

Strive – Functional Requirement Specification

Module Name: Payroll Module

Document Name: Functional Requirement Specification

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CR 1 Introduction:

This document provides a high-level overview of the Internal Web App Payroll module.

CR 1.1 Navigation

The user will have access to open the Strive app from any browser in the Desktop. On opening the app, the user will be navigated to the login page and can use appropriate credentials to login to the Internal Web App. The user will be navigated to the home screen upon logging in the portal.

CR 1: Login page

CR 2: Login Page -> Home-> Payroll

CR 2 Login Page

The login page will display fields 'Username' and 'Password' and login button.

A Web Page

← → ↻


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User Name :

Password :

CR 2.1 Exception Handling

Description	Activity	Post Condition
Incorrect Username or Password	System alerts user with warning message "Username or password was incorrect."	Screen refreshes and loads the login page.
Username or Password not entered	System alerts user with warning message "Username or password was incorrect."	Screen refreshes and loads the login page.

CR 3 Payroll – Internal Web App

The Strive internal web application can be accessed from any of the following browsers:

1. Safari
2. Chrome
3. Firefox
4. Edge

Upon successful login, the user will be navigated to the Home screen by default. The navigation bar for the entire web application will display the 9 icons specified below depending on the user roles.

1. Home
2. Washes
3. Detail
4. Sales
5. Messenger
6. Checkout
7. Payroll
8. Reports
9. Admin

There are 4 user roles that can access this internal web application:

1. Admin
2. Owner/Operator
3. Manager
4. Cashier

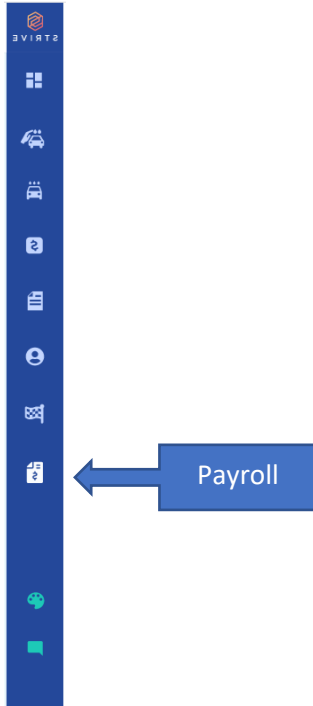
Depending on the user role, the users will either have access to the entire application or will have access to specific restricted modules in the application.

Admin and Owner/Operator User Roles will have complete access to the entire application as mentioned above. Manager and Cashier User Roles will have access to only the following modules in the web application and will not have access to the Payroll and Admin Modules:

1. Home/Dashboard
2. Checkout
3. Messenger
4. Sales
5. Washes
6. Details
7. Reports

This document will describe in detail about the Payroll Module in the Internal Web Application for Strive.

Upon successful login, all users will be navigated by default to the Home Module in the Strive Web Application. The Admin and Operator/Owner user shall be able to navigate to the Payroll Module by selecting the Payroll icon on the navigation bar as shown below:



The payroll module will be integrated with ADP for payroll processing.

The payroll module will include the following functionalities for users to review and process payroll of employees.

1. Generate Summary Payroll Report
 - a. Filter by Date
 - b. Filter by Location
2. Edit/Update
3. Validate and Process Payroll

CR 3.1 Generate Summary Payroll Report

The Payroll will be processed for each employee every 2 weeks. By default, the application will display the payroll summary report for the last 2 weeks that is yet to be processed. Payroll report will be automatically generated for each employee based on the timesheets, rate per hour and commission information for each employee as setup during employee setup module. The user shall be able to update these amounts by selecting “Edit” functionality and “Save” before validating and processing the payroll.

CR 3.1.1 Filter by Date

The application will display a date filter parameter for the user to customize the summary payroll report with a “From” date field where the user will be able to choose the date from a calendar view and “To” date field where the user shall be able to choose from a calendar view. The user shall be able to select “Run Report” upon selecting the desired date range in the date filter and the corresponding report will

be generated if the date is valid. The default selection of the date picker would be the blank. The user will be able to choose any date from the past until which historical data is available. If the user selects a date in the 'From' date picker, dates only from the selected date until the current date will be displayed in the 'To' date picker. Run Report button will be displayed on the screen adjacent to the date filter. By default, the "Run Report" button will be disabled. The button will be enabled once user inputs the date filter. User action of click on 'Run Report' button, the screen will display the results filtered based on the selected date range. The user's action of refreshing the screen will reset the report, clear the filters applied and display the report in default view.

CR 3.1.2 Results Grid

The system would display the following details defaulted to the last 2 weeks, and if the user selects a specific date filter, the system will display the following details for the selected date range:

Default View: Payroll module shall display the summary report for the last 2 weeks. The default date range will be displayed above the report.

Results grid shall display the following columns and corresponding data listed by row:

1. **Employee ID** – Employee ID as inputted during employee creation
2. **Payee Name** – Full Name of the employee as inputted during employee creation.
3. **Wash Hours** – Total Hours worked for the week, this will be exclusively for Washes.
4. **Detail Hours** – Total Hours worked as a Detailer for the week, this will be exclusively for Details.
5. **Wash Rate** – The rate of pay per hour for the employee as recorded during employee creation for wash hours only.
6. **Detail Rate** - The rate of pay per hour for the employee as recorded during employee creation for detail hours only.
7. **Regular Pay** – The amount to be paid to the employee from just the regular hours worked (≤ 40 hours) on Washes. This will be calculated as follows: No. of Hours worked * Rate if the total hours worked is less than or equal to 40 for a week.
8. **Overtime Hours** – This will be calculated as follows and the Overtime pay will be based on the Overtime Hours. If the employee has worked more than 40 hours and of that, more than 50% of the time on Washes and less than 50% on Details, the overtime will be calculated for the employee and the employee will be paid Overtime Pay. If the employee worked more than 50% of the time on Details and less than 50% on washes, the corresponding employee will not be eligible for "Overtime Hours" and "Overtime Pay" respectively. For instance, if employee works 30 hours in Washes and 20 hours in Details, the amount of time worked in Washes is more than 50% and since the number of hours worked in Details is less than 50% of the hours worked overall, the employee will be paid an overtime for the extra time worked. The overtime hours will be 20 (30 + 20) and the employee will be paid 1.5 x the original pay for the extra 20 hours worked. But if the employee worked 30 hours Details and 20 hours in Washes, the employee will not be eligible for Overtime Pay since he worked more than 50% of the time in Details and not in Washes.
9. **Overtime Pay** – This corresponds to the extra amount that has to be paid to the employee for working more than 40 hours. The rate will be 1.5* Base Pay (\$7.50) for Overtime pay calculation.

10. **Uniform** – This corresponds to the total amount spent for that employee’s car wash/ detail uniforms. This field will also display if the amount will be deducted from the employee or Employer and accordingly the total pay of the employee for the week will reflect. If it will be deducted from the Employee the amount will have “-“against the value indicating that this amount will be subtracted from the employees salary.
11. **Collision** – This corresponds to the amount that will be deducted from the employee’s salary if they cause any damages to the vehicle during the detail/car wash process. This field will also display if the amount will be deducted from the employee or Employer and accordingly the total pay of the employee for the week will reflect. If it will be deducted from the Employee, the amount will have “- “against the value indicating that this amount will be subtracted from the employee’s salary.
12. **Adjustments** – This corresponds to the total amount adjusted.
13. **Detail Commission** – Employees will be paid in commission if they work on Details.
14. **Wash Tips** - The tips paid for a washer and other credit card tips will be pooled in and divided by the people that worked that day and the total no. of hours the employees worked. Tips that are added on a credit/debit card will be pooled at the end of each day and split amongst each employee as follows “Total Amount in Tips/Total no of hours of work/total no. of employees for that day”. For instance, 100\$ in tips for 10 people who worked that day and 10 hours is the total hours of work in the store location. So, it will be calculated as $100/10/10 = 1\$$ per employee per hour worked. So, if Employee A works for 5 hours, the total tips given for that day will be 5\$. If Employee B works for 7 hours the total tips from that pool given to Employee B will be 7\$ etc. It will only be given as tips to washers and not to the detailers. If the detailers work as both detailer and washer for the day, the detailer will have to log out as a detailer and log back in as a washer to be considered in the tip pool. For one hour of work, they would get 1 hours work of tips, and that’s the only way they would get anything outside of the detail tips. Jimmy will get the tip information and equally divide it amongst the people who worked the washers based on the no of hours they worked as line washers. For the entire day, the tips will be calculated this way, but the detailers will be exempt from this tip system unless they work as washers and they get a tip of 1\$ per hour tip for that.
15. **Detail Tips** - Tips paid on detail will go entirely to the detailer or split between the detailers who completed the detail task.
16. **Payee Total** – The payee total corresponds to the total amount that will be paid for the specified time period chosen. By default, it will be the last 2 weeks. This amount is inclusive of any collision damages, uniform and adjustments taken off, and it will be the sum of all the payments made based on regular pay, overtime pay, tips and detail commissions.
17. **Status** – The status of the payments made will be listed above the report indicating to the user if the payment processing has been completed or if its overdue.

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77/60% Mainstreet, GA
Manager

Payroll

Payroll List

From: To:

Run Report Edit Update Process

Employee ID	Payee	Wash Hrs.	Detail Hrs.	Wash Rate	Detail Rate	Reg. Pay	OT Hrs.	OT Pay	Uniform	Collision	Adj.	Details Com.	Wash Tips	Detail Tips	Payee Total
70749209	Myron Wunsch	10	20	10	0	\$100	0	\$0.00	\$0.00	\$0.00	\$50.00	\$200.00	\$10.00	\$50.00	\$410.00
29740100	Harmony Harber	40	10	10	0	\$400	10	\$150.00	\$0.00	\$0.00	\$50.00	\$200.00	\$10.00	\$50.00	\$870.00

CR 3.1.3 Business Rules:

1. All payments are processed by Payroll Processing using ADP.
2. If no details setup for the day but there is a detailer, then the detailer will be performing hand washes, the detailer will clock out and clock back in as a washer. They will clock in the corresponding time. There are a few employees who just work on the details and don't do washes.
3. If the employee does more than 50% of the work detailing, then Jimmy doesn't have to pay for the overtime hours. But if the employee works less than 50% of the time on detailing, and more than 50% of the time as a Washer, and if the employee has worked more than 40 hours, then he has to count the detail hours and the commission. They get paid an hourly rate and the commission.
4. ADP has a website that they use, ADP Run, it will be runpayroll.adp.com. Currently, Jimmy logs in and it has their specific company mammoth and then all the employees are already setup but for new employees they have to set them up, they can type the payroll info against each employee from a printed sheet. In future we are required to complete this process automatically without user interference and the user shall be able to process payroll in ADP after final review.

CR 3.2 Edit/Update

The user shall be able to edit/update the results to make any changes in the results grid as specified above. The edit/update button will be available next to the "Run Report" button, and the users' selection of "Edit/Update" button will enable editing of all fields in the results grid. The user shall be able to make any updates to the report and select "Save" to save the updated information. Further, this

functionality will only be available for the reports that are not payroll processed. If payroll processing is complete, this button will be disabled especially for past reports disabling the user from making any changes.

CR 3.3 Validate and Process Payroll

The user shall be able to review the report details and select “Validate” to approve the payment information produced in the report. If the user selects “Validate” the system will automatically send this information to “ADP Run” application and post this data to the respective fields in “ADP” using a SQL Job in the backend. Further, the user shall be able to review the payment information again in ADP before payroll processing. Once the user has reviewed the payment information in ADP, they will be able to payroll process accordingly.

CR 4 Assumptions:

1. This application being designed for Phase 1 will only be for Mammoth Car Wash and similar car wash businesses, for other Nail Salons, Restaurants and Hair Salons, this feature will be included for Phase 2.
2. The actual representation of the mocks will vary from the FRS. The wireframes are just a representation of how the application will function, the look and feel of the application to be designed will be in accordance with design standards.
3. Phase 1 will only include integration with ADP system. Going forward in Phase 2 or in future, we can include integration of the payroll module with QuickBooks or other payment processing systems as required.

CR 5 Questions:

1. Can you please elaborate on what “Adjustments” correspond to?
2. Can you please clarify if we need to include Location filter for payroll report since the employees will be rotated everyday across stores?