

Bulletin

Purpose

The Payroll Bulletin module is used to manage and distribute internal announcements related to payroll, HR updates, and company-wide notifications. It ensures that important information is delivered consistently to employees through a centralized bulletin system.

Dashboard Components

1. Bulletin List

Type

Table

Description

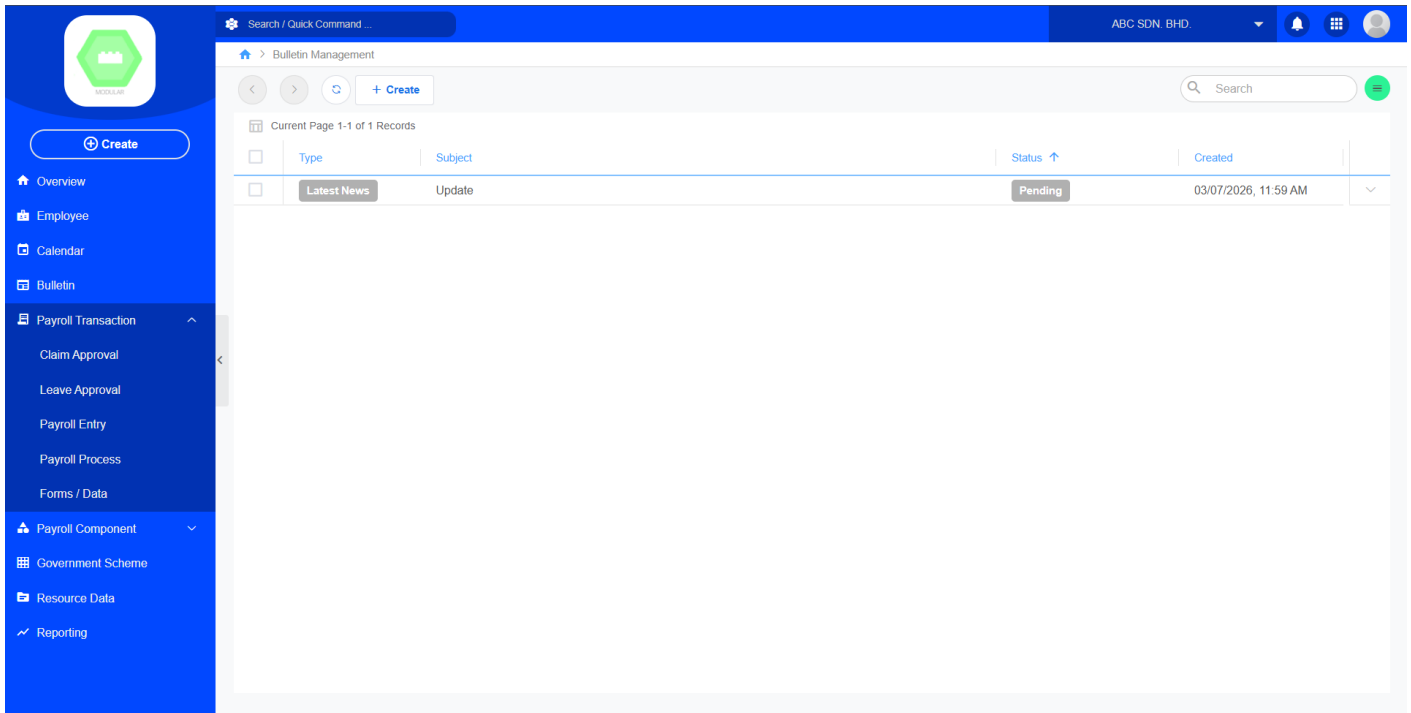
Displays all created bulletin records in the system.

Example Columns

Column	Description
Type	Bulletin category (e.g. HR Notice, Payroll Update)
Subject Name	Title of the bulletin
Status	Current status (Draft / Published / Archived)
Created	Creation date and time

Purpose

Provide an overview of all bulletins and their current status.



2. Bulletin Status Indicator

Type

Status Badge

Description

Displays the current state of each bulletin.

Status Options

- Draft
- Published
- Archived

Purpose

Help users quickly identify the publication stage of each bulletin.

3. Create New Bulletin

Type

Form

Description

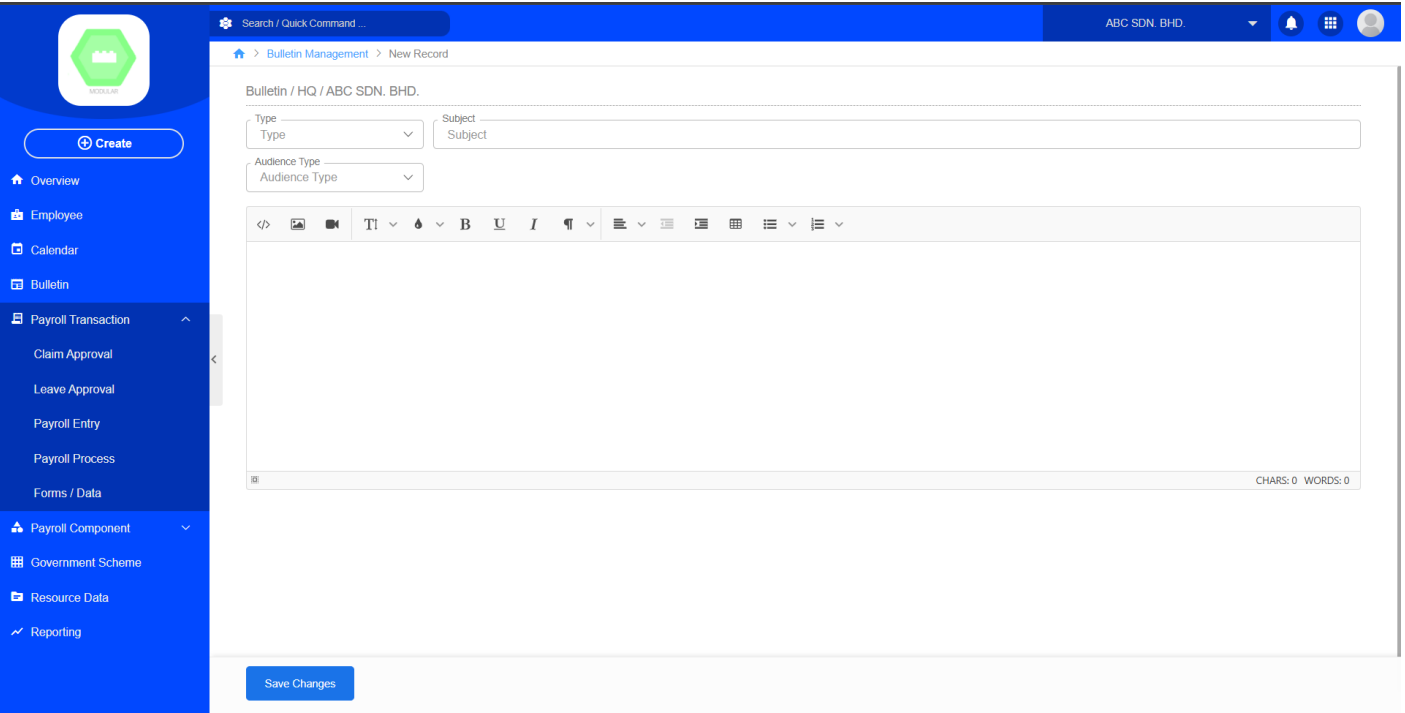
Allows HR or authorized users to create a new bulletin announcement.

Required Fields

Field	Description
Type	Bulletin category (HR Notice / Payroll Update / General Announcement)
Subject Name	Title of the bulletin
Audience Type	Target audience (All Employees / Department / Role / Individual)
Content	Full bulletin message (supports rich text formatting)

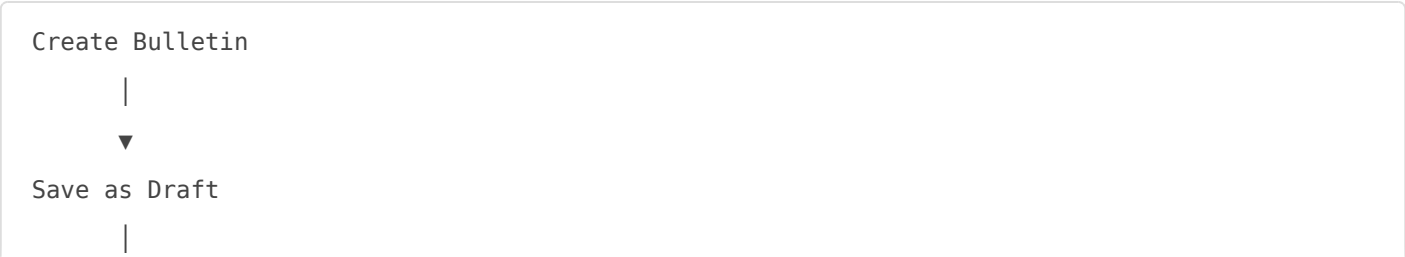
Purpose

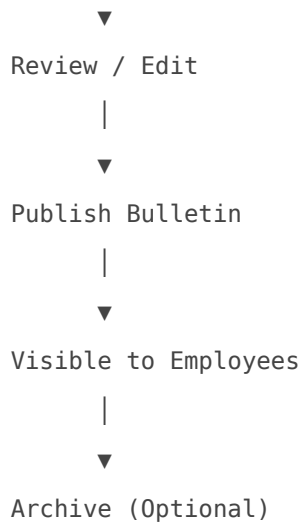
Enable creation and distribution of official announcements.



Bulletin Workflow

Bulletin Creation → Draft → Review → Published → Archived





Business Rules

- Only HR/Admin users can create or publish bulletins
- Published bulletins are visible to all assigned audience groups
- Draft bulletins are not visible to employees
- Archived bulletins are read-only
- Bulletin visibility is controlled by Audience Type

User Impact

- Employees receive timely payroll and HR updates
- HR can broadcast company-wide or targeted announcements
- Reduces dependency on external communication tools (email/WhatsApp)
- Ensures centralized information management

Revision #2

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