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| --- | --- | --- |
| **No.** | **Functional Requirement** | **Description** |
| **1** | **Submit Timecard** | Hourly employees should be able to submit their total working hours for each pay period. |
| **2** | **Submit Sales Receipt** | Commission-based employees should submit their sales receipts for payment calculation. |
| **3** | **Calculate Pay** | The system should calculate the employee’s pay based on working hours, sales, or fixed salary. |
| **4** | **Run Payroll Process** | The system should execute the payroll process to prepare salary payments. |
| **5** | **Deduct Union Dues & Charges** | The system should automatically deduct applicable union dues and other authorized charges. |
| **6** | **Generate Paycheck** | The system should generate a paycheck for each employee after payroll processing. |
| **7** | **Update Employee Record** | The system should update employee records and payment history after payroll completion. |
| **8** | **Distribute Paycheck** | The paymaster should distribute paychecks to employees accurately and on time. |
| **9** | **Direct Deposit Option** | The system should provide an option for employees to receive their salary directly into their bank accounts. |
| **10** | **Mail Option** | The system should allow the option to mail physical paychecks to employees if required. |

**FUNCTIONAL & NON-FUNCTIONAL REQUIRMENTS OF BATCH PAYROLL SYSTEM**

**Functional Requirements**

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| --- | --- | --- |
| **No.** | **Non-Functional Requirement** | **Description** |
| **1** | **Performance** | The system should process and complete all payroll calculations efficiently within a short time. |
| **2** | **Security** | Employee information, salary details, and bank data must be protected from unauthorized access. |
| **3** | **Accuracy** | The system must ensure precise calculation of pay, deductions, and taxes with no errors. |
| **4** | **Reliability** | The payroll system must operate consistently without crashes or data loss. |
| **5** | **Usability** | The interface should be easy to use and understandable for HR and payroll staff. |
| **6** | **Maintainability** | The system should be easy to update when salary structures, tax rates, or policies change. |
| **7** | **Availability** | The system should be accessible during working hours and during payroll processing periods. |
| **8** | **Scalability** | The system should handle an increasing number of employees without performance issues. |

**Non-Functional Requirements**