

# Timekeeping and Payroll System

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## Overview

Automation of manual processing of time logs, filing of leave, overtime and DTR correction of employee in a company.

## Goals

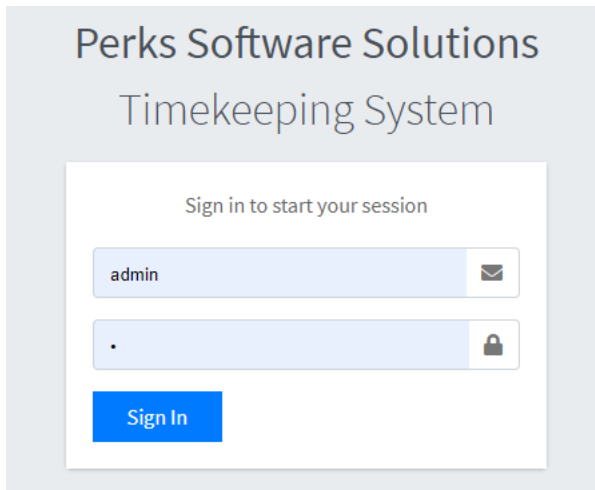
1. Online viewing of daily time record for each employee.
2. Employee can file online for their leaves, overtime and in/out corrections.
3. Provide HR automated process of working hour, computing lates, overtime and undertime.
4. Provide manager approval for employee's request for leaves, overtime and in/out correction.
5. Flexible role management depend on company's need.
6. Leave balance module. **(Future updates)**
7. To integrate biometrics device to the system. **(Future updates)**
8. To integrate Payroll process **(Future updates)**
9. To integrate use Reports for HR. **(Future updates)**

## Specifications

1. Web-based application.
  - a. Deployed locally if the company would like it to be secured.
  - b. Deployed in the internet for easy access anytime and anywhere.
2. Secure user by role management
3. Best viewed in pc or laptops. Also mobile friendly.
4. Accessible through popular browsers( Chrome, Internet Explorer and Mozilla)

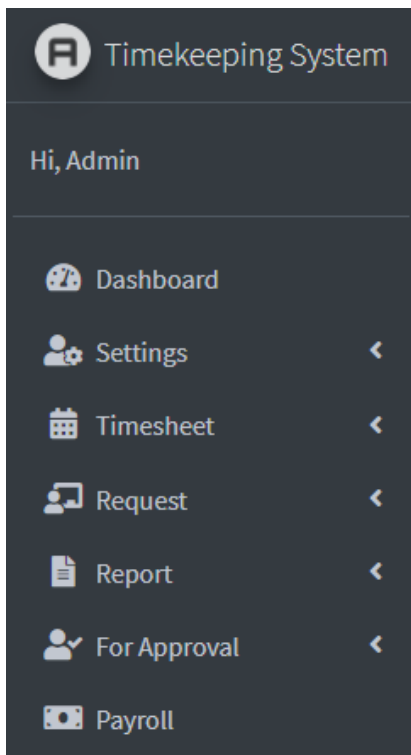
## Actual Screenshot

### I. Login Page



### II. Menu

Accessible and easy to use left panel



### Dropdown menu items

- Settings
- Employee
- Shift
- Payroll Cutoff
- Leave Type
- Employee Leave Bal
- Calendar Activities
- Groupings

- Timesheet
- Processing
- DTR
- Request
- Overtime
- Leave
- DTR Correction
- Change Shift

- Report
- DTR Report
- For Approval
- Leave Calendar
- Leave
- Overtime
- DTR Correction
- Change Shift

## III. Dashboard

Home Logout

Dashboard Home / Dashboard v1

<b>05</b> Leave Approvals More info	<b>10</b> Overtime Approvals More info	<b>15</b> DTR Corrections More info	<b>02</b> Change Shift Approvals More info
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Total Employees **255**

## IV. Employee Management

The screenshot shows a web application interface for Employee Management. At the top, there are navigation links for 'Home' and 'Logout', along with search and notification icons. A blue 'Create' button is visible. Below it is the 'Employee List' section, which includes an 'Add Filter' button and a search input field. The main content is a table with the following data:

Employee No	Full Name	Role	Action
20001	Novy A. Licayan	Admin	Delete
20002	Teresa D. Pinlac	Admin	Delete
20003	Francis Dennis Cuasito	Admin	Delete
20004	Adrian John Teopengco	Admin	Delete
20005	Joemel Medel	Admin	Delete

At the bottom of the table, there are pagination controls: 'Previous', '1', '2', '3', 'Next'. The text 'Showing 1 to 5 of 100 entries' is displayed at the bottom right.

### Create / Edit Employee (Popup Form)

Step 1

Step 2

Step 3

Employee Information

1 Personal 2 Account 3 Job

**First Name**  
Rutherson

**Last Name**  
Delos Santos

**Gender**  
Male

**Marital Status**  
Single

**Email**  
rds@gmail.com

**Contact Number**  
09332556546

Next

Employee Information

1 Personal 2 Account 3 Job

**Employee Serial**  
Employee Serial

**Username**  
Username

**Password**  
Password

**SSS**  
SSS

**Pagibig**  
Pagibig

**Philhealth**  
Philhealth

Previous Next

Employee Information

1 Personal 2 Account 3 Job

**Date Hire**  
Date Hire

**Date Resigned**  
Date Resigned

**Shift**  
[Dropdown]

**Department**  
[Dropdown]

**Basic Pay**  
Basic Pay

**Role**  
[Dropdown]

Previous Submit

## Sort Employee

Add Filter
×


**No. Of Entries**

**Sort By:**

**Sort Direction**  Ascending  Descending

Close
Apply Filter

## Delete Employee



**Are you sure?**

You won't be able to revert this!

Yes, delete it!
Cancel

## V. Shift Management

Home Logout
🔍 🗨️ 📧 ⌵ 🖥️

Create

Shift List

⌵ Add Filter
Search

Shift	Shift In	Shift Out	Break In	Break Out	Req Hr	Action
12PM-10PM	12:00	22:00	18:00	19:00	45	<a href="#">Delete</a>
8PM-5AM	20:00	29:00	18:00	19:00	45	<a href="#">Delete</a>
1AM-10AM	01:00	10:00	18:00	19:11	45	<a href="#">Delete</a>
10AM-8PM	10:00	20:00	12:00	13:00	45	<a href="#">Delete</a>
8AM-6PM	08:00	18:00	12:00	13:00	45	<a href="#">Delete</a>
1AM-10AM	01:00	10:00	05:00	06:00	45	<a href="#">Delete</a>

Previous 1 2 3 Next
Showing 1 to 5 of 10 entries

## Create / Edit Shift

### Step 1

**Shift Information**

1 Shift 2 Schedule

**Shift**  
Shift

**Time In**      **Time Out**  
Shift In      Shift Out

**Break In**      **Break Out**  
Break In      Brea Out

**NS Start**      **NS End**  
Night shift start      Night shift end

**Grace Period**  
Grace Period

**Req Hr**  
Req Hr

Include Grace Period In Late  
 Auto Compute Overtime  
 Enable Night Shift

**Next**

### Step 2

**Shift Information**

1 Shift 2 Schedule

Work Day	Required Hr.
<input checked="" type="checkbox"/> MON	9
<input checked="" type="checkbox"/> TUE	9
<input checked="" type="checkbox"/> WED	9
<input checked="" type="checkbox"/> THU	9
<input checked="" type="checkbox"/> FRI	9
<input type="checkbox"/> SAT	0
<input type="checkbox"/> SUN	0

**Previous** **Submit**

## Sort Shift

**Add Filter**

**No. Of Entries** 10

**Sort By:** Select Column To Filter

**Sort Direction**  Ascending  Descending

**Close** **Apply Filter**

## Delete Shift

**!**

**Are you sure?**  
You won't be able to revert this!

**Yes, delete it!** **Cancel**

## VI. Payroll Cutoff

**Create**

Cut Off List

**Add Filter** **Search**

Cutoff Start	Cutoff End	Processed	Government	Action
01/16/2020	01/31/2020	<input type="checkbox"/>	<input type="checkbox"/>	Delete

Previous **1** Next

Showing 1 to 1 of 1 entries

### Create / Edit Cutoff

Home **Payroll**

**Create**

Off List

**Add Filter**

**Cutoff Start**

01/16/2020

Previous **1** Next

**Payroll CutOff Information** ×

**Start**

01/16/2020

**End**

01/31/2020

Government

**Close** **Submit**

### Sort Cutoff

**Add Filter** ×


**No. Of Entries**

**Sort By:**

**Sort Direction**  Ascending  Descending

**Close** **Apply Filter**

### Delete Cutoff



**Are you sure?**

You won't be able to revert this!

**Yes, delete it!** **Cancel**



## VII. Leave Type

Create

Leave Type List

Add Filter Search

Leave Type	Code	With Pay	Action
Sick Leave with Pay	SLWP	<input checked="" type="checkbox"/>	Delete
Vacation Leave with Pay	VLWP	<input checked="" type="checkbox"/>	Delete
Sick Leave without Pay	SLWOP	<input type="checkbox"/>	Delete
Vacation Leave without Pay	VLWOP	<input type="checkbox"/>	Delete
Official Business	OB	<input checked="" type="checkbox"/>	Delete
Maternity Leave with Pay	MLWP	<input checked="" type="checkbox"/>	Delete
Remote Work	RW	<input type="checkbox"/>	Delete
Emergency Leave	EL	<input type="checkbox"/>	Delete
Half Day	HD	<input type="checkbox"/>	Delete

Previous 1 Next Showing 1 to 9 of 9 entries

### Create / Edit Leave Type

Leave Type Details

Leave Type Name  
Name

Leave Type Code  
Code

With Pay

Close Submit

### Sort Leave Type

Add Filter

No. Of Entries 10

Sort By: Select Column To Filter

Sort Direction  Ascending  Descending

Close Apply Filter

### Delete Leave Type

!

**Are you sure?**

You won't be able to revert this!

Yes, delete it! Cancel

## VIII. Leave Balance

Create

Leave Balance List

Add Filter Search

Employee	Type	Expired	Qty	Remarks	Action
Anne Maureen M. Pante	Sick Leave with Pay	12/30/2020	5		Delete
Anne Maureen M. Pante	Sick Leave with Pay	12/30/2020	20	With pay leaves	Delete
Anne Maureen M. Pante	Vacation Leave with Pay	12/30/2020	15	VL Leave 2020	Delete
Anne Maureen M. Pante	Remote Work	12/30/2020	1	RW	Delete
Anne Maureen M. Pante	Emergency Leave	12/30/2020	1		Delete

Previous **1** 2 3 4 Next Showing 1 to 1 of 10 entries

### Create / Edit Leave Balance

Employee Balance Details

Employee

Type

Acquire

Expire

Qty

Remarks

Close Submit

### Sort Leave Balance

Add Filter


No. Of Entries

Sort By:

Sort Direction  Ascending  Descending

Close Apply Filter

### Delete Leave Balance



**Are you sure?**

You won't be able to revert this!

## IX. Calendar Activities

**Create**

Holiday List

**Add Filter** **Search**

Holiday Date	Type	Description	Action
01/16/2020	Labor Day		Delete

Previous **1** Next Showing 1 to 1 of 1 entries

### Create / Edit Calendar Activities

**Holiday Details** ×

**Holiday Date**

**Type**

**Description**

**Close** **Submit**

### Sort Leave Balance

**Add Filter** ×

**No. Of Entries**

**Sort By:**

**Sort Direction**  Ascending  Descending

**Close** **Apply Filter**

### Delete Leave Balance

**Are you sure?**

You won't be able to revert this!

**Yes, delete it!** **Cancel**

## X. Groupings

The screenshot shows a 'Company List' interface. At the top left is a blue 'Create' button. Below it is a search bar with an 'Add Filter' button on the left and a 'Search' button on the right. The main area contains a table with two columns: 'Name' and 'Action'. The table lists five companies, each with 'Go Inside' and 'Delete' links in the action column. At the bottom, there are 'Previous', '1', and 'Next' navigation buttons, and a status message 'Showing 1 to 5 of 5 entries'.

Name	Action
Company 1	Go Inside   Delete
Company 2	Go Inside   Delete
Company 3	Go Inside   Delete
Company 4	Go Inside   Delete
Company 5	Go Inside   Delete

Create / Edit Grouping

The screenshot shows a 'Branch Details' dialog box. It has a 'Name' input field at the top. Below it are five checkboxes: 'Approver All', 'OT Approver', 'OB Approver', 'Leave Approver', and 'DTR Approver'. At the bottom, there are 'Close' and 'Submit' buttons.

Sort Grouping

The screenshot shows an 'Add Filter' dialog box. It contains three main sections: 'No. Of Entries' with a text input field containing '10', 'Sort By' with a dropdown menu showing 'Select Column To Filter', and 'Sort Direction' with radio buttons for 'Ascending' (selected) and 'Descending'. At the bottom, there are 'Close' and 'Apply Filter' buttons.

Delete Grouping

The screenshot shows a confirmation dialog box. It features a large orange exclamation mark icon at the top. Below the icon, the text reads 'Are you sure?' followed by 'You won't be able to revert this!'. At the bottom, there are two buttons: 'Yes, delete it!' (blue) and 'Cancel' (red).

## XI. Request Overtime

Request Overtime

Overtime

Add Filter Search

Date	Type	In	In	Reason	Status	Action
01/29/2020	WITHPAY	22:00	30:00		Approved	
04/01/2020	WITHPAY	12:00	22:00		For Approval	Delete

Previous **1** Next Showing 1 to 2 of 2 entries

### Create/Edit For Approval (Overtime)

**Request Overtime** ×

**Date**


**Type**

**Time In**

**Time Out**

**Reason**

### Delete For Approval



**Are you sure?**

You won't be able to revert this!

### Sort For Approval

**Add Filter** ×

**No. Of Entries**

**Sort By:**

**Sort Direction**  
 Ascending  
 Descending

## XII. Request Leave

Request Leave

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Leave

Add Filter
Search

Date	Type	Day	Reason	Status	Action
<a href="#">01/31/2020</a>	VLWP	1.00		Approved	
<a href="#">04/01/2020</a>	SLWP	1.00		For Approval	<a href="#">Delete</a>

Previous 1 Next
Showing 1 to 2 of 2 entries

### Create/Edit For Approval (Leave)

Request Leave
✕

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**Date**

**Type**

**Day**

**Reason**

Close
Submit

### Delete For Approval

!

**Are you sure?**

You won't be able to revert this!

Yes, delete it!
Cancel

### Sort For Approval

Add Filter
✕

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**No. Of Entries**

**Sort By:**

**Sort Direction**

Ascending

Descending

Close
Apply Filter

### XIII. Request DTR

**Request DTR**

DTR

Add Filter Search

Date	Shift	In	In	Reason	Status	Action
04/30/2020	12PM-10PM	12:00	22:00		For Approval	Delete
04/29/2020	12PM-10PM	12:00	22:00		For Approval	Delete
04/28/2020	12PM-10PM	12:00	22:00		For Approval	Delete

Previous **1** Next Showing 1 to 3 of 3 entries

#### Create/Edit For Approval (DTR)

**Request DTR** ✕

**Date**


**Type**

**Time In**

**Time Out**

**Reason**

#### Delete For Approval



**Are you sure?**  
You won't be able to revert this!

#### Sort For Approval

**Add Filter** ✕

**No. Of Entries**

**Sort By:**

**Sort Direction**  
 Ascending  
 Descending

## XIV. Leave Approvals

Leave Approval

**Add Filter** **Search**

Date	Name	Type	Day	Reason	Status
04/01/2020	Anne Maureen M. Pante	SLWP	1.00		For Approval

Previous **1** Next Showing 1 to 1 of 1 entries

### Edit Approvals (Leave)

Leave Details

**Date**  
Date

**Type**  
Sick Leave with Pay

**Reason**  
Reason

**Approver Remarks**  
Approver Remarks

**Approve** **Disapprove** **Close**

### Sort Approvals

Add Filter

**No. Of Entries** 10

**Sort By:** Select Column To Filter

**Sort Direction**  
 Ascending  
 Descending

**Close** **Apply Filter**



## XV. Overtime Approvals

Overtime Approval

Add Filter Search

Date	Name	Type	In	In	Reason	Status
04/01/2020	Anne Maureen M. Pante	WITHPAY	12:00	22:00		For Approval

Previous **1** Next Showing 1 to 1 of 1 entries

### Edit Approvals (Leave)

**Overtime Details**

**Date**  
Date

**Type**  
With Pay

**In**  
12:00

**Out**  
22:00

**Reason**  
Reason

**Approver Remarks**  
Approver Remarks

### Sort Approvals

Add Filter ×

**No. Of Entries**

**Sort By:**

**Sort Direction**  
 Ascending  
 Descending

## XVI. DTR Approvals

DTR Approval

Add Filter Search

Date	Name	Shift	In	Out	Reason	Status
04/28/2020	Anne Maureen M. Pante	12PM-10PM	12:00	22:00		For Approval

Previous **1** Next Showing 1 to 1 of 1 entries

### Edit Approvals (Leave)

**DTR Details**

**Date**  
Date

**Shift**  
12PM-10PM

**In**  
12:00

**Shift**  
22:00

**Reason**  
Reason

**Approver Remarks**  
Approver Remarks

### Sort Approvals

**Add Filter** ×

**No. Of Entries**

**Sort By:**

**Sort Direction**  
 Ascending  
 Descending

## XVII. Calendar Activities

Events

- Approved
- For Approval
- Pending
- Disapproved
- remove after drop

< > today April 2021 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	1
2	3	4	5	6	7	8

## XVIII. Generate timesheet per cutoff

Employee Processing

**Cutoff**

01/16/2020 - 01/31/2020

Generate Process

Timesheet Uploading

**Upload Excel File**

Choose file Browse Upload

## XIX. Generate DTR

**Cutoff**

01/16/2020 - 01/31/2020 Process

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**Employee DTR Summary**

RqHr	RdHr	Late	UT	OT	ND	AB
Not found						

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**Employee DTR**

Date	Day	Shift	Type	RqHr	RdHr	In	Out	Otin	OTout	Late	UT	OT	OT8	ND	AB
01/16/2020	THU	8PM-5AM	RWD	9.00	9.00	20:00	29:00	22:00	30:00	0.00	0.00	0.00	0.00	7.00	0.00
01/17/2020	FRI	12PM-10PM	RWD	9.00	8.73	12:16	22:00			0.27	0.00	0.00	0.00	0.00	0.00
01/18/2020	SAT	12PM-10PM	RD	0.00	0.00					0.00	0.00	0.00	0.00	0.00	0.00
01/19/2020	SUN	12PM-10PM	RD	0.00	0.00					0.00	0.00	0.00	0.00	0.00	0.00
01/20/2020	MON	12PM-10PM	RWD	9.00	8.83	12:10	22:00			0.17	0.00	0.00	0.00	0.00	0.00
01/21/2020	TUE	12PM-10PM	RWD	9.00	9.00	08:00	22:15			0.00	0.00	0.00	0.00	0.00	0.00
01/22/2020	WED	12PM-10PM	RWD	9.00	9.00	08:00	22:04			0.00	0.00	0.00	0.00	0.00	0.00
01/23/2020	THU	12PM-10PM	RWD	9.00	9.00	11:57	22:20			0.00	0.00	0.00	0.00	0.00	0.00
01/24/2020	FRI	12PM-10PM	RWD	9.00	9.00	12:00	22:18			0.00	0.00	0.00	0.00	0.00	0.00
01/25/2020	SAT	12PM-10PM	RD	0.00	0.00					0.00	0.00	0.00	0.00	0.00	0.00

Previous **1** 2 3 Next
Showing 1 to 10 of 1280 entries

## XX. DTR Report

Search

**Cutoff**  **Company**

**Branch**

**Department**

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Employee DTR

Name	Date	Day	Shift	Type	RqHr	RdHr	In	Out	Otin	OTOut	Late	UT	OT	OTs	ND	AB
Anne Maureen M. Pante	01/16/2020	THU	8PM-5AM	RWD	9.00	9.00	20:00	29:00	22:00	30:00	0.00	0.00	0.00	0.00	7.00	0.00
Anne Maureen M. Pante	01/17/2020	FRI	12PM-10PM	RWD	9.00	8.73	12:16	22:00			0.27	0.00	0.00	0.00	0.00	0.00
Anne Maureen M. Pante	01/18/2020	SAT	12PM-10PM	RD	0.00	0.00					0.00	0.00	0.00	0.00	0.00	0.00
Anne Maureen M. Pante	01/19/2020	SUN	12PM-10PM	RD	0.00	0.00					0.00	0.00	0.00	0.00	0.00	0.00
Anne Maureen M. Pante	01/20/2020	MON	12PM-10PM	RWD	9.00	8.83	12:10	22:00			0.17	0.00	0.00	0.00	0.00	0.00
Anne Maureen M. Pante	01/21/2020	TUE	12PM-10PM	RWD	9.00	9.00	08:00	22:15			0.00	0.00	0.00	0.00	0.00	0.00
Anne Maureen M. Pante	01/22/2020	WED	12PM-10PM	RWD	9.00	9.00	08:00	22:04			0.00	0.00	0.00	0.00	0.00	0.00
Anne Maureen M. Pante	01/23/2020	THU	12PM-10PM	RWD	9.00	9.00	11:57	22:20			0.00	0.00	0.00	0.00	0.00	0.00
Anne Maureen M. Pante	01/24/2020	FRI	12PM-10PM	RWD	9.00	9.00	12:00	22:18			0.00	0.00	0.00	0.00	0.00	0.00
Anne Maureen M. Pante	01/25/2020	SAT	12PM-10PM	RD	0.00	0.00					0.00	0.00	0.00	0.00	0.00	0.00

Previous **1** 2 3 Next Showing 1 to 5 of 100 entries

## XXI. Role Management

Home Logout

Create

Details

**Name**  
ADMIN

### Role Details

**Role**

- add\_cutoff
- add\_employee
- view\_cutoff
- view\_dtr
- view\_employee
- view\_request\_leave
- view\_request\_overtime
- view\_shift
- view\_timesheet\_processing
- add\_department
- add\_shift
- view\_department
- view\_dtr\_process
- view\_request\_dtr
- view\_request\_menu
- view\_settings\_menu
- view\_timesheet\_menu

## Explore our test website

Please this link to explore our [website](#)

Username: admin

Password: 123

## Pricing

Please contact the developer for details

## Other Automation Need

Please contact the developer for details