

SOFTWARE REQUIREMENTS SPECIFICATION

Opay Employee Salary Management System

Professional Tender Submission Document

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System	Employee Salary, Allowance, Tax & Payment Management

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1. Document Control

This Software Requirements Specification (SRS) establishes the functional and non-functional requirements for the proposed Opay Employee Salary Management System.

The document is intended to serve as the baseline for solution design, development/configuration, testing, deployment, training and final acceptance under the tender.

1.1 Requirement Baseline

- The supplied tender requirement catalogue is treated as the baseline scope.
- Detailed screen layouts, statutory parameters, approval matrices and report formats shall be finalized during requirement validation without changing the approved business scope.

2. Introduction

The system is an integrated web-based platform for managing contractor and employee information and processing monthly salary and related financial transactions.

It covers Contractual, Outsource and No Work No Pay employee categories and supports the operational and approval responsibilities of Cost Center, Engineering and Accounts Division users.

2.1 Key Business Domains

- Master and security administration
- Employee and contractor profile lifecycle
- Salary, arrears, deductions and allowances
- Attendance, overtime and bonuses
- Tax, VDS/TDS and contractor commission
- BEFTN, advice and invoice
- Workflow-based submission, certification, verification, scrutiny and approval
- Operational, financial, statutory and management reporting

3. Purpose and Objectives

- Centralize employee and contractor master information.
- Reduce manual payroll preparation and reconciliation effort.
- Provide controlled salary and allowance processing by bill month and fiscal year.
- Enforce maker-checker and approval controls.
- Improve visibility of salary, attendance, tax, commission and payment information.
- Provide auditable financial transactions and workflow history.
- Generate standardized reports for operational and management decision-making.

4. Scope of the System

4.1 Master Setup

- User Setup
- User Permission
- Cost Center Setup
- Sender Account Setup
- Bank Information Setup
- Change Password
- SMS User Setup
- Single SMS Send
- Multiple SMS Send
- Contractor Setup

- Designation Setup
- Advice Setup
- Religion Setup
- Arrears Setup
- Tax Challan Entry
- Over Time & Bonus Setup
- Contractor Master Setup
- Incentive Bonus Setup
- Bill Month Setup
- Festival Bonus Setup
- Baishakhi Bonus Setup
- Tax Deduction Setup
- Allowances Setup
- Service Charge Setup
- Salary Setup
- Salary Deduction Setup

4.2 Profile Management

- Contractor Profile
- Employee Profile – Outsource, Contractual and No Work No Pay
- Contractor & Employee Profile Check
- Verification
- Certification
- Approval
- Update and Insert Profile
- Employee Change Approval
- Employee Transfer
- Contract Extension
- Package and Employee Extension

4.3 Contractual Salary Process

- Salary Setup
- Salary Deduction Setup
- Tax Setup
- Salary & Arrears Submission
- Salary Certification
- Salary Verification
- Salary Approval
- Attendance Upload
- Advance Tax Setup
- Incentive Bonus Setup
- Service Charge Setup
- Festival Bonus Setup
- Performance Bonus
- Overtime & Other Allowances

4.4 Outsource Salary Process

- Salary Setup
- Salary Deduction Setup
- Salary & Arrears Submission

- Salary Certification
- Salary Approval
- Attendance Upload
- Salary Arrears & Commission Process
- Submit Salary Modify
- Incentive Bonus
- Festival Bonus
- Performance Bonus
- Overtime & Other Allowances

4.5 No Work No Pay Salary Process

- Salary Setup
- Salary Deduction Setup
- Salary & Arrears Submission
- Salary Certification
- Salary Verification
- Attendance Upload
- Salary Approval
- Festival Bonus
- Performance Bonus
- Overtime & Other Allowances

4.6 Incentive Bonus

- Bonus Setup
- Bonus Pay System
- Bonus BEFTN
- Bonus Summary
- Bonus Advice

4.7 Tax Information

- Tax Challan Entry
- Tax Challan Reports
- Monthly Salary & Income Tax Certificate
- Yearly Salary & Income Tax Certificate
- Salary Statements
- Tax Calculation & Setup
- Contractor Commission VAT & Tax Report

5. Stakeholders and User Roles

Role / Actor	Primary Responsibilities
System Administrator	User, permission, master setup, SMS, configuration and system administration.
Cost Center / ARO	Employee information, salary/allowance setup, attendance, submission, package and operational reports.
Assistant Engineer / RO	Employee/profile certification and verification; salary, package, bonus and allowance certification/verification.
Executive Engineer / DCRO	Approval of employee information, salary/arrears, package, overtime/bonus and incentive bonus.
Assistant Accountant / Accountant	Profile check, verification/certification, salary scrutiny, verification and approval as authorized.
Account Officer	Financial review and processing within assigned authority.
DCAO	Higher-level financial review and control.

Role / Actor	Primary Responsibilities
CAO / DMD (Finance)	Final management oversight and approval as configured.
Management	Authorized access to summary and management reports.
Bank / BEFTN Interface	Receives approved payment output and returns payment status where supported.

6. Overall System Description

6.1 Product Perspective

The system shall operate as a centralized payroll and workforce financial management application with role-based access, workflow control, reporting and integration capabilities.

The proposed solution shall support a layered architecture consisting of presentation, application/business, data-access, database and integration services.

6.2 Operating Model

- Admin Working Point maintains master and security information.
- Cost Center users prepare employee and salary information.
- Engineering users certify, verify and approve designated activities.
- Accounts users perform financial checks, scrutiny, certification, verification and approval.
- Approved records proceed to payment/reporting processes.

7. Functional Requirements

7.1 User & Security Management

- Create, modify, activate/deactivate and authorize users.
- Assign roles and permissions.
- Restrict access by organizational scope where applicable.
- Maintain login and security audit records.
- Support secure password change and password policy.

7.2 Employee & Contractor Management

- Create and update employee/contractor profiles.
- Maintain employee category, designation and cost center.
- Maintain contractor contract/package information.
- Support profile check, verification, certification and approval.
- Support transfer, extension and employee change approval.
- Prevent unauthorized modification after approval.

7.3 Salary Processing

- Create salary setup by applicable employee category.
- Calculate earnings, deductions, allowances and arrears.
- Process salary by fiscal year and bill month.
- Support salary modification and reset controls where authorized.
- Support attendance-driven salary processing.
- Maintain salary submission and approval status.

7.4 Allowances, Overtime & Bonuses

- Setup and process allowances and service charge.
- Process overtime and other allowances.
- Process festival and Baishakhi bonus.
- Process incentive and performance bonus.
- Generate bonus payment and BEFTN outputs.

7.5 Tax, VDS/TDS & Commission

- Maintain tax configuration.
- Calculate applicable salary tax.
- Record tax challans.
- Generate monthly/yearly tax certificates.
- Process contractor commission with VAT/TDS/VDS information.
- Provide statutory and management tax reports.

7.6 Payment

- Generate BEFTN information for approved transactions.
- Generate advice and invoice.
- Maintain payment/output status.
- Prevent payment generation from unapproved salary transactions.

8. Business Workflow Requirements

8.1 Cost Center Workflow

- Create employee information → Salary & allowance setup → Salary & arrears submission → Contractor package setup → Overtime & bonus setup → Incentive bonus submission → VDS/TDS and commission reporting/challan activities.

8.2 Engineering Workflow

- RO: Certification and verification of employee information, salary/arrears, package, overtime/bonus and incentive bonus.
- DCRO: Approval of employee information, salary/arrears, package, overtime/bonus and incentive bonus.

8.3 Accounts Workflow

- Profile check → verification/certification → salary scrutiny → salary certification → salary verification → salary approval → salary & commission process → payment/reporting.
- Account Officer, DCAO and CAO/DMD actions shall follow the configured authority matrix.

8.4 Workflow Control Rules

- A transaction cannot skip a mandatory workflow state.
- Only authorized roles may perform a state transition.
- Return/rework must contain remarks where required.
- Approval history shall be immutable.
- Maker-checker segregation shall be enforced.

9. Reporting Requirements

The system shall provide the tender-specified report catalogue. Reports shall support authorized parameter filtering and shall be suitable for on-screen viewing, printing and export where applicable.

- BEFTN; Advice; Invoice
- Parameter-wise Salary & Commission
- Cost Center-wise BEFTN
- Salary Certificates – Outsource, Contractual, NWNP
- Attendance and Old Attendance
- Contractor Agreement
- Commission with VDS & TDS
- All Employees
- Salary Statements; Salary & Deduction
- Designation-wise; Religion-wise
- Parameter-wise Employee; Summary; Monthly Salary

- Submitted / Not Submitted Salary
- Individual Cost Center Salary; Total Summary Sheet
- Multiple Salary Certificate
- Salary Submission / Verification / Certification / Approval Reports – Division
- Salary Approval / Verification / Certification / Scrutinized Reports – Accounts
- Basic Salary & Deduction; Yearly Salary & Commission
- Salary & Attendance Verification
- Performance Bonus Report

10. Security Requirements

- Role-based access control (RBAC).
- Menu, page/function and data-scope authorization.
- Secure authentication and password controls.
- HTTPS for web communication.
- Session timeout and secure session management.
- Server-side validation for all financial transactions.
- Segregation of duties for preparation, certification, verification, scrutiny and approval.
- Audit logging of sensitive actions.
- Restricted access to salary, tax and bank information.

11. Non-Functional Requirements

11.1 Performance

- Common transactions should provide acceptable operational response under agreed load.
- Large reports should use parameterization, pagination/batching where necessary.
- Monthly payroll processing shall be optimized for peak operational periods.

11.2 Availability & Reliability

- Production availability shall follow agreed SLA.
- Transactional operations shall maintain consistency.
- Failure of an external service shall not silently corrupt or approve financial data.

11.3 Scalability

- Support growth in employees, contractors, historical salary records and reports.
- Application and database resources should be scalable according to infrastructure capacity.

11.4 Usability & Maintainability

- Consistent UI and navigation.
- Clear validation and error messages.
- Modular business logic.
- Documented configuration and interfaces.
- Reusable reporting and workflow components.

12. Data Requirements

- Master data: users, roles, permissions, cost centers, contractors, designations, banks, sender accounts, tax and payroll setup.
- Employee/contract data: identity, category, designation, cost center, contract/package, transfer and extension.
- Payroll data: bill month, salary, earnings, deductions, allowances, arrears, attendance, overtime and bonuses.
- Financial data: tax, challan, commission, BEFTN, advice and invoice.
- Workflow data: submission, certification, verification, scrutiny, approval, return and remarks.

- Audit data: user, action, timestamp, module, record and before/after status where applicable.

13. Integration Requirements

- BEFTN/bank integration or controlled payment-output exchange.
- SMS gateway for single and multiple SMS.
- External tax/banking services where approved and technically available.
- Authenticated integration endpoints.
- Integration request/response logging and error handling.
- Retry/reconciliation mechanism for failed or pending external transactions.

14. Audit, Control and Compliance

- All financial transactions shall be traceable to the responsible user and workflow action.
- Critical master-data changes shall be logged.
- Approved transactions shall not be directly deleted.
- Return/rework shall preserve previous workflow history.
- Payment outputs shall be generated only from authorized approved records.
- Audit information shall be retained according to organizational policy.

15. Acceptance Criteria

- All required modules and user roles are configurable and operational.
- Employee/contractor profile lifecycle is fully controlled.
- Salary, arrears, deductions, allowances, bonuses and tax calculations operate according to approved business rules.
- Mandatory workflow stages cannot be bypassed.
- Approved salary produces correct payment/reporting output.
- Required reports reconcile with authorized transactional data.
- Security and audit controls are demonstrably enforced.
- User acceptance testing (UAT) is completed against agreed test cases.

16. Assumptions and Constraints

- Final organizational hierarchy and approval matrix will be confirmed by the procuring entity.
- Tax rates/rules and statutory formats shall be provided/approved by the responsible authority.
- Existing data migration is subject to availability and agreed source format.
- Bank/BEFTN and SMS credentials/interface specifications shall be provided where integration is in scope.
- Final report layouts will be approved during implementation based on official formats.
- Physical infrastructure sizing, SLA, RPO/RTO and DR site specifications shall be agreed separately.

17. Document Review & Approval

This SRS shall be reviewed and approved by the authorized representatives of the procuring entity and solution provider before it is used as the controlled implementation baseline.

Prepared By	Reviewed By	Approved By
Name: _____ Designation: _____ Date: _____ _____	Name: _____ Designation: _____ Date: _____ _____	Name: _____ Designation: _____ Date: _____ _____