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 | Description |  |  |
| 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 |  |
| 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 |  |
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