Employee Contracts Database App

# OVERVIEW:

Pierce College had a desire to make employee contract letters available electronically, leveraging existing processes to the greatest extent possible. IT Web Services built a mechanism by which contract letters can be saved to a SQL Server database, and the saved data presented to the appropriate employee online through a password-protected web interface.

Code and documentation for our solution are enclosed here. You are welcome to adapt and modify these projects to suit your environment, or use them as a starting point for building your own solutions.

# ASSUMPTIONS:

1. An HP-UX job is producing employee contract documents, e.g. [PG608R](https://jobdoc.sbctc.edu/PG608R.HTM). Enclosed doc **PG608R-PARMS.txt** demonstrates how the job group parameters are configured in Pierce’s environment. Some job parameters alter the content or structure of the contract document, and may impact how the ByRequest template functions.
2. ByRequest software is extracting reports from your HP-UX environment and saving them to a network drive location in text format with .txt file extension. Enclosed docs **autoempcon.tpl** and **empcon.dis** demonstrate the ByRequest template used to format and save the extracted reports. Note that the distribution file defines output locations; this will need to be customized for your environment. If you need additional assistance with ByRequest setup, please contact us at [mailto:wrk-Web-Services@pierce.ctc.edu?subject=ByRequest setup for Employee Contracts](mailto:wrk-Web-Services@pierce.ctc.edu?subject=ByRequest%20setup%20for%20Employee%20Contracts)
3. You have a version of the Operational Data Store available on SQL Server, containing data extracted from the Eloquence Data Staging Area (DSA-E).

# COMPONENTS:

Employee Contracts Database (“EmpCon”).

Creation script is in enclosed file **create-db-and-objects.sql**.

Script produced with SQL Server Management Studio 2016.

Database and objects should be compatible with any current-gen version of SQL Server Enterprise. **Note:** the database utilizes views based on ODS2 tables Employee, PIN, and YearQuarter.

## EmpConReader2017 (Visual Studio solution EmpConReader2017).

Produced in Visual Studio 2013 with C# .NET runtime v4.

This solution produces a simple console app, EmpConReader2017.exe, that checks the specified network drive location for employee contract docs in .txt format, parses them, and saves the data to the EmpCon database. The app extracts employee SID, year-quarter, appointment number, and letter text based on substring location. If your contract output differs from Pierce’s, you will need to adjust the substring locations and/or job group parameters accordingly in order to parse these values correctly.

Also note that the exe looks for a particular string in order to determine when it has reached the end of a letter; you will want to match the final string defined in parameter CON-END-MSG[n] for job group PG608R (see above).

Finally, parsed documents more than 30 days old will be moved into an Archive subdirectory.

**You should automate the EmpConReader2017.exe as a scheduled job**, using either SQL Server Agent or Scheduled Tasks. When deciding how frequently to schedule the job, take into consideration how frequently the PG608R job group runs, and whether / how often contracts are produced in an ad-hoc manner. **Note: *the user under whose context the job runs must have read access to the network directory where your employee contract letters are saved.***

EmployeeContract (part of Visual Studio solution EmployeeContract\_WhiteLabel).

Web Forms application produced in Visual Studio 2010 with C# .NET runtime v4.

This is the front-end web app that employees use to view their contract letters. The web application uses Forms authentication; users authenticate with their employee SID and employee PIN, which are verified on the database side.

EmpConAdmin (part of Visual Studio solution EmployeeContract\_WhiteLabel).

Web Forms application produced in Visual Studio 2010 with C# .NET runtime v4.

This is an administrator intended for use by your employee benefits specialist. The web application uses Windows authentication. Specific users or user groups that should have access are defined in web.config. The administrator is a simple web front-end that allows privileged users to search the database for contract letters by employee or by year-quarter.