**Software Requirements Specification (SRS)**

**1. Introduction**

**1.1 Purpose**

Describes the purpose of the Batch Payroll Application, which is to automate and manage employee payment processing efficiently, ensuring accuracy and timely payroll management.

**1.2 Scope**

Defines the scope of the system — processing payrolls for hourly, salaried, and commission-based employees, handling deductions, and generating payment methods.

**1.3 Definitions, Acronyms, and Abbreviations**

Lists terms like *Timecard*, *Commission*, *Union Dues*, and *Paymaster* used within the document.

**1.4 References**

Includes any related documents, manuals, or standards relevant to payroll operations.

**1.5 Overview**

Gives a brief overview of the document’s structure and the system’s main functionality.

**2. Overall Description**

**2.1 Product Perspective**

Explains that the Payroll Application is a standalone system connected to an employee database.

**2.2 Product Functions**

Summarizes major functions: employee record management, pay calculation, deduction handling, and payment generation.

**2.3 User Characteristics**

Identifies two user types:

* **Payroll Clerk**: Operates the system daily.
* **Employees**: Recipients of the generated pay.

**2.4 Constraints**

Includes scheduling constraints (e.g., payment dates), data accuracy, and system operation frequency (runs once per working day).

**2.5 Assumptions and Dependencies**

Assumes employee and transaction data are correctly stored and updated in the database.

**3. Specific Requirements**

**3.1 Functional Requirements**

Details how each employee type’s pay is calculated:

* **Hourly employees**: Based on rate × hours + overtime.
* **Salaried employees**: Fixed monthly payment.
* **Commission-based employees**: Salary + commission from sales receipts.

**3.2 Data Requirements**

Specifies the need to store employee details, pay rates, union dues, and payment method preferences.

**3.3 Interface Requirements**

Covers user interfaces for payroll clerks, database connectivity, and printing or generating payment records.

**4. System Features**

**4.1 Pay Calculation Module**

Calculates pay based on employee type and time/sales data.

**4.2 Deduction Management**

Applies union dues and service charges automatically.

**4.3 Payment Processing**

Handles mailing, pickup, or direct deposit according to employee preferences.

**4.4 Report Generation**

Generates summaries and payment records for specified dates.

**5. Non-Functional Requirements**

**5.1 Performance Requirements**

System must complete payroll processing for all employees within a workday.

**5.2 Reliability**

Ensures no missed or duplicate payments.

**5.3 Security**

Protects employee and financial data from unauthorized access.

**5.4 Usability**

Provides a user-friendly interface for payroll clerks.

**5.5 Maintainability**

Allows updates for rates, union dues, and payment rules.

**5.6 Portability**

Should be deployable on standard company systems.

**6. Other Supporting Information**

**6.1 Appendices**

Contains examples of reports, payment schedules, or data formats.

**6.2 Glossary**

Defines domain-specific terms such as *Overtime*, *Commission*, and *Union Service Charges*.