

# 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**.

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## 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.

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