

EPIC: EMPLOYEE

STORY: As a user I want to be able to add/edit/delete an employee

DESCRIPTION:

To add an employee to the system, go to PIM>>Add Employee and the screen as shown in Figure 1 will appear.

**Add Employee**

Full Name:

Employee Id:

Photograph:    
Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

Create Login Details: ☒

User Name \*:

Password \*:

Confirm Password \*:

Status \*:

\* Required field

**Figure 1: Add Employee**

Enter the relevant fields:

\*First Name - mandatory - input that accepts 55 characters length maximum (any characters from numerical, alphabetical, special, etc.)

\*Middle Name - optional - input that accepts 55 characters length maximum (any characters from numerical, alphabetical, special, etc.)

\*Last Name - mandatory - input that accepts 55 characters length maximum (any characters from numerical, alphabetical, special, etc.)

\*Employee Id - is generated automatically, but can be changed if required.

You may also add a picture of the employee. To add a picture, click on “Choose File” and select the picture from the relevant path and click “Open”.

You may also create a user login for the employee through this screen:

- \*User Name: mandatory

- \*Password: mandatory – for a strong password, please use a hard to guess combination of text with upper and lower case characters, symbols and numbers.

- \*Confirm Password: mandatory

- \*Status: mandatory dropdown with the following 2 options: Enabled and Disabled.

- \*Note: Please note that the maximum file size of the picture cannot exceed 1 megabyte.

Click “Save” once completed.

Once you have added and saved the employee name with his/her picture and the user logins, the screen as shown in Figure 2 will appear. You can also edit the personal details listed below by clicking “Edit” on the bottom of the screen. Clicks “save” once the fields are added.

You can edit the following:

- \* Code – employee Id/No

- \* Last Name - mandatory - input that accepts 55 characters length maximum (any characters from numerical, alphabetical, special, etc.)

- \* First Name - mandatory - input that accepts 55 characters length maximum (any characters from numerical, alphabetical, special, etc.)

- \* Middle Name - optional - input that accepts 55 characters length maximum (any characters from numerical, alphabetical, special, etc.)

- \* Nick Name

- \* Nationality - select from a list of pre-defined nationalities

- \* Date of Birth - optional - datepicker in the format yyyy-mm-dd

- \* Other Id

- \* Marital Status - optional dropdown with the following 3 options: Single, Married and Other.



- \* Smoker - if the employee is a smoker click on the box

- \* Gender - click on the relevant gender

- \* Driver’s License Number

\* License Expiry Date - optional - datepicker in the format yyyy-mm-dd

\* Military Service

James Olsen	Personal Details				
	Full Name		* First Name	Middle Name	* Last Name
	<input type="text" value="James"/>		<input type="text"/>	<input type="text" value="Olsen"/>	
	Employee Id		<input type="text" value="0003"/>	Other Id	
	<input type="text"/>		<input type="text"/>		
	Driver's License Number		License Expiry Date		<input type="text" value="yyyy-mm-dd"/>
	<input type="text"/>		<input type="text"/>		
	Gender		<input checked="" type="radio"/> Male <input type="radio"/> Female		Marital Status
	<input type="text"/>		<input type="text"/>		<input type="text" value="Single"/>
	Nationality		<input type="text" value="American"/>		Date of Birth
	<input type="text"/>		<input type="text"/>		<input type="text" value="1994-04-13"/>
Nick Name		<input type="text" value="Jimmy"/>		Smoker	
<input type="text"/>		<input type="text"/>		<input type="checkbox"/>	
Military Service		<input type="text" value="None"/>			
<input type="text"/>		<input type="text"/>			
* Required field					
<input type="button" value="Save"/>					
Attachments					
<input type="button" value="Add"/>					

**Figure 2: Personal Details**

Click "Save" once completed.

To delete an employee, lists all the employees entered and imported into the PIM. To view the employee list, go to PIM>>Employee List and the screen as shown Figure 3 would appear. Click on the check box next to particular entry you wish to delete and click "Delete". It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking "Delete".

<div>Add</div> <div>Delete</div>								
<input type="checkbox"/>	<u>Id</u>	<u>First (&amp; Middle) Name</u>	<u>Last Name</u>	<u>Job Title</u>	<u>Employment Status</u>	<u>Sub Unit</u>	<u>Location</u>	<u>Supervisor</u>
<input type="checkbox"/>	<u>0004</u>	<u>Mark</u>	<u>Boucher</u>	Finance Manager	Full-Time Permanent	Finance Division	HQ	
<input type="checkbox"/>	<u>0011</u>	<u>Jennifer</u>	<u>Brown</u>	Audit Trainee	Full time Contract	Finance Division	HQ	Mark Boucher
<input type="checkbox"/>		<u>Anne</u>	<u>Clinton</u>	Controller				
<input type="checkbox"/>	<u>0002</u>	<u>Russel</u>	<u>Hamilton</u>	HR Admin	Full-Time Permanent	HR	HQ	Kevin Mathews, Nick Silverstone
<input type="checkbox"/>	<u>0001</u>	<u>Kevin</u>	<u>Mathews</u>	IT Manager	Part-Time Contract	IT Division	HQ	

**Figure 3: Employee List**