**Employee Allotment Processing**

**Scenario**

A new employee of a company submits his appointment letter on or before the reporting date specified in his appointment letter. Then the Administrator verifies the appointment details, assigns him to the Microsoft Business Unit and ensures that new employee will be provided the necessary work environment. On receiving the notification of the new employee, the Microsoft Business Unit Head verifies his profile and decides that his skill set is not suitable for his Unit and hence rejects him. Hence the candidate does not have any Business Unit attachment and comes back to a common pool of employees.

Business Rules

* The Employee Data database, must have valid records (the trainee must create this)
* On receiving the Appointment Letter, at the time of joining , an Employee meets HR. the HR verifies the employee’s database for the new employee's record.
* He also validates for joining date.
* If it is valid, he assigns him to the Microsoft Business Unit
* If the new employee is accepted, then he assigns a system and identifies the software’s to be installed by Microsoft BU
* After installation, he sends a message to the new employee, asking him to occupy the system allotted to him.

Scope

This case includes only the Administrator processing and the below interfaces are expected to be delivered.

* HR Employee Form – for HR, to enter the new employee Details and joining date send to the employee for his acceptance.
* Employee Acceptance Form – for Employee, an employee checks the details given by the HR and sends his acceptance to HR about date of joining.
* Verification of Employee Acceptance Form – for HR, to check the new employee acceptance Details and confirming his joining date send to the Microsoft Business Unit.
* Microsoft Business Unit Form– for Microsoft Business Unit ,to verify the new employees details & his skill set evaluates his eligibility to that unit, if eligible allocate the employee.
* Employee Work Assign Details Form- for all , if the new employee is assigned to a work , the work details are available here like system allocation