**A PROPOSED OFFERING OF PAYROLL SYSTEM FOR WILLTOP HARDWARE AND ELECTRICAL SUPPLIES**

A Project Proposal Presented to the

Faculty of Datamex College of Saint Adeline, Inc.

In Partial Fulfillment of the Requirements for the

Degree of Bachelor of Science in Information Technology

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September 2025

**REQUIREMENTS SPECIFICATION**

# INTRODUCTION

This proposed project is a Payroll Management System designed specifically for Willtop Hardware and Electrical Supply to help manage, organize, and automate the process of employee salary payments. The system simplifies complex payroll tasks such as calculating wages, tracking working hours, deducting taxes, and generating pay slips reducing human error and saving valuable time.

The main goal is to create a system that makes payroll tasks easier, faster, and more reliable. Through this system, users can register employees, monitor their working hours, calculate their salaries, and generate pay slips in a simple and organized way.

The system will allow users to add and update employee records, track attendance and working hours, compute gross and net salaries, apply deductions and contributions (such as SSS, PhilHealth, and Pag-IBIG), and generate pay slips. By automating these tasks, the system minimizes human errors, improves accuracy, and ensures employees are paid on time.

**Employee Information Management** – registration, updating, and secure storage of employee data.

**Attendance and Working Hours Tracking** – recording daily attendance and working hours for payroll computation.

**Salary Computation** – automatic calculation of wages, overtime, allowances, deductions, and government contributions.

**Pay Slip Generation** – producing accurate and printable pay slips for employees.

**Data Security and Backup** – ensuring the confidentiality and integrity of sensitive payroll information.

**Reports Generation** – providing summaries of payroll records, deductions, and contributions for administrative use.

**FUNCTIONAL REQUIREMENTS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Description** | **Priority** | **Dependencies** | **Acceptance Criteria** | | |
| FR-001 | Add New  Employee record with personal  details, Job Title | High | None | Employee Appears  Employee list | | in |
| FR-002 | Update Employee  Time In and out  (Position, salary, deductions) | High | FR-001 | Changes reflect Employee Salary  correctly records | | in for |
| FR-003 | Record Employee Attendance (Time in, Time Out) | High | FR-001 | Attendance is saved date/time | | with |
| FR-004 | Generate payroll based on salary,  attendance, deductions | High | FR-002, FR-003 | Payroll is calculated  accurately | | |
| FR-005 | Generate pay slip for each employee | Medium | FR-004 | Payslip displays salary breakdown | | |
| FR-006 | Generate Payroll report (Every 15  Days) | Medium | FR-004 | Report shows breakdown | total and | |
| FR-007 | Admin log in full  access | High | None | Access can modules | access all | |
| FR-008 | Backup and restore payroll  database | Medium | None | Data Backup/restore  Successful | | |

*Table 1: Functional Requirements*

# NON-FUNCTIONAL REQUIREMENTS

**Performance**

* System has Realtime records in on duty and All employee.

**Usability**

* System is user-friendly and it is easy to use.
* Interface designed for users with basic computer skills.

**Reliability**

* Backup features available to prevent data loss.
* System auto-save data after every transaction.

**Security**

* Need Admin and password to login.

**Scalability**

* Support up to 20 Employees.

**Maintainability**

* Updates and bugs fixes must be Deploy without causing significant service interruption.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Use Case**  **ID** | **Use Case**  **Name** | **Description** | | **Actors** | **Preconditions** | | **Postconditions** | | **Alternate Flows** | |
| Phase1 | Add  Employee  Record | Admin inputs employee details (name,  position, department, salary, deductions) into the system. | | Admin,  System | Admin is logged in. System is online. | | Employee record is created and saved. | | If system crashes, entry is lost Admin must re-enter. | |
| Phase2 | Record  Attendance | Admin (or system) logs employee attendance  (time in/out,  leave, overtime). | | Admin  System | Admin/Employee  is logged in.  Attendance period is active. | | Attendance is recorded and stored in the system. | | If attendance system fails, manual entry required. | |
| Phase3 | Generate  Payroll | Admin  calculates employee salary based on  attendance, deductions, and allowances. | | Admin  System | Employee records and attendance data exist. Admin is logged in. | | Payroll is generated and stored. Payslips are created. | | If required data is missing (e.g., attendance not recorded), system shows 'Incomplete data payroll not  processed.' | |
| Phase4 | Genarate  Payslip | System  Generate  Payslip per  employee | | Admin  System | Payroll Generated | | Payslips displayed or export | | If payroll not yet generate the system shows error | |
| Phase5 | Genarate  Payroll Report |  | Admin  views/exports payroll report  (15days) | Admin  System | Payroll exists | Report displayed or export | | If no payroll data, system shows “no Record’s Found” | | |
| Phase6 | Manage User  Access |  | Use Admin and password to | Admin system | Admin  authenticated | User account created/ | | It has case-insensitive for admin and pass | | |
|  |  | | open a system |  |  | updated/ deleted | |  | |  |
| Phase7 | Backup/restor e data | | Admin creates backup or restores payroll database | Admin system | Admin  authenticated | Data backup/ restore successful | | If backup  missing/corrupted, System shows error | | file |

*Table 2: Use Case*

**DATA REQUIREMENTS**

**NAME** - Name of the employee as registered in the system

**POSITION** - The specific job role the employee holds within the company, such as Cashier, Delivery Personnel.

**RATE PER HOUR** - The amount of money the employee earns for each hour, used to calculate their wages.

**ADDRESS** - Full Address of the employee for official correspondence and record keeping.

**CONTACT** - The employee’s Phone Number or email used for notifications or emergencies.

**Employee Attendance**

**Item Code** - Unique code given to each item for identification. This makes it easier to track and avoid confusion between similar products.

**Item Name** - The actual name of the item being sold.

# Employee Time Management’s

**Edit TIME IN** – can change or update the employee’s start time for a workday.

**Edit TIME OUT** – can be edited to correct to or update the employee’s Time out for a workday.

**CALENDAR** - can edit the specific date of the time entry.

# Pay slips

**Payroll** – the specific date or period for which the employee’s salary is being calculated.

**Total hours** - the total number of hours the employee worked during the payroll period.

**Day on Duty** – The Total number of days the employee’s worked in the payroll period.

**Gross Wage** - The total earning of the employee before deductions.

**SSS (5%) –** the employee’s contributions to the Social Security System, calculated as 5% of the gross wage

**PhilHealth (2.5%)** – the employee’s contribution to PhilHealth, Calculated as 2.5% of the gross wage.

**Pag-Ibig (1%)** – The employee’s contribution to the Pag- Ibig Fund, Calculate as 1% of the gross wage.

**Net Salary** – The final amount the employee receives after all deductions have been subtracted from the gross wage.

**ASSUMPTION AND CONTRAINTS**

**Assumptions**

* System is a very simple to understand for the admin to use it.
* Every employee has a specific employee id to avoid records errors.
* All pays lip can be printed and can view with all deductions and benefits.
* The system will run in an offline desktop environment, making it reliable for admin to use it even not internet access.

**Constraints**

* The system is designed only for desktop use and does not include mobile or online versions.
* Only one Admin account can be active in the system at a time to avoid conflicts in control and management.
* The system can only view the total day of presents on the duty not the absences.
* The system is not designed for multiple computers to use it at the same time only one device can actively access it at once.

# GLOSSARY

**DASHBOARD** – shows a quick overview of the important employees and payroll information such as total employee, attendance status.

**Payslips** – The complete record of employee for a specific period. It includes wages, deductions, and Net pay.

**Rate per Hours** – The amount of money an employee earns for each hour of work, used to calculate total wages.

**Time In/Time Out** – The recorded start and end time of an employee’s workday. These are used to calculate total hours worked.

**Attendance** – A record of an employee’s presence at work on a specific date, including Time In, Time Out and Work Hours.

**Admin -** The system owner or system manager who is incharge of managing the payroll system.

# REVISION HISTORY

|  |  |  |
| --- | --- | --- |
| August 14, 2025 | Introduction, Objectives of the project, Goals of the project, Client information and Project scope. | Revision of not consistent format, information's, fonts and we fix all of words. |
| August 18, 2025 | Project timeline, Project approach, and Risk management. | Revision of all these parts from the words, figure table, and also the proper format. |
| August 20,2025 | Communication plan | Revision of all the parts of communication plan according to the given flow of the system. |
| August 22,2025 | Project Governance, Approval,  Appendix. | Fixing all the format and also the font size and style. |

*Table 3: Revision History*

# APPENDIX

* Sample Payroll System Reference [https://youtu.be/6Y8ZoKfsP8A](https://youtu.be/6Y8ZoKfsP8A?utm_source=chatgpt.com)
* Sample Payroll System Reference [https://youtu.be/uJKT4DBgeYU?list=PLg3xUSZ4ZkPu2\_P3aYjQUp](https://youtu.be/uJKT4DBgeYU?list=PLg3xUSZ4ZkPu2_P3aYjQUpG7PuPnRVCvD&utm_source=chatgpt.com)

[G7PuPnRVCvD](https://youtu.be/uJKT4DBgeYU?list=PLg3xUSZ4ZkPu2_P3aYjQUpG7PuPnRVCvD&utm_source=chatgpt.com)