Worker Performance & Payroll Management System (WPMS)

1. Project Overview

Objective:
Develop a centralized system to manage worker profiles, attendance, shift scheduling, payroll, performance tracking, and compliance reporting for a mid-sized garment factory (500–1000 workers).

Problem Statement:
The current manual system leads to errors in attendance tracking, salary calculations, and worker performance evaluations, causing payroll delays and compliance issues.

Business Goal:

- Automate payroll and attendance.

- Improve transparency in worker performance.

- Ensure compliance with labor laws and audit requirements.

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2. Project Scope

- **In-Scope:**

    - Worker registration and profile management.

    - Shift scheduling & attendance tracking (QR/RFID optional).

    - Automated salary calculation based on shifts, overtime, and deductions.

    - Performance reviews and KPI tracking.

    - Leave and absence management.

    - Role-based dashboards (Admin, HR, Supervisor, Worker).

    - Audit logs for compliance reporting.

    - PDF/Excel export for payroll and reports.

- **Out of Scope:**

    - Integration with physical biometric devices (optional future phase).

    - Third-party HR systems integration.

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3. Stakeholders

- **Admin:** Full control of the system.

- **HR Manager:** Manage worker profiles, payroll, and compliance.

- **Supervisor:** Manage shifts, attendance, and performance inputs.

- **Workers:** Access pay slips, request leaves, and view attendance history.

- **Auditor:** Read-only access for compliance verification.

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4. Functional Requirements

- **User Management:** Role-based authentication and permissions.

- **Attendance Module:** Daily check-in/out with manual and automated modes.

- **Payroll Engine:** Calculates base salary, overtime, deductions, and generates pay slips.

- **Shift Scheduling:** Assign shifts, handle shift swaps, and maintain shift logs.

- **Performance Tracking:** Record KPIs, supervisor evaluations, and performance history.

- **Leave Management:** Track leave applications, approvals, and balances.

- **Audit & Reporting:** Maintain immutable audit logs and generate compliance reports.

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5. Non-Functional Requirements

- **Performance:** Handle up to 200 concurrent users.

- **Security:** Encrypted sensitive data, role-based access.

- **Scalability:** Modular design for future integrations.

- **Availability:** 99.5% uptime target.

- **Compliance:** Meets local labor regulations and audit standards.

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6. Success Criteria

- Payroll errors reduced by 90%.

- Attendance records with 95% accuracy.

- Compliance reporting ready within 24 hours of request.

- User satisfaction above 80% after 3 months.