

Software Requirements Specification (SRS) for the Batch Payroll System

1. Introduction

1.1 Purpose

The purpose of this document is to clearly describe the requirements for the **Batch Payroll System**. This system will handle the automated calculation and distribution of employee pay checks.

1.2 Scope

The system will cover all steps from an employee submitting their work data (time card or sales receipts) to the final completion of the payment transaction. It handles both **hourly employees** and **commission employees**.

2. Overall Description

2.1 Users

The main users of this system are:

- **Employees:** They submit data (time cards or sales) and receive payments.
- **Payroll Administrator:** The user who runs the payroll process.
- **Payment Services (Bank/Post/Paymaster):** They handle the final distribution of money.

2.2 Assumptions and Constraints

- The system receives correct **time card** data for hourly employees.
 - The system receives correct **sales receipt** data for commission employees.
 - All necessary financial rules (taxes, union dues) are already set up in the system.
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3. Functional Requirements (What the System Must Do)

This section describes the specific actions the Payroll System must perform.

FR 1. Data Submission

- **FR 1.1:** The system must accept a **Time Card** from an Hourly Employee.
- **FR 1.2:** The system must accept **Sales Receipts** from a Commission Employee.

FR 2. Payroll Processing

- **FR 2.1:** The system must be able to **Run the Payroll Process** using the submitted data.
- **FR 2.2:** The system must **Calculate the Pay** for each employee based on their type (hourly or commission-eligible).
- **FR 2.3:** The system must **Deduct Union Dues & Charges** from the calculated gross pay.

FR 3. Commission Handling (Conditional)

- **FR 3.1 (Check Quota):** The system must check if a Commission Employee's **Sales are Greater Than or Equal to a Quota**.
- **FR 3.2 (Calculate):** IF the quota is met, the system must **Calculate the Commission** and add it to the pay.
- **FR 3.3 (Update Record):** IF the quota is **not** met, the system must **Update the Hourly Employee Record** (This step is slightly confusing in the diagram but likely means updating the base employee record regardless of commission).

FR 4. Output and Payment Generation

- **FR 4.1:** The system must **Generate Pay Checks** (or payment files) for all processed employees.

FR 5. Payment Distribution

- **FR 5.1:** The system must support payment through **Direct Deposit** (transferring money to the **Bank**).
 - **FR 5.2:** The system must support payment via **Mail** (using a **Postal Service**).
 - **FR 5.3:** The system must support payment via **Pick Up** (managed by a **Paymaster**).
 - **FR 5.4:** The system must **Complete all Transactions** after the money is successfully delivered via any of the above methods.
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4. Non-Functional Requirements (How Well the System Works)

S No	Type	Description
1	Performance	The entire batch payroll process must be completed within 4 hours once all input data is received.
2	Security	Only authorized Payroll Administrators can run the payroll process.
3	Reliability	The system must never fail during the calculation of pay. It must handle all errors in data input.
4	Maintainability	The rules for calculating pay, quotas, and deductions must be easy to change by an administrator.
