**Synthesis Human Resources section**

**Employees**

* Add/Edit/Duplicate/View/Print/Delete Employee file (based on different roles)
  + Personal Info
    - Last Name (required)
    - Add. Last Name
    - First Name (required)
    - Second Name
    - Birthday (required)
    - Social Security Number (required)
    - Gender (required) *Male, Female*
    - Marital Status *Single, Married, Divorced, Widowed*
    - Photo
    - Employee Documents (Attachments)
    - Notes
  + Contact Info
    - Email
    - Home Phone
    - Mobile Phone
    - Street
    - Apt/Suite/Building
    - City
    - State
    - ZIP code
  + Employment Info
    - Employee ID (required)
    - Hire Date (required)
    - Termination Date
    - Store (required-connected with the Stores database table)
    - Department (required-create new Departments database table)
    - Employment Type (required) *Full time, Part time, Temporary, On-call*
    - Status (required) *Active, Terminated, Deceased, Resigned*
  + Pay Rate Info (Add New, Delete functions)
    - Payrate Date
    - Pay type *Hourly rate or Salary Rate*
    - Hourly rate or Salary Rate (based on the above selection)
    - Note
  + Sick time Info (Add New, Delete functions)
    - Sick time Date
    - Days
    - Hours
    - Note
    - Calculation of remaining sick time based on Settings.
  + Vacation time Info (Add New, Delete functions)
    - Vacation time Date
    - Weeks
    - Days
    - Hours
    - Note
    - Calculation of remaining vacation time based on Settings.
  + Insurance History (Add New, Delete functions)
    - Date
    - Insurance code *Insurance or Waiver*
    - Waiver Reason (in case Waiver is selected above) *Spouse’s coverage, Parents’ coverage, Medicare, Medicaid, Veteran’s Administration, Other coverage, Refused coverage*
    - Attachment (in case Waiver is selected above)
    - Note
* Search Employee by Name or Social Security Number
* No duplicates allowed (specific rules – I will explain)
* Log with any change in Employee’s Personal Info, Contact Info, Employment Info.
* System Administrator’s Setting to notify Back Office Manager to complete Employee Insurance History after 3 months from Hire Date.
* Reports with different kinds of filters. Print, Export to PDF and Excel.

**Schedule**

* Create Settings for each Store (Payroll week start day, location open time, location close time, meal break duration)
* Create/Edit Template Schedule for each Department/Store. This will be the schedule that the plan for the next week will start with.
* View/Edit/Print weekly schedule per Department. Assign available employees.
* Prevent modification 72 hours before the schedule starts.
* Store Manager’s approval of actual schedule.

**Mobile App**

* Employee clock in/clock out with the use of a personal code + face recognition or any other better idea you may have.
* Personal Employee weekly schedule approval with digital signature.
* Autogenerated forms with employee’s data (disciplinary action, status change, warning notice, sexual harassment complaint, shift change request, suspension, termination, vacation request, work schedule change) and digital signature.