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# BATCH PAYROLL

| **Type** | **Category / Functionality** | **Requirement Description** |
| --- | --- | --- |
| **Functional** | Employee Data Management | The system must allow batch import of employee details (name, ID, salary, tax info, etc.). |
|  | Payroll Calculation | Calculate gross pay, deductions, taxes, and net pay for each employee in a batch. |
|  | Tax Computation | Automatically compute applicable taxes and statutory deductions based on employee data and government rules. |
|  | Overtime Calculation | Calculate overtime pay based on hours worked beyond standard hours. |
|  | Batch Processing | Process payroll for multiple employees simultaneously in a batch. |
|  | Payslip Generation | Generate and distribute payslips (print or electronic) for each employee. |
|  | Payment Processing | Prepare payment files for bank transfers or cheque printing. |
|  | Leave & Absence Management | Adjust payroll based on leaves, absences, or unpaid days recorded in the batch. |
|  | Reporting | Generate payroll reports (summary, tax reports, payment details) for management and compliance. |
|  | Error Handling & Validation | Validate input data and provide error logs for incorrect or incomplete data in the batch. |
| **Non-Functional** | Performance | Process payroll batch within a defined time frame (e.g., less than 1 hour for 1000 employees). |
|  | Security | Protect sensitive employee and payroll data using encryption and access controls. |
|  | Accuracy | Ensure calculations are accurate and compliant with legal regulations. |
|  | Scalability | Support increasing number of employees and payroll components without performance degradation. |
|  | Maintainability | System should allow easy updates for tax rules and payroll policies changes. |