**TEST PLAN DOCUMENT FOR PAY ROLL APPLICATION**

**Test plan: Payroll Application-Release v1.0**

**1.Document Control**

Version: 1.0

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Reviewers: QA Lead, Finance Head, Product Owner

**2.Purpose**

This test plan defines the testing strategy for the payroll application, which is designed to automate salary calculation, tax deduction and pay slip generation for employees.

**3.Scope**

**In scope:**

* Employee Master Data Management
* Attendance & Leave Integration
* Salary Components (Earnings, Deductions, Allowances)
* Payroll Engine (Salary, Tax, PF/ESI/TDS)
* Loans & Advances Recovery
* Bank File Generation & Reconciliation
* Payslip Generation & Distribution
* Reports (Pay Register, Statutory, Tax Forms)
* Security & PII Compliance
* Integration with ERP, Bank APIs, Tax Portals

**Out of scope:**

* Recruitment & Onboarding
* Performance Management

**4.Test Components**

* Web Application: https://hrms.company.com
* APIs: /API/payroll, /API/attendance, /API/bank, /API/tax
* Bank Sandbox: ICICI, HDFC
* Tax Portal Integration: TRACES, Income Tax APIs

**5.Test types and Approach**

* **Functional:** Manual + Automation (Selenium/TestNG)
* **Integration:** API testing with Postman / REST Assured
* **Performance:** Load testing using JMeter (5,000+ employees)
* **Security:** Authentication, RBAC, PII encryption
* **UAT:** HR, Payroll, and Finance teams

**6.Test Environment**

* **Environments:** DEV, QA, STAGING, Prep rod
* **Data:** Anonymized employee data, test bank accounts, statutory slabs

**7.Roles and responsibilities**

* **QA Lead-**Planning, coordination, reporting
* **Testers-**Execution and defect reporting
* **Automation-**QA Automation Team – Script development
* **Dev support-**Environment setup and deployment

**8.Schedule and milestones**

|  |  |  |
| --- | --- | --- |
| **Phase** | **Start Date** | **End Date** |
| **Test Planning** | **09-10-25** | **09-10-25** |
| **Test Case Design** | **10-10-25** | **11-10-25** |
| **Test Execution** | **12-10-25** | **15-10-25** |
| **Bug Fix Verification** | **16-10-25** | **17-10-25** |
| **Test Completion** | **18-10-25** | **18-10-25** |

**9.Entry and Exit criteria**

**Entry:**

* Payroll engine configured with updated tax & statutory rates
* Bank sandbox environment available
* Build 1.0 deployed to QA
* Test cases reviewed and approved
* Test data prepared and validated

**Exit:**

* ≥ 95% test cases executed
* No Severity-1 defects open
* Reconciliation successful for sample payroll runs
* UAT sign-off obtained from HR and Finance

**10.Defect Management**

**Tool:** Jira

**Severity Definitions:**

* **Sev 1:** Payroll failure, incorrect net pay, data loss
* **Sev 2:** Incorrect tax/deduction, broken integration
* **Sev 3:** UI issues, minor calculation errors

**Workflow & SLA:**

* Sev 1: Fix within 24 hours
* Sev 2: Fix within 48 hours
* Sev 3: Fix within 5 working days

**11.Test Data**

* **Employee Types:** Regular salaried, hourly, contractor, terminated, reinstated, tax-exempt
* **Edge Cases:** Zero salary, negative adjustments, very high overtime
* **Bank Data:** Valid and invalid IFSC codes, incorrect account numbers
* **Statutory:** Slab changes, special allowances, exemptions
* **Retro Pay:** Backdated salary changes and their impact on reports

**12.QA Metrics and reporting**

* **Test coverage target:** 95%
* **Pass % target:** 98%
* **Defect density target:** < 1 per 100 test cases
* **Reporting cadence:** Daily status reports, final summary report

**13.Risks and assumptions**

Risk 1: Delay in bank API or tax portal availability

* *Mitigation:* Use sandbox environments for testing

Assumption 1: Statutory rules and tax slabs are finalized before UAT

**14.Deliverables**

* Test Cases (Excel/TestRail)
* Test Execution Report
* Defect Log
* UAT Sign-off Document

**15.Approvals**

* QA Manager
* Product Owner
* Finance Head