Requirement Analysis

Team - 2
Ninengineers

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1 Existing Scenario

1.1 Existing Database

- Currently, all information is stored in excel sheets.

1.2 How they manage current payroll ?

- Currently all the payroll related work is managed through Excel Sheets, in which a standard formula is inserted and it automatically calulates the payment of the employees.

1.3 How many employees are involved to manage ?

- Right now two are responsible for doing all work.

1.4 How is payment made to employees ?

- At the end of every month a cheque is issued by registrar and given to all employees.

2 Login System

2.1 How many type of logins would be there??

There will be two type of user.

- admin
- Employee

And Admin will have two Id, one is his/her employee Id and other is for Admin works.

3 Admin rights

3.1 How many types of admin will be there?

There will be two types of Admins:

- HR admin
- Accounts admin

3.1.1 Rights of HR admin

- Add New Employee
- Processing of leaves
- Processing of loans
- Edit Salary Component Details
- Monitor Employee Profile
- Remove Employee

3.1.2 Rights of Accounts admin

- Generate Payslips
- Generate Bank Payslips
- Update Accepted Leave Record
- Update Accepted Loan Record

4 Rights of Empolyee

- Apply for Leave and monitor leaves
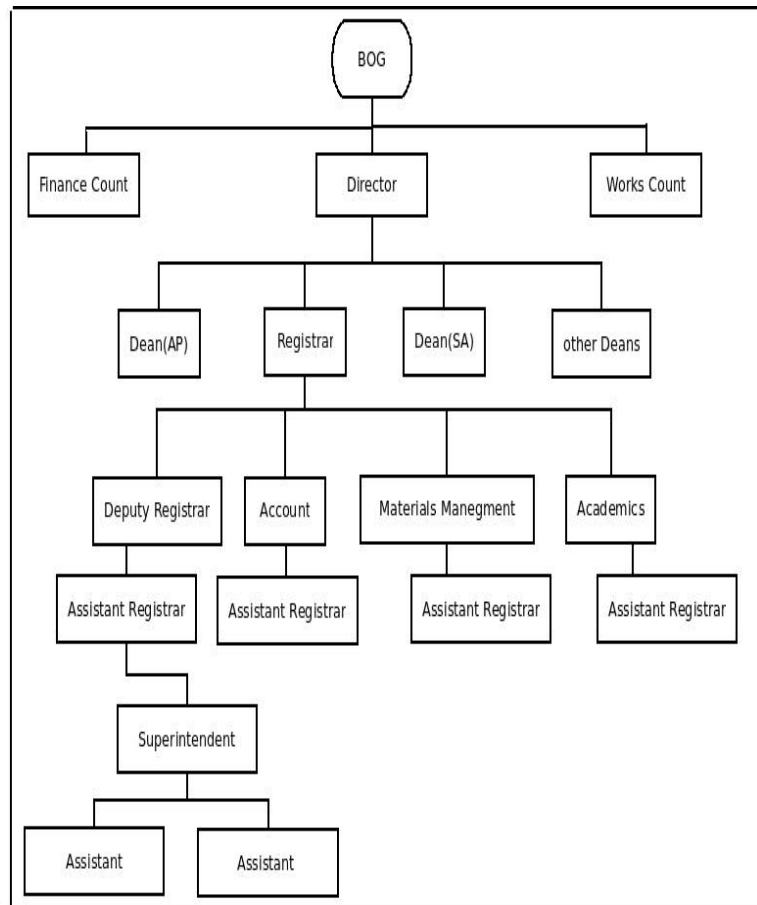- Apply for Loan and monitor the loan re-payments
- Update Profile

4.0.3 Common Rights

- Change Password

5 Salary Component Details

- Allowances paid
- Payband & pay Grade
- Paid & non-paid leaves
- Different deductions - Loans, PF, Tax
- Bonus

6 Employee Database

- Organisation's employee hierarchy
- Leaves & attendence
- Personal Information
- Due's & advances

7 Payslip

- What to show in Payslip ?

  1. Employee ID
  2. Employee Name
  3. Earnings
  4. Deductions
  5. Total Amount

- When to generate ?

  Payslip is generated at the end of each month.

- How to make payslip available to employees ?

  Current payslip will be available on the website. He/she can login and see his payslip. A copy of payslip will also be sent via mail to each employee.