K&O Personnel Management System

**K&O**

**Personnel Management Systems**

**User Manual**

Logo

Description automatically generated

**Data Dictionary**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DATA LIBRARY (Database) | | | | | | | |
| Data Item | Data type | Data Format | Number of Bytes for Storage | Size for Display | Description | Example | Validation |
| ID (PK) | INTEGER |  | 10 | 10 | Unique Identifier for employee |  |  |
| adminID | VARCHAR |  | 12 | 12 | Unique Identifier for Admin Employee | 123456789012 |  |
| userID | VARCHAR |  | 12 | 12 | Unique Identifier for User Employee | 123456789012 |  |
| firstName | VARCHAR |  | 25 | 25 | First Name of Employee | Tom |  |
| lastName | VARCHAR |  | 25 | 25 | First Name of Employee | Jones |  |
| address | VARCHAR |  | 100 | 100 | Employees Home Address | 123 Program Lane |  |
| city | VARCHAR |  | 30 | 30 | Employees City | Fayetteville |  |
| State | VARCHAR |  | 30 | 30 | Employees State | NC |  |
| zipcode | VARCHAR |  | 20 | 20 | Employees Zipcode | 28310 |  |
| phoneNumber | VARCHAR |  | 20 | 20 | Employees Phone Number | 910.234.1234 |  |
| email | VARCHAR |  | 40 | 40 | Employees Email | tomjones@java.com |  |
| pinNum | VARCHAR |  | 130 | 130 | Employees Pin Number | 1234 |  |
| pinCode | VARCHAR |  | 130 | 130 | Employees Pin Number | 1234 |  |
| Identifier | VARCHAR |  | 10 | 10 | Employee Identifier | Admin/User |  |
| Wrong | INTEGER |  | 10 | 10 | Login Tracker |  | Lock Account |
| auth | VARCHAR |  | 10 | 10 | Authorization |  | Reset Account |
| timeIn | TIME |  | 8 | 8 | Employee Time In | 08:00 |  |
| timeOut | TIME |  | 8 | 8 | Employee Time Out | 12:00 |  |
| totalTime | TIME |  | 8 | 8 | Employee Total Time Worked | 04:00 |  |
| Status | VARCHAR |  | 3 | 3 | Employee In/Out Status | In/Out |  |
| Task | VARCHAR |  | 200 | 200 | Admin Task Note | -Company Meeting at 12:00 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Data Glossary**

**address:** Location of where someone lives or an organization is situated.

**adminID:** A unique identification number give to all administrators who register within an

organization.

**auth:** Used when the user request to reset his/her pin number in the event the forgot it or locked themselves out from the system. An authorization link/pin will be sent to their email to begin the reset process.

**city:** A town of significant size or an urban are with self-government.

**email:** Identifier for an email account in which electronic messages are sent.

**firstName:** Personal name given to someone at birth. Name must be accurate in accordance with the employee’s birth certificate.

**ID:** Unique number given to each member of the organization.

**identifier:** Identifiers are user to determine which employees are admin and regular users.

**lastName:** A surname passed down from a person’s family.

**phoneNumber:** Unique number specific to the employee. Must be an accurate and legitimate number.

**pinCode:** Unique number created by the user for login purposes. All pin numbers are encrypted with Sha-2 512bit, 128-character encryption.

**pinNum:** Unique number created by the user for login purposes. All pin numbers are encrypted with Sha-2 512bit, 128-character encryption.

**state:** Location of employees address (Ex: NY,NC,OH).

**status:** Tracks the current work status of all employees within the organization by displaying either “in” or Out”.

**task:** Tracks the inputted tasks by the administrator user.

**timeIn:** Tracks the time in which the user first clocks into the system.

**timeOut:** Tracks the time in which the user clocks out of the system.

**totalTime:** Tracks total time worked for all users within the organization.

**userID:** A unique identification number give to all users who register within an

organization.

**wrong:** Tracks the number of incorrectly entered pinNum/pinCodes for each individual employee.

**zipcode:** A unique 5 or 9 digit number used by the U.S postal service to deliver mail to addresses listed within that area location.