Employee – Represents the employee at the company

* PK Employee\_ID (required) – sequentially assigned number to ensure employees have unique identifiers - int(8) – Ex. 01987451
* FK DepartmentId (required) – Foreign Key to tie to the employee’s department. Compresses size of database so that repeating names (“Electrical Design”) do not take up more space. – int(4) – Ex. 0002
* FK JobId (required) – Ties to a separate entity describing the employee’s title. Compresses size of database so that repeating names (“Associate Director”) do not take up more space. – int(4) – Ex. 0001
* First\_Name (required) – Employee’s First name – varchar(32) – Ex. Alexander
* Last\_Name (required) – Employee’s last name – varchar(32) – Ex. Hamilton
* Email (optional) - company assigned email address of the employee – varchar(32) – Ex. Alexander.Hamilton@pwc.com
* Phone\_Number (optional) – Employee’s 3-digit area code and 7-digit home phone number without dashes – int(10) – Ex. 2125552535
* Hire\_Date (required) – Date employee was hired – date – Ex. 2/23/2018
* Salary (required) - Annual pay of the employee - int - Ex. 100,000
* RoleId (required) - One of three values to display whether the employee is a Human Resources Manager, Functional Manager, or not a manager. - Pickval - {HR\_Manager, Functional\_Manager, Not\_Manager}

Paychecks - Checks issued to employees including last paycheck and severance/benefits paychecks

* PaycheckId (required) - sequentially assigned number to ensure each check is uniquely identifiable - int(16) - Ex. 0123456789012345
* FK PaidTo (required) - EmployeeId of the recipient of the pay - int(8) - Ex. 01987451
* Date - The day the check was cut/issued - date - Ex. 2/23/2023
* Amount (required) - Dollars and cents given to the employee via the check - real(5,2) - Ex. $3255.84
* Memo/Purpose (required) - A selectable field with limited options for categorizing/reporting checks - pickval - {salary, severance, final paycheck, benefit}

Department – Group of employees within the company that perform a similar function

* PK DeptId (required) – sequentially assigned number to ensure departments have unique identifiers – int(4) – Ex. 0002
* Name (required, unique) – Common formal name given to the group of employees – varchar(32) – Ex. Electrical Design
* FK HR\_Manager (required) - The HR representative assigned to manage employment related to that department – int(8) – Ex. 01987459
* FK Functional\_Manager (required) - The Employee\_ID of the individual designated as the functional manager of work within the department. – int(8) – Ex. 01987452

Job\_Title – Represents different jobs around the company

* PK JobId (required) – sequentially assigned number to ensure roles have unique identifiers – int(4) – Ex. 0001
* Title (required) – What you call someone performing this role – varchar(32) – Ex. Associate director
* JobDescription (required) - Basic description of job functions and responsibilities - varchar(255)
* MinSalary (required) - Minimum annual salary for this role - int - Ex. 60,000
* MaxSalary (required) - Maximum annual salary for this role - int - Ex. 150,000

New Hire Posting - Listing for a new employment opportunity to fill a gap in the organization.

* PK PostingId (required) - sequentially assigned number to ensure each posting record is retained and unique – int(8) – Ex. 01987452
* FK HR\_Endorser (required) - EmployeeId of the HR manager who endorsed the posting. The field is optional while the posting is being approved. Endorsement is required prior to physical posting. – int(8) – Ex. 01987459
* FK Department\_Endorser (required) - EmployeeId of the Functional manager who endorsed the posting. The field is optional while the posting is being approved. Endorsement is required prior to physical posting. – int(8) – Ex. 01987452
* FK JobId (required) - JobId number associated with the posting. - int(4) - Ex. 0001
* FK DeptId (required) - department for which the posting is devoted – int(4) – Ex. 0002
* PostingDate (required) - filled when posted, the date that the opportunity is endorsed and posted - date - Ex. 2/23/2023
* PostingDescription (required) - Extra description for specific job responsibilities and requirements/recommendations to help applicants and HR - varchar(255)

Withdrawal\_Paperwork -

* PK ResignationId (required) – sequentially assigned number to ensure all resignations records are easily associated with clearances from each department – int(12) – ex. 012345678901
* FK EmployeeId (required) – EmployeeId of the individual resigning to ensure (with resignation date) all resignations are unique – Int(8) – Ex. 01987451
* FK ManagerSignoff (required) - EmployeeId of the Functional Manager upon signing off on the resignation. – Int(8) – Ex. 01987452
* FK HRSignoff (required) - EmployeeId of the HR Manager upon signing off on the resignation. – Int(8) – Ex. 01987459
* NoticeDate (required) – This is the day the employee submitted their resignation to ensure (with employeeId) that all resignations are unique. – date – Ex. 2/23/2023
* LastWorkingDay (required) - This is the day the employee intends to be the last working day - date - Ex. 3/10/2023
* Reason (required) – more detailed description from employee why they are leaving the company – varchar (255) – Ex. “UPS made an offer with better pay and benefits.”, “More pay/Better benefits, Better location, Employee relocating, Less travel”, “Career change, Better company, Better working conditions”, etc.

Company Asset Ownership/Access-

* PK FK AssetId (required) – Identifier of a specific piece of equipment - int(12) - Ex. 223322334455
* PK FK EmployeeId (required) – This is the employeeId of the person it was issued to – Int(8) – Ex. 01987451
* OwnershipStartDate (required) – This is the date the equipment was issued to the employee – Date – Ex. 2/23/2018
* OwnershipEndDate (optional) - This is the date the equipment was returned to the company – Date – Ex. 2/23/2023

Company Asset/Clearance

* PK AssetId (required) - sequentially assigned number to ensure all assets and clearances are tagged/tracked - int(12) - Ex. 223322334455
* FK DeptId (required) - This is the department responsible for granting/giving and revoking/reclaiming access/asset – int(4) – Ex. 0002
* AssetType (required) - Type of equipment associated with this AssetId - pickval with options: {Physical Asset, Clearance, or IT Access}

Company Asset/Clearance Subtypes:

Physical Asset

* PurchaseDate (required) - Useful for determining age/value of the asset, and/or need to replace - date - Ex. 2/23/2018
* Condition (required) - What physical/functional condition is the asset in? Useful for determining the need to replace - pickval - Ex. unit pristine/new, standard wear/tear, degraded, or broken
* ConditionCheckDate (required) - When was the condition last checked and updated - date - ex. 2/23/2018
* OwnershipStatus (required) - Is the asset company owned or rented - pickval - Ex. owned or rented.

Clearance

* ClearanceType (required) - Some revoked clearances are simple manager notifications and sign-offs. Other revoked clearances may involve more handling than a simple turn in. If they involve some extra steps such as reprogramming locks, changing group passwords or placing an inspection stamp number on hold for 3 months, this field would be used for categorizing these- pickval - Ex. manager notice, Digital lock combination, group area password, inspection stamp.

IT Access

* AccessType (required) - 1-2 word name for the type of digital location – varchar(16) – Ex. Sharedrive, Software, Website, E-mail, or Database
* Location (required) – if the location is a network location, this would be the //server/folder address. If the location is a database, this is the connection string. If the location is an intranet/internet website, this is the URL. – varchar(255) – Ex. //huskyGo/DataManagement/, https://autotime.company.com/, etc.