

## Payroll Maintenance.

This page is to view/edit the full payroll information of all the Employees.

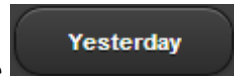
The screenshot shows the 'T & A / PAYROLL MAINTENANCE' interface. At the top, there are navigation buttons: 'Back', 'Home', and 'Yesterday'. The 'Yesterday' button is selected. Below it, the 'Current Pay Period' is set to '05/30/2014 - 06/06/2014', with a 'Show All' button. There are also 'Undo all changes' and 'Save all changes' buttons. A 'Date Range' button is visible. The 'Pay Period' is set to '05/30/2014 - 06/06/2014'. On the right, it shows 'Employee(s) : 6' and 'Total Payout : \$0.00'. Below this is a table with the following data:

Employee Name	Class \$	Other Task \$	Adj. \$	Payout
+ Binu Attupuram	\$0.00	\$0.00	\$0.00	\$0.00
+ Kenneth K Calhoun	\$0.00	\$0.00	\$0.00	\$0.00
+ Mark M Green	\$0.00	\$0.00	\$0.00	\$0.00
+ Darryl F Ware	\$0.00	\$0.00	\$0.00	\$0.00
+ Harold A Grant	\$0.00	\$0.00	\$0.00	\$0.00
+ Admin Admin	\$0.00	\$0.00	\$0.00	\$0.00

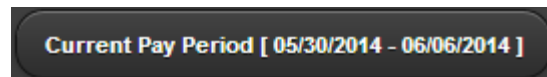
**Today:-** button is to filter the time log to today's date.



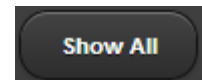
**Yesterday :** - button is to filter the time log to yesterday's date.



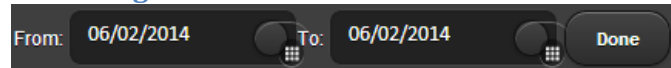
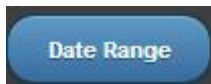
**Current Pay Period:** - button is to filter the time log to the Current pay period – date range.



**Show All:** - This button will load all the time logs of the login employee till this time.



**Date Range:** - button will load the time log of the specified Date range in



## Payroll Summary

Summary of the Payout is displayed in the tab as well as in the bottom of the tab of each employees.


Kenneth K Calhoun		Class \$ : \$0.00	Other Task \$ : \$0.00	Adj. \$ : \$0.00	Payout : \$0.00
+ Classes					
+ Other Tasks					
+ Adjustments					
Scheduled Classes					\$0.00
Unscheduled Classes					\$0.00
Other Tasks					\$0.00
Adjustments					\$0.00
<b>Payout</b>					<b>\$0.00</b>

Payroll is divided into



- Classes – To enter Time log for Sessions/classes taken.
- Other Tasks – To enter the other tasks.
- Adjustments – Additions/Deductions done directly to the payout of the employee.

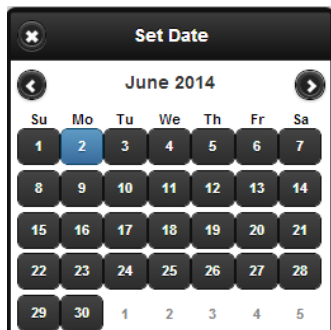
### Add Time log for a Session

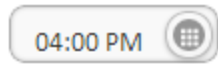
Classes Tab is to enter the time log of a session.

Click on  button will create a new empty row for time log entry.

Admin Admin		Class \$ : \$0.00	Other Task \$ : \$0.00	Adj. \$ : \$0.00	Payout : \$0.00
- Classes					
Studio	Class	Date	Start	End	Comments
Pearl Studio	Play School	06/02/2014	04:00 PM	05:00 PM	
Total					+
Cancel		Save			

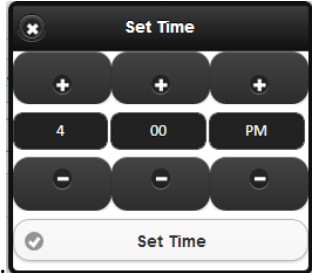
 is the date picker in which you can change the date by clicking on  button.







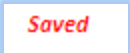
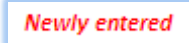
is the time picker in which you change change the time (Start Time / End Time) by

click on  button.



After entering Studio, Class, Date, Start Time, End Time and Comments click on  to Save.


 will undo the changes up to last save and reload the page.

 will be displayed in the right if the record is saved. Or  will be displayed in case of a new entry.

## Edit Time log

All the time log displayed in the entry screen can be directly edited by typing the changes.

## Delete Time log

Click on  button to delete the time log record.

### Mandatory Fields in Time log.

- Class
- Studio.
- Time log Date.
- Start Time.
- End Time.

### Pre-loaded Fields in Time log.

- Class.
- Studio.
- Time log Date – Today's Date.
- Start Time – Current Time.


- End Time – Current Time.

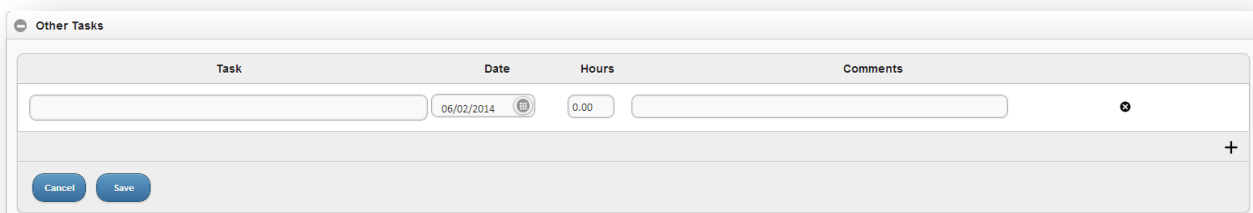
### Optional Fields in Time log

- Comments.

### Add Other Tasks

Click on Other tasks tab will display the other tasks section of the time log.


Click on  button will create a new empty row for new Other tasks entry.



Task	Date	Hours	Comments
<input type="text"/>	06/02/2014	0.00	<input type="text"/>

Buttons: Cancel, Save


Enter the Task name, Date, hours and comments and click on  to Save.

 will undo the changes up to last save and reload the page.

### Edit Other Tasks

All the Other Tasks displayed in the entry screen can be directly edited by typing the changes.

### Delete Other Tasks.

Click on  button to delete the Other Tasks record.

### Mandatory Fields in Other Tasks.

- Task Name
- Task Date.
- Hours.

### Pre-loaded Fields.

- Task Date – Today's Date.


## Optional Fields


- Comments.


## Add Adjustments :-

Adjustments are Additions/Deductions done directly to the payout of the employee.

Description	Date	Add(+)	Deduct(-)	Total	Comments
	06/02/2014	\$0.00	\$0.00	\$0.00	
<b>Total</b>		\$0.00	\$0.00	\$0.00	+

Click on  button will create a new empty row for new Adjustment entry.


Enter the Adjustment name, Date, Add(+), Deduct(-) and comments and click on  to Save.

 will undo the changes up to last save and reload the page.

## Edit Adjustments

All the Adjustments displayed in the entry screen can be directly edited by typing the changes.

## Delete Adjustments.

Click on  button to delete the Adjustments record.

## Mandatory Fields in Adjustments.

- Adjustment Description
- Date.
- Either of Addition or deduction

## Pre-loaded Fields.

- Date – Today's Date.

### **Optional Fields**

- Comments.