

Create and Manage Employee in RunOnWeb

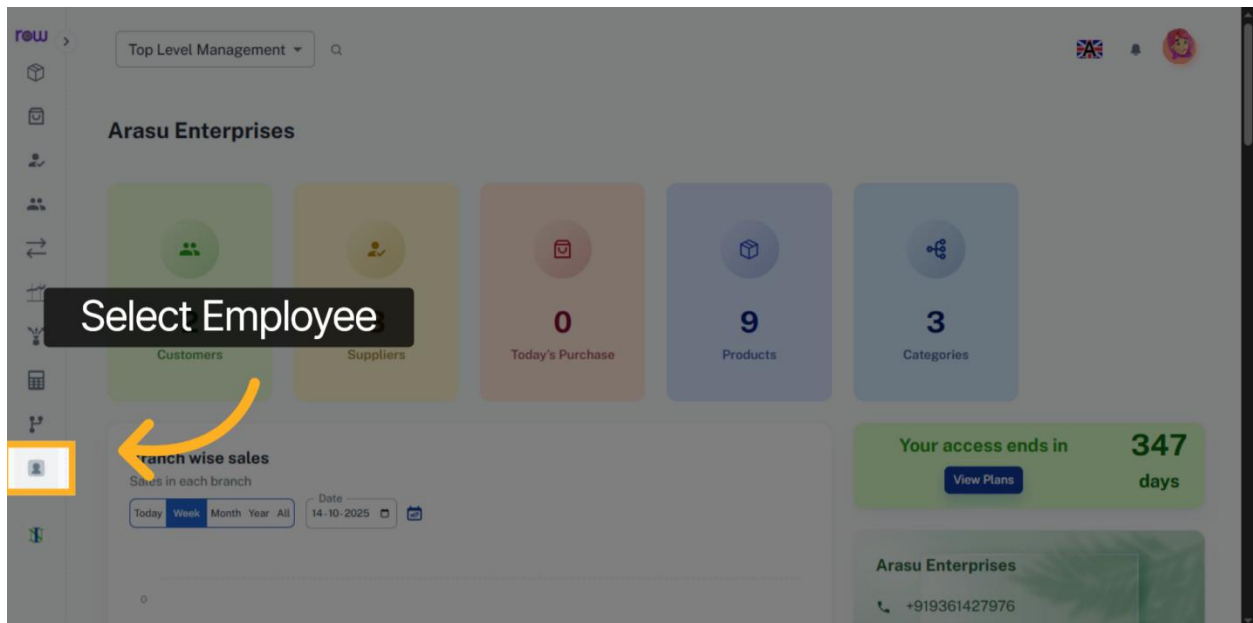
Go to runonweb.com

1. Introduction

In this tutorial, you will learn how to create and manage employees.

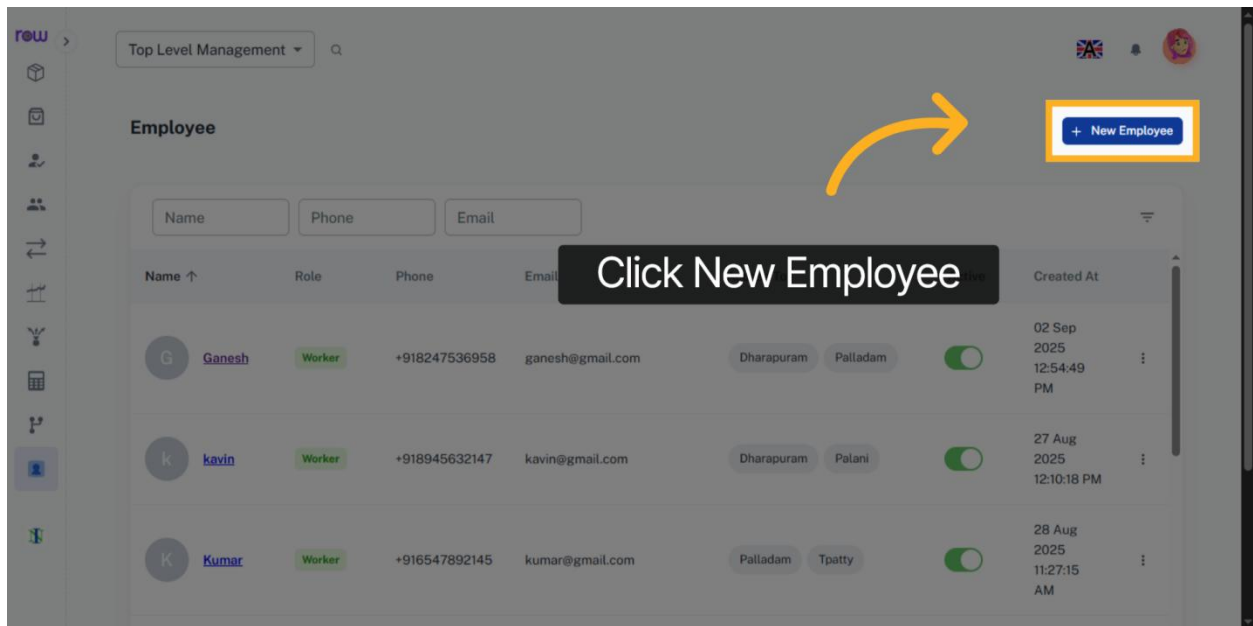
2. Employee Menu

Select the Employee menu to start creating a new employee.



3. New Employee Button

Click the New Employee button.



4. New Employee Screen

Enter the required details of the Employee.

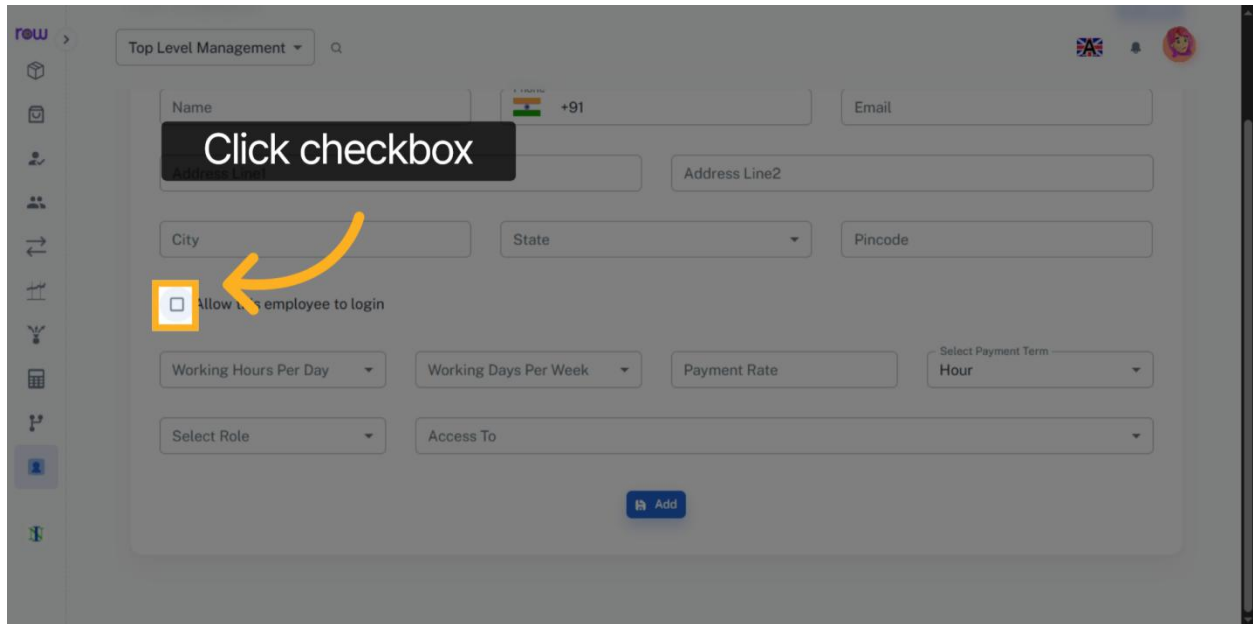
The 'New Employee' form contains the following fields:

- Name: Enter Name
- Phone: +91 (with Indian flag icon)
- Email
- Address Line1
- Address Line2
- City
- State (dropdown menu)
- Pincode
- ☐ Allow this employee to login
- Working Hours Per Day (dropdown menu)
- Working Days Per Week (dropdown menu)
- Payment Rate
- Select Payment Term (dropdown menu, currently set to Hour)
- Select Role (dropdown menu)
- Access To (dropdown menu)

A 'Back' button is located at the top right, and a 'Save' button is at the bottom center.

5. Check Box

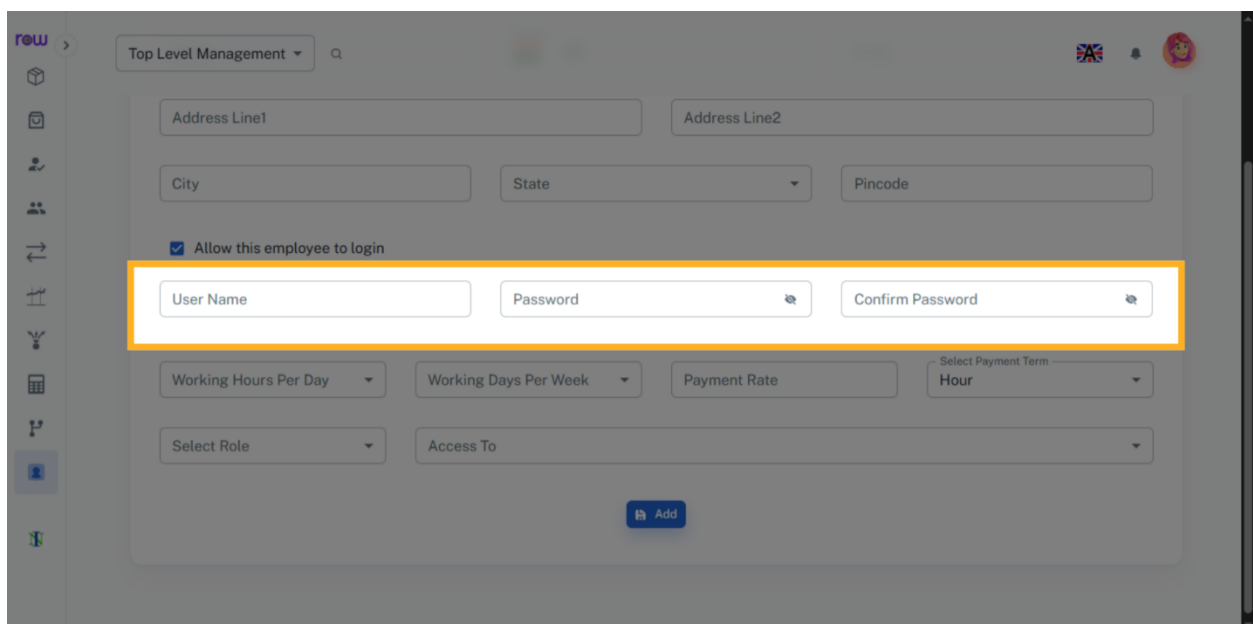
Select this checkbox to Allow this employee to login and access the Portal .



The screenshot shows a web application interface for 'Top Level Management'. A sidebar on the left contains various icons. The main form area includes fields for Name, Address Line1, Address Line2, City, State, and Pincode. A checkbox labeled 'Allow this employee to login' is highlighted with a yellow box and an orange arrow pointing to it. A black callout box with the text 'Click checkbox' is positioned over the checkbox. Below the checkbox are fields for Working Hours Per Day, Working Days Per Week, Payment Rate, and Select Payment Term (set to Hour). At the bottom, there are fields for Select Role and Access To, and an 'Add' button.

6. Required Fields

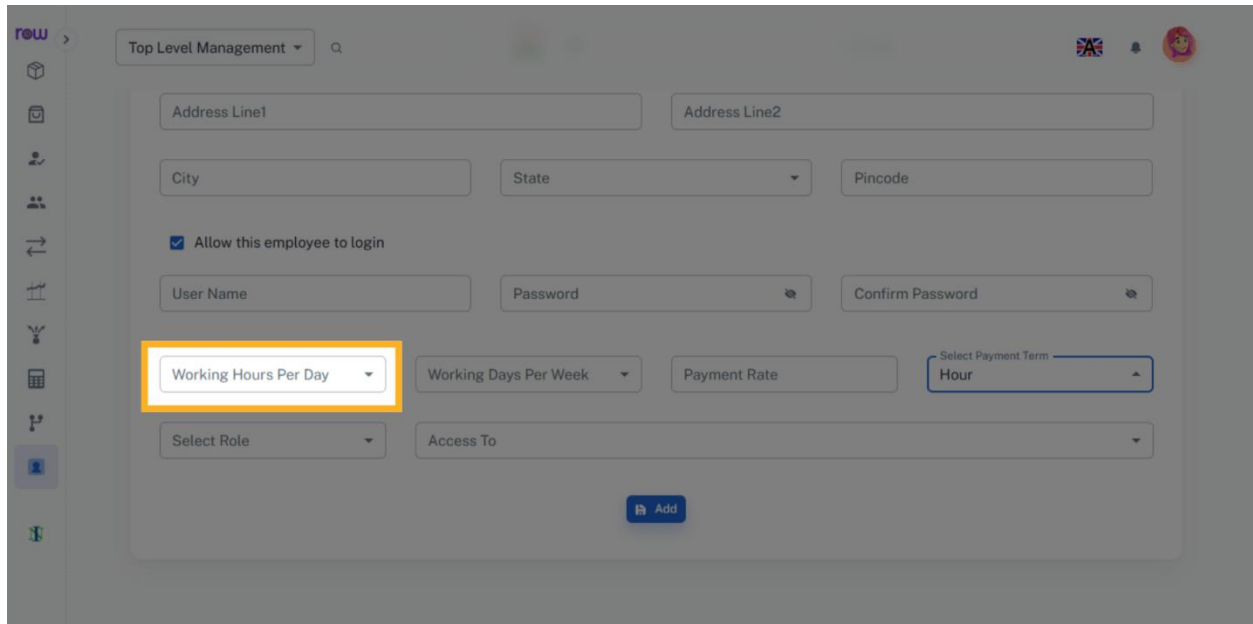
You can create a username and password for this employee, if the checkbox is Checked.



The screenshot shows the same 'Top Level Management' form, but the 'Allow this employee to login' checkbox is now checked. A yellow box highlights the 'User Name', 'Password', and 'Confirm Password' fields, which are required for login. The 'Add' button is visible at the bottom.

7. Working Hours

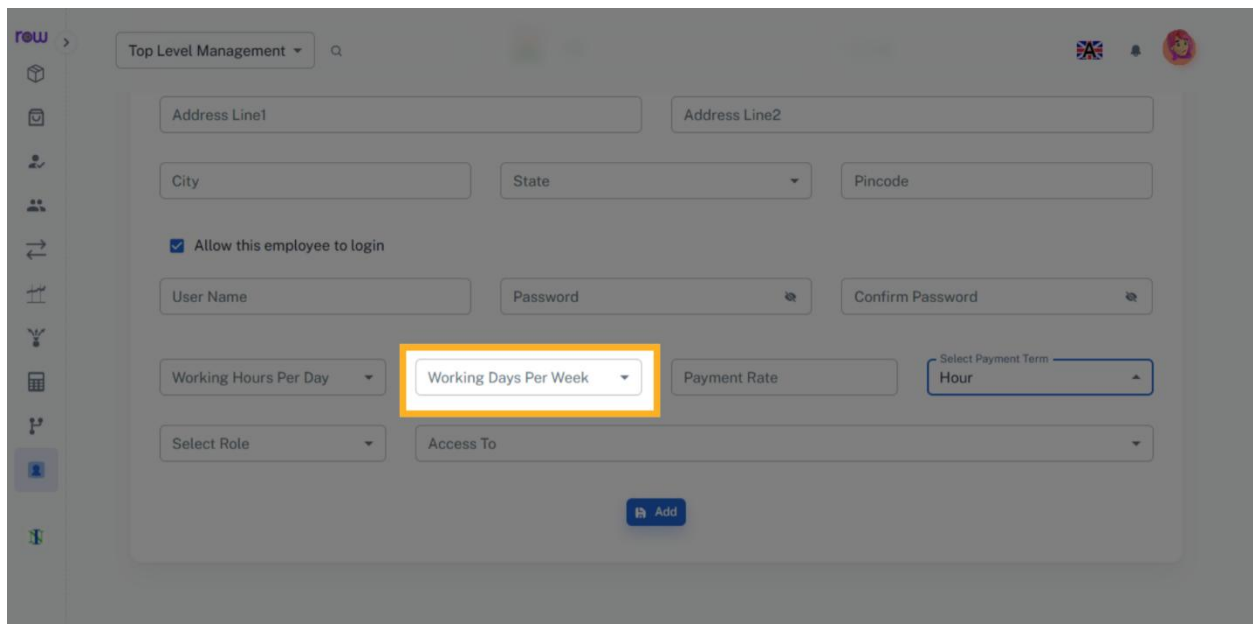
Select the Working hours per day for an employee.



The screenshot shows a web application interface for 'Top Level Management'. The form includes fields for 'Address Line1', 'Address Line2', 'City', 'State', and 'Pincode'. There is a checkbox labeled 'Allow this employee to login' which is checked. Below this are fields for 'User Name', 'Password', and 'Confirm Password'. The 'Working Hours Per Day' dropdown menu is highlighted with a yellow border. Other fields include 'Working Days Per Week', 'Payment Rate', 'Select Payment Term' (set to 'Hour'), 'Select Role', and 'Access To'. An 'Add' button is at the bottom right.

8. Working Days

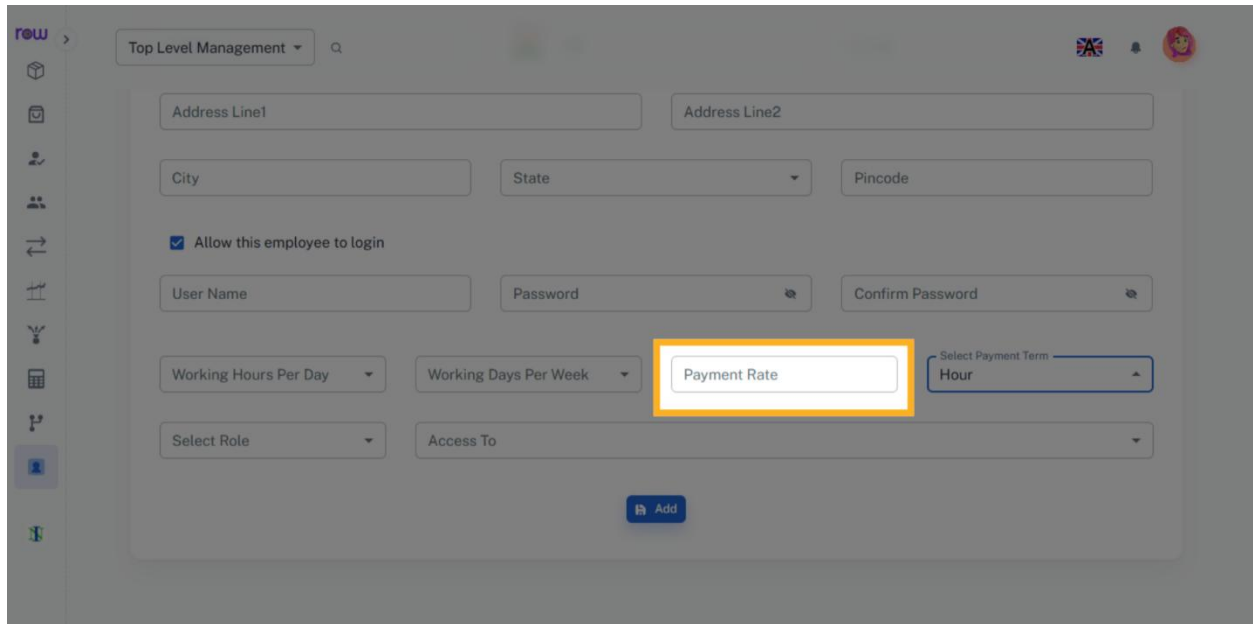
Select the Working days per week for an employee.



The screenshot shows the same 'Top Level Management' form as above. In this view, the 'Working Days Per Week' dropdown menu is highlighted with a yellow border. All other elements, including the 'Working Hours Per Day' dropdown, remain the same.

9. Payment Rate

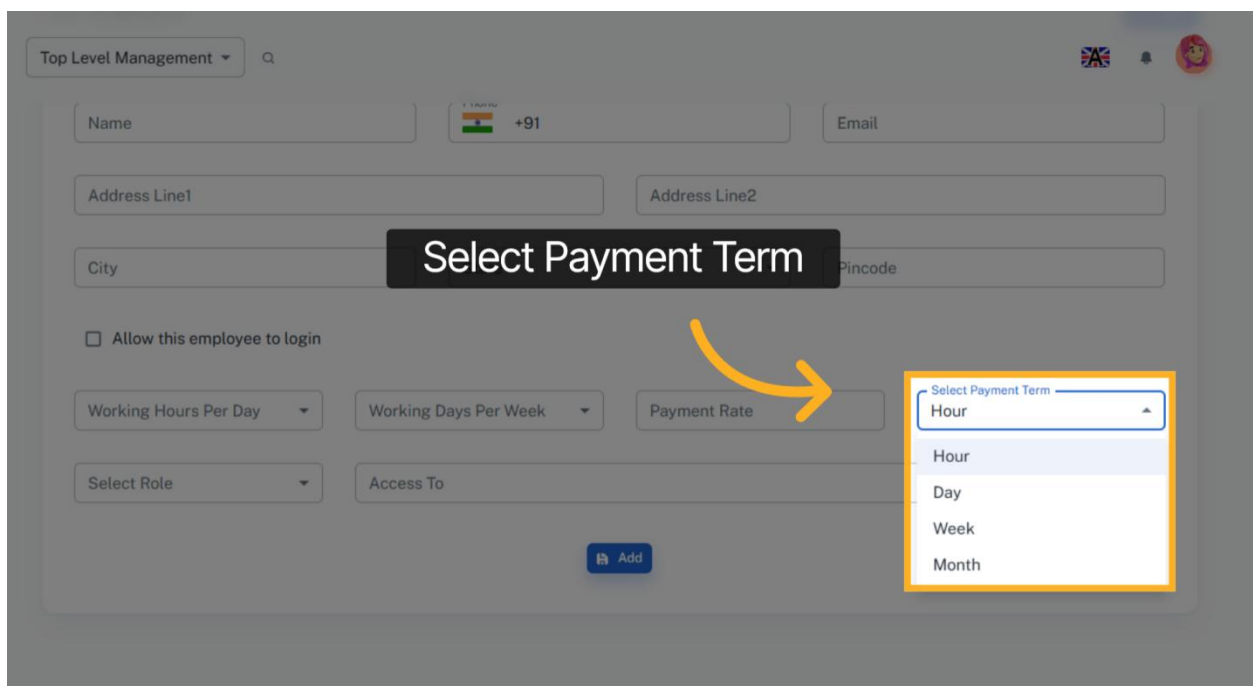
Select the payment rate for an employee.



The screenshot shows a web application interface for 'Top Level Management'. The form includes fields for 'Address Line1', 'Address Line2', 'City', 'State', and 'Pincode'. There is a checkbox labeled 'Allow this employee to login' which is checked. Below this are fields for 'User Name', 'Password', and 'Confirm Password'. Further down are dropdown menus for 'Working Hours Per Day', 'Working Days Per Week', 'Select Role', and 'Access To'. A text input field for 'Payment Rate' is highlighted with a yellow border. To its right is a dropdown menu for 'Select Payment Term' with 'Hour' selected. An 'Add' button is at the bottom right of the form.

10. Payment Term

The salary will be calculated for this employee based on the selected payment term and the entered payment rate.



This screenshot shows the same 'Top Level Management' form, but with the 'Select Payment Term' dropdown menu open. A black box with the text 'Select Payment Term' and a yellow arrow points to the dropdown. The dropdown menu is highlighted with a yellow border and lists four options: 'Hour', 'Day', 'Week', and 'Month'. The 'Hour' option is currently selected. The 'Payment Rate' field is visible but not highlighted in this view.

11. Select Role

Select the role of this employee.

This screenshot shows the 'Add Employee' form in the ROW system. The form includes fields for address, login permissions, user details, and work schedule. A black callout box with the text 'Select Role' points to a dropdown menu labeled 'Select Role' which is highlighted with a yellow border. An orange arrow also points from the 'Working Days Per Week' dropdown to the 'Select Role' dropdown. The 'Select Payment Term' dropdown is open, showing options: Hour, Day, Week, and Month.

Top Level Management

Address Line1 Address Line2

City State Pincode

☒ Allow this employee to login

User Name **Select Role** Confirm Password

Working Hours Per Day Working Days Per Week Payment Rate Select Payment Term

Hour

Hour

Day

Week

Month

Access To

Add

12. Select Access To

Select the access to for this employee. This employee can be able to log in to the branches only selected here.

This screenshot shows the same 'Add Employee' form, but with the 'Access To' dropdown highlighted by a yellow border. A black callout box with the text 'Select Access To' points to this dropdown. An orange arrow points from the 'Select Role' dropdown to the 'Access To' dropdown. The 'Select Payment Term' dropdown is still open, showing the same options as in the previous screenshot.

Top Level Management

Address Line1 Address Line2

City State Pincode

☒ Allow this employee to login

User Name Password Confirm Password

Working Hours Per Day Working Days Per Week Payment Rate Select Payment Term

Hour

Hour

Day

Week

Month

Select Access To

Access To

Add

13. Add

Click the Add button to create the employee.

Top Level Management

Address Line1 Address Line2

City State Pincode

☒ Allow this employee to login

User Name Password Confirm Password

Working Hours Working Days Per Week Payment Rate Select Payment Term

Select Role Access To

Click Add

Add

14. Employee List Screen

You will be redirected to the Employee List screen after a new employee is successfully created.

Top Level Management

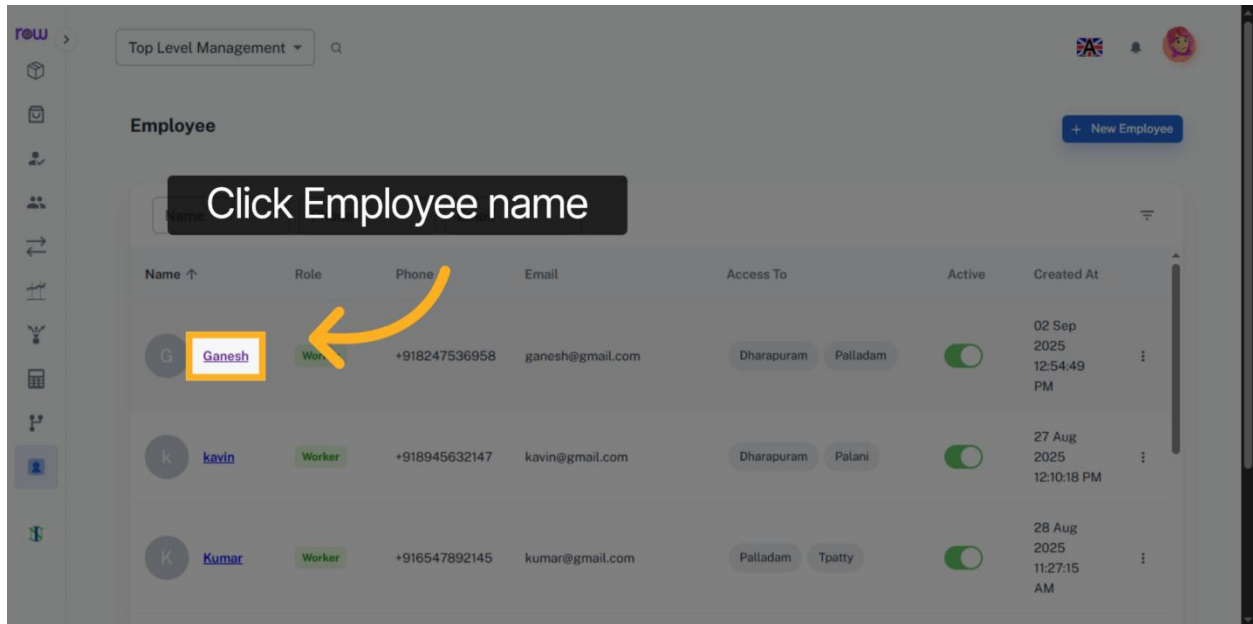
Employee [+ New Employee](#)

Name Phone Email

Name ↑	Role	Phone	Email	Access To	Active	Created At
G Ganesh	Worker	+918247536958	ganesh@gmail.com	Dharapuram Palladam	☒	02 Sep 2025 12:54:49 PM
k kavin	Worker	+918945632147	kavin@gmail.com	Dharapuram Palani	☒	27 Aug 2025 12:10:18 PM
K Kumar	Worker	+916547892145	kumar@gmail.com	Palladam Tpatty	☒	28 Aug 2025 11:27:15 AM

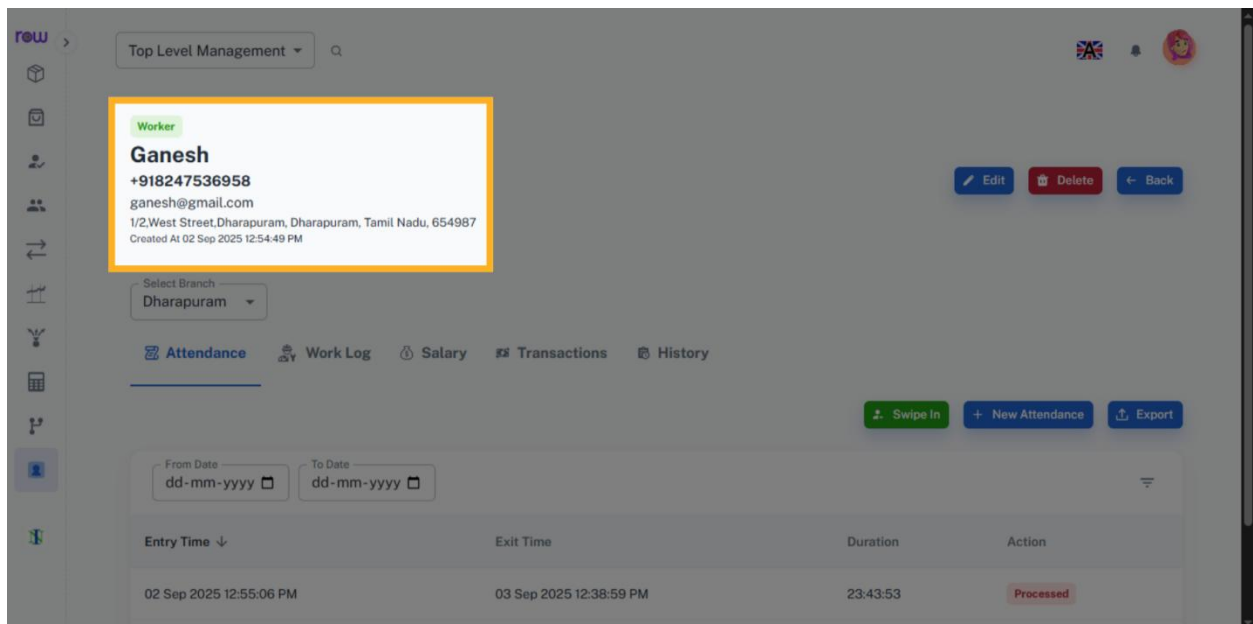
15. Select Employee Name

Click the employee name to view and update their details.



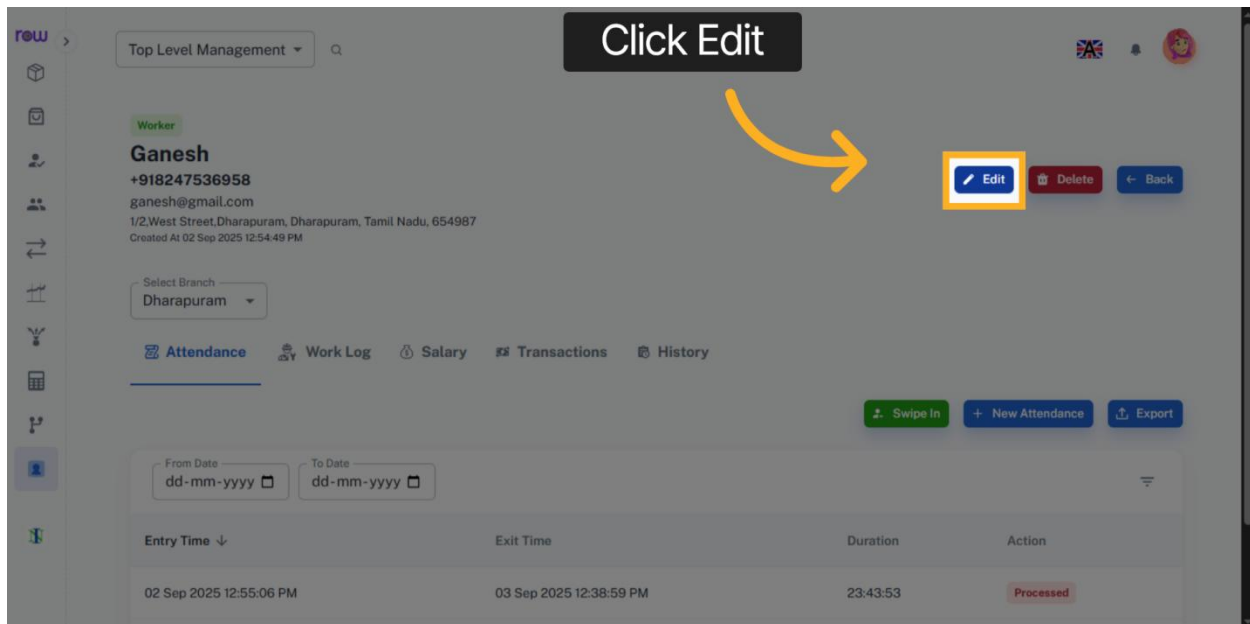
16. Employee Details

You can view the employee's name, phone number, email, and address.



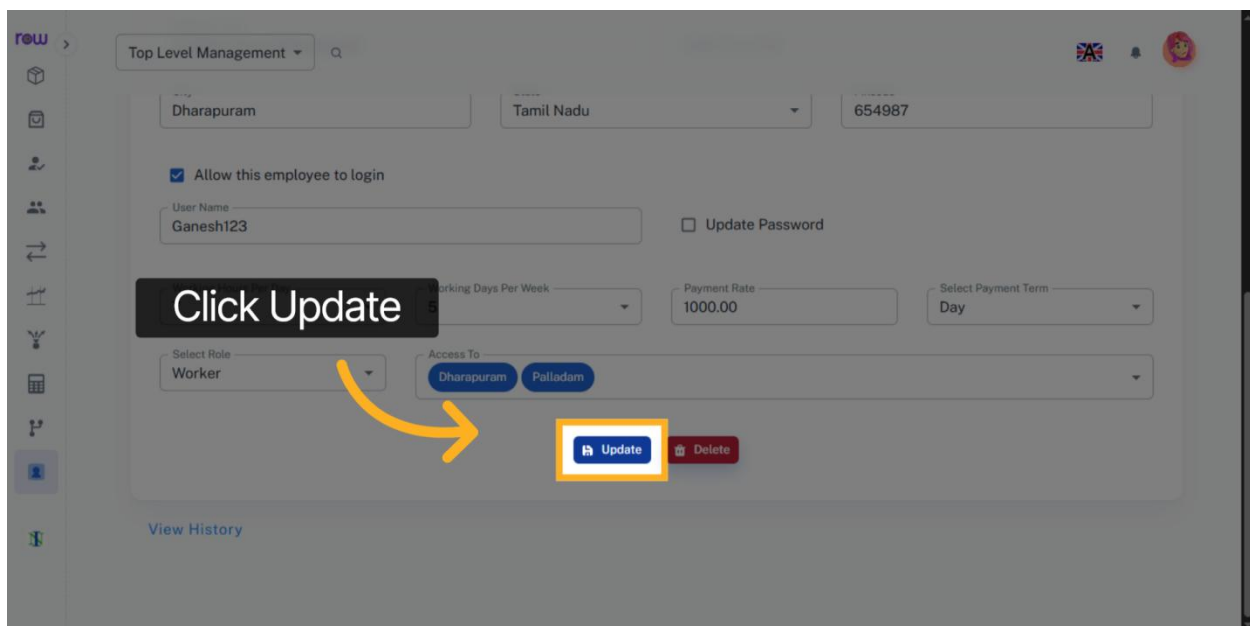
17. Edit

Click the Edit button to edit the employee details.



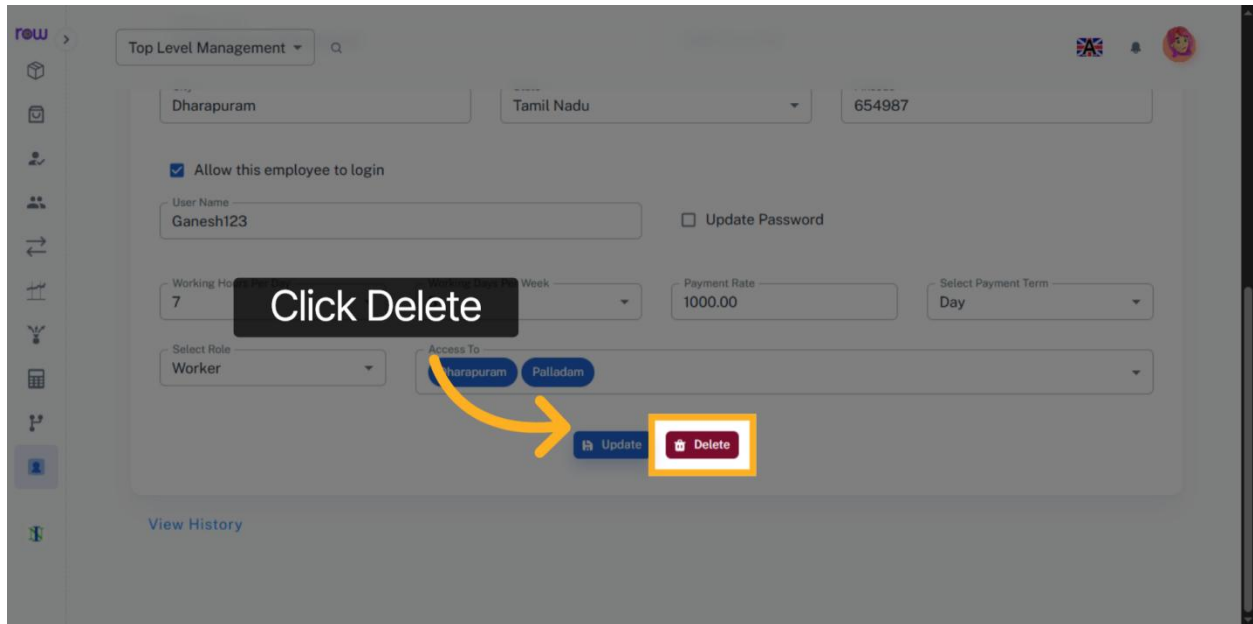
18. Update Employee Details

Click the Update button to save the changes.



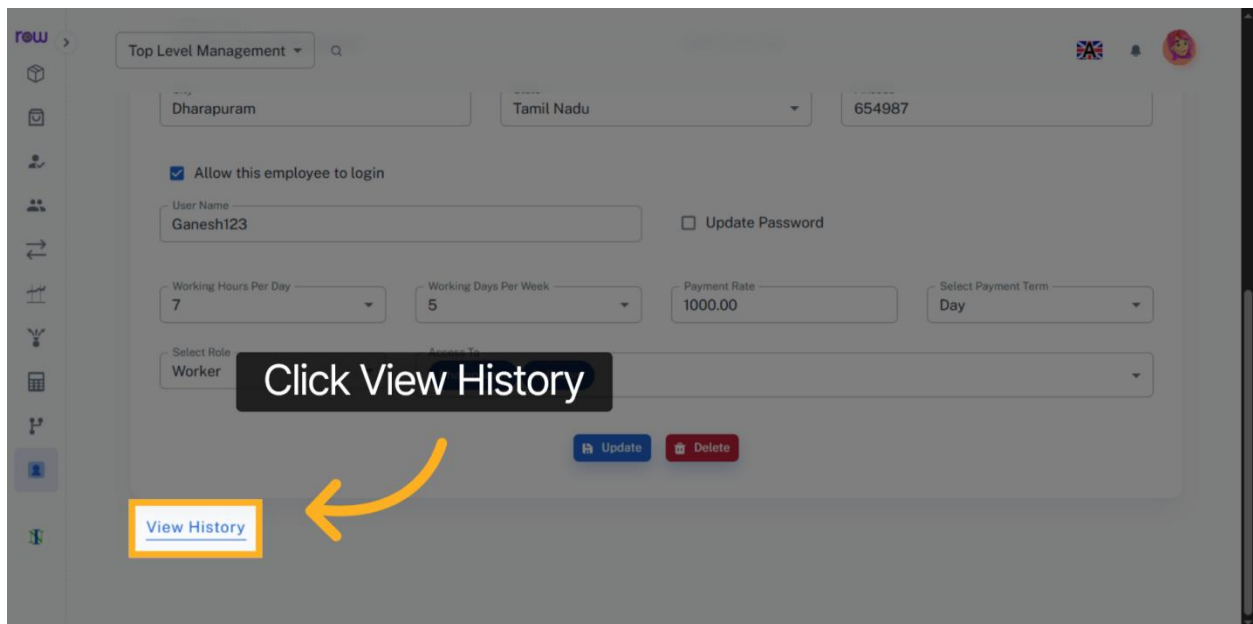
19. Delete Employee

Click the Delete button to remove the employee.



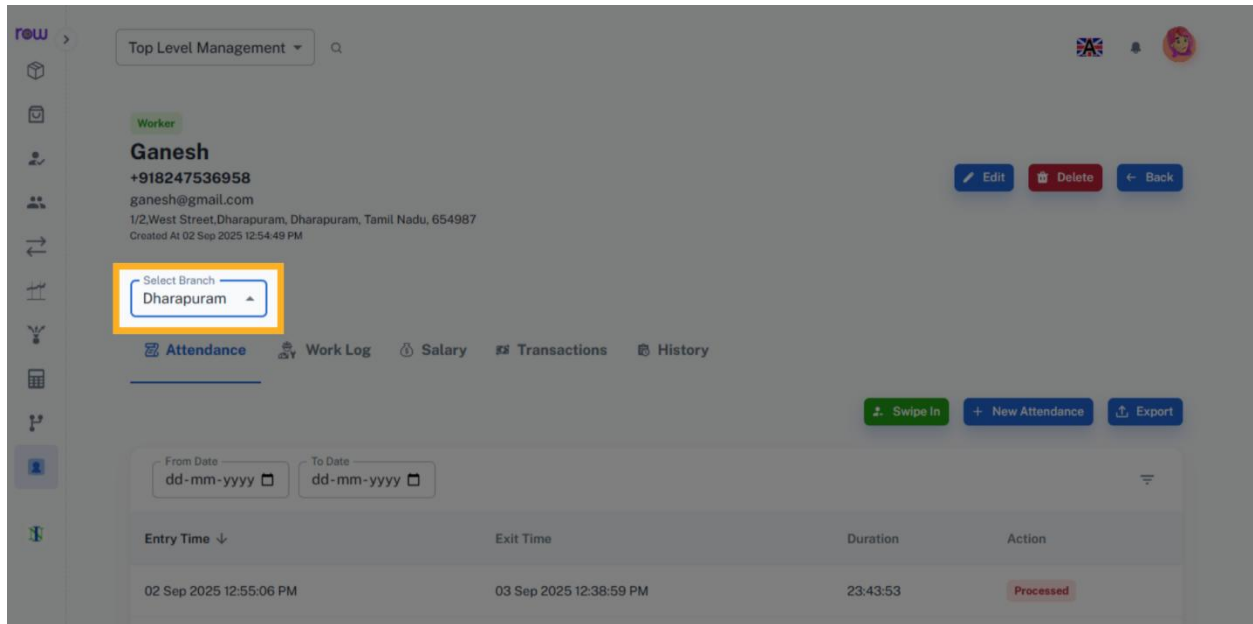
20. History

Click the View History link to see the employee history.



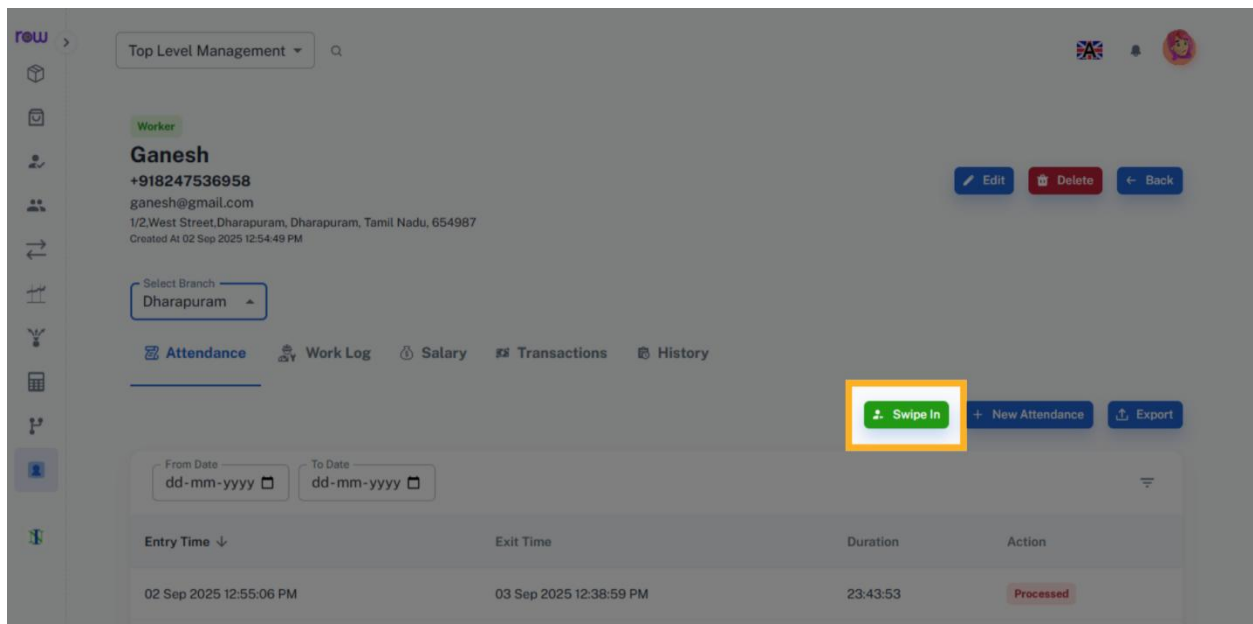
21. Select Branch

You can view the employee details for a specific branch by selecting the branch.



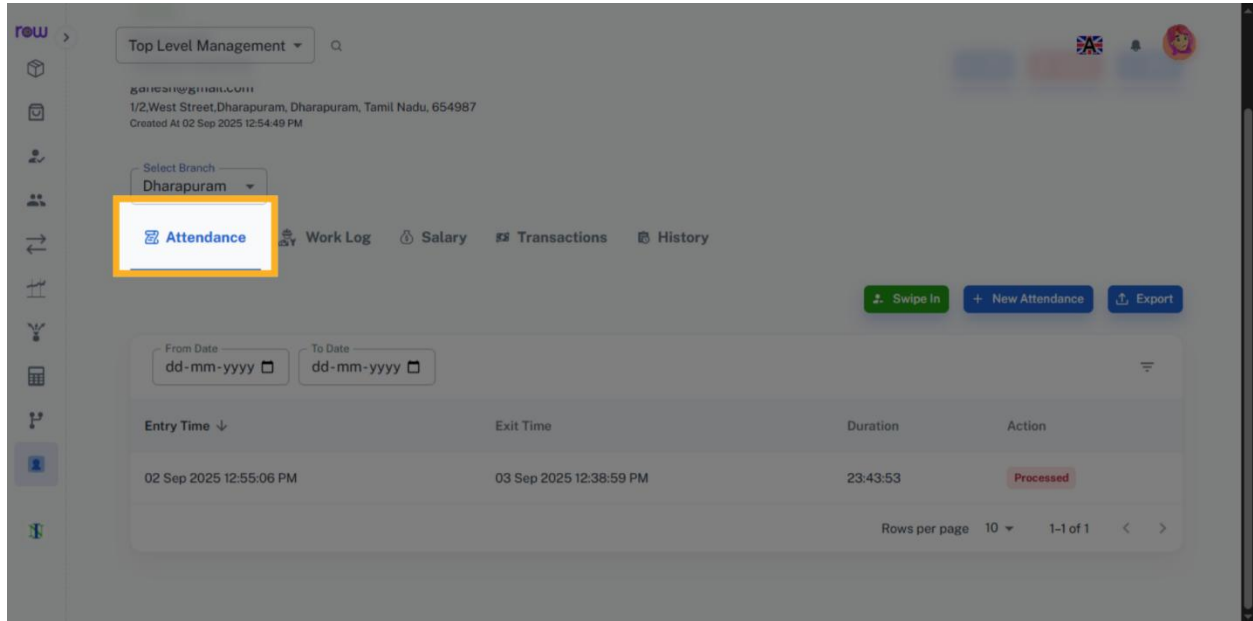
22. Swipe In and Swipe out

You can swipe in or swipe out this employee.



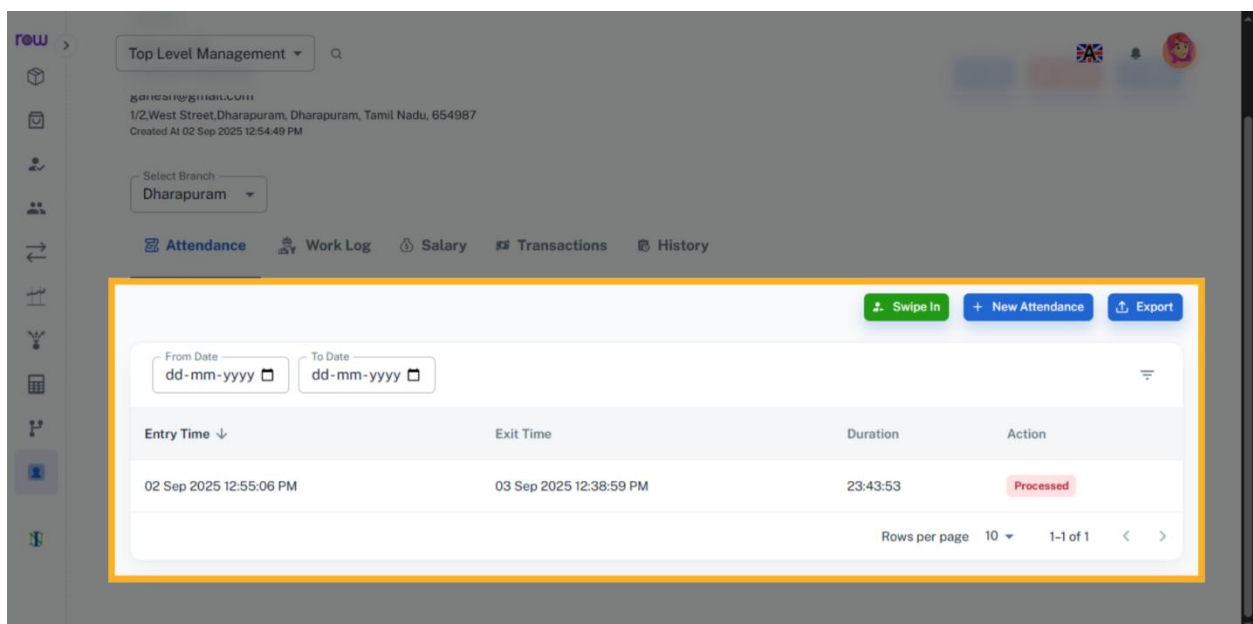
23. Attendance

Attendance is calculated based on the swipe-in and swipe-out times. You can also add, remove and update attendance.



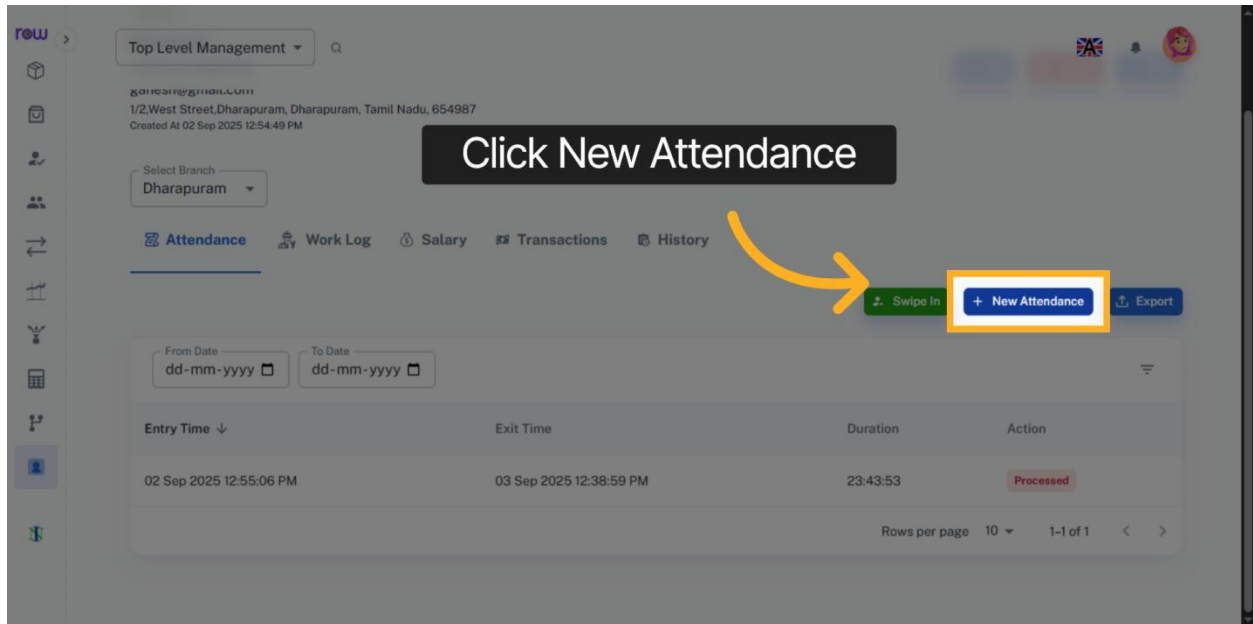
24. Attendance Details

You can view the employee' attendance details here.



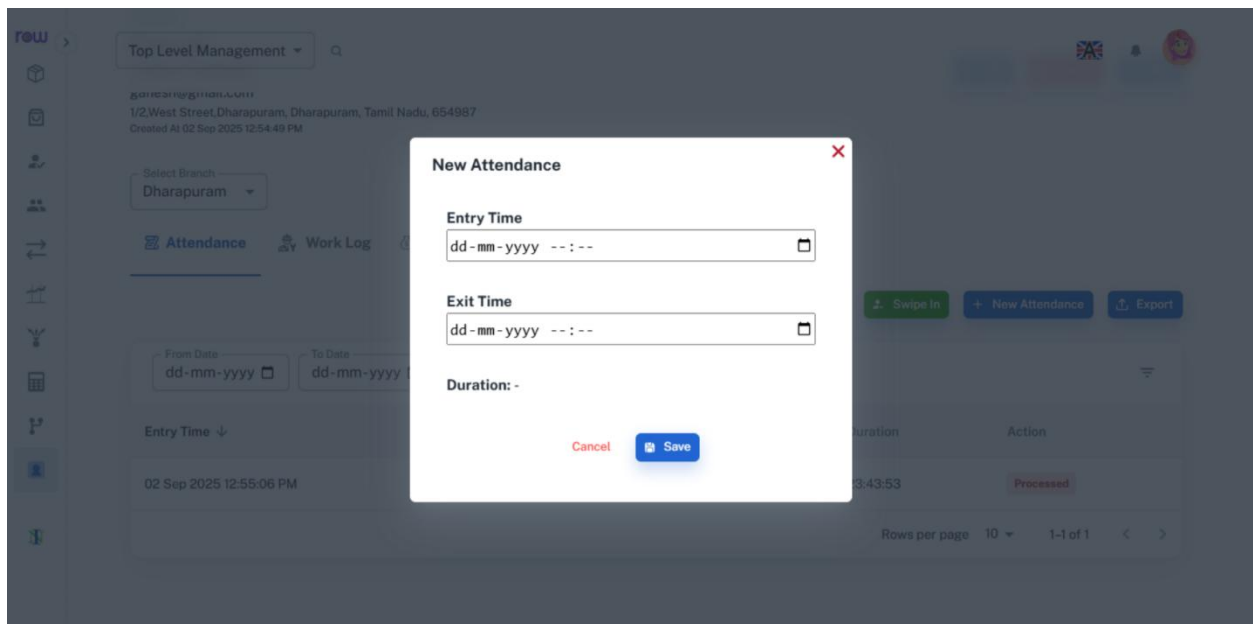
25. New Attendance

Click New Attendance button to creating a new attendance.



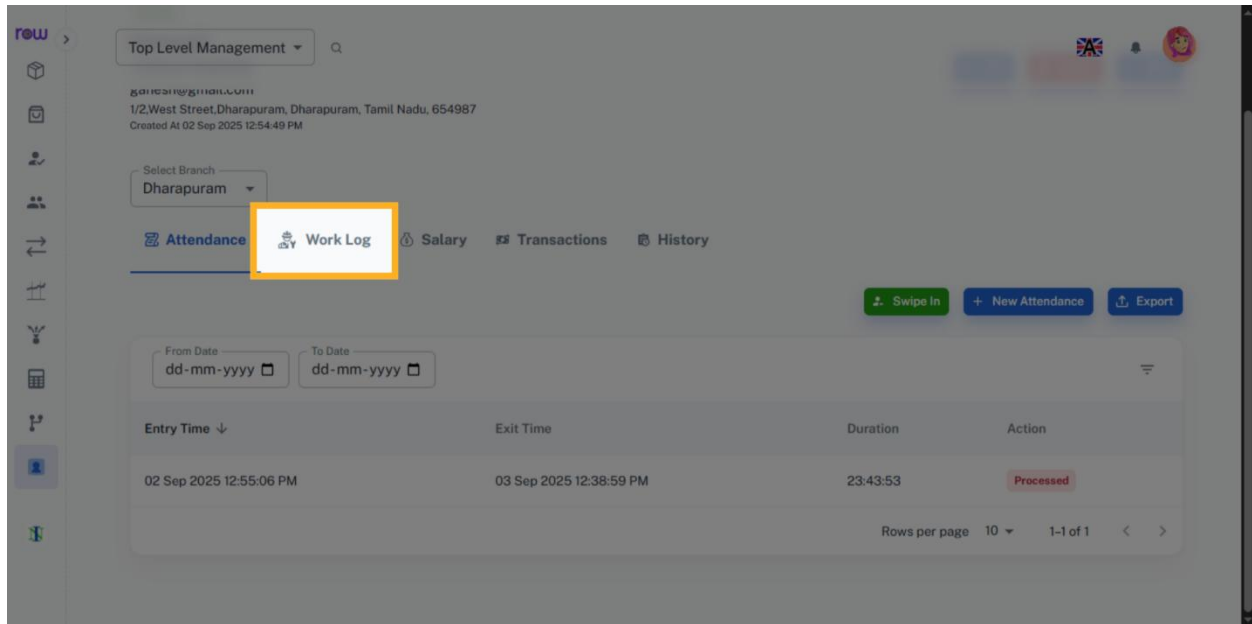
26. New Attendance Entry

Select the Entry Time and Exit Time.



27. Work Log

If an employee worked on producing a product without marking attendance, and a production unit has been created for that product, you can enter the work-log. Based on the product and its production unit recorded in the work-log, the stock of raw materials will decrease, and the stock of the finished product will increase.



28. Work Logs

You can view the work-log of an employee.

Top Level Management

Select Branch
Dharapuram

Attendance Work Log Salary Transactions History

+ New Work Log Export

From Date dd-mm-yyyy To Date dd-mm-yyyy

Date	Location	Product	Unit	Labour Cost	Quantity	Amount	Paid	Comments	Created At
14 Oct 2025	Dharapuram	B Biscuits	Unit	1.00	1.000	1.00	Not Paid		14 Oct 2025 2:40:28 PM

Rows per page 10 1-1 of 1

29. New Work Log

Click the New Worklog button to creating a new worklog.

Worker

Ganesh
+918247536958
ganesh@gmail.com
1/2 West Street Dharapuram, Dharapuram, Tamil Nadu, 654987
Created At 02 Sep 2025 12:54:49 PM

Edit Delete Back

Select Branch
Dharapuram

Attendance Work Log Salary Transactions History

Click New Work Log

+ New Work Log Export

From Date dd-mm-yyyy To Date dd-mm-yyyy

Date	Location	Product	Unit	Labour Cost	Quantity	Amount	Paid	Comments	Created At
Not found									

30. New Work Log Details

In the worklog, the amount is calculated based on the selected product, labor cost per unit, and quantity of the product. you can also the change the amount if needed.

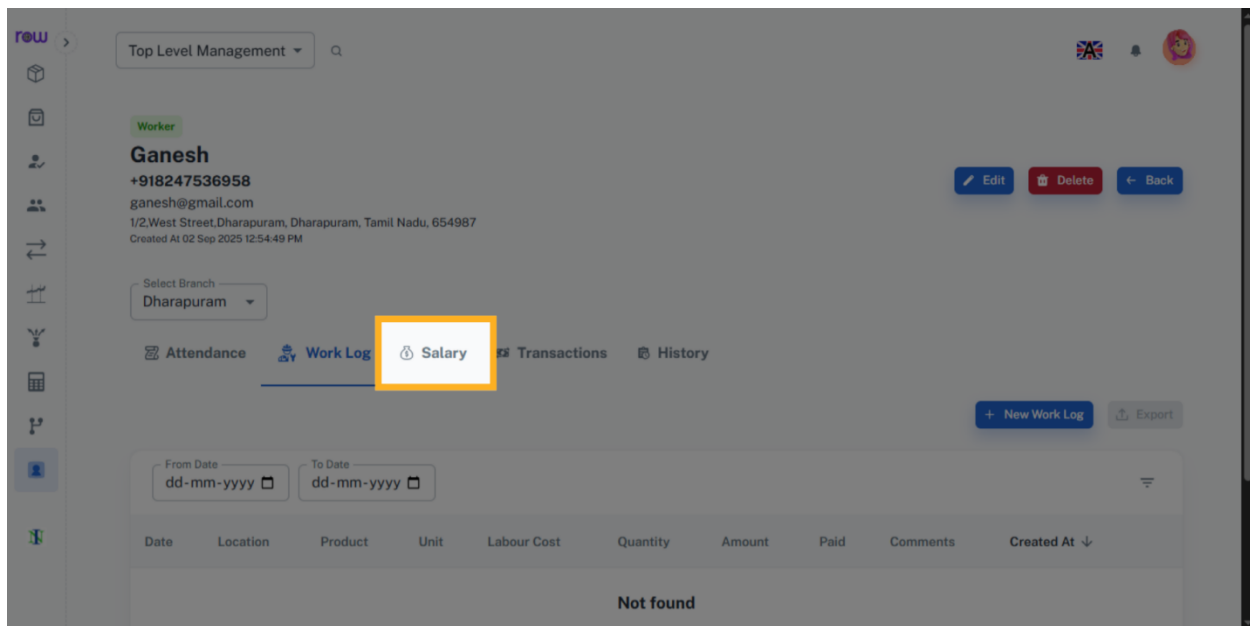
The screenshot shows a 'New Work Log' modal form overlaid on a dashboard. The form contains the following fields and controls:

- Date ***: A date picker showing '14-10-2025'.
- Location ***: A dropdown menu showing 'Dharapuram'.
- Select a product**: A dropdown menu showing 'Bisciuts - KG' with a green plus icon to the right.
- Select Production Unit ***: A dropdown menu showing 'Unit'.
- Labour Cost per unit ***: A text input field showing '1'.
- Quantity ***: A text input field showing '10'.
- Amount ***: A text input field showing '10.00'.
- Comments**: A text area for additional notes.
- Buttons**: 'Cancel' (red text) and 'Add' (blue button with a plus icon).

The background dashboard includes a 'Top Level Management' dropdown, a 'Select Branch' dropdown (set to 'Dharapuram'), and tabs for 'Attendance' and 'Work Log'. A table below the tabs shows columns for 'Date', 'Location', and 'Created At', with a row for '14 Oct 2025' at 'Dharapuram'.

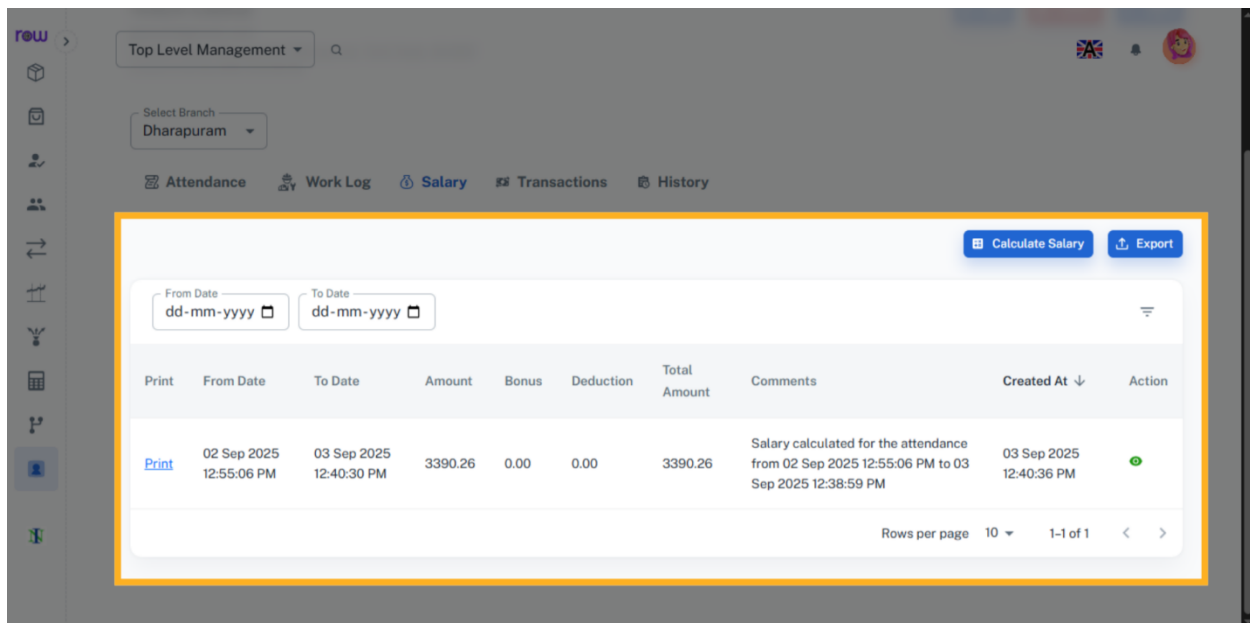
31. Salary

Click Salary to view an employee salary details.



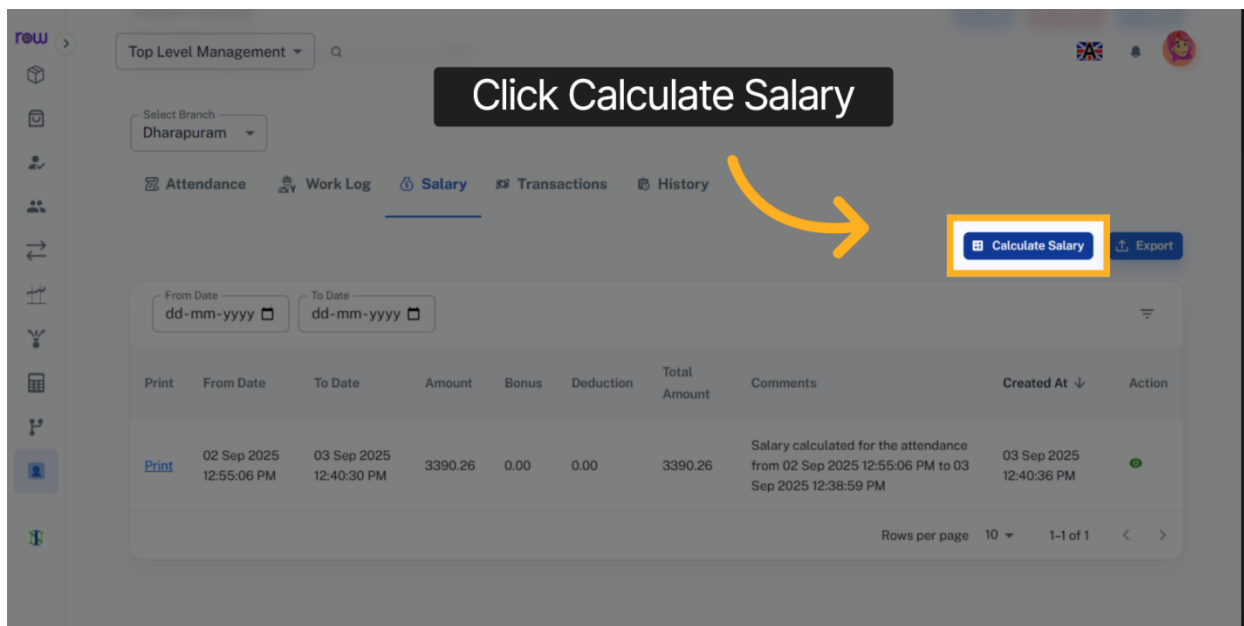
32. Employee Salary Details

You can view the salary details of an employee.



33. Calculate Employee Salary

Click the Calculate Salary button to calculate the employee salary.



34. Salary Calculation

The salary is calculated based on the attendance and work-log of the employee.

Salary Calculation

Based on Attendance (Payment Rate: 1000.00 / Day)

Entry Time ↓	Exit Time	Duration	Amount
02 Sep 2025 3:10:44 PM	03 Sep 2025 12:49:59 PM	21:39:15	3093.51
Total Amount From Attendance			3093.51

Based on Work Log

Date ↓	Location	Product	Labour Cost	Quantity	Comments	Amount
15 Oct 2025		Biscuits	1.00	1.000		1.00
Total Amount From Work Log						1.00

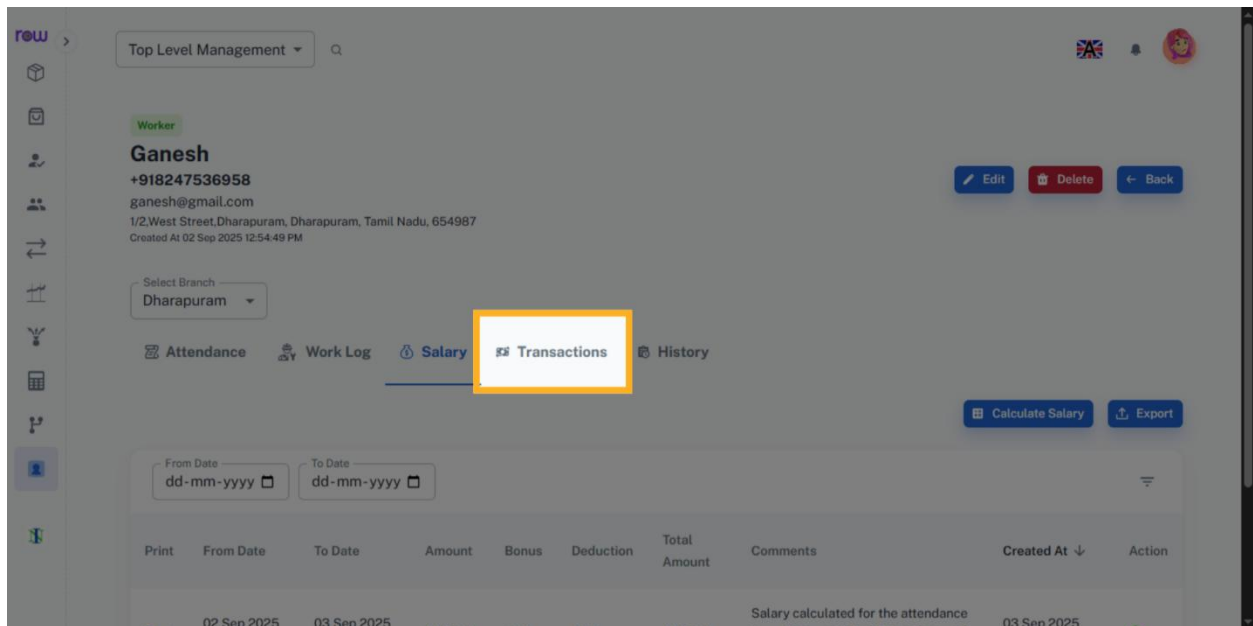
Total Amount	Bonus	Deduction	Total Salary
3094.51	0	0	3094.51

Comments

Salary calculated for the attendance from 02 Sep 2025 3:10:44 PM to 03 Sep 2025 12:49:59 PM and the Work Log from 15 Oct 2025 to 15 Oct 2025.

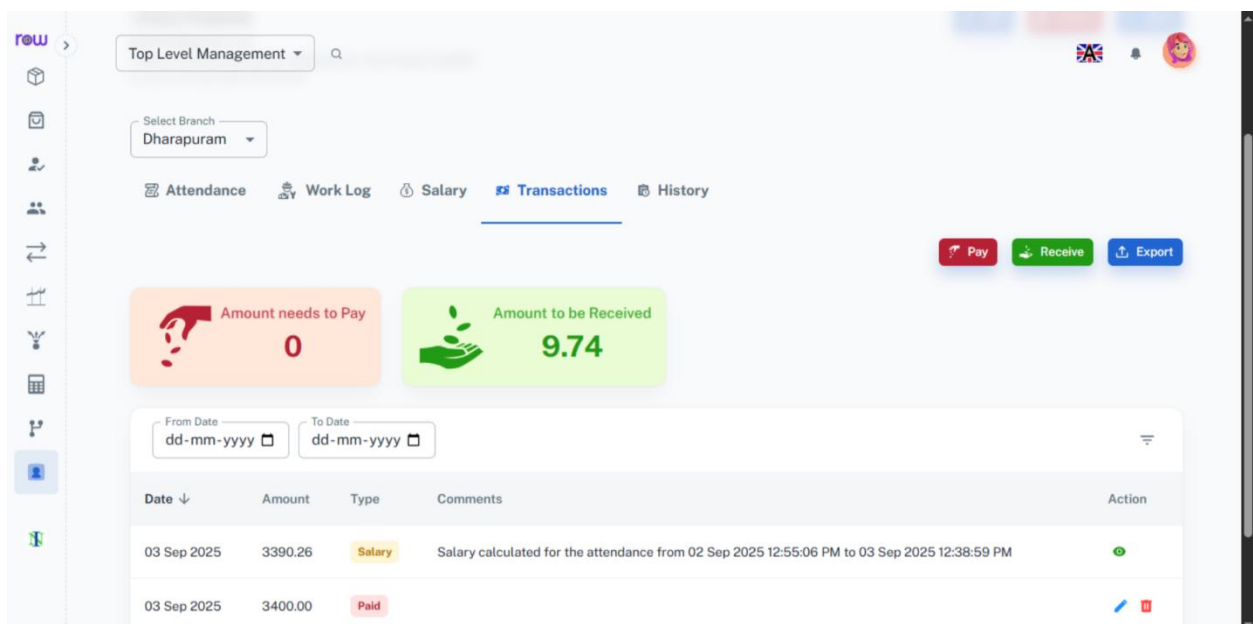
35. Transactions

Click Transaction to view the employee transactions.



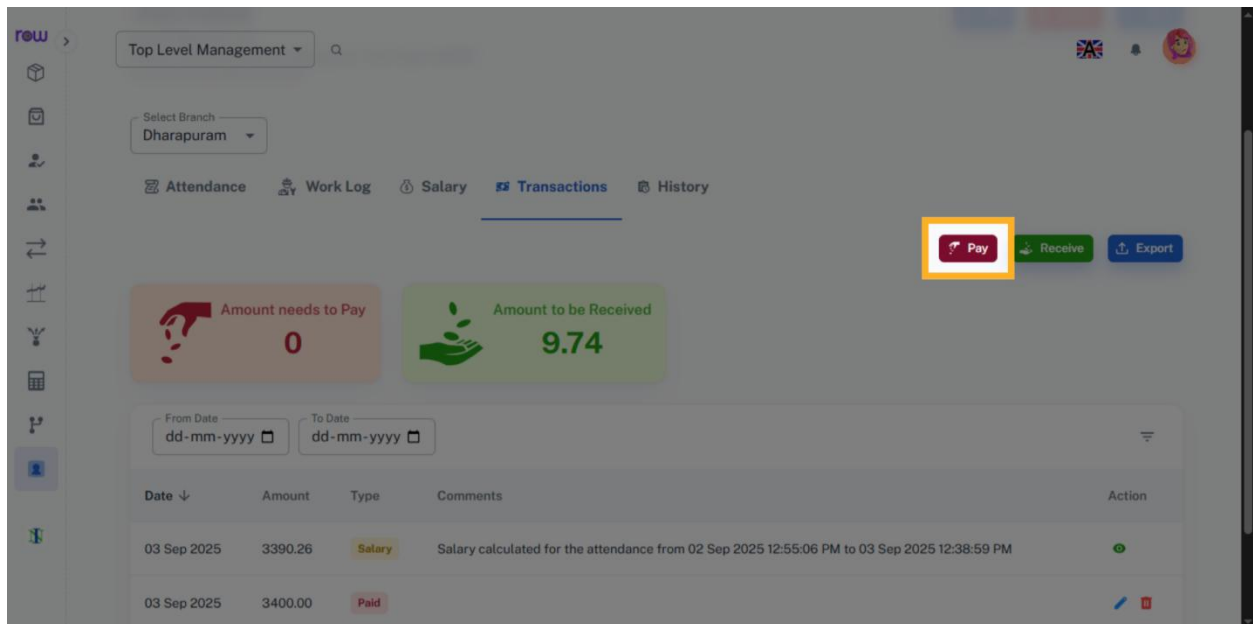
36. Employee Transaction

You can view the employee transactions here. You can also pay and receive payments here.



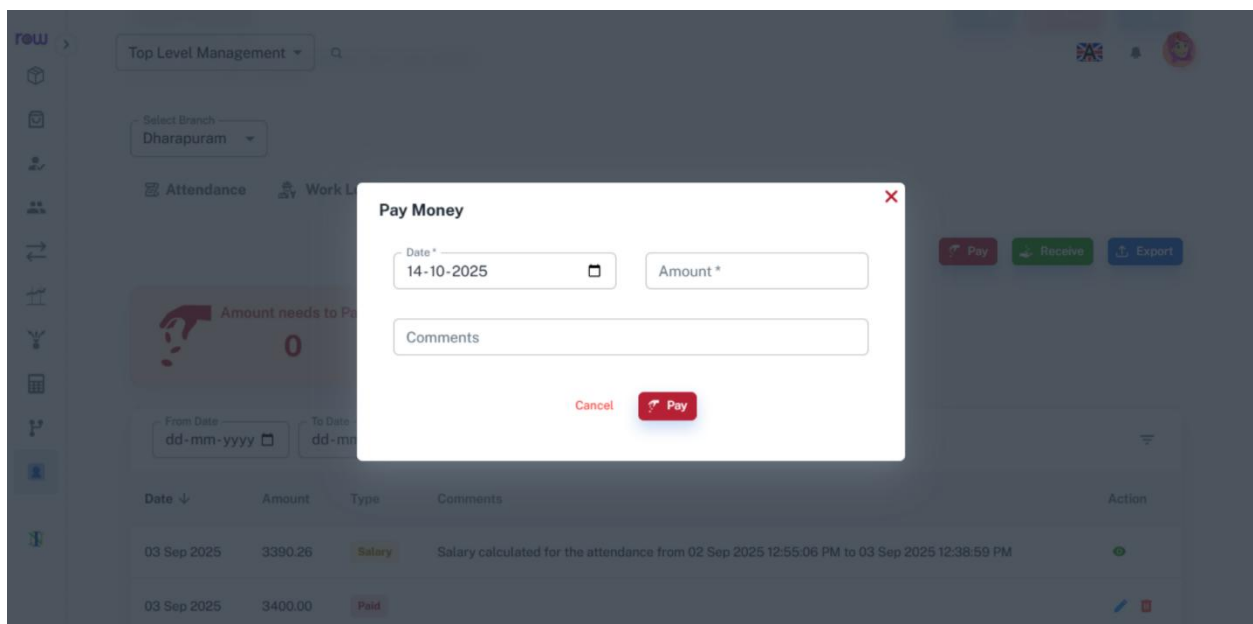
37. Pay

Click Pay button to make a payment.



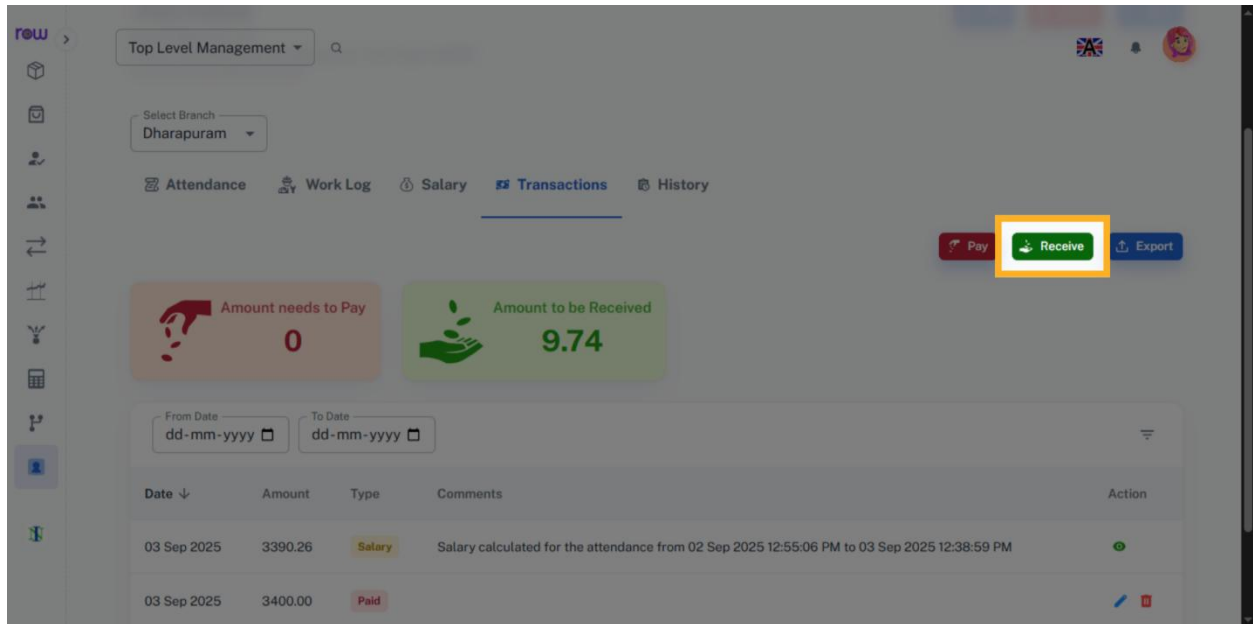
38. Payment

Enter the amount to be paid to the employee.



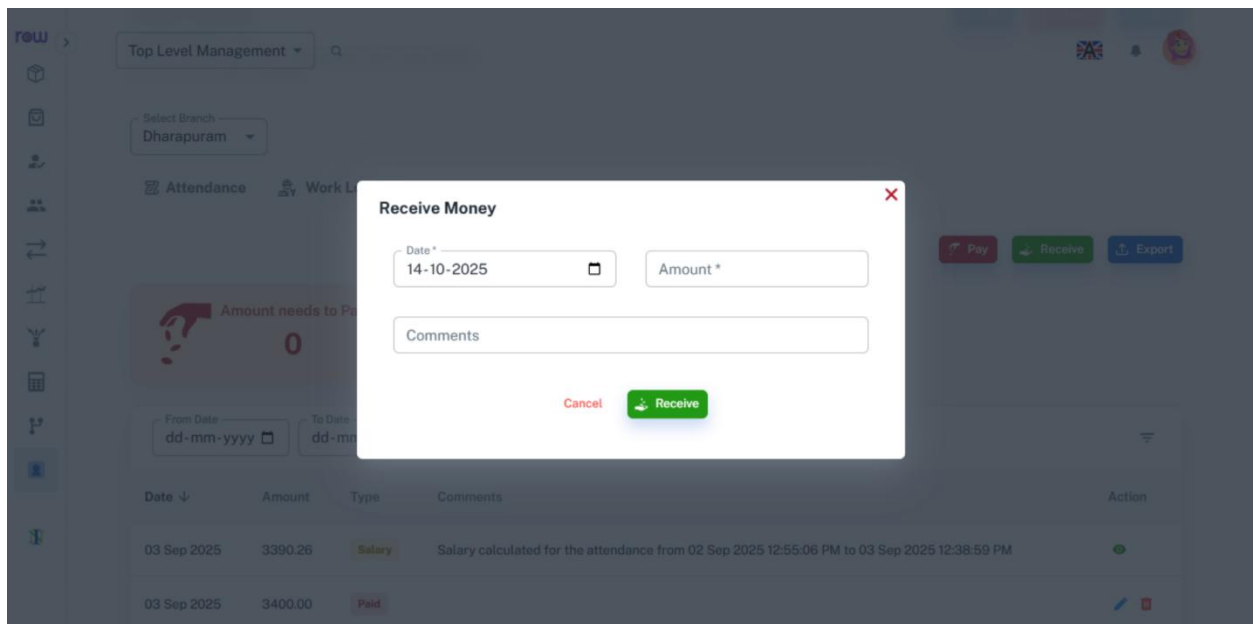
39. Receive

Click the Receive button to receive the payment.



40. Payment

Enter the amount to be received from the employee.





Thank You