Winter 2024

Revision History

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# iPAYROLL System Glossary

## Introduction

This document is used to define terminology specific to the problem domain, explaining terms, which may be unfamiliar to the reader of the use-case descriptions or other project documents. Often, this document can be used as an informal *data dictionary*, capturing data definitions so that use-case descriptions and other project documents can focus on what the system must do with the information.

## Glossary

The glossary contains the working definitions for the key concepts in the iPAYROLL System.

|  |  |
| --- | --- |
| Term | definition |
| Employee | Individuals wo has been hired in exchange of services |
| Employer | Hired by the organization to perform specific tasks in exchange for wages or salary. |
| Gross Pay | Amounts withheld from an employee's gross pay, including taxes (such as income tax, Social Security tax), insurance premiums, retirement contributions, and other voluntary deductions. |
| Net Pay | The amount of money an employee receives after all deduction. This includes taxes and benefits. |
| Deductions | Involves the amount of money withheld from an employee's gross pay, including taxes (such as, income tax, Social Security tax), insurance premiums, retirement contributions, and other voluntary deductions. |
| Direct Deposit | A method of payment where an employee's net pay is electronically deposited directly into their bank account. This is mean to take care of the physical paycheck |
| Deductions | The amount of money withheld from an employee's pay by the employer to cover federal, state, and local income taxes. |
| Direct Deposit | This is a method of payment where an employee's net pay is electronically deposited directly into their bank account thereby eliminating the need for physical paychecks |
| Pay Stub |  |
| Tax Withholding | This is the amount of money withheld from an employee's pay by the employer to cover federal, or rather the state, and local income taxes. |
| Payroll Software | Refers to the computer software that is used by employers to automate and streamline the payroll process. This includes the calculation of wages, deducting taxes and benefits, to generate pay stubs, and maintaining payroll records. |
| Employee | An individual who has been hired by the organization who receives wages or salary in exchange for services rendered. |

# iPAYROLL System Actors

**Actors**

1. **Employee:** Hired by the organization to perform specific tasks in exchange for wages or salary.

2. **Admin:** The entity responsible for hiring and managing employees, including payroll processing, tax compliance, and benefits administration.

3. **Tax Authority**: Responsible for verifying the employee tax information

# iPAYROLL System Use Cases

**Login**

approach puts security and usability first, making it easy for users to safely use their payroll administration tools and related services.

**Manage Employee’s Job**

Accessing their profile, editing the job description field to include key responsibilities and reporting relationships, then save changes for easy reference alongside payroll records. Periodically review and update job descriptions to ensure accuracy and alignment with current roles and responsibilities.

**Manage Details and Status**

Accessing their profile, where you can update information such as contact details, tax information, and employment status. Easily track changes and ensure accuracy in real-time, simplifying HR processes.

**Monitor Salary Record**

Accessing the payroll dashboard, where you can view and track employee wages, bonuses, and deductions in real-time. Easily identify discrepancies and ensure accurate salary payments with streamlined record-keeping.

**Access Employe Tax Information**

Through the employee's profile, making it simple to monitor and update information about taxes, including withholding status and deductions. Simplify tax administration by providing easy access to crucial employee tax data.

**Verify Payroll Details**

Examining thorough breakdowns of earnings, taxes, and deductions prior to completing payments. Payroll verification procedures that are streamlined help to guarantee accuracy and compliance.

**Update Personnel Details**

Gaining access to employee profiles, where you can modify data including job roles, employment status, and contact information. Simplify HR administration by updating personnel details quickly and accurately, resulting in accurate staff data.

**Via Paycheck**

Detailed breakdowns of earnings, deductions, and taxes. Simplify payroll processes and ensure transparent payment handling for employees.

**View Leave Balance**

Accessing real-time updates on accrued vacation, sick days, and other leave types. Streamline leave management by providing employees with easy access to their remaining leave balances.

# iPAYROLL System Use Case Diagram

A diagram of a payroll

Description automatically generated