NZP Payroll System

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UCOL   **Project Sponsor: New Zealand Pharmaceuticals**

1   Introduction

This project was initiated by the sponsor, the I.T manager at New Zealand Pharmaceuticals. He had identified a need to replace some of the steps involved within their current payroll system. The project would involve creating an application that can process employee shift information based on a text file. This is so that NZP can use it to replace two of their current applications and allow them to process and approve employee shift information with improved speed and accuracy whilst producing a paperless system.

2   Objectives
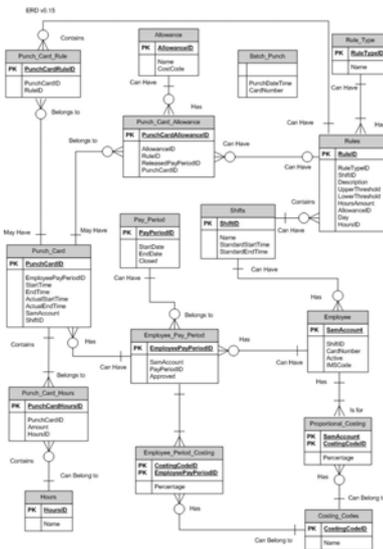
- Define user requirements which includes design documentation
- Store the clock in/out information in a SQL server database
- To create a windows application that processes employee times from a text file
- Create a web application for supervisors to sign off employee shift times.

3   Methods

The initial scoping of the project was conducted via meetings with the users and management of the current system. Other meetings were held during the course of the project to enable feed back for the new system. I was lucky enough to be working on site at NZP so I had the chance to work closely with staff. This enabled gathering user requirements and getting feedback to make changes very easy and it happened on an almost daily basis. Design documentation was created based on these meetings and discussions, which were then used to create the web application and windows application.

4   Results

This project was undertaken by Stephen Ayers and produced the following:

-Design documentation for the new system
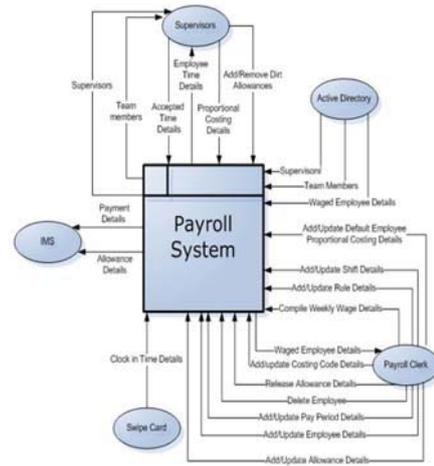
-A windows application for polling employee punch times from a text file to store them in a SQL Server database.

-A web application:

•   That process employee punch times, which involves assigning allowances, costing codes, overtime and the rounding of shift times.

•   Allows supervisors to approve employee times.

5   Conclusion

The new system provides increased efficiency and accuracy of the payroll process. This results in less omissions and increased time gains with less time being spent on the over all process. The web application provides supervisors with the ability to make any necessary changes to an employees shift and approve them in an intuitive and user friendly environment. With the use of electronic sign offs for the supervisors there is a significant reduction in paper waste.