**Requirement Specifications and Analysis**

**Project Scope**

The goal of the Payroll Management system(PMS) is to help businesses effectively compute, manage and track the disbursement of employees’ salaries.

**Requirement specifications**

Basing on information gathered from the interview and researching related systems, a list of both functional and non-functional requirements for the system was created.

**Functional requirements**

The following requirements describe what is required of the application to help users accomplish tasks and achieve their objectives.

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| **Code** | **Deliverable** | **Description** |
| **F01** | Enter employee payroll records | The system should allow users to create and update employee records pertaining such as recruitment, salary, performance and benefits |
| **F02** | Compute employee payroll records | User should be able to retrieve, edit, and print/export the salary information of all the employees. Automatically calculate salary heads based on the latest HR and Government compliance norms. |
| **F03** | Management of salary structures | Generate a record of all available salary structures, Bonuses, Loans and assign the best amount to the right candidate. |
| **F04** | Benefit Management | The system should allow users to generate records that will assist in submitting NSSF benefits |
| **F05** | Report generation | This feature should produce a summary of payroll related activities that can be exported into MS Excel/Access |
| **F06** | Creation and management of Leave policies | The User Interface (UI) should easily allow creating and adjusting notice period for leave and public holidays and settle payment accordingly. |
| **F07** | Analyze Employee records | The system should allow users to analyze employee data such as performance versus wages to help managers identify and promote talent. |

**Non-Functional requirements**

The following non-functional requirements should address possible constraints that may affect the performance of the application.

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| **Code** | **Deliverable** | **Description** |
| **NF01** | Data integrity | Ensure that various functions performed maintain data accuracy and consistency. |
| **NF02** | Data Security | Access to records should be granted to authorized users only to avoid data breaches |
| **NF03** | Device compatibility | The application should be able to function with ease on both pc mobile devices |
| **NF04** | Customization of features | Users should be able to customize the software by creating profiles and tables depending on the organization’s needs |

**Performance requirements**

The following will be the requirements hardware requirements that should be supported by the application;

* A web browser e.g. Mozilla Firefox, Google Chrome, Safari, opera etc.
* Windows, IOS or Android operating system

**Requirement Analysis**

A MoSCoW analysis of the requirements was conducted for both functional and non-functional requirements which were classified as follows;

**M: Must have** – the application has to support this functionality or implement this non-functional requirement.

**S: Should have** – the application should include this if at all possible.

**C: Could have** – we could include this functionality if it does not impact on anything else.

**W: Won’t have** – things that we will consider for future enhancements but we will not include in this version of the system.

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| **Requirement Code** | **Deliverable** | **Classification** |
| **F01** | Enter employee payroll records | M |
| **F02** | Compute employee payroll records | M |
| **F03** | Management of salary structures | S |
| **F04** | Benefit Management | M |
| **F05** | Report generation | S |
| **F06** | Creation and management of Leave policies | S |
| **F07** | Analyze Employee records | W |
| **NF01** | Data integrity | M |
| **NF02** | Data Security | M |
| **NF03** | Device compatibility | S |
| **NF04** | Customization of features | M part of this |