



Payroll Management Software Requirement Document

1. Employee Management

- Add/update employee profiles
- Assign departments, roles, and salary structure
- Manage bank details, tax information, and documents

2. Salary Calculation

- Automatically calculates:
 - Basic salary
 - Overtime
 - Bonuses
 - Monthly Tuesday auto week off (auto-select)
 - Deductions (tax, insurance, loans, PF, ESI)
 - Leave without pay
 - Absent penalty & Incentive deduction (2.5%)

3. Pay slip Generation

- Employees can view/download monthly pay slips from portal
- View payment history

4. Tax Management

- TDS
- Auto-deductions based on tax laws

5. Attendance & Leave Integration

- Import attendance data from biometric
- Auto-calculate paid/unpaid leaves
- Sync with leave management system

6. Compliance and Statutory Reporting

- PF, ESI, Gratuity (India)

7. Multi-user Roles & Permissions

- Admin, HR, Finance, Manager, Employee views
- Secure access based on role

8. Reports & Analytics

- Monthly payroll summary
- Salary register
- Tax and deduction breakdown
- Attendance report
- Wages report generation

9. Multi-user Roles & Permissions

- Every employee will have a User ID & Password
- Employees can view and download only
- Employees can see their daily punching report in the web portal