**NAME: SYED SEEMAB**

**STD ID: 15406**

**Batch Payroll System Requirements**

| **Type** | **Requirement** | **Description** |
| --- | --- | --- |
| **Functional** | Employee Data Management | The system must store and manage employee details such as name, ID, designation, salary type, and department. |
| **Functional** | Timecard Entry | The system should record the working hours of hourly employees for payroll calculations. |
| **Functional** | Salary Calculation | It must automatically calculate gross and net pay based on salary type (hourly, monthly, commission). |
| **Functional** | Deduction Management | The system should handle deductions like taxes, union dues, and service charges accurately. |
| **Functional** | Payment Processing | The system should generate paychecks or initiate direct deposits for each employee. |
| **Functional** | Pay Slip Generation | The system must produce detailed pay slips showing earnings, deductions, and net salary. |
| **Functional** | Batch Processing | It should process multiple employee payrolls in batches for a specific pay period. |
| **Functional** | Leave and Absence Tracking | The system should adjust pay based on employee attendance, leave, or overtime. |
| **Functional** | Payroll Reports | The system should generate reports (monthly, quarterly, annual) for management and auditing. |
| **Functional** | Security and Access Control | Only authorized personnel (like HR or payroll admin) should have access to payroll data. |
| **Functional** | Data Backup | The system must automatically back up payroll data at regular intervals. |
| **Functional** | Tax and Compliance Updates | The system should support updates to comply with government tax and labor regulations. |

NON-FUNCTIONAL REQUIREMENTS:

| **Type** | **Requirement** | **Description** |
| --- | --- | --- |
| **Non-Functional** | Performance | The system should process all payroll batches efficiently within a defined time frame. |
| **Non-Functional** | Reliability | Payroll data must be processed accurately without loss or duplication. |
| **Non-Functional** | Security | All payroll and employee data must be encrypted and protected from unauthorized access. |
| **Non-Functional** | Usability | The user interface should be simple and intuitive for HR and finance staff. |
| **Non-Functional** | Availability | The system should be available during working hours and support scheduled maintenance. |
| **Non-Functional** | Scalability | The system should handle an increasing number of employees without performance issues. |
| **Non-Functional** | Maintainability | The system should allow easy updates for tax rates, rules, or software improvements. |
| **Non-Functional** | Auditability | The system should log all transactions for auditing and verification purposes. |
| **Non-Functional** | Accuracy | The system must ensure precise payroll calculations with no rounding or formula errors. |
| **Non-Functional** | Compliance | The system should comply with financial and labor regulations. |
| **Non-Functional** | Backup and Recovery | It should include mechanisms for data backup and quick recovery after system failures. |