



# HIGHER TECHNICAL INSTITUTE

**Project Number: CS/308**

**Project Report submitted by: Evdokia Kolia**

## **BANK PAYROLL**

**(USER MANUAL)**

**Project Supervisor: Mrs Loizou Eliza**

**Bsc, Msc in Computer Science**

**External Assessor: Andreas Chrysafis**

**Manager Network & Infrastructure Services**

**JUNE 2004**



# *User Manual*

## Table of Contents

	<b>Page Number</b>
<b>1. Introduction</b>	<b>1</b>
<b>1.1 Introduction to the System</b>	<b>1</b>
<b>1.2 How to use this manual</b>	<b>2</b>
<b>2. System Requirements</b>	<b>3</b>
<b>3. Installation of the System and Logging into the System</b>	<b>5</b>
<b>4. Quick Start Tutorial</b>	<b>9</b>
<b>4.1 Quick Overview of the System</b>	<b>9</b>
<b>4.1.1 File Menu</b>	<b>10</b>
<b>4.1.2 Maintenance Menu</b>	<b>11</b>
<b>4.1.3 Monthly Data</b>	<b>12</b>
<b>4.1.4 Payroll</b>	<b>13</b>
<b>4.1.5 Extract Files</b>	<b>13</b>
<b>4.1.6 Reports</b>	<b>14</b>
<b>4.1.7 Help</b>	<b>15</b>
<b>4.1.8 About</b>	<b>15</b>
<b>4.2 Options of the System</b>	<b>16</b>
<b>4.2.1 File Menu</b>	<b>16</b>

<b>4.2.1.1 Users</b>	<b>16</b>
<b>4.2.1.1.1 Add</b>	<b>17</b>
<b>4.2.1.1.2 Update</b>	<b>21</b>
<b>4.2.1.1.3 Delete</b>	<b>24</b>
<b>4.2.1.1.4 Return</b>	<b>25</b>
<b>4.2.1.2 Change Password</b>	<b>26</b>
<b>4.2.1.3 Initialize Log – File</b>	<b>30</b>
<b>4.2.1.4 Exit</b>	<b>35</b>
<b>4.2.2 Maintenance Menu</b>	<b>36</b>
<b>4.2.2.1 Employees</b>	<b>36</b>
<b>4.2.2.1.1 Add</b>	<b>37</b>
<b>4.2.2.1.1 Personal Information about</b>	<b>37</b>
<b>Employees</b>	
<b>4.2.2.1.2 Employees’ Payroll Data</b>	<b>47</b>
<b>4.2.2.2 Update</b>	<b>55</b>
<b>4.2.2.2.1 Personal Information about</b>	<b>55</b>
<b>Employees</b>	
<b>4.2.2.2.2 Employees’ Payroll Data</b>	<b>57</b>
<b>4.2.2.2.3 Delete</b>	<b>60</b>
<b>4.2.2.3.1 Personal Information about</b>	<b>60</b>
<b>Employees</b>	

4.2.2.3.2 Employees' Payroll Data	61
4.2.2.2.4 Display	64
4.2.2.4.1 Personal Information about Employees	64
4.2.2.4.2 Employees' Payroll Data	65
4.2.2.2 Branches	67
4.2.2.2.1 Add	68
4.2.2.2.2 Update	73
4.2.2.2.3 Delete	74
4.2.2.2.4 Display	76
4.2.2.3 Scales	78
4.2.2.3.1 Add	79
4.2.2.3.2 Update	82
4.2.2.3.3 Delete	83
4.2.2.3.4 Display	85
4.2.2.4 Tax Scales	86
4.2.2.4.1 Add	87
4.2.2.4.2 Update	90
4.2.2.4.3 Delete	91
4.2.2.4.4 Display	92
4.2.2.5 Allowances	94

4.2.2.5.1 Add	95
4.2.2.5.2 Update	99
4.2.2.5.3 Delete	100
4.2.2.5.4 Display	102
4.2.2.6 Overtime	103
4.2.2.6.1 Add	104
4.2.2.6.2 Update	107
4.2.2.6.3 Delete	108
4.2.2.6.4 Display	110
4.2.2.7 Absence	111
4.2.2.7.1 Add	112
4.2.2.7.2 Update	115
4.2.2.7.3 Delete	116
4.2.2.7.4 Display	118
4.2.2.8 Rates	119
4.2.2.8.1 Add	120
4.2.2.8.2 Update	123
4.2.2.8.3 Delete	125
4.2.2.8.4 Display	127
4.2.2.9 Data Type	128
4.2.2.9.1 Add	129

4.2.2.9.2 Update	132
4.2.2.9.3 Delete	133
4.2.2.9.4 Display	135
4.2.3 Monthly Data Menu	136
4.2.3.1 Overtime of Employees	136
4.2.3.1.1 Add	137
4.2.3.1.2 Update	142
4.2.3.1.3 Delete	143
4.2.3.1.4 Display	144
4.2.3.2 Allowances of Employees	145
4.2.3.2.1 Add	146
4.2.3.2.2 Delete	150
4.2.3.2.3 Display	151
4.2.3.3 Absences of Employees	153
4.2.3.3.1 Add	154
4.2.3.3.2 Update	159
4.2.3.3.3 Delete	160
4.2.3.3.4 Display	161
4.2.3.4 Traveling of Employees	163
4.2.3.4.1 Add	164
4.2.3.4.2 Update	168

4.2.3.4.3 Delete	169
4.2.3.4.4 Display	171
4.2.4 Payroll	172
4.2.5 Extract Files	176
4.2.5.1 Net Salaries	176
4.2.5.2 Social Insurance	177
4.2.5.3 Provident Fund	178
4.2.5.4 Income Tax	179
4.2.5.5 Medical Fund	180
4.2.5.6 Union Deduction	181
4.2.6 Reports	182
4.2.7 Help	183
4.2.8 About	184