Software Engineering

Deliverable 2

Employee Payroll and Leave Management System

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Product Backlog:

ID	As a...	I want to be able to...	So that...	Priority	Sprint	Status
1	Employee	Register in the system	I can access my relevant features	Must	1	Done
2	User	Log in to the system	I can access the system	Must	1	Done
3	Employee	Access my dashboard	I can view leave balance and payroll summary	Must	1	Done
4	Manager	Access manager dashboard	I can manage leave requests and team details	Must	1	Done
5	Employee	Apply for leave	My request is submitted to my manager	Must	1	Done
6	Manager	Approve or reject leave requests	I can manage employee leave effectively	Must	1	Done
7	Employee	View leave balance	I can plan my future leaves accordingly	Must	1	Done
8	Manager	Track employee leave history	I can make informed leave approval decisions	Should	2	Done
9	Manager	Configure leave policies	Employee leave requests follow policies	Must	2	Done
10	Employee	View payroll summary	I can understand my salary breakdown	Must	3	To be started
11	Manager	Process payroll	Employees receive salaries on time	Must	3	To be started
12	Manager	Calculate taxes and deductions	Employee salaries are	Must	3	To be started

			correctly processed			
13	Manager	Manage salary structure	Employees have a standardized payroll	Must	3	To be started
14	System	Integrate payroll with attendance	Salaries are based on actual working hours	Must	3	To be started
15	Manager	Generate payroll reports	I can track salary distributions	Must	3	To be started

ID: 1
Name: Employee and Manager Registration
Priority: Must
User Story:
As a new user (employee or manager), I want to register in the system so that I can access my relevant features.
Acceptance Criteria:

- Users can sign up with their name, email, and password.
- Users must select their role (Employee or Manager) during registration.
- After successful registration, users are redirected to the login page.

ID: 2
Name: Login
Priority: Must
User Story:
As a registered user, I want to log in to the system so that I can access the system.

Acceptance Criteria:

- Employees see leave balance and payroll summary on their dashboard.
- Managers see pending leave requests and team details on their dashboard.
- Users are redirected to their respective dashboards after login.
- Secure logout functionality is available.

ID: 3
Name: Employee Dashboard
Priority: Must
User Story:
As an employee, I want to log in and access my dashboard so that I can view my leave

balance and payroll summary.
Acceptance Criteria:
- Employees see their leave balance on the dashboard.
- Employees can view their payroll summary, including salary details and deductions.
- Employees are redirected to their dashboard after successful login.
- Secure logout functionality is available.

ID: 4
Name: Manager Dashboard
Priority: Must
User Story:
As a manager, I want to log in and access my dashboard so that I can view and manage employee leave requests and team details.
Acceptance Criteria:

- Managers see all pending leave requests on their dashboard.
- Managers can view team details, including employee leave status.
- Managers are redirected to their dashboard after successful login.
- Secure logout functionality is available.

ID: 5
Name: Apply for Leave (For Employees)
Priority: Must
User Story:
As an employee, I want to apply for leave through the system so that my request is submitted to my manager for approval.
Acceptance Criteria:

- Employees can select the leave type (Annual, Sick, Casual).
- Employees enter the start and end date of their leave.
- Employees receive a confirmation after applying for leave.
- Employees are notified when their leave request is approved or rejected.

ID: 6
Name: Approve or Reject Leave Requests (For Managers)
Priority: Must
User Story:
As a manager, I want to approve or reject leave requests submitted by employees so that I can manage employee leave effectively.
Acceptance Criteria:

- Managers can view all pending leave requests.
- Managers can see employee leave history before making a decision.
- Managers must provide a reason when rejecting a leave request.
- Managers can filter leave requests by employee name and leave type.

ID: 7
Name: View Leave Balance (For Employees)
Priority: Must
User Story:
As an employee, I want to check my remaining leave balance so that I can plan my future leaves accordingly.
Acceptance Criteria:

- Employees can see a breakdown of their leave balance.
- Employees can view used and remaining leaves categorized by type.

ID: 8
Name: Track Employee Leave History (For Managers)
Priority: Should
User Story:
As a manager, I want to view the leave history of employees so that I can make informed leave approval decisions.
Acceptance Criteria:

- Managers can view historical leave data of employees.
- System displays leave patterns and trends over time.

ID: 9
Name: Configure Leave Policies (For Managers)
Priority: Must
User Story:
As a manager, I want to configure leave policies so that employee leave requests follow company policies.
Acceptance Criteria:

- Managers can set leave limits for employees.
- System enforces policy rules when leave requests are made.

ID: 10
Name: View Payroll Summary (For Employees)
Priority: Must

User Story:
As an employee, I want to view my payroll summary so that I can understand my salary breakdown.
Acceptance Criteria:

- Employees can see their monthly salary details, including deductions and bonuses.
- Salary data is updated automatically at the end of each month.

ID: 11
Name: Process Monthly Payroll (For Managers)
Priority: Must
User Story:
As a manager, I want to process payroll for employees so that they receive accurate salaries on time.
Acceptance Criteria:

- Payroll is processed automatically based on attendance data.
- Managers can manually adjust salary components if needed.

ID: 12
Name: Tax Calculation and Deductions
Priority: Must
User Story:
As a system, I want to calculate taxes and deductions so that employee salaries are correctly processed.
Acceptance Criteria:

- System calculates taxes based on salary and applicable tax rates.
- Tax deductions appear in payroll reports.

ID: 13
Name: Manage Employee Salary Structure
Priority: Must
User Story:
As a manager, I want to define salary structures so that employees have a standardized payroll system.
Acceptance Criteria:

- Managers can define salary structures for different roles.
- Employees are assigned a salary structure during onboarding.

ID: 14
Name: Integrate Payroll with Attendance
Priority: Must
User Story:
As a system, I want to integrate payroll with attendance so that salaries are calculated based on actual working hours.
Acceptance Criteria:

- Employee salary calculations include attendance and overtime.
- System automatically deducts pay for unapproved absences.

ID: 15
Name: Generate Payroll Reports for Managers
Priority: Must
User Story:
As a manager, I want to generate payroll reports so that I can track salary distributions and deductions.
Acceptance Criteria:

- Managers can generate payroll reports for any month.
- Reports include salary details, tax deductions, and bonuses.