

Yuconz Employment Record System by Miles Roman

Background

Yuconz is a consultancy that provides services to small- to medium-sized organisations.

The work it undertakes includes feasibility studies, design and implementation of Information Technology and Business Intelligence projects, and management consultancy.

Internal organization

Yuconz has four directors, each with the responsibility for running one of the following sections in the consultancy:

- Administration;
- Sales and Marketing;
- Services Delivery (IT, BI and Management Consultancy);
- Human Resources.

Within each section there are managers and operational staff. Managers report to their directors and operational staff report to their managers.

Employment life-cycle

Having been interviewed, offered a job and accepted it, all employees of Yuconz, with the exception of the directors, are required to have annual performance reviews. The outcome of a review must be one of the following:

- Remain in current post on current salary.
- Remain in current post with a salary increase.
- Be promoted to a senior role.
- Be placed on probation.
- Be dismissed.

The Human Resources section maintains documents for each employee that record their personal and employment details. These documents can be created, read and modified but never deleted. All historical documents are retained.

The following types of document are maintained:

- **Personal details:** e.g., name, date of birth, address, next of kin.
- **Initial employment details:** e.g., CV, an account of their job interview, interviewers, section, initial role, initial salary, start date.
- **Annual review:** details of their annual review (see below).
- **Salary increase record:** e.g., new salary, start date.

- **Promotion record:** e.g., new role, new salary, start date.
- **Probation record:** e.g., reasons for probation, start date, review date, end date.
- **Termination record:** e.g., reason for termination (resignation, dismissal) end date.

The Human Resources section places restrictions on access to these documents, which are as follows:

- **Personal details** can be read only by the staff member they pertain to and by the Human Resources section. Only the Human Resources section can create and modify these documents.
- **Employment details** are created and modified by the Human Resources section. They can be read by the staff member they pertain to, their managers and appointed reviewers.
- **Annual reviews** are created and modified by the people being reviewed and their reviewers. These documents must be dated and signed by the person being reviewed and their reviewers and once signed must not be altered. Human Resources can only read these documents.
- **Salary increase records** are created and modified by the Human Resources section only, based on recommendations made in Annual reviews and must be approved by the Director of the section the employee works in. They can be read by an employee's manager or by another manager if they have the permission of the Human Resources section.
- **Promotion records** are created and modified by the Human Resources section only, based on recommendations made in Annual reviews. They can be read by an employee's manager or by another manager if they have the permission of the Human Resources section.
- **Probation records** are created and modified by the Human Resources section only, based on recommendations made in Annual reviews and must be approved by the Director of the section the employee works in. They can be read by an employee's manager or by another manager if they have the permission of the Human Resources section.
- **Termination records** are created and modified by the Human Resources section only, based on recommendations made in Annual reviews and must be approved by the Director of Human Resources. They can be read by an employee's manager or by another manager if they have the permission of the Human Resources section.
- The Directors have read access to **all documents** in the system.

Annual review.

Each member of staff has their annual performance reviewed by their manager (or director) and a second manager (or director) who is at the same level as their own manager (or director). The Human Resources section is responsible for assigning the second manager/director for each performance review.

The outcome of a performance review always results in a new Annual review record being created. It may also result in the creation of either a Promotion record, a Probation record or a Termination record.

The Annual review record contains the following information:

- A review of the previous year's achievements and outcomes.
- A review of the previous year's training and mentoring and their outcomes.
- Future objectives and plans: a preview of planned future performance: achievements/outcomes.
- Training, mentoring, etc., required to enhance performance and to realize development potential.
- Reviewer summary.
- Employee comments.

An historic record of Annual review records is maintained as each previous year's record provides input into the next review.

Historic records of Promotion and Probation records are maintained so that an employee's career progress can be tracked.

Management of personal records

Staff employment documents have been maintained on paper, stored in filing cabinets, ever since Yuconz was formed. As the business has grown and the number of staff has increased the management of the employment documents has become cumbersome and difficult.

Our requirement

The Human Resources section would like the administration of the employment documents to be managed using an IT system.

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