Software Requirements Specification (SRS)

Project Name: Payroll System for Ecopack Services

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1. Introduction

1.1 Purpose

This document outlines the software requirements for developing a payroll system for Ecopack Services. The system will handle employee salary, deductions (like PF, TDS), bonuses, arrears, and will generate professional payslips every month.

◆ **In simple terms:** This system will keep a full record of employees' salary details and create a neat and professional payslip every month showing their earnings, deductions, and other salary-related data.

1.2 Audience

- System Developer (Yogesh)
- HR and Accounts team of Ecopack Services
- Auditors (who will review salary records later)

1.3 Scope

The system will: - Maintain full employee data - Manage and assign salary structures - Calculate and generate monthly payslips - Handle arrears, bonuses, etc. - Integrate attendance and leave data - Calculate PF, ESI, and taxes - Maintain reports and salary payment records - Track leave balance (CL, SL, EL) - Manage loan and advance deductions - Allow reimbursements like fuel, internet, etc.

😊 **Note for Non-Technical Users:** This software is like an HR assistant who never forgets anything. Once employee details are entered, it will automatically calculate salary, handle tax and PF, track leaves and loans, and generate a neat payslip for every employee.

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2. System Overview

The system will have the following main modules: 1. Employee Management 2. Salary Structure Management 3. Payroll Calculation Engine 4. Variable Pay Management (Bonus, Arrears, etc.) 5. Payslip Generation 6. Tax Calculations (TDS, Professional Tax) 7. Compliance for PF and ESI 8. Audit Logs 9. Reporting Module 10. Leave Balance Tracking 11. Loan & Advance Recovery 12. Reimbursement Management

◆ **Example:** If an employee earns ₹50,000 and PF is ₹1,800, the system will automatically calculate this and generate a proper payslip.

🤔**Note for Non-Technical Users:** Each part (module) of this system has a specific job. For example, one part keeps track of leaves, one handles salary formulas, and another prints the salary slip.

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3. Functional Requirements

3.1 Employee Module

- Store employee details: name, code, bank info, PAN, UAN, ESIC, etc.
- Store job details: date of joining, branch, designation
- Assign a salary structure to each employee

◆ **Example:** Amit Sharma joined on 01-Jan-2023, code EMP102, works in Kolkata branch as HR Manager. All these details will be saved in the system.

🤔**Note:** Yeh system ek employee ka full biodata rakhta hai jo salary banate waqt kaam aata hai.

3.2 Salary Components & Structure

- Define all parts of the salary: Basic, HRA, Bonus, TDS, Sodexo, etc.
- Each component will be marked as: earning, deduction, or employer contribution
- Component value logic: fixed, percentage, manual, formula-based
- One salary structure can be assigned to multiple employees

◆ **Example:** Basic = ₹20,000 (40%), HRA = ₹8,000 (20%), Bonus = manual (can be adjusted by HR)

🤔**Note:** Yeh step salary ka formula tay karta hai – kis part me kitna paisa milega, fixed ya percentage me.

3.3 Payroll Engine

- Takes inputs: attendance, leaves, salary structure, bonuses, arrears
- Calculates each component amount
- Derives: Gross Earning, Total Deductions, Net Pay
- If employee worked only part of the month, calculates pro-rata salary

◆ **Example:** If Basic is ₹30,000 and only 15 days were worked, Basic = ₹15,000 (based on attendance)

🤔**Note:** Yeh step sab kuch jod-ghat kar ke final salary nikalta hai.

3.4 Variable Pay Entry

- HR can enter Bonus, Arrears, Overtime manually
- These can be added to salary for any month
- Entry status: pending / processed / cancelled

◆ **Example:** In February, HR added ₹1000 Arrear for Basic for January – this will reflect in Feb salary

Note: Jab kisi employee ki salary bad me revise hoti hai ya extra paisa dena hota hai, to usse "Arrear" kahte hain.

3.5 Payslip Generation

- System generates monthly payslip for each employee
- Shows: Earnings, Deductions, Net Pay, Bonus, Arrear, Leave summary
- Round-off components can be added if needed

◆ **Example:** Net Pay is ₹49,998.75 – system adds ₹0.25 RoundOff and final amount becomes ₹49,999

Note: Yeh final report hai jo employee ko di jati hai har mahine ki salary ka.

3.6 Compliance: PF, ESI, TDS

- **PF:** 12% from employee + 12% from employer on Basic
- **ESI:** Applicable if salary < ₹21,000: 0.75% (employee) and 3.25% (employer)
- **TDS:** Calculated as per annual estimated income and tax slabs
- **Professional Tax:** Based on state-wise slab

◆ **Example:** If salary is ₹35,000 – total PF = ₹4,200 (employee + employer)

Note: Government ke rules ke hisab se jo deductions hote hain, unko bhi yeh system automatically handle karta hai.

3.7 Audit Logging

- All manual changes like bonus updates will be logged
- Logs will record: who made the change, when, and what was changed

◆ **Example:** HR added ₹2000 bonus in June – system logs it as "manual override by HR"

Note: Jaise CCTV har activity ko record karta hai, waise hi system har change ka record rakhta hai.

3.8 Leave Balance Tracking

- System stores leave balances for CL, SL, EL
- Tracks opening, availed, and closing leave balance monthly
- Leave summary is shown in payslip

◆ **Example:** CL: Opening 3, Availed 1, Balance 2

Note: Employee ne kitna chhutti liya aur kitna bacha hai – yeh sab track hoga.

3.9 Loan and Advance Recovery

- Record salary advances or loans given to employee
- Auto deduct fixed EMI monthly until recovery complete

◆ **Example:** Advance ₹10,000 to be deducted in 5 EMIs of ₹2000 each month

Note: Agar kisi ko company ne paisa udhaar diya hai to system uska EMI calculate karke salary se kaat lega.

3.10 Reimbursement Management

- HR can assign monthly or one-time reimbursements
- Fuel, mobile, internet, travel, etc. reimbursed via payslip

◆ **Example:** ₹1000 internet reimbursement approved by HR will appear in the payslip earnings

Note: Extra kharche jaise fuel ya internet ka paisa company wapas kare to system usko bhi show karega.

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4. Data Flow – How it all connects

1. Save employee information
2. Assign salary structure
3. Input attendance + variable pay entries (bonus/arrears)
4. Run payroll (system calculates everything)
5. Generate payslip
6. Mark salary as paid/unpaid

◆ **Example:** EMP103's June salary calculated → Net Pay ₹42,350 → HR marked it as 'paid'

Note: Yeh pura kaam ek flow me chalega. Ek baar sab details dal do, baaki ka kaam system karega.

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5. Non-Functional Requirements

- Role-based access: HR can view all, employee can view only self
- Secure login (JWT token-based)
- Mobile/desktop responsive UI
- Payslip PDF download
- Report export to Excel

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6. Payslip Format (Example)

The payslip must follow a clean format as shown below – this serves as the **standard model** for all payslips:

Ecopack Services Pvt Ltd
Plot 15, Industrial Area, Phase-II, Bhopal, Madhya Pradesh – 462001
SALARY SLIP FOR THE MONTH OF MAY 2025

Employee Code	EC00213	Employee Name	Rajeev Sharma	PAN No.	AQDPS2937H
Designation	Field Operations Manager	Father's Name	Satyapal Sharma	ESIC No.	210398321490
Department	Operations Unit	Branch	Bhopal Head Office	UANN.	102245190123
Employee Type	6 Days Working	Date of Join	10/08/2021		

Days

Present	25.0
W/O	4.0
Holidays	1.0
CLSD	0.0
LWP	0.0
MWD	0.0
Total	30.0
Paid Days	30.0

Allowances

	Rate	Amount	Deductions	Amount
Basic	30000.00	30000.00	Provident Fund	3600.00
Home Rent Allowance	12000.00	12000.00	TDS	2800.00
Special Allowance	5000.00	5000.00	Sodexo Reimbursement	1800.00
Travel	2000.00	2000.00		
Mobile	1000.00	1000.00		
Food	1500.00	1500.00		
Arrear - Basic	0.00	2000.00		
RoundOff(Earning)	0.00	0.00		

| Total | 51500.00 | 53500.00 | Total Ded. | 8200.00 |

| Net Payable | ₹45300.00 | Bank Name | SBI Bank, Bhopal | | | | Bank Account No.| 209874563214 |

Note: This is a system generated salary slip and does not require any signature or seal.

End of Document – Thank you!