PROJECT NAME: PAYROLL SYSTEM

SOFTWARE REQUIREMENTS SPECIFICATION CHECKLIST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ASSIGNED TO | YES | NO | REMARKS |
| **Output**  ✓ The system should generate a paycheck that has all the bonuses and deductions  ✓ Generate an attendance report that includes the name of the academic staff who is absent and the name of the academic staff who is substituting on the class of that absent teacher/professor.  ✓ Display the attendance to the academic staff to let them review their attendance status to let them clarify if there has been any mistake | Ibarra  Bregias  Bregias |  |  | On Going  On Going  On Going |
| **Input**  ✓Academic staffs should enter their name or Id number in the attendance system  ✓ The finance office must enter overtime hours/hours of substitute  ✓ Enter bonuses and deductions for the calculations of salary  ✓ Enter the date that a teacher has substituted for a fellow academic staff | Everyone  Everyone  Everyone  Everyone |  |  | On Going  On Going  On Going  On Going |
| **Process**  ✓ The system must calculate all the bonuses and deductions to total the salary of the employee  ✓ The system must store all employee information.  ✓ At the end of the year, the system must reset salaries, benefits, tax, bonuses and other necessary deductions | Pedralvez  Carreon  everyone |  |  | On Going  On Going  On Going |
| **Performance**  ✓ The attendance system and employee records must be real time and always operational  ✓ The system must be operational 24/7  ✓ The system must notify the admin if there has been a double entry.  **Control**  ✓ The system must have a login system to identify the user  ✓ Employee’s record can only be altered or deleted by the finance officer or by a staff of the HR department | Pedralvez  Everyone  Everyone  Carreon  Carreon |  |  | On Going  On Going  On Going  On Going  On Going |