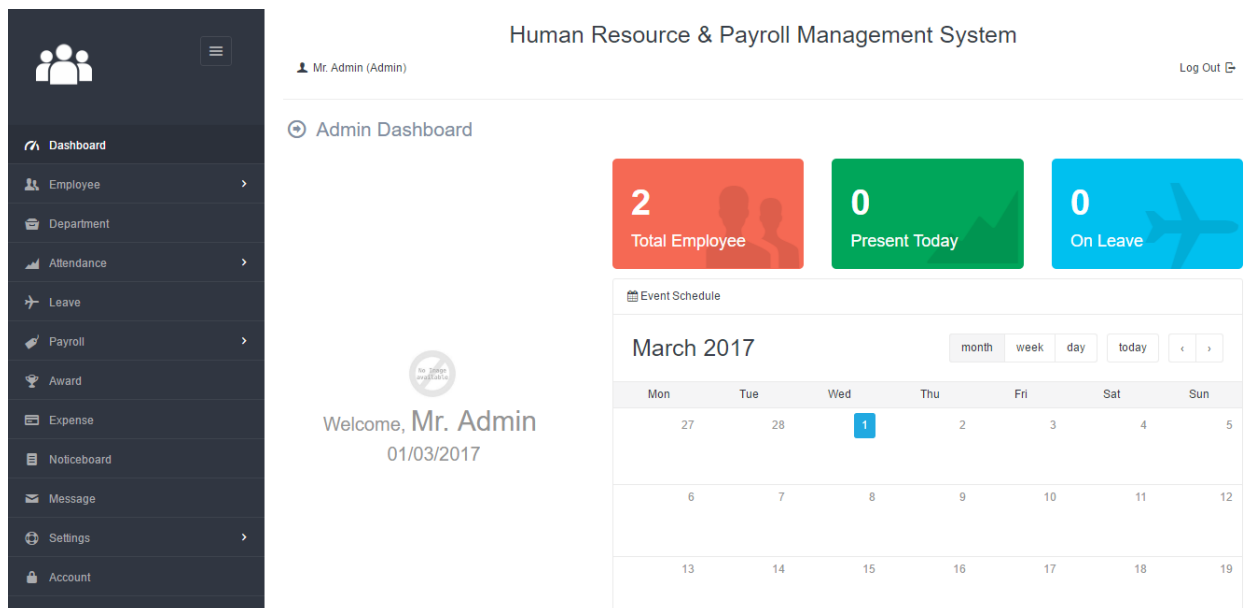
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The Human Resource and payroll management system is a 360-degree solution for effectively and efficiently managing the human resources of the company.

## Admin Panel

### Dashboard

The dashboard appears right after putting proper credentials to sign in into the system. The system has dual user mode namely Administrator and Employee. The dashboard provides a full overview of the whole process.



### Employee

New Employee can be added and employee list with full description can be generated from Employee tab.

For Adding Employee and its relevant information, go to “Add Employee” by clicking Employee > Add Employee.

The first tab is “Personal Details”. Input all the relevant information in the form and click “Submit” to save the information. Then in the second tab “Account Login”, the email address and password can be created for the designated employee so that he/she is enabled to use the human resource management system from the employee end.

The next tab is “Company details” where a company Id is automatically generated. The form related to department and designation of the employee as well as his activity can be filled out from this tab.

The “Bank Account Details” tab deals with taking in the bank account details of the employee for the feasibility of salary disbursement. At the top right, the “Document” tab contains the relevant documents



## Department

The department category adds the various divisions and departments in the organization with designated positions under the departments. This operation can be performed by simply clicking on “Add New Department” situated at the right corner under Department tab. The form that takes information for adding new department also enables to add the various designations related to the department inside the organization.

Upon successfully filling up the information, all of these information can be visualized from “Department” tab and can be updated/deleted further by clicking “Actions > Edit”.

The screenshot displays the 'Human Resource & Payroll Management System' interface. On the left is a dark sidebar with navigation links: Dashboard, Employee, Department (active), Attendance, Leave, Payroll, Award, Expense, Noticeboard, Message, Settings, and Account. The main content area shows the 'Department' tab with a table listing existing departments and a button to 'Add New Department'.

#	Department Name	Designation	Total Employees	Options
1	HR	1.HR Executive 2.HR Intern	0	Action ▾
2	Technology	1.Specialist 2.Software Developer 3.UI/UX Researcher	1	Action ▾
3	Marketing	1.Executive 2.Sales support representative 3.Director	1	Action ▾

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This screenshot shows the 'Add Department' modal form overlaid on the system interface. The form includes input fields for 'Department Name' and 'Designation', an 'Add Designation' button, and a 'Submit' button. A 'Close' button is located at the bottom right of the modal.

Human Resource & Payroll Management System

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## Attendance

The attendance section has two tabs, “Daily Attendance” and “Attendance Report”.

The “Daily Attendance” tab marks the “absent/present” attendance of an employee from specific date and department. In case of absence, a text box is generated that is needed to be filled up showing the cause of absence.

The “Attendance Report” generate the attendance report for a particular time period specified by department.

Dashboard

Employee

Department

Attendance

Daily Attendance

Attendance Report

Leave

Payroll

Award

Expense

Noticeboard

Message

Settings

Account

Mr. Admin (Admin)

Log Out

Attendance Report Of All Employees

Employees By Department

Year

Month

All Employees

2017

March

Show Report

Attendance Sheet  
All Employees  
March 2017

Employees ↓   Date →	Summary ( Total Presence / Total Absence )	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
John Doe	1 / 0																															
Teresa Ralph	1 / 0																															

Print Attendance Sheet

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Human Resource & Payroll Management System

Mr. Admin (Admin)

Log Out

Manage Attendance Of All Employees

Employees By Department

Date

All Employees

01-03-2017

Manage Attendance

Attendance For All Employees  
01 Mar 2017

#	Name	Status	Reason Of Absence
1	John Doe	Present	
2	Teresa Ralph	Present	

Save Changes

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## Leave

The leave management portal is designed to approve or decline the leave request generated by the employee. For specific id, a specific leave request is generated by the employee that is visualized in the leave section which can be approved or declined from the “Action” bar.

The screenshot displays the 'Human Resource & Payroll Management System' interface. On the left is a dark sidebar with navigation links: Dashboard, Employee, Department, Attendance, Leave (selected), Payroll, Award, Expense, Noticeboard, Message, Settings, and Account. The main content area shows the 'Leave List' section. At the top, it says 'Mr. Admin (Admin)' and 'Log Out'. Below is a table with columns: #, ID, Employee, Start Date, End Date, Reason, Status, and Options. Two leave requests are listed: one for Teresa Ralph (Maternal Leave, Approved) and one for John Doe (Education leave, Pending). The 'Options' column for the pending request shows 'Decline' and 'Delete' buttons. A footer note reads '© 2016 Human Resource & Payroll Management System | Creativitem'.

#	ID	Employee	Start Date	End Date	Reason	Status	Options
1	18e108d	Teresa Ralph	01/02/2017	11/02/2017	Maternal Leave...	Approved	Action
2	660f1aa	John Doe	01/02/2017	10/02/2017	Education leave...	Pending	Decline, Delete

## Payroll

A fully fledged operational payroll management system is integrated with this application. The Payroll tab of the system has two parts, creating new payroll for employees in the department and payroll list.

The “Create Payroll” has that Allowances and Deductions, where apart from basic salary various types of new allowances can be added. On the contrary, the deduction table works on various deductions of the employee salary. On the basis of information provided a payroll can be created and printed out.

The screenshot shows the 'Create Payslip' form. It includes dropdowns for Department (Marketing Department), Employee (John Doe), Month (February), and Year (2017), with a 'Submit' button. Below are sections for 'Allowances' and 'Deductions', each with 'Type' and 'Amount' input fields, 'Add' buttons, and 'Calculate Total' buttons. A 'Summary' section at the bottom displays calculated values: Basic (20000), Total Allowance (0), Total Deduction (0), Net Salary (20000), and Status (Paid), with a 'Create Payslip' button.

Allowances	
Type	Amount
+ Add Allowance	
Calculate Total Allowance	

Deductions	
Type	Amount
+ Add Deduction	
Calculate Total Deduction	

Summary	
Basic	20000
Total Allowance	0
Total Deduction	0
Net Salary	20000
Status	Paid
Create Payslip	



Dashboard

Employee

Department

Attendance

Leave

Payroll

Award

Expense

Noticeboard

Message

Human Resource & Payroll Management System

Mr. Admin (Admin)

Log Out

Payslip List

Month

February

Year

2017

Search

#	ID	Employee	Summary	Date	Status	Options
1	c28917a	John Doe	<div>Basic Salary : 20000</div> <div>Total Allowance : 3000</div> <div>Total Deduction : 1000</div> <div>Net Salary : 22000</div>	February, 2017	Paid	Action
2	883c1dd	Teresa Ralph	<div>Basic Salary : 30000</div> <div>Total Allowance : 6000</div> <div>Total Deduction : 2500</div> <div>Net Salary : 33500</div>	February, 2017	Paid	Action

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## Award

Awards, recognition and challenges are pertinent for the growth of any organization. Keeping that in mind, an award management portal is integrated into the system. By clicking on “Add New Award” an automated id is generated and the gift that the employer is willing to provide to its employee/employees can be managed and packaged from this portal.

Dashboard

Employee

Department

Attendance

Leave

Payroll

Award

Expense

Noticeboard

Message

Settings

Account

Human Resource & Payroll Management System

Mr. Admin (Admin)

Log Out

Award

Add New Award

#

ID

1

026a

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Human Resource & Payroll Management System

Add Award

Award Name

Gift

Amount

Employee

Select An Employee

Date

mm/dd/yyyy

Submit

Close

## Expense

The expense is managed under “Expense” section of the application. New expenses can be added by clicking on “Add New Expense” button under “Manage Expense” sub-section. The expense can be edited or deleted from “Action” tab listed at right for every expense listing.

The screenshot shows a modal window titled "Human Resource & Payroll Management System" with a close button (X) in the top right corner. The modal is titled "Add Expense" and contains the following fields:

- Expense Title: A text input field.
- Description: A text area with a small icon for text formatting.
- Amount: A text input field.
- Date: A text input field with a placeholder "mm/dd/yyyy".

Below the fields is a blue "Submit" button. At the bottom right of the modal is a "Close" button. In the background, the main application interface is visible, showing a sidebar with menu items like Dashboard, Employee, Department, Attendance, Leave, Payroll, Award, Expense, Noticeboard, Message, Settings, and Account. The main content area shows a table with columns for #, ID, Amount, Date, and Options, with an "Add New Expense" button in the top right corner.

## Noticeboard

The app enables to create, edit, delete and send notices for the informed convenience in human resources management.

The “Noticeboard” menu redirects to a page to manage noticeboard. For creating notices, click on “Add New Notice” button situated at the upper-left corner of the window. The information when set to active is sent over email notification to all the employees of the organization. To update as well as to delete the notice, click on the “Action” button on the “Notice List” tab.

The screenshot shows a modal window titled "Human Resource & Payroll Management System" with a close button (X) in the top right corner. The modal is titled "Add Notice" and contains the following fields:

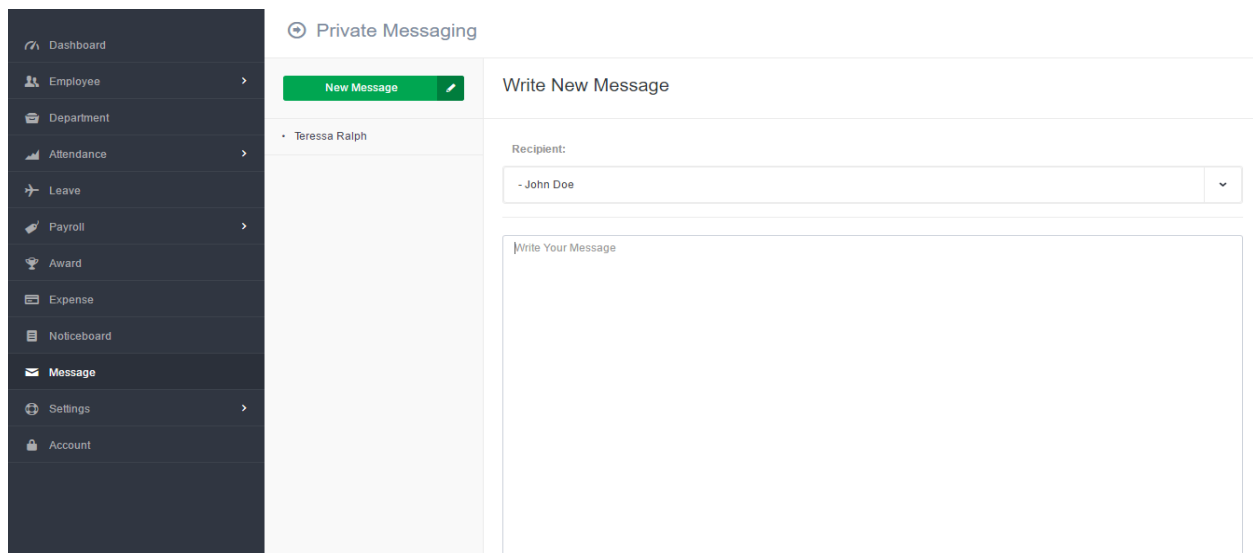
- Notice Title: A text input field.
- Description: A text area with a small icon for text formatting.
- Status: A dropdown menu with "Active" selected.
- Date: A text input field with a placeholder "mm/dd/yyyy".

Below the fields is a blue "Submit" button. At the bottom right of the modal is a "Close" button. In the background, the main application interface is visible, showing a sidebar with menu items like Dashboard, Employee, Department, Attendance, Leave, Payroll, Award, Expense, Noticeboard, Message, Settings, and Account. The main content area shows a calendar view with a "Add New Notice" button in the top right corner.

## Message

The software makes it easy to send private messages to all the stakeholders for the smooth functioning of the human resource management activity.

By clicking on “message” section, and clicking “New Message” button this action can be performed. Alternatively, the user’s to whom the message is intended to be sent are selected and message is sent by clicking on “Send” button. The earlier conversations with the stakeholders can also be viewed in this section.



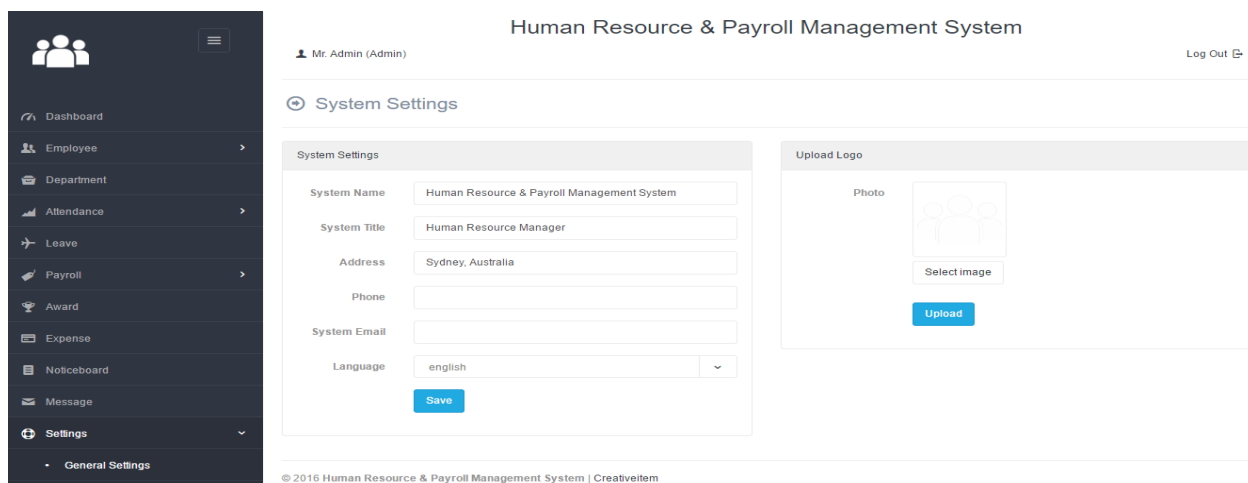
The screenshot shows the 'Private Messaging' section of the application. On the left is a dark sidebar with a menu containing: Dashboard, Employee, Department, Attendance, Leave, Payroll, Award, Expense, Noticeboard, Message (highlighted), Settings, and Account. The main content area is titled 'Private Messaging' and features a green 'New Message' button. Below this, a list of contacts is shown, with 'Teresa Ralph' selected. To the right, the 'Write New Message' form is visible, including a 'Recipient:' dropdown menu currently set to 'John Doe' and a large text area labeled 'Write Your Message'.

## Settings:

Settings are the key component of any management system. The flexibility of a system is defined by its easy to handle settings.

### General Settings:

The “General Settings” will let the user to change the basic system settings by editing the required data field. Also, it gives a feasibility to change logo, contact information other important settings aspect.



The screenshot displays the 'System Settings' page within the 'Human Resource & Payroll Management System'. The top header includes the system name, the user 'Mr. Admin (Admin)', and a 'Log Out' link. The left sidebar is identical to the previous screenshot, with 'Settings' and 'General Settings' highlighted. The main content area is divided into two sections: 'System Settings' and 'Upload Logo'. The 'System Settings' section contains form fields for System Name, System Title, Address, Phone, System Email, and Language, along with a 'Save' button. The 'Upload Logo' section features a 'Photo' placeholder, a 'Select image' button, and an 'Upload' button. A footer at the bottom reads '© 2016 Human Resource & Payroll Management System | Creativeitem'.

## Language Settings:

The software supports multiple languages along with RTL and LTR support. For selecting a language which can be availed from “System Settings”. “Language Settings” lists all the available languages and allows addition of new phrase and new languages with its “Add Phrase” and “Add Language” tab.

The screenshot displays the 'Human Resource & Payroll Management System' interface. On the left is a dark sidebar with a menu including Dashboard, Employee, Department, Attendance, Leave, Payroll, Award, Expense, Noticeboard, Message, and Settings (with a sub-item General Settings). The main content area has a header with 'Mr. Admin (Admin)' and a 'Log Out' link. Below the header is the 'Manage Language' section, which includes tabs for 'Language List', 'Add Phrase', and 'Add Language'. The 'Language List' tab is active, showing a table with columns 'Language' and 'Option'.

Language	Option
English	<a href="#">Edit Phrase</a>
Spanish	<a href="#">Edit Phrase</a>
French	<a href="#">Edit Phrase</a>
German	<a href="#">Edit Phrase</a>
Chinese	<a href="#">Edit Phrase</a>
Arabic	<a href="#">Edit Phrase</a>

## Account

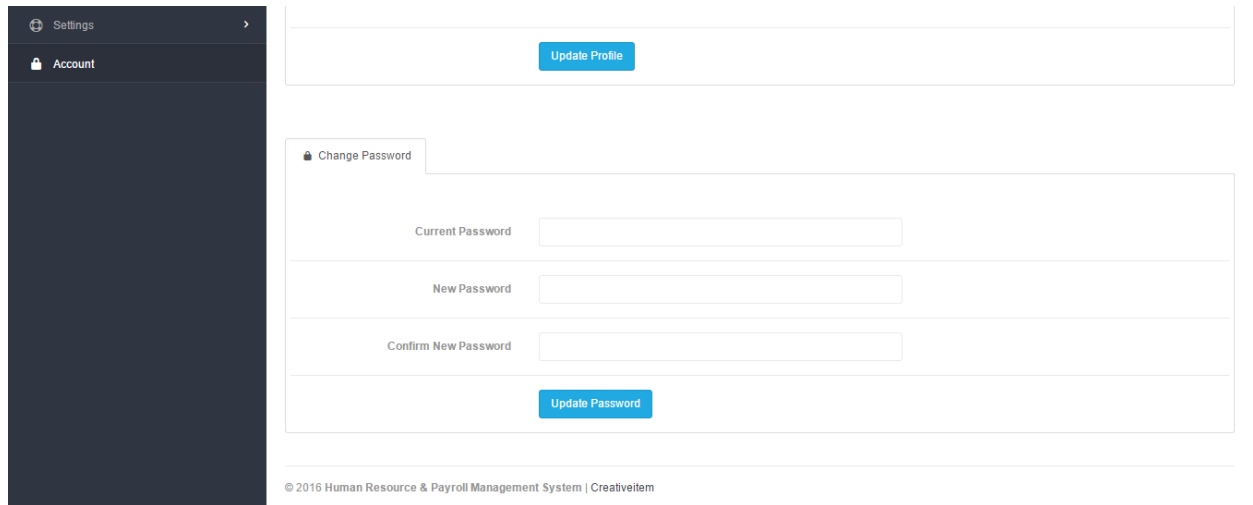
### Manage Profile

The profile information can be edited by clicking at “Account” tab listed last at Dashboard. The information can be edited and saved using this “Update Profile” listed under “account”

The screenshot displays the 'Human Resource & Payroll Management System' interface. On the left is a dark sidebar with a menu including Dashboard, Employee, Department, Attendance, Leave, Payroll, Award, Expense, Noticeboard, Message, Settings, and Account. The main content area has a header with 'Mr. Admin (Admin)' and a 'Log Out' link. Below the header is the 'Manage Profile' section, which includes a tab for 'Manage Profile'. The 'Manage Profile' tab is active, showing a form with fields for Name, Email, and Photo. The Name field contains 'Mr. Admin' and the Email field contains 'admin@example.com'. The Photo field shows a placeholder image with the text 'No Image available' and a 'Select image' button. At the bottom of the form is an 'Update Profile' button.

## Resetting password

Password can also be reset by clicking “Change Password” listed under “account” icon. To change the password, current password and new password are the mandatory field that are needed to be filled out and for checking the new password should be confirmed by retyping it again.



The screenshot shows a web application interface with a dark sidebar on the left and a light main content area. The sidebar has a 'Settings' link with a gear icon and an 'Account' link with a lock icon. The main content area has a top section with an 'Update Profile' button. Below this is a 'Change Password' section with a lock icon and the text 'Change Password'. This section contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. At the bottom of this section is an 'Update Password' button. The footer of the page reads '© 2016 Human Resource & Payroll Management System | Creativeitem'.

Settings

Account

Update Profile

Change Password

Current Password

New Password

Confirm New Password

Update Password

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## Log Out

By clicking “Log Out” listed at top right corner, one can successfully log out from this application.

## Employee Panel

### Dashboard

The dashboard appears right after putting proper credentials to sign in into the system. The dashboard provides a full overview of the whole process.



Dashboard

Attendance Report

Leave

Payroll

Award

Noticeboard

Message

Account

## Human Resource & Payroll Management System

John Doe (Employee) Log Out

Employee Dashboard

Event Schedule

March 2017

month week day today < >


Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Welcome, John Doe

01/03/2017

### Attendance

The attendance section has “Attendance Report” tab. The “Attendance Report” generate the attendance report for a particular time period specified by department.



Dashboard

Attendance Report

Leave

Payroll

Award

Noticeboard

Message

Account

## Human Resource & Payroll Management System

John Doe (Employee) Log Out

Attendance Report

Year: 2017 Month: February Show Report

Attendance Sheet February 2017

Employee ↓   Date →	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
John Doe																												

Print Attendance Sheet

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## Leave Request

The leave management portal is designed to generate leave request by the employee. For specific id, a specific leave request is generated by the employee that is visualized in the leave section which can be approved or declined from the “Action” bar from admin panel.

The screenshot displays the 'Human Resource & Payroll Management System' interface. A modal window titled 'Add Leave' is open, allowing an employee to submit a leave request. The modal includes input fields for 'Start Date' and 'End Date', both with a placeholder 'mm/dd/yyyy', and a larger text area for 'Reason'. A blue 'Submit' button is located at the bottom of the form. The background shows a sidebar with navigation options like Dashboard, Attendance Report, Leave, Payroll, Award, Noticeboard, Message, and Account. The main content area is partially visible, showing a table with columns for ID and a status of 'Pending'.

## Payroll Visualization

A fully fledged operational payroll management system is integrated with this application. The Payroll tab of the system allows the employee to view the payroll.

The screenshot shows the 'Human Resource & Payroll Management System' with the 'Payroll' modal open. The modal is divided into three sections: 'Allowance Summary', 'Deduction Summary', and 'Payslip Summary'. The 'Allowance Summary' table lists two items: 'Transportation Allowance' (1000) and 'Client Meeting Allowance' (2000). The 'Deduction Summary' table lists one item: 'Retirement Fund' (1000). The 'Payslip Summary' section shows a breakdown of earnings and deductions: Basic Salary (20000), Total Allowance (3000), Total Deduction (1000), and Net Salary (22000). A 'Print Payslip Details' button is at the bottom left of the modal. The background shows the same sidebar and a main content area with a table showing a status of 'Paid'.

#	Type	Amount
1	Transportation Allowance	1000
2	Client Meeting Allowance	2000

#	Type	Amount
1	Retirement Fund	1000

Basic Salary	: 20000
Total Allowance	: 3000
Total Deduction	: 1000
Net Salary	: 22000

## Receive Award

Awards, recognition and challenges are pertinent for the growth of any organization. Keeping that in mind, an award management portal is integrated into the system that can be availed by the employee.

The screenshot displays the 'Human Resource & Payroll Management System' interface. On the left is a dark sidebar with a menu containing: Dashboard, Attendance Report, Leave, Payroll, Award (highlighted), Noticeboard, Message, and Account. The main content area shows the user 'John Doe (Employee)' and a 'Log Out' link. Below this is the 'Awards List' section, which contains a table with the following columns: #, ID, Award Name, Gift, Amount, Awarded Employee, and Date. The table is currently empty. At the bottom of the main content area, there is a copyright notice: '© 2016 Human Resource & Payroll Management System | Creativetem'.

## Message

The software makes it easy to send private messages to all the stakeholders for the smooth functioning of the human resource management activity.

By clicking on “message” section, and clicking “New Message” button this action can be performed. Alternatively, the user’s to whom the message is intended to be sent are selected and message is sent by clicking on “Send” button. The earlier conversations with the stakeholders can also be viewed in this section.

The screenshot displays the 'Human Resource & Payroll Management System' interface. On the left is a dark sidebar with a menu containing: Dashboard, Attendance Report, Leave, Payroll, Award, Noticeboard, Message (highlighted), and Account. The main content area shows the user 'John Doe (Employee)' and a 'Log Out' link. Below this is the 'Private Messaging' section. It features a green 'New Message' button with a pencil icon. To the right of this button is the 'Write New Message' form. The form includes a 'Recipient:' label, a dropdown menu currently showing 'Select An Admin', a search input field with a magnifying glass icon, and a list of suggestions below the search field, including 'Select An Admin' and '- Mr. Admin'.



## Account

### Manage Profile

The profile information can be edited by clicking at “Account” tab listed last at Dashboard. The information can be edited and saved using this “Update Profile” listed under “account”

The screenshot displays the 'Account' management interface. On the left is a dark sidebar with a menu including: Attendance Report, Leave, Payroll, Award, Noticeboard, Message, and Account (selected). Under 'Account', there are links for 'Edit Profile' and 'Change Password'. The main content area is divided into three sections: 1. 'Personal Details' with form fields for Name (John Doe), Fathers Name (Robert Doe), Date Of Birth (Tue, 05 Jun 1990), Gender (Male), Phone (01454557532), Local Address (1, Houston, Texas, USA), Permanent Address (2/A, Washington, USA), Nationality (American), and Martial Status (Unmarried). There is also a 'Photo' field with a camera icon and the text 'no photos'. 2. 'Bank Account Details' with fields for Account Holder Name (John Doe), Account Number (4018-585585-300), Bank Name (JP Morgan), and Branch (Houston). 3. 'Documents' with a list of document types (Resume File, Offer Letter, Joining Letter, Contract & Agreement, Other) each accompanied by a 'Choose' button.

### Resetting password

Password can also be reset by clicking “Change Password” listed under “account” icon. To change the password, current password and new password are the mandatory field that are needed to be filled out and for checking the new password should be confirmed by retyping it again.

The screenshot shows the 'Change Password' form within the 'Human Resource & Payroll Management System'. The top header includes the system name, the user's name 'John Doe (Employee)', and a 'Log Out' link. The sidebar menu is identical to the previous screenshot, with 'Change Password' selected under the 'Account' tab. The main form area contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below these fields is a green 'Change Password' button. At the bottom of the page, there is a copyright notice: '© 2016 Human Resource & Payroll Management System | Creativeitem'.

### Log Out

By clicking “Log Out” listed at top right corner, one can successfully log out from this application.