**Functional Requirements**

| **No.** | **Requirement Type** | **Description** |
| --- | --- | --- |
| 1 | Run Payroll | The system must allow the admin to initiate the payroll process. |
| 2 | Retrieve Employee Data | The system must retrieve all employee data including ID, role, and pay details. |
| 3 | Check Employee Type | The system must identify the employee type (Hourly, Salaried, or Commission-based). |
| 4 | Calculate Hourly Pay | For hourly employees, the system must calculate pay based on total hours worked and overtime. |
| 5 | Retrieve Fixed Salary | For salaried employees, the system must fetch the fixed monthly salary. |
| 6 | Calculate Commission Pay | For commission-based employees, the system must calculate base pay plus earned commission. |
| 7 | Deduct Dues & Charges | The system must deduct union dues and any applicable service charges from the salary. |
| 8 | Determine Payment Method | The system must check and apply the employee’s preferred payment method (Bank Deposit, Mail Check, or Paymaster Pickup). |
| 9 | Generate Report | The system must generate a payroll report for each processed employee. |
| 10 | Confirm Payment | The system must confirm the successful transfer or issuance of payment. |
| 11 | Admin Review | The admin must be able to review the generated report for verification and recordkeeping. |

**Non-Functional Requirements**

| **No.** | **Requirement Type** | **Description** |
| --- | --- | --- |
| 1 | Security | The system must ensure all payroll and employee data are encrypted and securely stored. |
| 2 | Performance | Payroll processing for all employees must complete within a reasonable time (e.g., under 5 minutes for 100 employees). |
| 3 | Reliability | The system must provide accurate calculations and ensure no duplicate or missed payments. |
| 4 | Usability | The interface must be user-friendly and require minimal technical knowledge for admins. |
| 5 | Accuracy | The system must ensure precise computation of salary, deductions, and commissions. |
| 6 | Auditability | The system must maintain detailed logs of all payroll operations for auditing purposes. |
| 7 | Maintainability | The system should allow easy updates to pay rules, tax rates, or deduction policies. |
| 8 | Scalability | The system must support payroll processing for a growing number of employees and departments. |
| 9 | Compliance | The system must comply with labor laws, tax regulations, and company policies. |
| 10 | Availability | The system must remain operational during scheduled payroll cycles with minimal downtime. |