

# Employee Payroll Processing and Management System

## Individual Task Assignment — Princeton

**Roles:** Project Lead, Core Programmer / Integration

### ***Assigned Tasks:***

- Coordinate the team: run weekly check-ins and track progress (record short status notes).
- Finalize and maintain the master project schedule and repository structure (git or zipped folders).
- Develop core modules: main program flow, batch payroll runner, file locking/backup manager.
- Integrate modules from other devs and ensure consistent file formats.
- Prepare the demo script and perform final integration testing before demo.
- Deliverables: master repo (source code), batch\_processor.py or batch\_processor.c, integration README.

### ***Expected Deliverables:***

Deliverables: master repo (source code), batch\_processor.py or batch\_processor.c, integration README.

*Prepared for Group Coordination — AY 2025-2026*

Instructor: Duah Jeremiah Leakpor

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## Individual Task Assignment — Jessica

**Roles:** System Analyst, Documentation Officer

### ***Assigned Tasks:***

- Refine and finalize the data model and file schema (employee file, payroll file, backup file).
- Produce detailed data dictionaries (field names, types, sizes) and flowcharts for each module.
- Complete and polish all PDF documentation we already generated (SRS, System Design, User Manual) with module-level details.
- Write the user manual's step-by-step examples and the 'how to run' section.
- Prepare final technical report and coordinate with Princeton for any required changes.
- Deliverables: data\_dictionary.pdf, updated\_SRS.pdf, final\_user\_manual.pdf.

### ***Expected Deliverables:***

Deliverables: data\_dictionary.pdf, updated\_SRS.pdf, final\_user\_manual.pdf.

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## Individual Task Assignment — Philip

**Roles:** Programmer / Developer (Payroll Logic & File I/O)

### ***Assigned Tasks:***

- Implement Employee Management CRUD (create, read, update, delete) operations.
- Implement payroll computation functions: gross pay, allowances, taxes, statutory deductions, net pay.
- Build CSV/binary file readers and writers and an index lookup if required.
- Write unit tests for payroll calculations (use sample records and edge cases).
- Deliverables: employee\_crud.py or employee\_crud.c, payroll\_logic.py or payroll\_logic.c, unit\_tests.md or tests/ folder.

### ***Expected Deliverables:***

Deliverables: employee\_crud.py or employee\_crud.c, payroll\_logic.py or payroll\_logic.c, unit\_tests.md or tests/ folder.

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## Individual Task Assignment — Richard

**Roles:** QA Officer, Presentation Lead

### ***Assigned Tasks:***

- Design and run test cases covering CRUD operations, payroll computations, batch runs, and backup/restore.
- Document test results and log any defects (include reproduction steps and severity).
- Verify file locking behavior and simulate concurrent access scenarios where practical.
- Build the presentation slides and coordinate demo flow with Princeton.
- Deliverables: test\_report.pdf, bug\_log.csv, presentation\_slides.pdf.

### ***Expected Deliverables:***

Deliverables: test\_report.pdf, bug\_log.csv, presentation\_slides.pdf.

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