**PROJECT**

Payroll Automation System

**Application Name:** *DigiPayroll Syatem*  (Smart DigiPayroll system, for smarter people.)

**Epics**

1. Streamlined Employee Management System
2. Comprehensive Payroll and HR Management System
3. Comprehensive Compliance Management System

**User Stories & Acceptance Criteria:**

1. Employee User Stories
2. Payroll Manager/ HR User Stories
3. Compliance User Stories

**Epic 1 -Streamlined Employee Management System**

**1. Employee User Stories**

**User Story 1-**

As an employee, I want to view my payroll details (e.g., salary breakdown, deductions, bonuses), so I can ensure accuracy.

1. ***Acceptance Criteria*- *Successful access to payroll details***

Given- the employee is logged into the payroll system,

When- they navigate to the "Payroll" section of the system,

Then- they should see a list of available pay periods and they should be able to select a specific pay period to view the corresponding payroll details.

1. ***Acceptance Criteria*- *Display of payroll details***

Given- the employee has selected a specific pay period,

When- the payroll details page is loaded,

Then- the system should display:

The gross salary for that pay period,

A detailed breakdown of deductions (e.g., taxes, benefits, etc.),

Any bonuses or reimbursements included, the net salary amount.

1. ***Acceptance Criteria*- *Accurate Data Display***

Given- the payroll system has processed the employee’s payroll,

When- the employee views their payroll details,

Then- all displayed information should match the actual payroll calculations for that pay period,

and the data should be presented in a clear and organized format.

1. ***Acceptance Criteria*- *Handling errors in payroll display***

Given- there is an error or missing data in the payroll system,

When- the employee attempts to view their payroll details,

Then- the system should display an error message explaining the issue, and provide contact information for payroll support.

1. ***Acceptance Criteria*- *Exporting payroll details***

Given- the employee navigates to the "Payroll" or "Pay Slips" section, and the employee is viewing their payroll details for a specific pay period,

When- they choose the "Download Pay Slip" option,

Then- they should see a list of available pay periods, and the system should generate a PDF containing the full details, and the file should be downloaded to the employee’s device.

**User Story 2-**

As an employee, I want to submit reimbursement claims for expenses directly through the system, so they are included in my payroll.

1. ***Acceptance Criteria*- *Successful submission of a reimbursement claim***

Given- the employee is logged into the system, and they navigate to the "Reimbursement Claims" section,

When- they fill out the reimbursement form with valid details (e.g., amount, category, description), and upload any required supporting documents (e.g., receipts),

Then- the system should successfully submit the claim, and display a confirmation message that the claim has been submitted.

1. ***Acceptance Criteria*- *Tracking submitted reimbursement claims***

Given- the employee has submitted one or more reimbursement claim,

When- they navigate to the “reimbursement history” section,

Then- they should see a list of all reimbursement claims with details such as:

* Submission Date
* Claim Amount
* Approval Status (e.g.,Pending, Approve, Rejected)

1. ***Acceptance Criteria*- *Notification upon Approval or Rejection***

Given- the employee has submitted a reimbursement claim,

When- the claim is reviewed by the payroll manager/HR,

Then- the system should send a notification to the employee about the status of the claim (e.g., Approved or Rejected), and provide a reason if the claim is rejected.

1. ***Acceptance Criteria- Inclusion of approved claims in payroll***

Given- the reimbursement claim has been approved by the payroll manager,

When- the next payroll cycle is processed,

Then- the approved reimbursement amount should be included in the employee’s net salary,

and reflected in the pay slip under "Reimbursements."

**User Story 3-**

As an employee, I want to receive notifications about payroll processing status (e.g., payment confirmation), so I stay informed.

1. ***Acceptance Criteria- Notification of payroll processing initiation***

Given- the payroll cycle for the employee’s pay period is initiated,

When- the payroll system starts processing payments,

Then- the employee should receive a notification (e.g., email, SMS, or in-app) informing them that payroll processing has begun.

#### ***Acceptance Criteria- Notification of payment confirmation***

Given- the employee’s salary has been successfully processed, and payment has been sent to their designated bank account,

When- the payroll system confirms the transaction,

Then- the employee should receive a notification confirming the payment, and the notification should include details such as the net amount, payment date, and transaction ID.

1. ***Acceptance Criteria- Error handling for failed notifications***

Given- there is an issue delivering a payroll notification (e.g., email server down or invalid contact details),

When- the system detects the delivery failure,

Then- it should retry sending the notification, and if the retry fails, log the issue and display an alert in the employee’s dashboard for visibility.

**User Story 4-**

As an employee, I want to view my Attendance in payroll, so I can regularize my attendance accordingly.

1. ***Acceptance Criteria- Viewing attendance details in the system***

Given- the employee is logged into the payroll system, and they navigate to the "Attendance" or "Payroll Details" section,

When- they view their attendance records,

Then- the system should display:

* Total working days for the pay period,
* Days attended,
* Absences (both approved and unapproved),
* Late arrivals or early departures (if applicable).

#### ***Acceptance Criteria-Regularizing attendance records***

Given- the employee notices an incorrect or unapproved absence in their attendance record,

When- they click on the "Regularize Attendance" option, and submit a correction request with supporting details (e.g., leave application, medical certificate),

Then- the system should log the request for approval, and provide a confirmation that the request has been submitted successfully.

1. ***Acceptance Criteria- Notification of attendance-related deductions***

Given- the employee has deductions in their payroll due to attendance issues,

When- the payroll for the current period is finalized,

Then- the employee should receive a notification that includes:

* The number of unapproved absences or late days,
* The corresponding deduction amount,
* The final net salary after adjustments

**User Story 5-**

As an employee, I want to view my leave balances and deductions in payroll, so I can plan my time off accordingly.

***1) Acceptance Criteria- Display of leave balances***

Given- the employee is logged into the payroll system, and they navigate to the "Leave Balances" or "Payroll Details" section,

When- they view their account,

Then- the system should display the following leave balance details:

* Total leave entitlement,
* Leave taken so far,
* Remaining leave balance for the current period.

1. ***Acceptance Criteria- Leave balance updates after payroll processing***

Given- the employee has taken leave that impacts their leave balance,

When- the payroll for the current period is processed,

Then- the leave balance should be updated to reflect the leave taken, and the updated balance should be visible to the employee in their account.

#### ***Acceptance Criteria- Leave history and payroll correlation***

Given- the employee has taken leave during the current and past pay periods,

When- they view their leave history,

Then- the system should display:

* The leave dates and type (e.g., paid, unpaid, sick),
* The corresponding impact on their payroll for each pay period.

**Epic 2 -Comprehensive Payroll and HR Management System**

1. **Payroll Manager/ HR User Stories**

**User Story 1-**

As a payroll manager, I want to automate salary calculations based on hours worked, overtime, and deductions, so payroll processing is accurate and efficient.

1. ***Acceptance Criteria- Calculate salary based on hours worked***

Given- employee work hours are recorded in the attendance system,

When- payroll processing is initiated,

Then- the system should calculate the gross salary based on the employee's hourly rate and total hours worked.

1. ***Acceptance Criteria- Apply deductions to salary***

Given- the employee has deductions applicable for the pay period (e.g., taxes, benefits, unapproved absences, or late arrivals),

When- payroll processing is initiated,

Then- the system should subtract the total deductions from the gross salary, and display a detailed breakdown of deductions in the payroll report.

1. ***Acceptance Criteria- Verify accuracy of salary calculations***

Given- payroll processing has completed,

When- the payroll manager reviews the payroll report,

Then- the system should display a detailed report with:

* Total hours worked,
* Overtime hours and pay,
* Gross salary,
* Deductions,
* Net salary for each employee.

1. ***Acceptance Criteria- Notification of payroll completion***

Given- salary calculations are completed for all employees,

When- payroll processing is finalized,

Then- the system should notify the payroll manager of successful completion, and provide options to export or review the payroll report.

**User Story 2-**

As a payroll manager, I want to set up tax deduction rules and benefits contributions, so compliance with regulations is ensured.

1. ***Acceptance Criteria- Access tax deduction and benefits setup***

Given- the payroll manager is logged into the system,

When- they navigate to the "Settings" or "Tax and Benefits Setup" section,

Then- the system should display options to configure:

* Tax deduction rules (e.g., percentages, slabs, exemptions),
* Benefits contributions (e.g., health insurance).

#### ***Acceptance Criteria- Define tax deduction rules***

Given- the payroll manager wants to set up tax deduction rules,

When- they enter the applicable parameters (e.g., tax slabs, income thresholds, exemptions, and rates),

Then- the system should save the rules, and apply them automatically during payroll processing.

1. ***Acceptance Criteria- Define benefits contribution rules***

Given- the payroll manager wants to configure benefits contributions,

When- they specify the contribution rates and parameters (e.g., employee and employer share, limits),

Then- the system should save the configuration, and apply the contributions automatically during payroll processing.

#### ***Acceptance Criteria- Ensure compliance with regulations***

Given- the payroll manager has set up tax and benefits rules,

When- payroll processing is completed,

Then- the system should generate a compliance report summarizing:

* Applied tax rules,
* Benefits contributions.

1. ***Acceptance Criteria- Apply rules to different employee groups***

Given- the organization has multiple employee categories (e.g., full-time, part-time, contract),

When- the payroll manager configures tax and benefits rules,

Then- the system should allow applying different rules to specific employee groups or roles.

#### ***Acceptance Criteria- Notification of regulatory changes***

Given- the payroll manager is responsible for maintaining compliance,

When- there is a regulatory change affecting tax or benefits,

Then- the system should notify the payroll manager with details of the change, and provide options to update the rules accordingly.

**User Story 3-**

As a payroll manager, I want to approve submitted reimbursement claims, so they can be included in payroll processing.

1. ***Acceptance Criteria- Access submitted reimbursement claims***

Given- the payroll manager is logged into the system, and employees have submitted reimbursement claims,

When- the payroll manager navigates to the "Reimbursement Claims" section,

Then- the system should display a list of submitted claims with details including:

* Employee name,
* Claim amount,
* Claim date,
* Supporting documents (if any),
* Claim status (e.g., Pending, Approved, Rejected).

#### ***Acceptance Criteria- Review claim details***

Given- the payroll manager is reviewing a submitted reimbursement claim,

When- they open a claim,

Then- the system should display all details of the claim, and provide options to view attached supporting documents

1. ***Acceptance Criteria- Approve a reimbursement claim***

Given- the payroll manager is reviewing a valid reimbursement claim,

When- they click the "Approve" button,

Then- the system should:

* Update the claim status to "Approved",
* Notify the employee of the approval,
* Automatically include the approved amount in the next payroll cycle.

**User Story 4-**

As a payroll manager, I want to schedule automated payroll runs, so employees are paid on time.

#### ***Acceptance Criteria- Access payroll scheduling feature***

Given- the payroll manager is logged into the system,

When- they navigate to the "Payroll Scheduling" section,

Then- the system should display options to schedule, edit, or cancel automated payroll runs.

1. ***Acceptance Criteria- Configure payroll schedule***

Given- the payroll manager wants to set up a new payroll schedule,

When- they specify the required details (e.g., payroll frequency, run date, cutoff period, and payment date),

Then- the system should:

* Save the schedule,
* Display a confirmation message,
* Add the schedule to the payroll calendar.

1. ***Acceptance Criteria- Notification of scheduled payroll runs***

Given- an automated payroll run has been scheduled,

When- the payroll run date is approaching (e.g., 1 day prior),

Then- the system should send a notification to the payroll manager reminding them of the upcoming payroll run, and include options to review or modify the payroll before processing.

1. ***Acceptance Criteria- Automatically execute scheduled payroll runs***

Given- a payroll run has been scheduled, and the run date has arrived,

When- the system initiates the payroll process,

Then- it should automatically calculate salaries, deductions, and reimbursements for all employees, and mark the payroll as "Processed."

#### ***Acceptance Criteria- Review and track payroll schedules***

Given- multiple payroll runs are scheduled,

When- the payroll manager views the payroll calendar or dashboard,

Then- the system should display:

* All upcoming scheduled runs,
* Past payroll runs with their status (e.g., Processed, Pending).

1. ***Acceptance Criteria- Ensure timely payments***

Given- an automated payroll run is successfully processed,

When- the payment date arrives,

Then- the system should ensure that all employee payments are executed on time, and provide a confirmation report to the payroll manager.

**Epic 3 -Comprehensive Compliance Management System**

**3. Compliance Officer User Stories**

**User Story 1-**

As a compliance officer, I want to ensure payroll records are retained for a specified period, so the organization adheres to legal requirements.

1. ***Acceptance Criteria- Configure record retention period***

Given- the compliance officer is logged into the system,

When- they navigate to the "Payroll Record Retention Settings" section,

Then- the system should allow them to specify the retention period (e.g., in months or years), and display a confirmation message after saving the configuration.

1. ***Acceptance Criteria- Automatically archive payroll records***

Given- the retention period for payroll records has been set,

When- a payroll record reaches the end of the retention period,

Then- the system should automatically archive the record, and notify the compliance officer of the action.

1. ***Acceptance Criteria- Generate audit logs for record retention actions***

Given- changes or actions are performed related to payroll records (e.g., archiving, viewing, deleting),

When- the compliance officer reviews the audit logs,

Then- the system should display:

* The action performed,
* The user who performed it,
* The timestamp of the action.

1. ***Acceptance Criteria- Notify about nearing retention expiration***

Given- payroll records are approaching the end of their retention period,

When- the specified threshold (e.g., 30 days before expiration) is reached,

Then- the system should notify the compliance officer with details of the records nearing expiration.

**User Story 2-**

As a compliance officer, I want to audit payroll transactions periodically, so I can ensure no discrepancies or fraud.

1. ***Acceptance Criteria- Access payroll transaction audit feature***

Given- the compliance officer is logged into the system,

When- they navigate to the "Audit Payroll Transactions" section,

Then- the system should display a dashboard with options to review payroll data, generate reports, and flag discrepancies.

1. ***Acceptance Criteria- View payroll transaction history***

Given- the compliance officer wants to review past payroll transactions,

When- they select a specific payroll period or employee,

Then- the system should display:

* Employee names,
* Payment dates,
* Gross pay, deductions, net pay,
* Reimbursement claims,
* Tax and benefits contributions.

1. ***Acceptance Criteria- Generate detailed audit reports***

Given- the compliance officer wants to generate a payroll audit report,

When- they specify the desired parameters (e.g., date range, employees, departments),

Then- the system should generate a report including:

* Payroll summaries,
* Detailed transaction data,
* Flags for discrepancies (if any).

1. ***Acceptance Criteria- Export audit reports***

Given- the compliance officer has generated an audit report,

When- they choose to export the report,

Then- the system should provide options to download it in formats such as PDF or Excel.

1. ***Acceptance Criteria- Log audit activities***

Given- the compliance officer is performing audit actions (e.g., reviewing records, flagging discrepancies),

When- the actions are completed,

Then- the system should log the activities with details such as:

* The action performed,
* The user who performed it,
* The timestamp.

1. ***Acceptance Criteria- Secure access to audit data***

Given- payroll data is sensitive,

When- the compliance officer accesses audit features,

Then- the system should ensure:

* Role-based access control,
* Secure encryption of data during review or export,
* Logging of access activities for compliance purposes.