



[PF-4] Verify Job functionality

Created: 18/Apr/23 1:49 PM - Updated: 22/Jun/23 2:03 PM - Resolved: 22/Jun/23 2:03 PM

Status:	Done
Project:	Project final
Component/s:	None
Fix Version/s:	1.0

Type:	Story	Priority:	Medium
Reporter:	Sabina Gabor	Assignee:	Unassigned
Resolution:	Done	Votes:	0
Labels:	None		
Original Estimate:	Not Specified		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		

Description

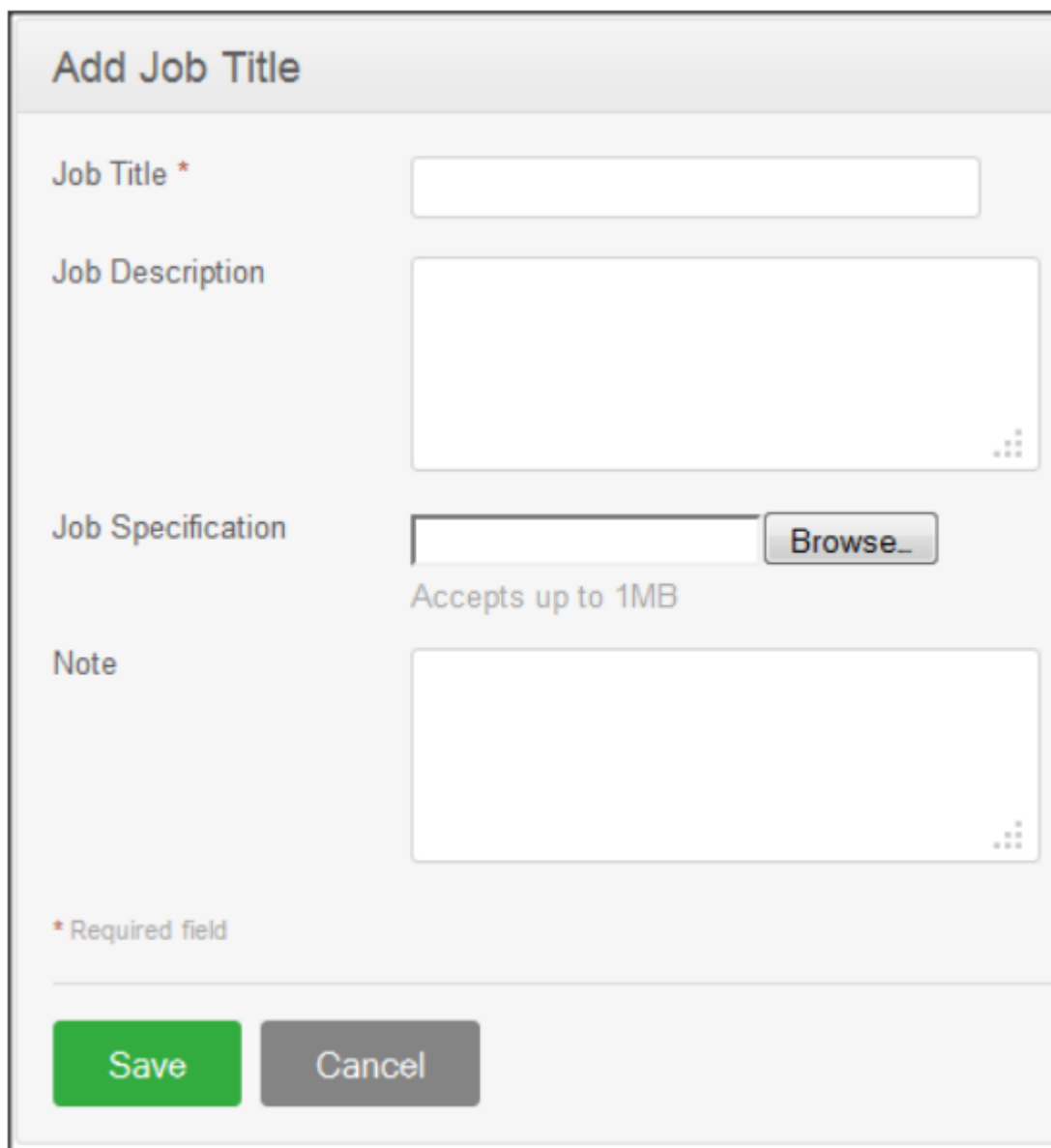
All job related information can be defined in this feature. The sub menu consists of the following items:

- Job Titles
- Pay Grades
- Employment Status
- Job Categories
- Work Shifts

Job Titles

The job titles specific to the company can be defined in this option. To add an entry, go to Admin>> Job>> Job Titles and click "Add". A screen as shown in Figure 1.4 would appear.

Click "Save" once the fields are added.



Add Job Title

Job Title *

Job Description

Job Specification

Accepts up to 1MB

Note

* Required field

Figure 1.4: Add Job Title

A list of job title(s) will appear as shown in Figure 1.5. You may also enter multiple job titles. You may view Job Title details by clicking on the name of the "Job Title".

Job Titles	
<div> <div>Add</div> <div>Delete</div> </div>	
<input type="checkbox"/> Job Title	Job Description
<input type="checkbox"/> Accountant	
<input type="checkbox"/> Audit Trainee	
<input type="checkbox"/> Chief Executive Office	Chief Operating Office. The leader and head of the organization
<input type="checkbox"/> Controller	
<input type="checkbox"/> Finance Manager	Company budgets and expenditures

Figure 1.5: Job Title List

To delete a Job Title click on the check box next to the Job Title name. 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".

Pay Grade

The HR Admin can define the pay grade by setting a minimum salary, maximum salary, step increase, and the currency to be paid in. To add an entry, go to Admin>>Job>> Pay Grades and click "Add" and a screen as shown in Figure 1.6 would appear.

Click "Save" once the field is added.

Add Pay Grade

Name *

* Required field

Save

Cancel

Figure 1.6: Add Pay Grade

Once you click "Save" the screen in Figure 1.7 would appear and you can now define the currency and the minimum/maximum salary for each pay grade created. You can define the pay grade by clicking "Add" under "Assigned Currencies" and then providing the pay details under "Add Currency". Click "Save" to save the currency for the Pay Grade.

Edit Pay Grade

Name *

Level 3

* Required field

Edit

Cancel

Add Currency

Currency *

USD - United States Dollar

Minimum Salary

40000

Maximum Salary

50000

* Required field

Save

Cancel

Figure 1.7: Assign Pay Grade

You can assign multiple currencies here and each currency defined will be listed as shown in Figure 1.8.

Edit Pay Grade

Name *

Level 1

* Required field

Edit

Cancel

Assigned Currencies

Add

Delete

<input type="checkbox"/>	Currency	Minimum Salary	Maximum Salary
<input type="checkbox"/>	United States Dollar	40,000.00	50,000.00
<input type="checkbox"/>	Utd. Arab Emir. Dirham	100,000.00	110,000.00

Figure 1.8: Pay Grade- Currency List

You can edit details of a particular currency by clicking on the “Currency” name.

All pay grades added will be listed as shown in figure in 1.9. To view Pay Grade details click on “Pay Grade name.”

Pay Grades

Add

Delete

<input type="checkbox"/>	Pay Grade	Currency
<input type="checkbox"/>	Level 1	United States Dollar,Utd. Arab Emir. Dirham
<input type="checkbox"/>	Level 2	United States Dollar

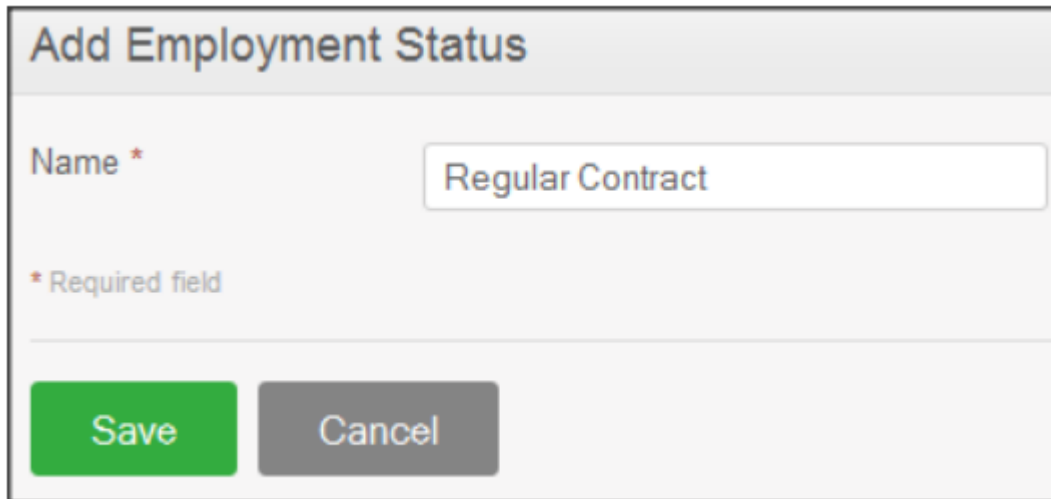
Figure 1.9: Pay Grades List

To delete a Pay Grade click on the check box next to the “Pay Grade” name. 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”.

Employment Status

Employment Status allows you to define the status of employment employees are hired for or if they are terminated. To add an entry, go to Admin>> Job>> Employment Status and click “Add” and a screen as shown in Figure 2.0 would appear.

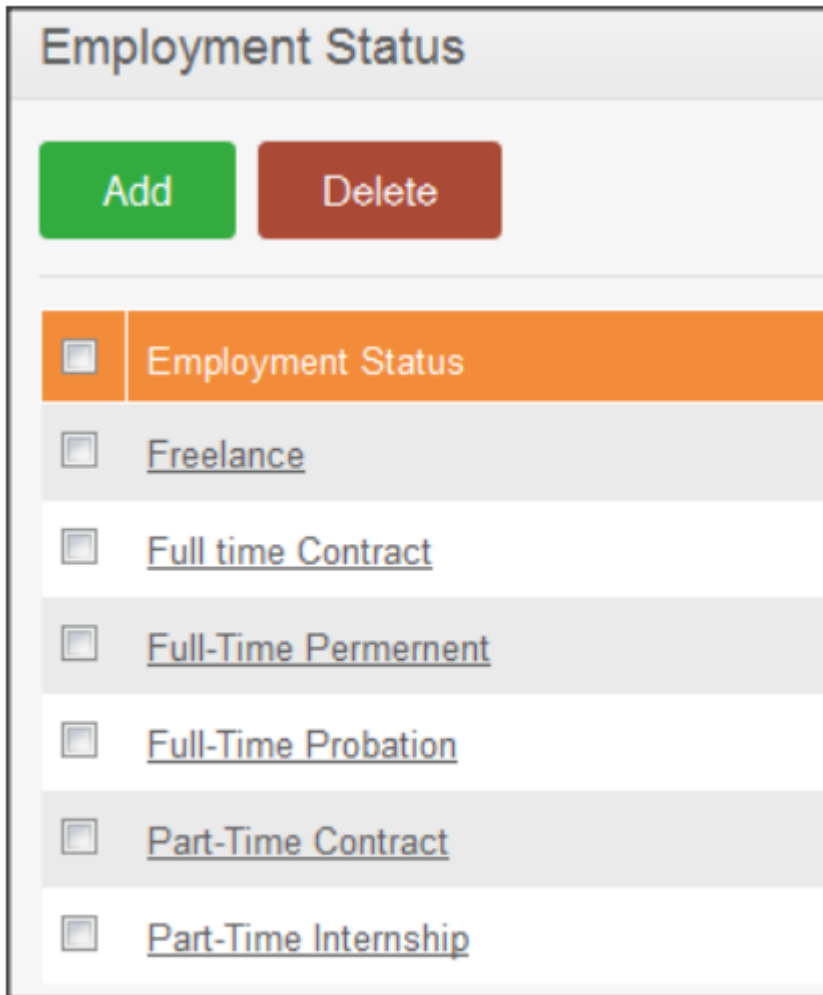
Click “Save” once the field is added.



The image shows a web form titled "Add Employment Status". It has a light gray header bar with the title. Below the header, there is a label "Name *" in a dark gray font. To the right of the label is a text input field containing the text "Regular Contract". Below the input field, there is a small red asterisk followed by the text "Required field". At the bottom of the form, there are two buttons: a green "Save" button and a gray "Cancel" button.

Figure 2.0: Add Employment Status

A list of Employment Status as shown in Figure 2.1 would appear once an Employment Status is added. To edit an employment status, click on the "Employment Status" name.



Employment Status	
<input type="checkbox"/>	Employment Status
<input type="checkbox"/>	Freelance
<input type="checkbox"/>	Full time Contract
<input type="checkbox"/>	Full-Time Permerment
<input type="checkbox"/>	Full-Time Probation
<input type="checkbox"/>	Part-Time Contract
<input type="checkbox"/>	Part-Time Internship

Figure 2.1: Employment Status List

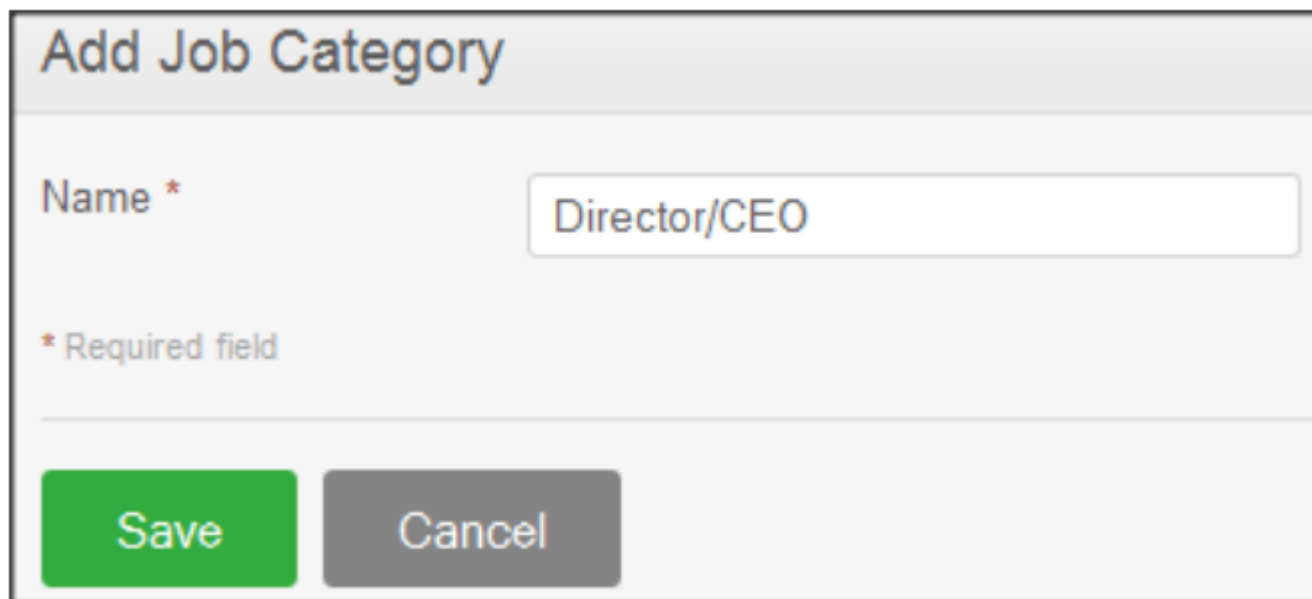
To delete an Employment Status click on the check box next to the “Employment Status” name. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

Job Categories

This feature allows the HR Admin to create job categories specific to the company to aggregate job classifications.

To add an entry, go to Admin>> Job>> Job Categories and click on “Add” and a screen as shown in Figure 2.2 would appear.

Click “Save” once the field is added.



Add Job Category

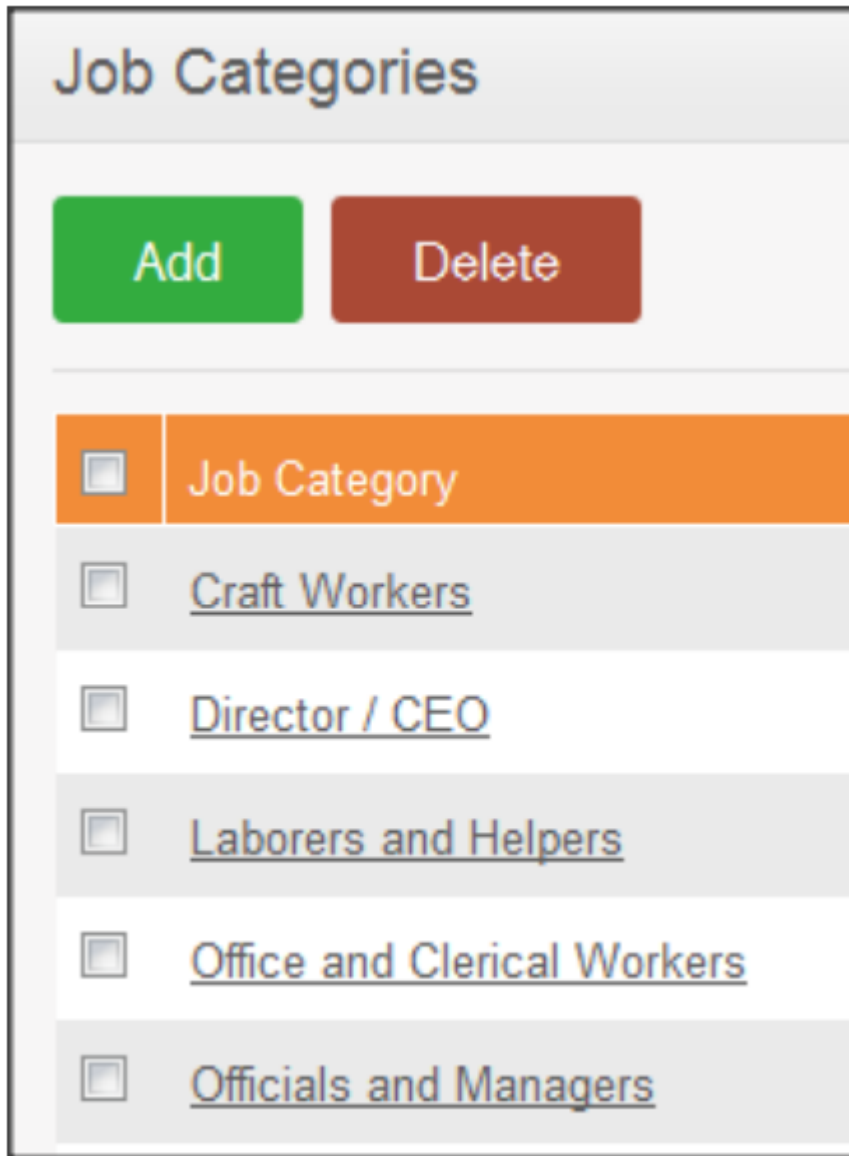
Name *

* Required field

Save **Cancel**

Figure 2.2: Add Job Category

A list of Job Category as shown in Figure 2.3 would appear once a “Job Category” is added. To view Job Category details, click on “Job Category” name. You may also add multiple entries of Job Categories.



<input type="checkbox"/>	Job Category
<input type="checkbox"/>	<u>Craft Workers</u>
<input type="checkbox"/>	<u>Director / CEO</u>
<input type="checkbox"/>	<u>Laborers and Helpers</u>
<input type="checkbox"/>	<u>Office and Clerical Workers</u>
<input type="checkbox"/>	<u>Officials and Managers</u>

Figure 2.3: Job Category List

To delete a Job Category click on the check box next to the “Job Category” name. 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”.

Work Shifts

In this feature the HR Admin can define work shifts for an individual or a group of employees. To add an entry, go to Admin>> Job>> Work Shifts and click “Add” and a screen as shown in Figure 2.4 would appear.

Click “Save” once the fields are added.

You may assign employees to the particular shift by selecting the employee's name from the “Available Employees” box and “Add” him/her to the “Assigned Employees” box.

*Note: An Employee list needs to be created first under the PIM Module before assigning employees to a particular work shift.

Add Work Shift

Shift Name *

Day Shift

Hours Per Day *

9

Available Employees

Peter Anderson

Jennifer Brown

Russel Hamilton

Kevin Mathews

Anthony Nolan

Ryan Parker

Harshani Silva

Nick Silverstone

Assigned Employees

Mark Boucher

Add >>

Remove <<

* Required field

Save

Cancel

Figure 2.4: Add Work Shift

A list of work shifts as shown in Figure 2.5 would appear once a “Work Shift” is added. To view Work Shift details, click on “Work Shift” name. You may also add multiple entries of work shifts.

Work Shifts		
<div>AddDelete</div>		
<input type="checkbox"/>	Shift Name	Hours Per Day
<input type="checkbox"/>	Night Shift US	9.00
<input type="checkbox"/>	Day Shift US	9.00

Figure 2.5: Work Shifts List

To delete a work shift click on the check box next to the “Work Shift” name. 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”.

Attachments

Add Job Title

Job Title *

Job Description

Job Specification

Browse...

Accepts up to 1MB

Note

* Required field

Save

Cancel

Figure 1.4: Add Job Title

Fig. 1.4.png (37 kB)

Job Titles	
<div>AddDelete</div>	
<input type="checkbox"/> Job Title	Job Description
<input type="checkbox"/> Accountant	
<input type="checkbox"/> Audit Trainee	
<input type="checkbox"/> Chief Executive Office	Chief Operating Office. The leader and head of the organization
<input type="checkbox"/> Controller	
<input type="checkbox"/> Finance Manager	Company budgets and expenditures

Figure 1.5: Job Title List

Fig. 1.5.png (36 kB)

Add Pay Grade

Name *

* Required field

Save

Cancel

Figure 1.6: Add Pay Grade

Fig. 1.6.png (29 kB)

Edit Pay Grade

Name *

* Required field

Add Currency

Currency *

Minimum Salary

Maximum Salary

* Required field

Figure 1.7: Assign Pay Grade

Fig. 1.7.png (41 kB)

Edit Pay Grade

Name *

* Required field

Assigned Currencies

<input type="checkbox"/>	Currency	Minimum Salary	Maximum Salary
<input type="checkbox"/>	United States Dollar	40,000.00	50,000.00
<input type="checkbox"/>	Utd. Arab Emir. Dirham	100,000.00	110,000.00

Figure 1.8: Pay Grade- Currency List

Fig. 1.8.png (37 kB)

Pay Grades

<input type="checkbox"/>	Pay Grade	Currency
<input type="checkbox"/>	Level 1	United States Dollar,Utd. Arab Emir. Dirham
<input type="checkbox"/>	Level 2	United States Dollar

Figure 1.9: Pay Grades List

Fig. 1.9.png (29 kB)

Add Employment Status

Name *

* Required field

Figure 2.0: Add Employment Status

Fig. 2.0.png (28 kB)

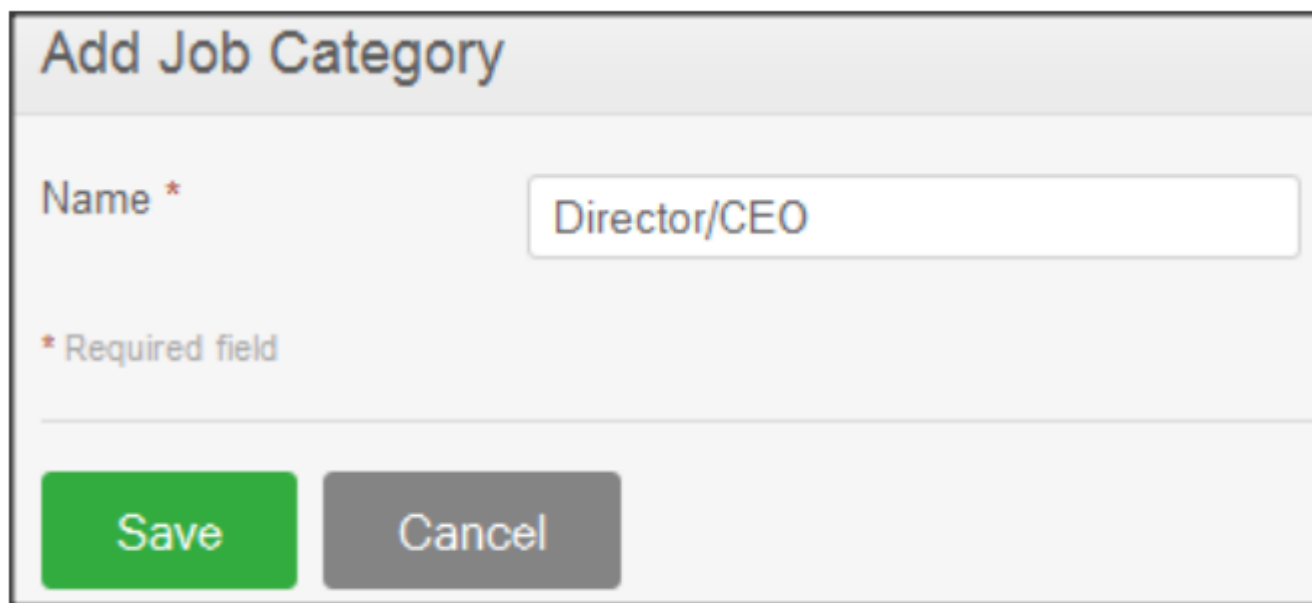
Employment Status

AddDelete

<input type="checkbox"/>	Employment Status
<input type="checkbox"/>	<u>Freelance</u>
<input type="checkbox"/>	<u>Full time Contract</u>
<input type="checkbox"/>	<u>Full-Time Permernent</u>
<input type="checkbox"/>	<u>Full-Time Probation</u>
<input type="checkbox"/>	<u>Part-Time Contract</u>
<input type="checkbox"/>	<u>Part-Time Internship</u>

Figure 2.1: Employment Status List

Fig. 2.1.png (47 kB)



Add Job Category

Name *

* Required field

Save **Cancel**

Figure 2.2: Add Job Category

Fig. 2.2.png (35 kB)

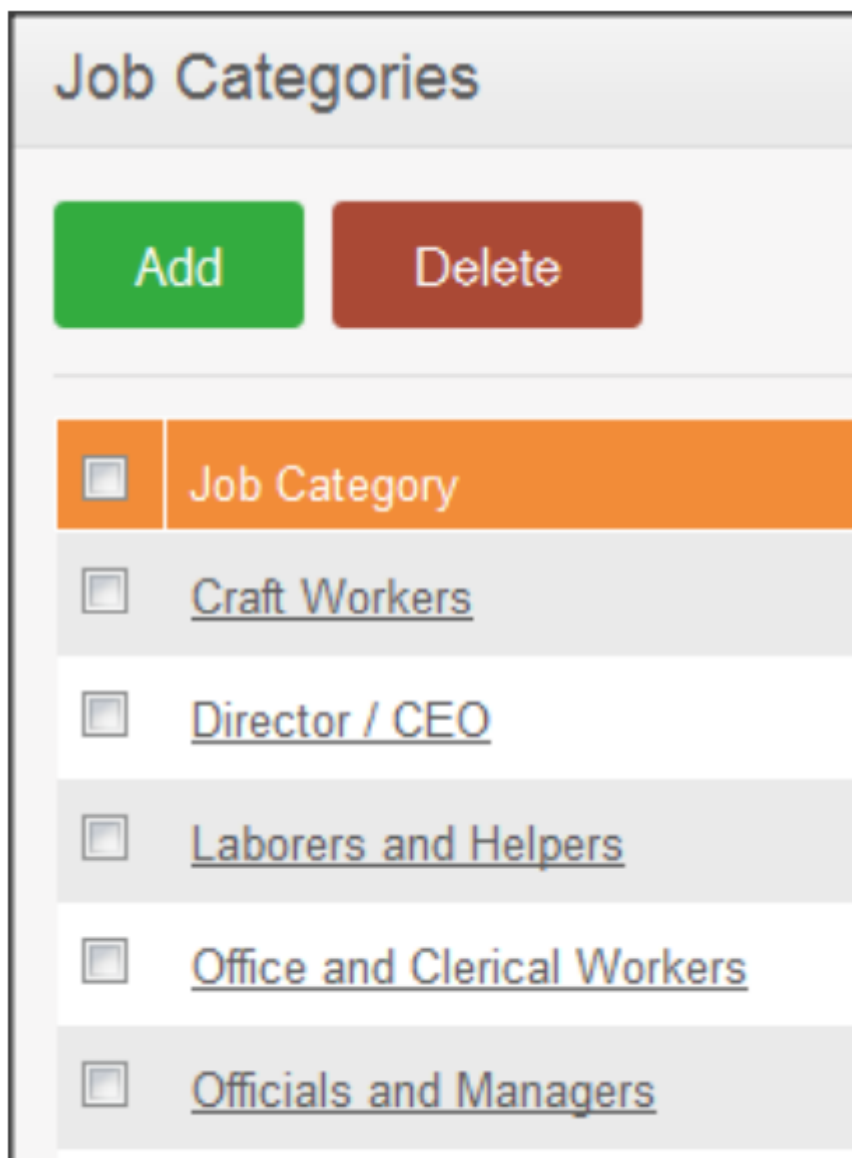


Figure 2.3: Job Category List

Fig. 2.3.png (66 kB)

Add Work Shift

Shift Name *

Day Shift

Hours Per Day *

9

Available Employees

Peter Anderson

Jennifer Brown

Russel Hamilton

Kevin Mathews

Anthony Nolan

Ryan Parker

Harshani Silva

Nick Silverstone

Assigned Employees

Mark Boucher

Add >>

Remove <<

* Required field

Save

Cancel

Figure 2.4: Add Work Shift

Fig. 2.4.png (78 kB)

Work Shifts

Add

Delete

<input type="checkbox"/>	Shift Name	Hours Per Day
<input type="checkbox"/>	Night Shift US	9.00
<input type="checkbox"/>	Day Shift US	9.00

Figure 2.5: Work Shifts List

Fig. 2.5.png (33 kB)

Links

Relates

relates to	PF-5	The items in the Job submenu are present	Done
relates to	PF-6	Verify Job Titles functionality	Done
relates to	PF-7	Check the presence of the fields from the Add Job Titles page, present in Figure 1.4	Done
relates to	PF-8	Add new Job Title	Done
relates to	PF-9	Verify if you can add a new job title without completing the required fields	Done
relates to	PF-10	Verify if you can enter multiple job titles	Done
relates to	PF-11	Check the details of job titles	Done
relates to	PF-12	Verify if you can delete one Job Title or multiple at the same time	Done
relates to	PF-14	Verify Pay Grade functionality	Done
relates to	PF-15	Verify if you can edit a job title after it has been added	Done
relates to	PF-16	Verify if you can add an Pay Grade	Done
relates to	PF-17	Verify if you can define the pay grade.	Done
relates to	PF-18	Verify if the minimum and maximum salary can't be 0	Done
relates to	PF-19	Verify if the minimum and maximum salary can have the same value	Done
relates to	PF-20	Verify if you can assign multiple currencies	Done
relates to	PF-21	Verify if in the maximum salary field you can add a lower value than in the minimum salary field	Done
relates to	PF-22	Verify if you can add characters other than numbers in the salary fields	Done
relates to	PF-23	Check that you can view and edit the Pay Grade details after it has been added	Done
relates to	PF-24	Verify if you can delete one Pay Grade or multiple at the same time	Done
relates to	PF-25	Verify Employment Status functionality	Done
relates to	PF-26	Verify if you can add an Employment Status	Done
relates to	PF-27	Verify if you can edit an Employment Status after it has been added	Done
relates to	PF-28	Verify if you can delete one Employment Status or multiple at the same time	Done
relates to	PF-29	Verify if you can add an Employment Status by writing special characters in the name field	Done
relates to	PF-30	Verify Job Categories functionality	Done
relates to	PF-31	Verify if you can add a Job Category	Done
relates to	PF-32	Verify if you can see the Job Category details after it has been added	Done
relates to	PF-33	Verify if you can add multiple entries of Job Categories	Done
relates to	PF-34	Verify if you can delete one Job Category or multiple at the same time.	Done
relates to	PF-35	Verify Work Shifts functionality	Done
relates to	PF-36	Verify if you can add a Work Shifts and the list of work shifts appears	Done
relates to	PF-37	Check the presence of the fields from the Add Work Shift page	Done
relates to	PF-38	Verify if you can assign employees to the particular shift	Done
relates to	PF-40	Verify if you can delete one Work Shifts or multiple at the same time	Done
relates to	PF-62	The details of the job title do not appear when click on its name. These are already present on the right side of the job title name	Done
relates to	PF-65	The minimum and maximum salary can be 0	Done
relates to	PF-66	The same value can't be entered in the minimum salary and maximum salary fields	Done
relates to	PF-67	You can't edit an Employment Status by clicking on its name	Done

<i>relates to</i>	PF-68	There are no details about Job Category	Done
<i>relates to</i>	PF-70	There wasn't "Employees Available" box and "Employees Allocated" box to be able to assign employees	Done
<i>relates to</i>	PF-3	Job and Organization functionality	Done