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College of Science and Computer Studies
COMPUTER STUDIES DEPARTMENT
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**NETWORK-BASED PAYROLLSYSTEM
WITH BIOMETRICS FOR CORDON,
ISABELA MUNICIPAL OFFICE**

An Information Technology Capstone Project

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by

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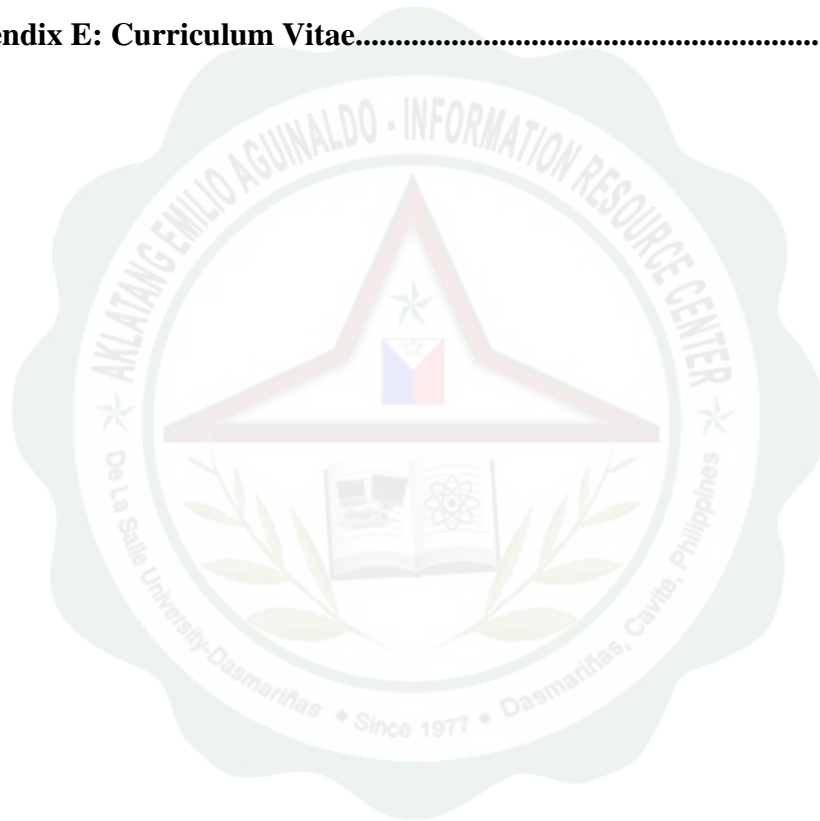
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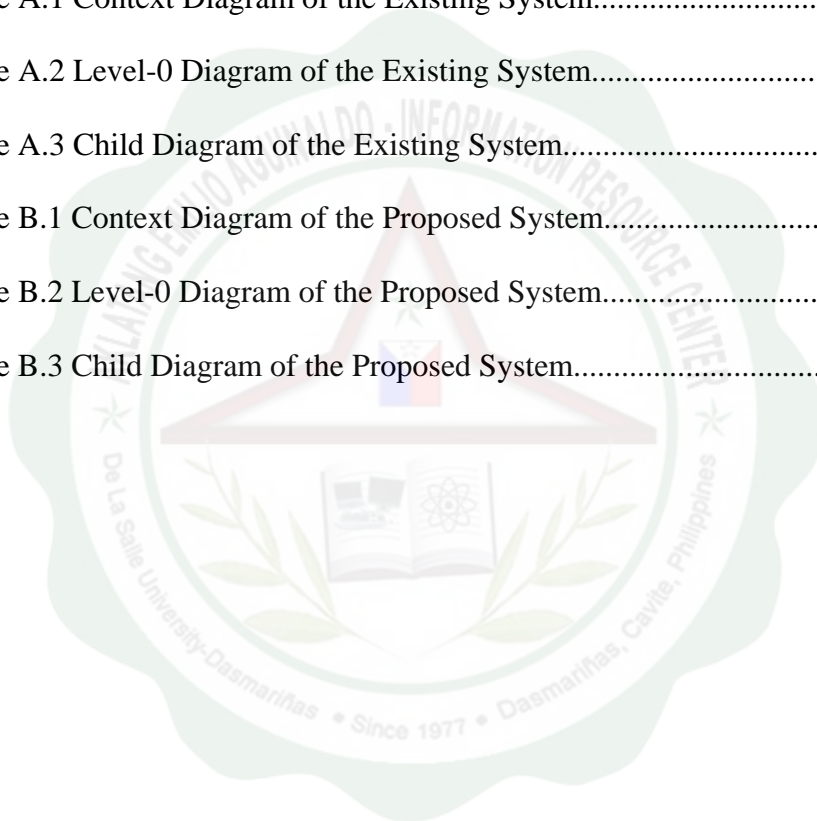
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ABSTRACT

This study aimed to automate the current manual payroll processing system of Cordon, Isabela municipal Office. The system would be network-based, which links two or more computers and can access important files and the database. Computers would be networked for easy and fast sharing and/or accessing of data. It would also be implementing the use of biometrics in order for the files of the municipality be safe and also for the login and logout of the employees be fully automated. All types of employees in the municipality are included in the computation of salaries in the system. The Authorized person will be the one to verify the data in the biometrics, update the allowances, bonuses and tax rates. Payroll summary report every 15th and 30th or 31st of the month and pay slip of the employees. For the month of February the payroll reports and pay slips will be produced on the 14th and 28th of the month.

The system would compute for these types of employees: Permanent, Temporary, Coterminous, Contractual, Casual and Contracts of Service/Job Orders. Job Orders and contractual types of employees are not allowed to have Overtime. Permanent, temporary, casual, elective and coterminous types of employees are allowed to have leaves. Only authorized person/s would have the right to access contents of the system.

The system includes in the computations of employees' salary the deduction of G.S.I.S Life & Retirement Cont., PAG-IBIG Contribution, Phil Health, salary loans, bank loans, consolidated loan, policy loan, emergency loan, housing loan, cash

advance and withholding tax. The payroll system will calculate employee salary based on their type and their hours worked plus allowances (e.g. PERA, RATA) subtracted to their total deductions.

The system would generate ready to print bank reconciliation reports, payroll summary reports for verification purposes and the employee's pay slip, attendance reports, etc. The computation for each category of employee is provided by DBM (Department of Budget and Management). The monthly salary of each employee is based on their type and salary grade. Their basic pay would depend on their salary grade which would also depend on their position. An employee's salary grade increases by 1 every 3 years. Elective, permanent, coterminous and casual types of employees are the only ones that would have leave credits. Remaining leave credits will be used in the computation for terminal leave pay, which an employee would receive when they retire or leave from the municipality. For other types of employees like contractual and job orders, their salary would depend on their contract with the municipality and its budget.

With this, general and specific objectives were accomplished. The proponents have developed a network-based payroll system with biometrics for the Municipality of Cordon, Isabela. The Municipality's manual payroll processing system is now automated. The proponents have applied theories and concepts in the systems and analysis and design which are necessary to the development of the system, conducted training by providing tutorials to target users by one on one session, provided a system

with a user friendly interface and generated precise and reliable reports to the municipality.

Based on the analysis and conclusions made, the researchers would like to recommend to future researchers features such as chat and automatic sending of email whenever an employee has a note from authorized personnel handling the payroll system. The same research study can be made in the next batch or in other schools as guide.

