**“PayRoll**

**Management**

**System”**

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**1.0 INTRODUCTION**

**1.1 Purpose**

The purpose of this document is to outline the functional requirements for the updated Payroll Management System. The system is designed to automate and streamline payroll processes, enhance HR management, and provide employees with tools to interact with their payroll and HR-related tasks efficiently. The system aims to improve accuracy, save time, and ensure compliance with regulations.

**1.2 Scope**

* The system will manage employee payroll, HR operations, and employee requests, including salary calculations, job postings, tax deductions, and payment processing.
* The system includes two user roles: HR and Employee, each with distinct functionalities.

**1.3 Overview**

* The Payroll Management System will automate payroll processes, streamline HR tasks, and enhance employee engagement through self-service features.

**2.0 PROJECT DESCRIPTION**

**2.1 Background**

* The previous payroll process was manual, prone to errors, and lacked advanced HR features. By incorporating new functionalities, the updated system will address these issues and provide a more efficient, user-friendly solution.

**2.2 Objectives**

* Automate payroll calculations.
* Provide distinct roles for HR and Employee users.
* Facilitate job postings and employee self-service options.
* Ensure secure and efficient record management.

**3.0 FUNCTIONAL REQUIREMENTS**

**3.1 Employee Management**

**Description:** The system must support creating, updating, and deleting employee records and new HR tasks.  
**Features:**

* HR can add new employee details, including personal information, job title, and salary.
* HR can edit existing employee information.
* HR can remove employee records when necessary.
* HR can create departments and maintain department histories.
* Employees can view their profiles and department information and payroll details.

**3.2 Payroll Management**

**Description:** The system must calculate employee salaries and handle payroll processes efficiently.  
**Features:**

* HR can calculate salaries based on predefined parameters (hourly/monthly/etc).
* HR can process payments, including overtime, bonuses, and deductions.
* HR can generate and view detailed salary reports for each pay period.
* HR can add salary payment records to employee accounts.

**3.3 Job and Request Management**

**Description:** The system must support job postings and employee request management.  
**Features:**

* HR can post new job openings.
* Employees can search for job openings.
* Employees can request slips (e.g., leave, salary adjustments) and view the status of their requests.
* HR can view and manage employee requests.

**3.4 Tax and Benefits Management**

**Description:** The system must handle tax and benefits calculations and deductions.  
**Features:**

* HR can apply relevant tax rates and generate tax compliance reports.
* HR can manage employee benefits, such as health insurance and retirement plans, and track their utilization.

**3.5 Payroll Reporting**

**Description:** The system must generate various payroll and HR reports.  
**Features:**

* Produce detailed reports on employee earnings, deductions, taxes, and payment histories.
* Summarize payroll activities for organizational compliance and analysis.

**3.6 User Management and Security**

**Description:** The system must ensure secure access and provide distinct functionalities for HR and Employees.  
**Features:**

* Role-based access: HR and Employee roles.
* Secure login and authentication mechanisms.
* Maintain an audit trail of user actions and system changes.

**4.0 USE CASES**

**4.1 Add New Employee (HR)**

**Description:** HR inputs personal details, job information, and salary details to create a new employee record in the system.

**4.2 Post Job (HR)**

**Description:** HR can post new job openings that employees can search and view.

**4.3 Process Payroll (HR)**

**Description:** The system calculates salaries, including bonuses and deductions, generates payslips, and updates payroll records.

**4.4 Request Slip (Employee)**

**Description:** Employees can submit requests for slips (e.g., leave or other approvals) and track the status of their requests.

**4.5 View Employee Requests (HR)**

**Description:** HR can review and manage employee requests, such as leave slips or adjustments.

**4.6 Search Job (Employee)**

**Description:** Employees can browse job postings made by HR.

**4.7 Manage Department (HR)**

**Description:** HR can create and update department records and maintain department histories.

**5.0 NON-FUNCTIONAL REQUIREMENTS**

* **Performance:** The system should handle up to many employees without performance degradation.
* **Usability:** The user interface should be intuitive and role-specific (HR vs. Employee).
* **Reliability:** The system should be available 24/7 with minimal downtime.
* **Scalability:** The system should accommodate future growth in employee numbers and additional features.

**APPENDICES**

* **Employee Record:** A collection of data related to an employee, including personal details, job information, salary, and department.
* **Payroll Report:** A document detailing employee salaries, deductions, taxes, and payments for a specific period.
* **Request Slip:** A formal employee request submitted through the system for approval by HR.