Payroll System Simulation – Requirement Gathering & Process Mapping

# 1. Business Requirement Document (BRD)

Project Objective: Automate and accurately manage employee payroll.

Stakeholders: HR, Finance, Payroll Manager.

Business Needs:

* - Calculate employee salaries based on attendance.
* - Apply tax and bonus policies.
* - Track leave deductions.

Scope:

* - Monthly salary calculation.
* - Leave & attendance impact.
* - Bonus and tax calculation.

# 2. Functional Requirement Specification (FRS)

Functional Requirements:

* - Add/Edit/Delete employee records.
* - Calculate salary using the formula:

Net Salary = (Base Salary / Working Days \* Days Present) + Bonus - Tax Deduction

* - Capture leaves and automatically apply deductions.
* - Generate salary slips.
* - Export payroll reports.

# 3. Non-Functional Requirements (NFR)

* - System should generate payroll report in under 5 seconds.
* - Must support up to 500 employees.
* - Secure access based on roles (Admin, HR).

# 4. Process Flow Description

As-Is: Manual Excel-based payroll process involving manual data entry and calculations.

To-Be: Automated payroll system with structured input, salary rules, and report generation.

# 5. Data Dictionary

|  |  |  |
| --- | --- | --- |
| Field | Description | Data Type |
| Employee ID | Unique identifier for employee | Integer |
| Name | Employee name | Text |
| Base Salary | Fixed monthly salary | Currency |
| Days Present | Actual days worked | Integer |
| Working Days | Total working days in month | Integer |
| Leave Deductions | Days deducted from leave | Integer |
| Bonus | Additional income | Currency |
| Tax Deduction | Income tax deducted | Currency |

# 6. Use Case Document

UC1: Calculate Monthly Payroll

UC2: Add New Employee

UC3: Generate Payroll Report

UC4: Apply Bonus and Deductions

# 7. User Stories (Agile Format)

As an HR manager,  
I want to calculate payroll automatically,  
So that I save time and reduce errors.

# 8. Stakeholder Matrix

|  |  |  |
| --- | --- | --- |
| Stakeholder | Role | Responsibility |
| HR Manager | End User | Provide input data |
| Payroll Manager | Reviewer | Approve final payroll |
| Developer | Builder | Implement the automation |
| Business Analyst | Facilitator | Gather requirements, test system |