User Acceptance Testing

	Project Name	
	Testing Start Date / Time	
	Testing End Date / Time	
	Name of Tester/s:	

Test #	Description of tasks	Steps To Execute	Expected Results	Pass	Fail	Defect/Comments/Additions
Module 1: User Managemet						
1	Mangers	Test role based access and sessions				
2	Power User (Analyst)					
3	Technician (HRIS Expert)					
4	HR Empoloyees					
5	Employees					
Mdoule 2: Employee Enrollment						
1	Basic Data	Validate storage of data entry/updating along with traceable audit trails				
2	Competenices Definition					
3	Linkage of data with Departments					
4	Linkage of data with Hierarchy					
5						
Mdoule 3: Attendance						
1	Daily attendance verification	Verification of data with personnel records and employee self service tables				
2	Leave Record Updates	As per SOPs updates of leave records and impact towards payroll				
3	Leave Counter Management	Verification of individual leave data updates				
4	Integration with Accounts / Payroll	Verification of payroll / overtime updates				
5						
Module 4 : Payroll						
1	Automate payout process	Verificy calculations (all possible scenarios)				
2	Auto-compute taxes	Verify calculation as per tax slabs and verify all possible scenarios				
3	Ensure statutory compliance	Verify all regulatory and organizational SOPs inclusive of advances / deductions				
4	Deliver automated reminders	Reminders for Employees/HoDs / Finance and Banks				