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PROg6212

POE – PART 3

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# Contract Monthly Claim System: Part 3 Summary Document

## Project Overview

The purpose of the Contract Monthly Claim System is to make it easier for professors who work under contract to submit, verify and approve claims. The project's objectives are to guarantee accuracy in claim processing, decrease manual procedures, and cut down on paperwork. Enhancing the system's functionalities, especially through automation and better user interfaces for the various user roles (Lecturer, Coordinator, Academic Manager and HR), was the main goal of Part 3 of the project.

# Enhancements Implemented in Part 3

## Lecturer View

### Automated Claim Submission:

Added a claim auto-calculation function that uses the lecturer's inputted hourly rate and the number of hours performed to determine the total payment. Errors in manual calculations are reduced thanks to this function.

To guarantee accurate data entry, validation tests have been included, especially for numeric variables like hours worked and hourly rate.

### Real-Time Status Update:

The current status of claims (Pending, Approved, Rejected) upon submission and coordinator verification is now reflected in the lecturer's view. This change increases openness and enables instructors to monitor the status of their assertions.

### File Upload Validation:

Enhanced the file upload function to impose limitations on file types (PDF, Word, Excel) and sizes (5 MB maximum). This guarantees adherence to the organization's document submission guidelines.

## Coordinator and Academic Manager Views

### Automated Claim Verification and Approval Workflow:

Implemented an automated verification procedure that compares submitted claims to predetermined standards, including the highest number of hour’s permitted and hourly rates. Before claims are approved, this technology helps academic supervisors and coordinators make sure they adhere to organizational requirements.

### Efficient Approval Interface:

Coordinators now have fast access to pertinent claim facts (hours worked, hourly rate, total amount, remarks and uploaded documents) and may monitor and manage pending claims in an orderly list format.

The "Approve" and "Reject" buttons have been implemented, enabling coordinators to act on any claim right away. Lecturers are immediately informed of any changes, and the status is updated in real time.

## HR View and Reporting

### Automated Report Generation:

Added a direct reporting function to the application, which improved the HR interface. Instead of opening external files, HR professionals can now view a consolidated list of all accepted claims in a report format.

The report provides a consolidated summary for effective payment processing by showing the overall claim amounts for each lecturer.

### Data Management Tools:

Provided opportunities for HR to update lecturer data, including contact and personal information. This improvement makes it easier to manage lecturers and guarantees that the HR division obtains current, correct data.

# Technology and Tools Used

Front End: To preserve its interactivity and offer a strong user experience, the program stays a WPF application.

Back End: To properly manage and store claim data, SQL Server has been utilized as the database.

Entity Framework: By using an integrated entity framework to manage data activities, database transactions have become more efficient and claim submission mistakes have decreased.

File Upload and Validation: To guarantee document compliance, the system imposes limitations on file size and type.

# Benefits of the New Enhancements

Efficiency and Accuracy: By minimizing errors through automated calculation and validation tests, instructors can quickly obtain correct claim computations.

Simplified Approval Process: Managers and coordinators can spend more time confirming only qualified claims thanks to automated verification and approval procedures.

Increased Transparency: By providing lecturers with up-to-date information on the status of their claims, real-time claim status updates foster transparency and eliminate the need for follow-up questions.

HR Centralized Reporting: HR may quickly access summary data through direct report generation within the program, which increases the effectiveness of payment processing.

# Future Scope and Recommendations

Automated Notifications: Use in-app or email notifications to notify instructors when the status of a claim changes.

Role-Based Access Control: By limiting access according to user roles, role-based access can improve data security.

Adaptable HR Reporting: Give HR the ability to filter and arrange reports according to several criteria, including department, date range and total claim amount.

# Version Control

<https://github.com/Rique14/POE_MonthlyContractClaimSystem>

# Conclusion

The Contract Monthly Claim System project's Part 3 improvements have significantly increased the system's accuracy, efficiency and usefulness. The application offers a simplified solution that helps academic managers, coordinators, lecturers and HR personnel by automating crucial procedures and guaranteeing real-time status updates. The claim submission and approval process will now be simpler, quicker and more dependable thanks to these enhancements.

# References

Enrique, 2024. *Part 2 - Monthly Contract Claim System,* s.l.: VIsual Studio 2022.