**Group 2**

**Project Description**

**Payroll System**

**Project**

A lot has changed in which we collect, store and analyse information over the past 30 years. Information received or recorded throughout our daily lives finds its way to a storage unit somewhere in the vast network of information waiting to be readily accessed whenever needed. The revolution in the information communication and technology sector had over time made it almost effortless in collecting, calculating and presenting specific which ever specific data. There are many ways in which data can be collected, processed and presented in this day and age. Daily activities that once required a dedicated team of employees to handle now can only be done automatically.

One of these daily activities is collecting, storing and calculating pay. Generating a payroll requires logged hours worked from employees and calculating pay given their respective rate and commissions while deducting tax and charges. Some employees may be working on a fixed Salary for a certain period of time and so their pay may be fixed. While it is important to maintain correct calculations of pay for each employee it can be a mammoth task completing a payroll for one pay period. The traditional time card and clock in/out system is outdated as it is inefficient. Technology has helped in reducing the amount of work needed to making it almost effortless.

Now employees can log their hours by clocking in and out with a simple fingerprint scanner. The scanner will be installed at a central part of the workplace accessible to all employees. Once scanned the system will be able to id the employee and register the time in the database. This method is seen as more efficient seeing how id-cards used for scanning can be lost or stolen or passcodes could be forgotten or copied. The system then uses data stored to calculate and distribute pay from company accounts to employee accounts. Hard copies and soft copies are made and kept for future audits. The system is run almost automatically with less human interference. Managers and accountants have special access to make monitored changes while each employee can only view their payment history.

**Project Goals**

Throughout this project goals have been set to provide a clear and set path for the project to work on towards achieving the set task. It is important that these goals speak of the calibre skilled team and requirements and standards of the client. These goals define the quality of the project and reflects the values and ambitions of the team.

\*Set goals\*



**Milestones**

The team has outlined \*two/four\* milestones throughout this project. From these milestones the team have together proposed a working schedule that aims at achieving its set goals within the agreed time frame and standards set by the client and the team. The project team sees these milestones as key events within the project life that informs all stakeholders of the progress of the project. The project team is dedicated towards working towards these milestones while maintaining constant communication while making changes where necessary.