**PAYROLL AND TEAM MANAGERS USER-STORIES**

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# **User Story 1: Adding Team Member To Team**

* As a Team Manager, I want to update the list of people in my team, to keep track of all the people in my team.
* Acceptance Criteria:
  + The system should provide a user-friendly interface for editing team information.
  + Changes made to team’s information should be saved and reflected accurately in the team’s profile.
  + A confirmation message should be displayed upon successful updates.
  + Otherwise, the system should display an error message if it's unable to update the information.

# **User Story 2: Getting Report for Salary Expenses**

* As a Payroll Manager, I need to generate salary expenses reports to keep track of the bigger picture in regards to the company’s expenses.
* Acceptance Criteria:
  + The system should offer a form-type page for generating the salary expenses report.
  + If form is filled correctly, present to the user the requested report.
  + Otherwise, the system should display an error message if it encounters issues with generating the report.

# **User Story 3: Accessing Payroll Information for User**

* As a Payroll Manager, I want to view any user’s payslips, tax documents, and other financial records to easily monitor employee’s earnings and stay informed about tax-related information.
* Acceptance Criteria:
  + The system should provide secure and accessible access to payslips, tax documents, and financial records.
  + Financial information should be accurate, up-to-date, and easily accessible for viewing.
  + The system should maintain a history of past payslips and tax documents for reference.
  + Otherwise, the system should display an error message if it cannot provide the requested financial records.

# **User Story 4: Set Type of Position in Team**

* As a Team Manager, I want to be able to change, add, remove the roles of any employee in my team, to keep track of everybody’s role in the team.
* Acceptance Criteria:
  + The system should offer the option for team roles management
  + The team roles management page should allow to modify everybody’s roles in the team
  + The changes in team structure should be reflected in every team member’s local views
  + Otherwise, the system should display an error message if it cannot update the team roles’ structure.

# **User Story 5: Set Date for Salary Pay Day for Employee**

* As a Payroll Manager, I want to be able to set any employee’s date of pay, so that we are able to control expenses.
* Acceptance Criteria:
  + The system should provide a section for changing payroll information for an employee.
  + The system should be able let the payroll manager see current pay date and let the user update it.
  + When updated, the new pay date of the employee should be visible by both the payroll manager and the employee
  + Otherwise, the system should display an error message if it cannot update the pay date.

# **User Story 6: Changing The Name Of The Team**

* As a Team Manager, I want to change the name of the team to accurately identify the team and its role in the organisation.
* Acceptance Criteria:
  + The system should present the team manager the option to show the team’s name and to modify it.
  + If correctly updated, the new team’s name should be visible by everybody.
  + Otherwise, the system should display an error message if it cannot update the name of the team.

# **User Story 7: Changing Salary**

* As a Payroll Manager, I need to be able to change the salary of an employee, to align with the employee’s work contract.
* Acceptance Criteria:
  + The system should present the payroll manager with the option to view the employee’s salary and to change it
  + If correctly changed, the system should update the salary and this change should be visible for both the payroll manager and the employee
  + Otherwise, the system should display an error message if it cannot change the salary.