1. ClientRenewal PageLoad()

HR director or HR team

Administrator

Not Enabled

Enabled

1. PRE-RENEWAL SNAPSHOT
2. For Pre-Renewal Snap-shot when Schedual button is click btnSchdule\_Click() method is called.
3. Entry in tblAudittrail table through *SetAuditInfo()*
4. if Schedule Button is selected
   1. get client detail
   2. *GetPreRenewalSnapShotClientStatus()* method with storeProcedure *prcGetPreRenewalSnapShotClientStatus that* gets all the employees with Submit and Landmark state.

**If** true THEN Pre-renewal snap shot can not be taken. Either Pre-Renewal snap shot has already been taken or some of the employees are in Open Position or LSChange state or no employee exists for the selected client.

**ELSE** goto step 2.3

* 1. **IF** Immediate button selected
     1. *Doarchive() calls prcDoRenewalSnapshot Store-Procedure which* copy the current data of Employee in Archive table and change the state of employee from Submitted or Landmark to **PreRenewal** state.
     2. If Doarchive success then **RETURN** PreRenewal Snapshot Complete.
     3. Else **RETURN** Error while executing preRenewal Snapshot.
  2. **IF** Schedule button selected
     1. *AddJob()* method is called and the Job is been schedule.

B) CLIENT RENEWAL with Upload Type FULL

1. PageLoad()
2. For Client Renewal when Renewal button click *btnSchdule\_Click()* method is called.
3. Entry in tblAudittrail table through SetAuditInfo()
4. For Renewal button is choose
5. Particular job type is selected
6. validateExcel() method is called i.e. C section
   1. IF returns true THEN file uploaded is renamed.
   2. According to jobType the TransForm() method is called
   3. Transform() Method- This is the main function for all types of uploads. Trasform data in the excel to tblEmployee,tblEmployeeProduct,tblEmployeeProductChoice.
      1. Read data from excel to ds Function name 'Excel2DS'-in utility
      2. Template is generated by calling GenerateLoadTemplate() method
      3. PopulateCategories()
         1. getClientCategories() which gets all the categorise that are selected by client
      4. PopulateCostCenters()
         1. getClientCostCentres() which gets all the cost centers that are been selected by client
      5. PopulateProductRules()
         1. GetProductRules() which gets all the information of products belongs to particular client.
      6. PupulatelMaritalStatus()
         1. GetMaritalStatus() which gets all the status selected by employees of particular client.
      7. GetAccountTypeID() which returns the type of account from which user has login
      8. Load client details
      9. For each column in the uploaded sheet the below columns are been validated. **(M)** are mandatory fields.
         1. SystemId/ EmployeeID **(M)**
         2. Surname **(M)**
         3. Forenames **(M)**
         4. Employer Reference 1 **(M)**
         5. Employer Reference 2
         6. Login Name
         7. Login Password
         8. NINumber
         9. Address1 **(M)**
         10. Address2
         11. Address3
         12. Address4
         13. Address5
         14. Postcode/PostalCode
         15. Title **(M)**
         16. Tax Code
         17. Gender **(M)**
         18. Marital Status/ MaritalstatusID
         19. DPA Read
         20. Lifestyle Indicator
         21. Lifestyle Effective Date
         22. Joined this year
         23. Salary Type 1/ ReferenceSalary
         24. Salary Type 2/ PensionableSalary
         25. Salary Type 3/ BasicSalary
         26. Salary Effective Date
         27. Flex Account
         28. Grade
         29. Cost Centre/ CostCentreID
         30. DepartmentCode
         31. CategoryID **(M)**
         32. Part-time **(M)**
         33. DOB/ DateOfBirth **(M)**
         34. DOJC/ DateOfJoiningCompany **(M)**
         35. DOL/DateOfLeaving **(M)**
         36. DOLN/DateOfLeaveNotification **(M)**
         37. DOJF/DateOfJoiningFlex **(M)**
         38. Submission Deadline/SubmittedDate
         39. Leave Entitlement

**If it is product field like below then goto step 6.3.10**

* + - 1. Health Screening Employee Funding Type
      2. Health Screening Employee Funding Choice 1,2,3
      3. Health Screening Employee Selection Choice 1,2,3
      4. Health Screening Partner Funding Type
      5. Health Screening Partner Funding Choice 1,2,3
      6. Health Screening Partner Selection Choice 1,2,3
      7. Private Medical Insurance Funding Type
      8. Private Medical Insurance Funding Choice 1,2,3
      9. Private Medical Insurance Selection Choice 1,2,3
      10. Travel Insurance Funding Type
      11. Travel Insurance Funding Choice 1,2,3
      12. Travel Insurance Selection Choice 1,2,3
      13. Childcare Vouchers Funding Type
      14. Childcare Vouchers Funding Choice 1,2,3
      15. Childcare Vouchers Selection Choice 1,2,3
      16. Critical Illness Funding Type
      17. Critical Illness Funding choice 1,2,3
      18. Critical Illness selection choice 1,2,3
      19. Cyclescheme Funding Type
      20. Cyclescheme Funding Choice 1,2,3
      21. Cyclescheme Selection Choice 1,2,3
      22. Dental Insurance Funding Type
      23. Dental Insurance Funding Choice 1,2,3
      24. Dental Insurance Selection Choice 1,2,3
      25. GAYE Funding Type
      26. GAYE Funding Choice 1,2,3
      27. GAYE Selection Choice 1,2,3
      28. Gym Funding Type
      29. Gym Funding Choice 1,2,3
      30. Gym Selection Choice 1,2,3
      31. Additional Holiday Funding Type
      32. Additional Holiday Funding Choice 1,2,3
      33. Additional Holiday Selection Choice 1,2,3
      34. Additional £ Funding
      35. Additional % Funding

**Below are not product field**

* + - 1. Minimum Leave
      2. Maximum Leave
      3. Salary Type for additional funding
      4. EmailID
      5. Personal Parameters Effective Date
      6. Company Parameters Effective Date
      7. Lifestyle Parameters Effective Date
      8. Core Leave Divisibility
      9. Flex Leave Divisibility
      10. LA2 Life Core Level
      11. JobTitle
      12. WorkLocation
      13. Add1
      14. Add2
      15. Add3
      16. Add4
      17. Add5
      18. EligibleForCCV
      19. DentalPolicyNumber
      20. PMIPolicyNumber
      21. KnownAs
      22. Add6
      23. Add7
      24. Add8
      25. **Add9**
    1. If the name of column is consider in a Product then
       1. GetProductBenefitName() which returns the name of the benefit that product belongs to.
       2. Details of the product i.e. ProductRule details are extracted for that product.
       3. Check whether the product is checked as for Info only by using method checkTreatAsInfoOnly()
       4. According to the benefit of that product the product cost is been calculated.
       5. AddProductChoice() method is called
          1. load products
          2. GetProductChoices() which will return the choices of that product
          3. GetChoiceCount() which counts the number of choices that product has.
          4. AddEmloyeeProducts() is called
          5. For each product according to their choice type the entered choice are validated
       6. ELSE the data entered is not appropriate and shows the error message.
    2. Calculate the product cost:Function name:CalculateProductCost
    3. update Employee data in the database.Function Name:AddUpdateEmployee,AddUpdateEmployeeProduct
    4. Create user id and password for the newley added employees
    5. send mail to the user

C) VALIDATE CLIENT RENEWAL

1. On validate button click.
2. btnvalidate\_Click() method is called
3. Check Session for "UserID" IF Nothing THEN alter Session Expire
4. ELSE validateExcel() method is called.
   1. CheckFileType() method is called
      1. checks the extension of the file uploaded.
   2. IF filename is not null THEN extension is extracted from the name of the file.
   3. Random file name is generated by GenerateFileName() method.
   4. Then TranformAndValidate() method- This function is used to transform the data in the excel sheet to Employee, EmployeeProduct and EmployeeProductChoices datatable.
      1. Extracting data from excel sheet and storing in an object.
      2. Count number of rows and column
      3. IF strPageName is not null And strPageName is "fromLoadEmployeeDetails"

THEN GenerateLoadTemplate() method is called which load the template according to the table.

* + 1. For each row in excel sheet the below step will perform.
    2. For each row, each column in the excel sheet system will check weather the values enter are valid or not. Below are the name of columns that are been validated

**If it is not product field it will be validated. Moreover it is further categorised as Mandatory(M) field and Non-Mandatory fields.**

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      2. Surname **(M)**
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      6. Login Name
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      12. Address4
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      15. Title **(M)**
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      17. Gender **(M)**
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      29. Cost Centre/ CostCentreID
      30. DepartmentCode
      31. CategoryID **(M)**
      32. Part-time **(M)**
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      36. DOLN/DateOfLeaveNotification **(M)**
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**If it is product field like below then it won’t be validated**

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      2. Health Screening Employee Funding Choice 1,2,3
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      16. Add4
      17. Add5
      18. EligibleForCCV
      19. DentalPolicyNumber
      20. PMIPolicyNumber
      21. KnownAs
      22. Add6
      23. Add7
      24. Add8
      25. Add9
    1. In case there are extra columns or column is missing it will show error
    2. ELSE TranformAndValidate() method will return true

1. btnvalidate\_Click() will return “No errors found in the input file. The file is fit for upload.”
2. ELSE a pop-up with errors will appear.