**AUTOMATIC PAYROLL SYSTEM**

Business Requirements Document

Version 0

|  |  |  |  |
| --- | --- | --- | --- |
| **Version History** | | | |
| **Version #** | **Date** | **Revised By** | **Reason for change** |
| 0 | 24-Jan-2023 | Team 14 |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table of Contents**

[Project Details 4](#_Toc116464863)

[Project Overview 5](#_Toc116464864)

*Pre-requisite……………………………………………………………………………………………………….5*

[Business Requirements](#_Toc116464867) 5

Project Scope……………………………………………………………………………………………….…….6

[Key Assumptions and Constraints 6](#_Toc116464866)

*Constraints………………………………………………………………………………………………………...6*

*Software Requirement……………………………………………………………………………………………6*

[Business Process Flows 7](#_Toc116464868)

## Project Details

|  |  |
| --- | --- |
| **Project Name** | Automatic Payroll System |
| **Project Type** | Software for Automatic pay slip generation |
| **Project Start Date** | 23-Jan-2023 |
| **Project End Date** | 27-Jan-2023 |

## Project Overview

The main objective of this project is to generate pay slips for the employees at the end of the month. The pays slip contains employee’s Basic pay, Taxes, Gross salary and all the financial information of the employee. The system generated pay slip will be stored as PDF files and automatically sent via mail to the respective employee's mail address.

**Pre-Requisite**

* Employees’ Information:
  + Employee ID, Name, Location, designation, DOB, E-mail, and Bank Details
* Employees’ salary structure.
  + Total working hours, overtime hours, percentage of allowance and tax.

**Business Requirements**

* Automate payroll generation for employees at end of every month without any manual intervention.
* High-volume pay slip generation in the form of PDFs.
* The generated pay slip PDFs must be password-encrypted with employee’s Date of Birth.

## Project Scope

**In Scope**

* Get the basic information about the Employee.
* Get the salary structure of the Employee.
* Develop a pay slip template based on previously generated pays lips.
* Calculate the net pay of the employee based on the data collected.
* Generate the Pay Slip at the end of the month automatically in PDF format.
* Send the Pay Slip through mail.

**Out of Scope**

* Password protected pay slip is not implemented.

## Key Assumptions

* Automatic Pay Slip Generation.
* Separate excel sheet for employee’s data.
* Pay slip template creation in Excel.
* PDF generation.
* Send Mail through Outlook.

**Constraints**

* License is required to add password protection.

**Software Requirements**

* Operating system - Windows
* Excel sheet
* Outlook

## Business Process Flows