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EasyPay Payroll System

Introduction

Doing our periodic payroll manually consumes most of our work time. With a Payroll Software, it gives us more time to do other activities in a day.

However, using a payroll software is different from using a word processor. It takes time and practice to learn how to use the program properly. It is adviced that before starting our payroll entry, correct understanding of each function and proper sequence of entry as recommended be followed to minimize redundancy and error in our final result.

Please follow the correct procedure in using the software. Let's get started!

About the Software

The software is developed using Visual Basic 5 as front-end for user interface and Microsoft Access 97 as the back-end database. The program is network ready and can run under Windows 95/98/NT/2000/XP.

Recommended Hardware Specifications

- A PC based computer with a Pentium II processor or higher.
- 64 MB of RAM or higher.
- CD-ROM drive for Program Installation
- 800 x 600 B/W or Color Monitor
- Back-up Device (CD-RW / Zip drive)
- The system would require a minimum of 50 megabytes of disk space and would increase as the database increases.

Installation of the Program

1. Insert (CD) Installation Disk into the CD drive.
2. The CD will automatically initialize setup. Otherwise run Setup.exe of the CD.
3. Place a check mark on the program to be installed then click the "install" button.
4. You will be guided by the Setup wizard, just use the defaults provided.
5. After the installation, For Windows 98, a folder "Lee Systems" containing all the icons of the programs will automatically appear in the desktop.
6. For other versions of Windows operating system, click the "Start" button on the taskbar; go to Programs; Lee Systems, then select the module.

Time Clock System

The main purpose of the Time Clock module is to record the Time In / Time Out of each employee per day. It basically serves as an electronic bundy clock.

The program is usually stored in a separate computer, place near the security guard. The hardware specification is the same as required above but with a less storage capacity.

The data/employee No. may be entered manually into the program or the computer may be connected with other peripherals for automation:

- Barcode reader /swipe
- Proximity reader
- Magnetic Strip reader
- Biometric device

❖ These may be connected to the program provided that the device have already a text file output. You can call us to linked your device to the program.

❖ All the employee's data should be encoded first in the EasyPay Payroll module. The Time Clock module will not accept any new employee which have no record in the EasyPay Payroll Employee File. Please check the procedure in updating new employees to the Time Clock System.

Part A : Getting Started - Time Clock System

For Windows 98:

Double click "Lee Systems" folder then double click the icon "Clock"

For Windows NT/2000/XP

Click "Start" button at the task bar. Select >Programs > Lee Systems > Clock

The Copyright & Warranty screen will appear.

Should you find the conditions acceptable, click the "**I accept.**." button

If not, click "**Quit**" button to exit.
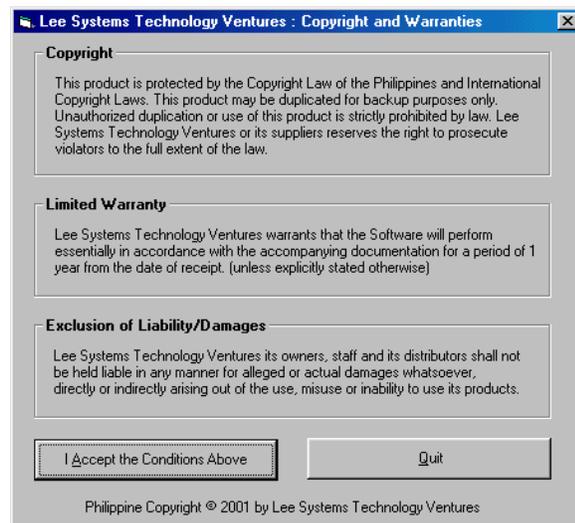
Step A.1 : Transferring of Employee File from Payroll to Time Clock module

Refer to Payroll manual for extracting the employee from payroll
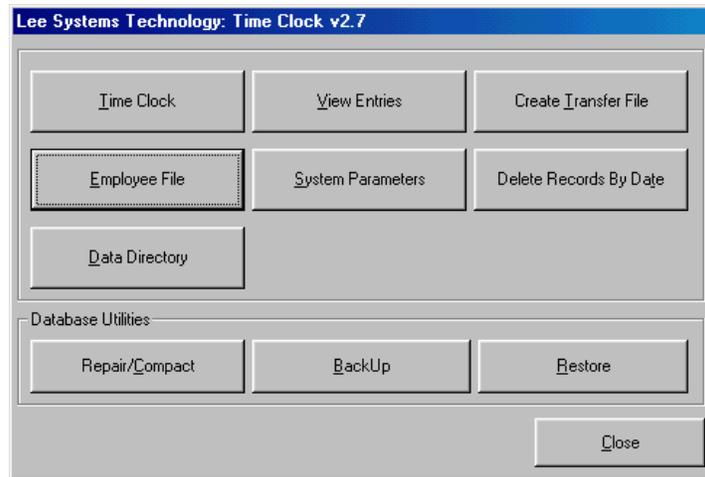
Click the "Employee File" button.
1. Insert Diskette extracted from Payroll Employee Master File. Filename: (PayTransferFile.mdb)
2. Click the "Browse" button in the Download Employee Master File
3. Select 3½ Floppy{A:} then Select the filename "PayTransferFile.mdb". [e.g. A:\PayTransferFile.mdb]
4. Click "Download" button The updated employees should appear in the Employee File list.
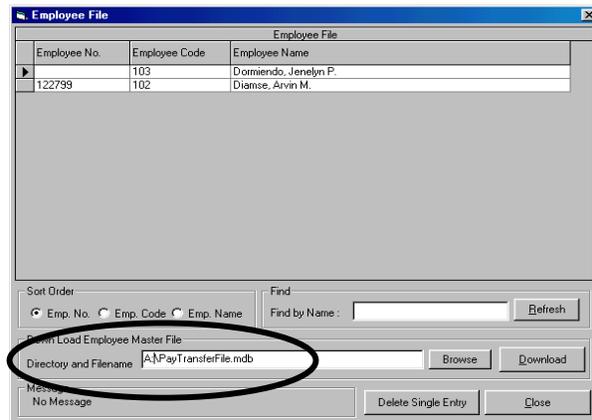
Step A.2: Setting Password

The objective for setting the password is to prevent unauthorized tampering of the Time Clock entry screen.

1. Click "**System Parameters**" button
2. Enter the password to be change, the system password is set at *lst / admin*. Either one depending on the version.
3. The Validate Employee Name should also be "checked".
4. Click "Save" button.
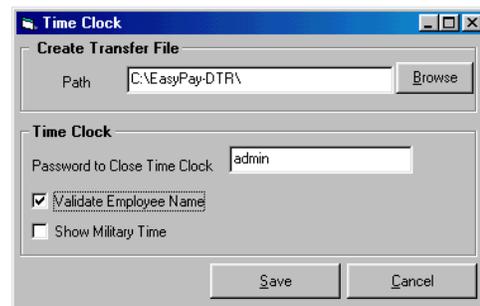
Step A.3: Opening Time Clock Entry

1. Click **"Time Clock"** button.
2. For keyboard entry, type in the employee no. in the space provided for the barcode entry.
3. For other peripherals such as barcode/magnetic strip reader, the employee no. will automatically appear once the barcode /magnetic strip is read.
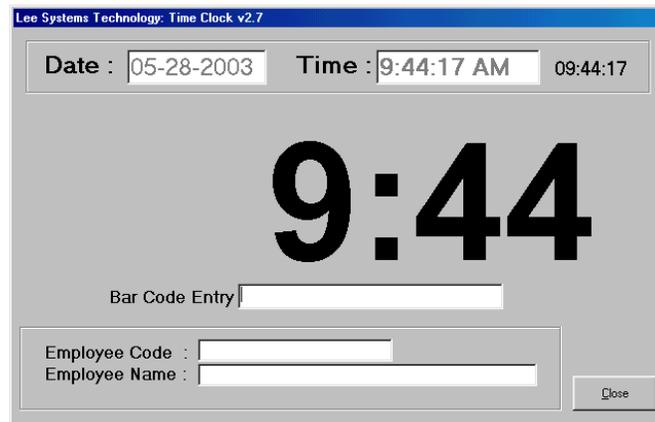
Part B : Transferring of Data to Timekeeping module

Step B.1 : Create a folder for EasyPay - Daily Time Record
- Go to Windows Explorer and create a folder name "EasyPay-DTR"

The folder to be created intends to store data to be transferred to the Timekeeping Module.

Step B.2 : Setting the Path

From the **Main Menu**, click **System Parameters** button.

1. Click "**System Parameters**" button
2. Type **C:\EasyPay-DTR**
3. Click "**Save**" button
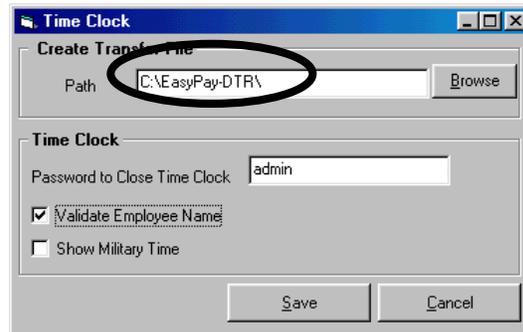
Step B.3 : Transferring of Daily Time Record

From **Main Menu**, click **Create Transfer File** button.

1. Click "Create Transfer File"
2. Enter the Date Range to be transferred.
3. Type in the filename to be saved. It is recommended that the following coding of filename be followed.
   e.g. EP-2003-02-25
   EP – stands for EasyPay Payroll
   2003 – payroll year
   02 - payroll month
   25- cut-off date / payroll counter
4. Click **"Create File"** button
❖ The filename entered will be saved under the folder EasyPay-DTR
5. Copy the filename to the diskette to be downloaded in the Timekeeping module.
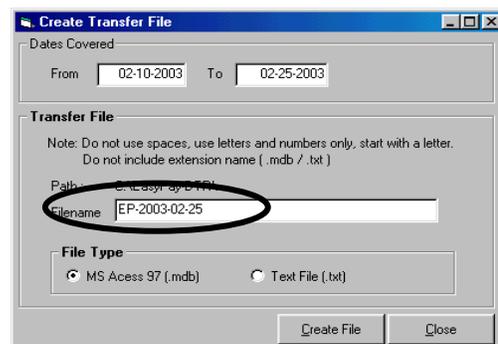
C. Other Functions

View Entries

You may view and print the Transactions recorded in the Time Clock System.

- Enter the Period Covered to be viewed.
- To view specific employee, fill in employee name space. To view all employee, leave the space blank.
- Click the "Refresh" button

To Print,
- Go to **Printer Set-up**. Select the Printer Name that you are about to use, the Print Range and the Number of Copies that you are going to make.
- Click **Ok.**
- Go to **Preview Report.**
- From the lower left of your screen, you would see the number of pages you are about to print.
- In line with that, click the Printer icon.

Deleting Records

If your free/available disk space in your hard disk is low, you may need to delete some of your data.

It is advised that you should keep at least 2 year's data in your system and delete data that is more than 2 years.

However, if your system has a 10 or 20-gig hard disk and the computer is solely used for purposes, you may not need to delete data.

Deleting data may improve the speed of the program.

After Deleting Data you should compact the file. Refer to section on Compact Repair Compact.

You may also check the file size your data. Open Windows Explorer and look for the filename "ClockFile.mdb". If the file size is about 100mb and the computer is starting to slow down, you may want to delete previous data.

1. Click "Delete Records by Date" button
2. Enter Cut-Off Date to be deleted.
3. Click "Delete" button

This procedure deletes the Time In/Out entries from start to the Cut-Off Date.

Repair/Compact Database

From the **Main Menu**, click **Repair/Compact** button. The following screen will appear:
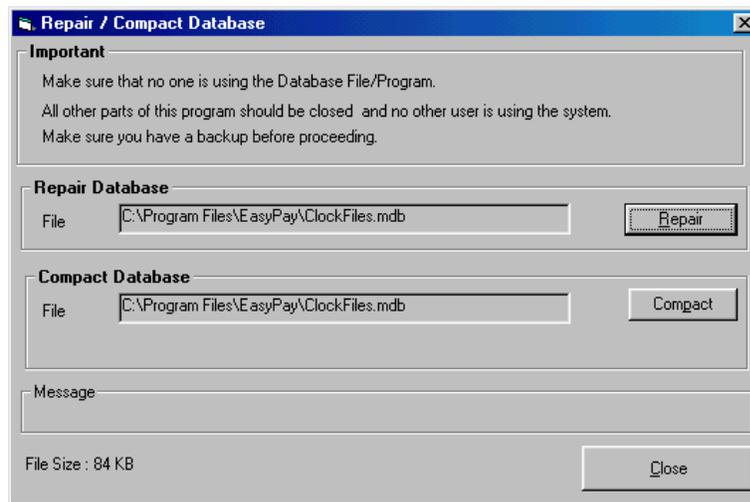
Repair Database

Database may be damaged due to hard disk failures, abnormal power interruptions/failure, and poor network connections and network collisions. This is why backup is very important. "Repair Database" repairs the database to restore database integrity. Before repairing the database, backup the file without overwriting your existing backup, by backing it up in another name or folder.

Compact Database

When records are deleted, the system does not physically delete the records from the file. This means that the disk space used by the data file continually increases, and a large file slows down the system. "Compact Database" actually removes the deleted records from the file thus reducing the actual file size. This process should be done regularly (Quarterly or Yearly) if a lot of transactions are usually deleted. Make sure to backup before proceeding with this process.

Click the **Repair** button to start the repair process.

Click the **Compact** button to start the compact process.

Checking the Refresh Auxiliary Files in Compact Procedure optimize (reduces) the size of the temporary files and auxiliary files that the system also uses. These are files other than the Data File.

Click **Close** to return to main menu.

Backup

From the *Main Menu*, click *Back Up* button and the following screen will appear:
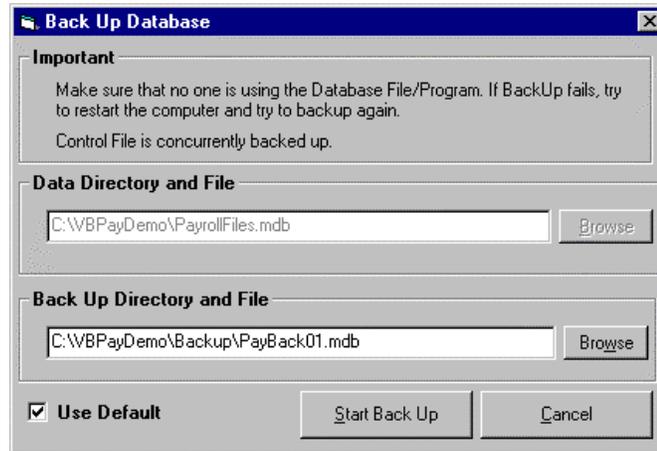
1. Specify the *Backup Directory* and *File*. Click the *Browse* button to search for available folders or to create a folder.
2. Click the *Start Backup.*

Important: Make sure that no one else is using the program (networked programs) and that all other parts of the system are closed before proceeding.

It is of utmost importance that you should have a backup for your system and data. Data may be damaged due to voltage fluctuations, hardware/computer malfunction, closing the program or computer without shutting it down properly and computer viruses. Backup should be done regularly depending on the volume of your data. For a system wherein data are entered daily, backup should be done daily. However, if data is entered only one or twice a month, backup may be done monthly or semi-monthly. *Start backing up once you have entered actual or valuable data into your system*.

There should at least be two sets of backup, one on site and the other off site. This is to ensure that should anything happen to the site, there is an off-site backup to retrieve data from.

A simple backup system is provided, it copies the Data Files from the working directory to another folder/drive/zip drive. There are efficient backup programs commercially available in the market. There are programs that compress the data before storing it to your backup device such as Winzip Program, you may also use these programs to backup. You may use Zip Drives or Tape Drives or CD-rewrite as your external backup. **DO NOT USE DISKETTES**. They are easily damaged and are an unreliable media for backup.

The files to backup are the following:

Look for these files in the folder/subdirectory where the program/data is installed.

Description	(files whose extension name is rpt, exe and mdb)
1.Application or Executable files	*.exe (Available in Installation Disk)
2.Report files	*.rpt (Available in Installation Disk)
3.Data files	*.mdb

Restore

From the *Main Menu*, Click *Restore* button. The following screen will appear:
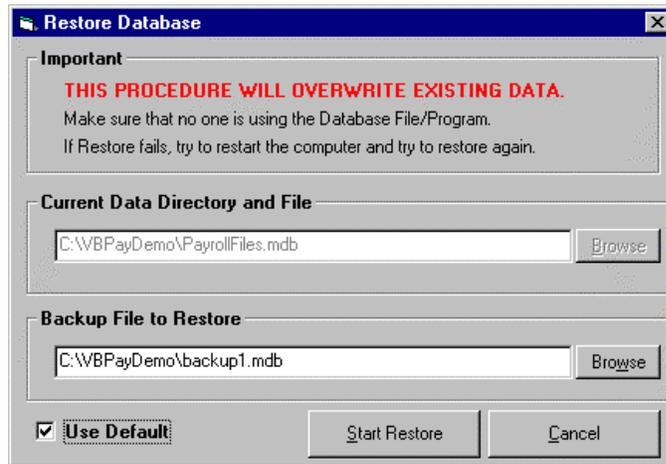
1. Specify the Backup Directory and File that will be restored as the current file. Click the *Browse* button to search for available backup files.
2. Click the *Start Restore*.

Important: Make sure that no one else is using the program (networked programs) and that all other parts of the system are closed before proceeding.

Restoring Data Files would overwrite your current data with a backed up data. This would be necessary on the following cases:
1. When the current file is damaged beyond repair. If Repair Utility is unable to successfully repair the file. (Refer to the section on the Repair Utility)
2. When the data file is virus infected and cannot be cured.
3. When the integrity of the current data is questionable and the Backed Up data is more reliable.