PAYROLL (EMPLOYEE)-MANAGEMENT

Mr. Satendra Chaturvedi, Master Of Technology (CSE)

Mr. Vinay kumar Dwivedi Assistant Professor Department of CSE

AKS University, Satna, Madhya Pradesh, 485001

1. ABSTRACT:-

The objective and scope of this research Payroll Management System is to record the details various activities of user. It will simplifies the task and reduce the paper work. The specific tasks involved in payroll administration tend to vary according to the needs of each unique company or organization. For example, some companies have workers that receive commissions in addition to salaries. In these companies, including commissions in employee salaries is a part of payroll administration. For some companies, it also involves assigning exempt or non-exempt status to workers, adding bonuses into paychecks, calculating overtime payments, and adhering to applicable employment laws.

INTRODUCTION:-

This Payroll Management System is used to overcome the entire problem which they are facing currently, and making complete atomization of manual system to computerized system.

Handling payroll-related problems are part of payroll administration as well. If an employee is paid an incorrect amount or a
direct deposit fails to go through, both
things are payroll administration issues. Likewise tax filling and deduction errors are payroll administration matters as well.

Payroll administration can be very simple, involving the payment of just a handful of employees, or very complicated, involving

payroll for thousands of employees and contractors. In some, very small companies, payroll may be handled by the owner of the company or an employee. However, other companies may have many employees to pay and keep track of necessitating a well-planned, efficient payroll administration system.

The systems objectives outlined during the feasibility study serve as the basic from which the work of system design is initiated. Much of the activities involved at this stage is of technical nature requiring a certain degree of experience in designing systems, sound knowledge of computer related technology and through understanding of computers available in the market and the various facilities provided by the vendors. Nevertheless, a system cannot be designed in isolation without the active involvement of the user.

Depending on the plan of feasibility study, the level of detailed study will vary and the system design stage will also vary in the amount of investigation that still needs to be done. This investigation is generally an urgent activity during the system. Sometimes, but rarely, this investigation may form a separate stage between feasibility study and computer system design. Designing a new system is a creative process, which calls for logical as will as lateral thinking.

Payroll is defined as a method of administrating employees' salaries in the organizations. The process consists of calculation of salaries and tax deductions of the employees, administrating the retirement benefits and disbursements of salaries to employees. It can also be called as an accounts activity which undertakes the salary administration of employees. Administrating the employees' salaries is not an easy task, the HR and accounts department work together to calculate and disburse the salary to the employees. Thus, payroll management can be further subdivided into two sub processes, i.e. Payroll accounting and payroll administration. Payroll refers to the administration of employees' salaries, wages, bonuses, net pay, and deductions. It consists of the employee ID, employee name, date of joining, daily attendance record, basic salary, allowances, overtime pay, bonus, commissions, incentives, pay for holidays, vacations and sickness, value of meals and lodging etc. There are some deductions such as PF, taxes, loan installments or advances taken by employee.

Need for the study: -Payroll incorporates components of both human resources and finance. From data- gathering to compiling, the payroll process includes calculations and reporting as well as integrating the data back into the organization the following are-

The management was in the position to know whether the existing software system used is effective or not.

1. To measure the satisfaction level of the employees using the software.

2. To obtain the feedback from the employees which enable further improvement in existing software system.

EXISTING PROBLEM:-

The problem definition for designing the system is to maintain data of employee, to make easy controlling employees, to divide jobs and access control of employees, to use technology for accurate and timely processing by fully privacy and full authority access. The objective of the project is to set up employee information system about status of employee and attendance of employee and monthly salary process and delivery. To eliminate or reduce as much as possible the hardships of existing system and avoid errors while entering data. In existing method employee management are employee record are maintaining in records. It's a manual process. Complicated to search the employee salary

Disadvantages:

- Needs for extra manual effort.
- In existing system is standalone process normal employee cannot track their employee status.

- Less Accuracy Danger of losing some files.

Certain required report is not available Time-consuming process.

The proposed system is designed to eliminate all the drawbacks of the existing employee management software. The system shall be responsible for maintaining information about employees, thus their personal profile. All these features include the ability to add user, update (edit), and retrieve through search results. It also contains a report generation system.

OBJECTIVE OF THE STUDY: -

The client uses MS Excel, and maintains their records, however it is not possible them to share the data from multiple system in multi user environment, there is lot of duplicate work, and chance of mistake. When the records are changed they need to update each and every excel file. There is no option to find and print previous saved records. There is no security; any body can access any report and sensitive data, also no reports to summary report. This Payroll Management System is used to overcome the entire problem which they are facing currently, and making complete atomization of manual system to computerized system. The primary objective of the design of course, is to deliver the requirements as specified in the feasibility reports.

Thus, the broad objective of the study is: -

a) Identify the HR role in Payroll system and thereby to analyze the interface level between account and H.R. department in the organization.

b) Effectiveness of the software used in payroll system in an organization.

c) To establish the internal control for the pay roll cycle by the H.R. department which ensure an adequate segregation of duties, proper authorization of transaction, an accurate and timely recording of expenditure.

d) To critically analyze the satisfactory level of employees using this software in organization.

2. LITERATURE SURVEY

System Analysis is a detailed study of the various operations performed by a system and their relationships within and outside of the system. Here the key question is- what all problems exist in the present system what must be done to solve the problem Analysis begins when a user or manager begins a study of the program using existing system. In our existing system all the transaction of books are done manually, So taking more time for a transaction like borrowing a book or returning a book and also for searching of members and books. Another major disadvantage is that to preparing the list of books borrowed and the available books in the library will take more time, currently it is doing as a one day process for verifying all records. So after conducting the feasibility study we decided to make the manual Library management system to be computerized.

Business Process Outsourcing in India is organized in many segments. Back-office processing and customer interaction services are among the fastest and largest growing segments that contribute significantly to the Indian BPO market. The main activities or areas covered by the BPOs include customer care, such as remote maintenance, help desk, and sales support; finance and administration, examples of which are data analysis, medical transcription, insurance claims, and inventory management; and HR and payment services including payroll, credit-card services, check processing, and employee leasing. In addition, the BPO industry has expanded into engineering and design, animation, market research, network consultancy and management, remote education, and content development (i.e., digital content, LAN networks, and application maintenance). BPO activities wherever knowledge processing is required are all on the increase. Examples of KPO include intellectual property research, legal and medical research, R&D, analytical services like equity research, information security services such as risk assessment and management, bioinformatics (for example, genome sequencing, protein modelling, andtoxicology studies), and procurement and global trade. Broadly speaking the Indian BPO industry can be divided into six categories.

1. Captive Units set up by global companies that outsource their back-office operations from India.

2. Indian Third- Party Vendors that execute transactions and processes for international clients. 3. Joint Ventures between international BPO companies and Indian partners.

4. Indian IT Software Companies that have added BPO to their service portfolio.

5. Global BPO Players who set up call centers in India (for example, Convergys).

6. Global Consultancies (such as Accenture) who have been advising their clients on outsourcing and are now leveraging this experience into providing actual BPO service (Economist Intelligence Unit, 2002). The most prevalent form of BPOs operating in India is that of either Captive Units or the Third- party Vendors.

The BPO industry is heterogeneous, differentiated by horizontal process domains such as HR, logistics, or finance, and vertical specializations such as medical transcription in the health sector and check processing and imaging in banking. Other categorizations also exist. A distinction can be made between onshore and offshore BPO:

Onshore BPO refers to outsourcing to a domestic or nearby vendor whereas offshore refers to the vendor from a different country. For example, for U.S. clients, Canada is considered an onshore location, and India is offshore.

Another classification is discrete process BPO, comprehensive BPO, and a multi- domain BPO.

The proposed system is designed to eliminate all the drawbacks of the existing employee management software. The system shall be responsible for maintaining information about employees, thus their personal profile. The system shall incorporate leave management all the way from application to acceptance/rejection of leave requests as well as all employee projects with close monitoring of the projects from creation to completion and trainings to assist in monitoring active and inactive employees.

TECHNOLOGY USED:-

Database- MYSQL

Application- JAVA

3. RESEARCH METHODOLOGY

a)   RESEARCH DESIGN: A research design is the arrangement of conditions for collection and analysis of data in a manner that aims to combine relevance to the research purpose with economy in procedure. The most significant decision is the choice of research approach, because it determines how the information will be obtained. The choice of the research approach depends on the nature of the research that one wants to do.

The research design adopted for this study is Exploratory Research. Exploratory research focuses on collecting data using an unstructured formal or informal procedure to capture data and to interpret them. It is often used to classify the problems or opportunities and it is not intended to provide conclusive information from which a particular course of action can be determined.

b)   SAMPLING TECHNIQUE: The next step in research study after collecting data is the sampling process. When a decision is made to use the sample, a number of factors must be taken into consideration.

The target population in this study was the ground staff of an organisation belonging to different department.The sampling technique had to be selected. There are two types of sampling techniques: -

- Probability sampling
- Non-probability sampling

For the purpose of our study among the probability sampling, the sampling used in this study was stratified sampling.

STRATIFIED SAMPLING: If the population from which a sample is to be drawn does not constitute a homogeneous group, then stratified technique is

applied so as to obtain a reprehensive sample. In this technique, the population is stratified into number of non- overlapping sub populations or strata and sample items are selected from each stratum. If the items selected from each stratum is based on simple random sampling, the entire procedure, first stratification and then simple random sampling is known as stratified sampling. The stratified sampling results in a more reliable and detailed information. The researcher uses simple random sampling for selection of items from each stratum.

a)   SAMPLE SIZE: The population covered for the present study consisted of employee belonging to supervisory and the level above. For the purpose of this study, survey covered the employee of an organisation falling under supervisor and the level above. The study covered a sample of 50 employees.

b) DATA COLLECTION APPROACH: There are several ways of colleting the appropriate data. While deciding about the method of data collection to be used for the study, the researcher should keep in mind, that there are 2 types of data.

1. Primary data
2. Secondary data

Primary data are those which are collected a fresh and for the first time and thus happen to be original in character. Primary data can be collected either through experiment or through survey.

4. DATA ANALYSIS & INTERPRETATION

a)   Satisfaction and dissatisfaction level towards, whether the software user friendly or not.

INTREPRETATION:- From this research it can be seen that among 50 employees, 85% of employees are satisfied with the software system used in organization 15% of employees are not satisfied software system whereas we need to give more focus on dissatisfied employees.

b)   Satisfaction and dissatisfaction level toward the measurement of the complaint regarding loading of pay sheet in software system.

INTERPRETATION:- From this research we can conclude that among 50 employees 91% of

Secondary data are those which are collected from the published article, books, journal etc. Primary data can be collected either through experiment or through survey.

The employee are satisfied by the software measurement of the complaint regarding loading of pay sheet in software system whereas we need to focus more on 9% yet not responded and find out the reason for the same.

c)   Reason for satisfaction/dissatisfaction level towards towards the usage of new software for pay roll process.

INTERPRETATION:- From the above bar graph it can be concluded that among 50 employees, 75% of the employees are satisfied with towards the usage of new software for pay roll process and calculation whereas we need to give more focus on 25% employees dissatisfied.

d)   Reason for satisfaction/dissatisfaction level towards the measurement of complaint rectification.

The first step in an initial investigation is to define the problem that led to the user request. The problem must be stated clearly, understood and agree upon by the user wants to see. Emphasis should be on the logical requirements (what must be the result) of the problem rather than the physical requirements.

The research definition problem clearly stating that if the problem of computerization of various concepts of data structure and implementation of E- learning

concept. It is the biggest problem for all of us to learn some difficulty by the static and book based learning. Every dynamic concept given in book is static and we need to study them thoroughly. The problem is the conversion. Every static concept of this subject dynamically.

FEASIBILITY STUDY:-

Feasibility study is conducted to select the best system that meets the performance requirements and does not require more money than the user budget. Our Payroll System is very feasible.

INTERPRETATION:- From this research it can be seen that among 50 employees, 50% of the employees are satisfied the measurement of complaint rectification by the software version whereas we need to focus more on the 10 % dissatisfied and find out reason for 40% yet not responded.

e)   Reason for satisfaction/dissatisfaction level towards the team coordination with software technology team.

INTERPRETATION:- From this research it can be concluded that among 50 employees

,96% of the employees are satisfied towards the team coordination with software technology team whereas we need to focus more on 4% dissatisfied.

f)   Is the organization maintains the record as per government norms.

INTERPRETATION:- From this research it can be seen that among 50 employees, 100% of the employees are satisfied by the maintenance of all reports by the organization according to the government norms and no case is reported against the organization till date of violation of government rule and policy from the respondents.

g)   Confidentiality in maintaining the employee's personal details in an organization by the concerned department.

SUGGESTIONS: - Following are the suggestion on the basis of findings

a) In order to improve the Software skills of employees the organization should create more awareness and to provide feedback regularly to the employees about software system.

b) Proper training should be given to the employees, in order to increase their knowledge about the usefulness of the software

system. INTERPRETATION: - From this research it can be concluded that among 50 employees 92% of the employees are satisfied by the confidentiality of maintaining the employee's personal details by the concerned department whereas we need to give more focus on 8% dissatisfied employees..

5. FINDINGS OF THE STUDY

a) 81% of the Employees are satisfied by the software and we need to more focus on the19% dissatisfied.

b) Among 100 employees 91 % of the employees are satisfied with the software system helps for future growth that they had improved themselves after the program. 9 % of the employees are not satisfied with software system helps for future growth.

c) 75 % of the Employees are satisfied with the calculation and we need to more focus on 25% of employees dissatisfied.

d) 50% of the Employees are satisfied with the complaint rectification process and we need to focus on the 5% dissatisfied, whereas 45% did not

responded.

e) 95% of the Employees are satisfied with the measurement of team coordination with software technology team and we need to focus on 5% Employees dissatisfied.

e) 95% of the Employees are satisfied with the adequacy of the access to the payroll and personal record

c) Top management shall continually review the software according to the employees' requirements, which shall be seen as positive support to the system by the employees.

d) After software testing, if there are any changes, the employees should be informed by the software technology team.

e) Delivery of payment to the employee should be well on time by the department.

f) Technological assessment of pay roll software system should be done quarterly by an expert in an organization

g) Employee's complaint should be registered properly and immediate action should be taken by the concerned authority.

h) The interface between the Human resource department and pay roll system should be widen and more regulatory control should be given to H.R. department to ensure that the organization is concerned toward the welfare of the Employees and thereby productivity of an organization also enhanced.

i) Confidentiality in an organization regarding Employees personal detail and other related information which is recorded in pay roll system software should be maintained and H.R. should take the responsibility for the same.

j) Term and condition in the pay roll system should be amended regularly as per the labor law by the H.R. the organization.

6.CONCLUSION:-

Overall, the system is useful for all the users to maintain information at various levels. It connects admin and employee and thus easy to maintain. Now admin can easily set the task or any notifications to the respective employees without having a person to send to employees and employees can apply for leave or reply with taskin an organization.

- To make the software system more efficient and excellent, the company should give

  Importance to the employee's suggestion related to improvement of software used in pay roll system and thereby makes their software more effective and adequate.

- To create awareness among employees and it shall consider some of the ways and means Suggested by the employees like addition of parameters such as short cut for calculation PF, ESI, TAX etc.

- Dependability and conducting regular training program on the software usage for the employees in an organization

- H.R. department should be given more regulatory power to analyze the proper Functioning of the pay roll system and thereby widen up the interaction between finance and H.R. department.

- I hope that the suggestion given in the report may be implemented in future course for the benefit of the employees and the company.

- The Company should conduct the similar type of research at regular interval to know the changing software's and to know about the latest technology like Baan software.

REFERENCES

[1] OrangeHRM Open Source, Retrieved: November 4, 2013. From: http://www.orangehrm.com/open-source- product-features-pim.shtml

[2]   A.S.SyedNavaz, A.S.SyedFiaz, C.Prabhadevi, V.Sangeetha, S.Gopalakrishnan, "Human Resource Management System", IOSR Journal of Computer Engineering (IOSR-JCE), Volume 8, Issue 4 (Jan. – Feb. 2013) Page 62-71.

[3] Julie Bulmash, "Human Resource Management and Technology", Chapter 3

[4] TECH HRM (Human Resource Management System), Retrieved: November   4,   2013.   From: http://www.techjetsolutions.com/brochure/TECHHRM. pdf

[5] Renae Broderick, John W. Boudreau, "Human resource management, information technology, and the competitive edge", Academy of Management Executive, 1992 Vol. 6 No. 2

[6] Centralized Employee Information, Retrieved: July 8th, 2014. From:

https://www.zoho.com/people/employee-management-system.html

[7] HR and Employee Mnagement Software, Retrieved: July 8th, 2014. From: http://www.getapp.com/hr- employee-management-software

[8] Ian Sommerville, "Software Engineering", 9th Edition, Addison-Wesley, 2011.

[9] What is Enterprise Resource Planning (ERP)? Webopedia. Retrieved: January 17, 2014, from: http://www.webopedia.com

[10] Avison, D. and Fitzgerald, G. (2003).Information systems Development Methodologies, Techniques and Tools.3rd Edition. McGraw-Hill Education Limited Bershire

[11] Zhiming, L, July 2002 ,Object-Oriented Software Development with UML Retrieved: July 16th 2010. From: http://www.iist.unu.edu/www/docs/techreports/repor ts/report259.pdf 67

[12] Juan Manuel Munoz Palacio, Information systems development methodologies for Datadriven Decision Support Systems, 2010,

Deitel, PJ & Deitel, HM, 2008, Internet & World Wide Web How To Program, Dorling Kindersley, India

[13] Web design best practices checklist 2009. Retrieved: October 17, 2009, from: http://terrymorris.net/bestpractices/ Connolly, T, Begg, C, 2005,

[14] Database Systems A Practical Approach to Design Implementation and Management, 4th Edition, Dorling Kindersley, India Avison, D. and Fitzgerald, G, 2003.

[15] Information systems Development Methodologies, Techniques and Tools, 3rd Edition, McGraw-Hill Education Limited,

Berkshire

[16] ASP.NET, 2010. Retrieved: July 9th 2010, from: http://www.startvbdotnet.com/aspsite/asp/

[17] Introducing JSON, Retrieved: June 21, 2014, from: http://www.json.org

[18] Employee Self Service, Retrieved: January 15, 2014, from: http://en.wikipedia.org/wiki/Employee_self-service_%28web-based_application%29.

[19]