Payroll Management Application

1. Introduction

1.1 Purpose

This document specifies the **detailed, module-wise requirements** for a **Zoho Payroll–inspired Payroll Management System**. The application is designed to automate payroll processing, statutory compliance, salary calculations, and payslip generation for organizations.

2. System Overview

Zoho Payroll is a **cloud-based payroll solution** that manages employee salaries, statutory deductions, tax calculations, payslips, and payroll compliance in a secure and automated manner.

3. User Roles & Access Control

Role	Description
Super Admin	Organization & statutory configuration
Payroll Admin	Payroll processing & approvals
HR Admin	Employee salary structure management
Employee	View payslips & tax details
Finance (Optional)	Reports & audits

4. Module-wise Requirements

MODULE 1: Authentication & Organization Setup

Features

- Secure login & logout
- Organization registration
- Role-based access control (RBAC)

Functional Requirements

- System shall authenticate users securely
- Admin shall configure organization details
- Access shall be restricted by role

MODULE 2: Statutory & Compliance Configuration

Features

- Country/state payroll rules
- Tax slabs configuration
- PF, ESI, Professional Tax setup

Functional Requirements

- Admin shall configure statutory rules
- System shall auto-apply compliance rules during payroll

MODULE 3: Employee Payroll Profile

Features

- Salary structure definition
- Bank & payment details
- Tax regime selection

Functional Requirements

- HR shall assign salary components
- System shall maintain employee payroll profiles

MODULE 4: Salary Structure Management

Features

- Earnings components (Basic, HRA, Allowances)
- Deduction components (PF, ESI, Tax)
- Flexible salary templates

Functional Requirements

- System shall calculate gross & net salary
- Salary components shall be configurable

MODULE 5: Attendance & Leave Integration

Features

- Attendance-based salary calculation
- Loss of Pay (LOP) handling
- Overtime support

Functional Requirements

- System shall fetch attendance data
- Payroll shall adjust salary based on attendance

MODULE 6: Payroll Processing

Features

- Monthly payroll runs
- Payroll preview
- Payroll approval workflow

Functional Requirements

- Payroll Admin shall initiate payroll
- System shall generate salary statements
- Approved payroll shall be locked

MODULE 7: Payslip & Salary Disbursement

Features

- Payslip generation
- Bank advice statements
- Salary disbursement tracking

Functional Requirements

- Employees shall download payslips
- System shall generate bank transfer files

MODULE 8: Tax Management

Features

- Income tax calculation

- Investment declaration
- Tax proof submission

Functional Requirements

- System shall calculate tax automatically
- Employees shall submit tax declarations

MODULE 9: Statutory Reports & Filings

Features

- PF, ESI, PT reports
- Tax deduction reports
- Compliance summaries

Functional Requirements

- System shall generate statutory reports
- Reports shall be exportable (CSV/PDF)

MODULE 10: Payroll Reports & Analytics

Features

- Payroll summary reports
- Cost-to-company analysis
- Department-wise payroll reports

Functional Requirements

- Payroll Admin shall generate payroll analytics

MODULE 11: Employee Self-Service (ESS)

Features

- Payslip access
- Tax details view
- Salary breakup view

Functional Requirements

- Employees shall access payroll information securely

MODULE 12: Notifications & Audit Logs

Features

- Payroll notifications
- Audit trail for payroll actions

Functional Requirements

- System shall notify users on payroll completion
- All payroll actions shall be logged

5. Non-Functional Requirements

Performance

- Support concurrent payroll processing
- Payroll computation accuracy 100%

Security

- Encrypted salary data
- Role-based access

Compliance

- Statutory adherence
- Audit-ready data storage

6. Technology Stack

Frontend

- React (Vite)
- JavaScript (ES6+)
- Tailwind CSS

Backend

- Node.js
- Express.js

Database

- MongoDB