

Employee Management System

User Guide

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Overview

The Employee Management System is a piece of software that allows you to keep track of your organization's employees and their critical information.

Employee Data

All employees have the following attributes:

- Employee number
- First name
- Last Name
- Gender
- Work Location
- Deduction Rate

Employees can be marked as full-time or part-time, which results in differing additional attributes:

Part-Time Employees

- Hourly wage
- Hours per week
- Weeks per year

Full-Time Employees

- Salary

The net income is calculated thusly:

Part-Time Employees

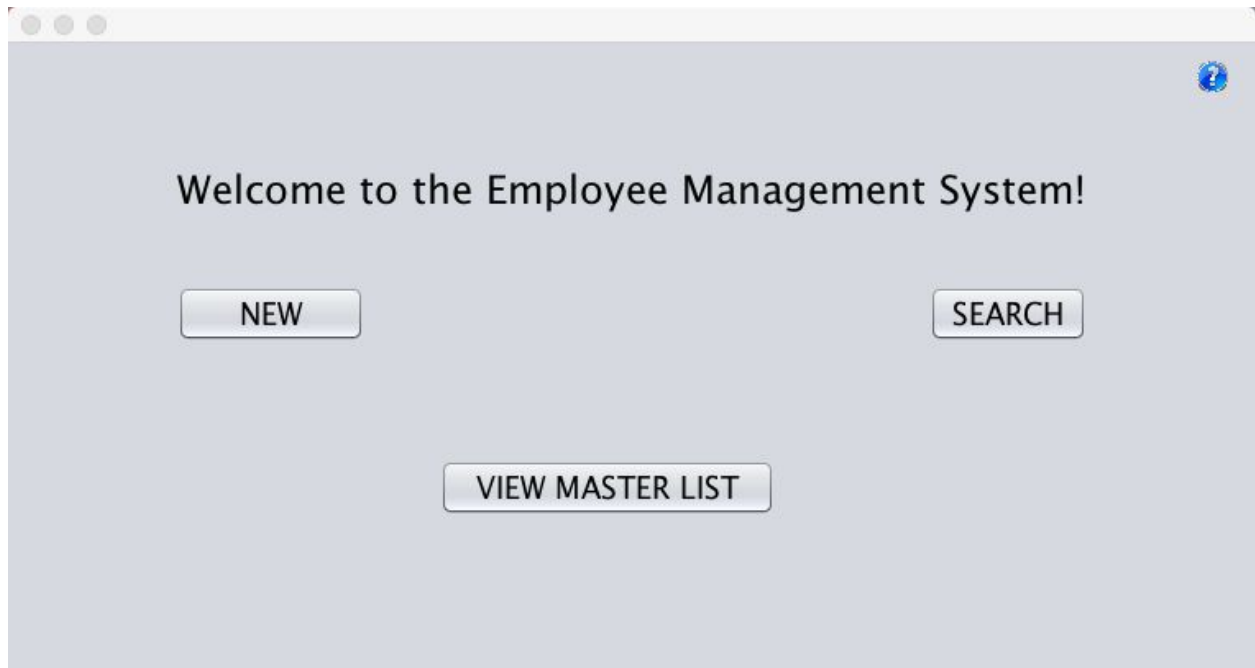
$(\text{Hourly wage} \times \text{hours/week} \times \text{weeks/year}) \times (1 - \text{deduction rate})$

Full-Time Employees

$\text{Salary} \times (1 - \text{deduction rate})$

Welcome Screen

When the program initially starts up, this is the screen that will appear:

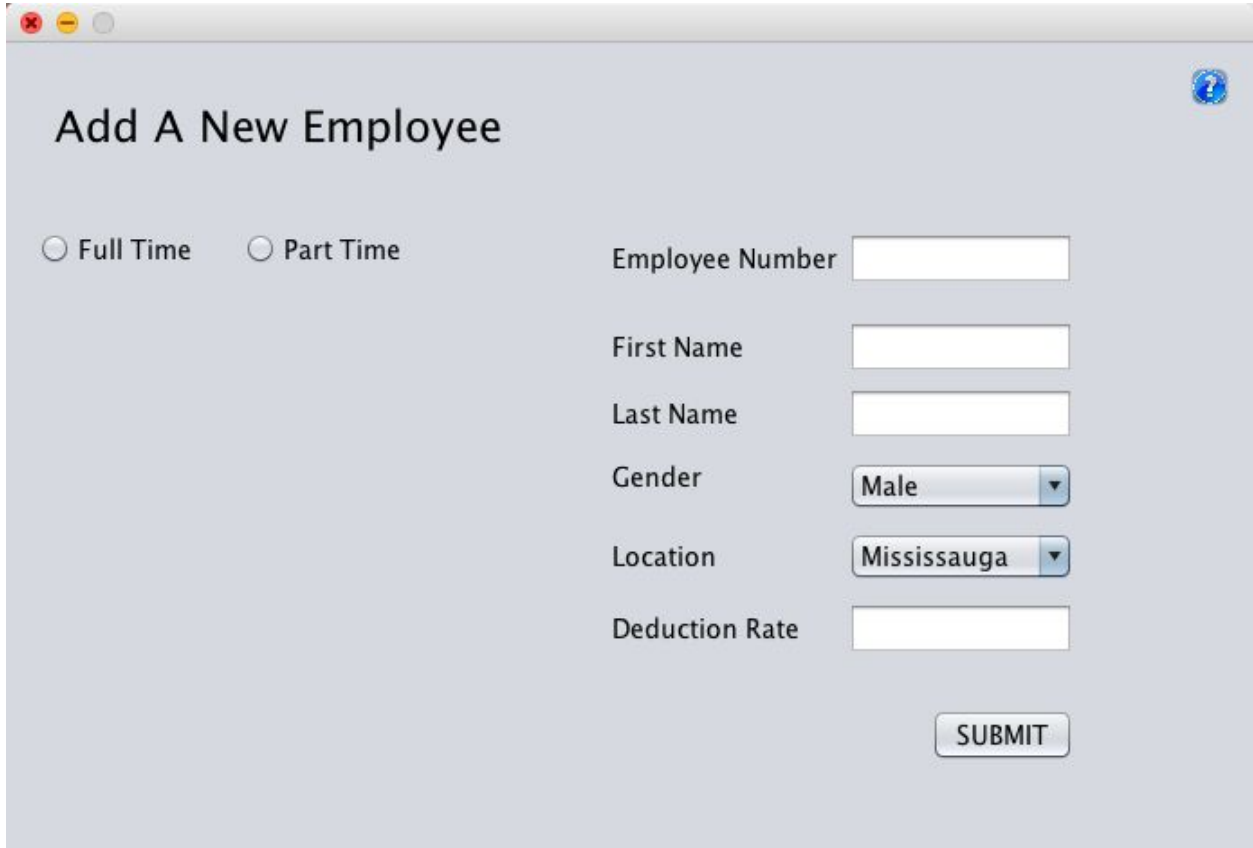


From here, you have the option to:

1. Add a new employee
2. Search for existing employees (and then edit or remove them)
3. View the master list of all employees in the system

Adding an Employee

Pressing the “NEW” button will open a new window:



The screenshot shows a web application window with a title bar containing standard OS window controls (red, yellow, and grey buttons). The window's title is "Add A New Employee". In the top right corner, there is a small blue circular icon with a white question mark. The main content area has a light grey background. On the left side, there are two radio buttons: "Full Time" and "Part Time". To the right of these, there are several input fields and dropdown menus. The first is a text input field labeled "Employee Number". Below it are two more text input fields labeled "First Name" and "Last Name". Then there is a dropdown menu labeled "Gender" with "Male" selected. Below that is another dropdown menu labeled "Location" with "Mississauga" selected. At the bottom of these fields is a text input field labeled "Deduction Rate". In the bottom right corner of the form area, there is a button labeled "SUBMIT".

From here, all the attributes of a new employee can be specified. Depending on whether the “Full Time” or “Part Time” radio button is selected, a new set of salary-related field will appear:

☒ Full Time
 ☐ Part Time

Salary

☐ Full Time
 ☒ Part Time

Wage/Hr

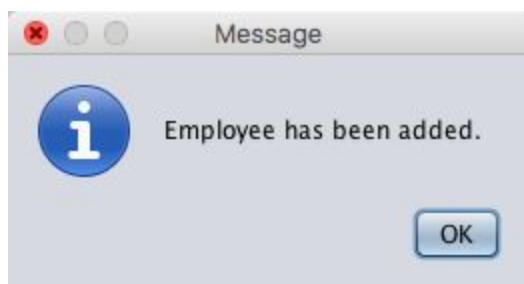
Hr/Week

Wks/Year

Restrictions on valid attribute values:

1. Employee number must be a positive integer (preferably within 6 digits in order to maintain speed of processing).
2. No employees can share the same employee number.
3. Deduction rate must be in the following range: $0 < x < 1$.
4. Hours per week must be in the following range: $0 < x \leq 168$ (can be a decimal value).
5. Weeks per year must be in the following range: $0 < x \leq 52$ (can be a decimal value).
6. All visible fields must be filled in.
7. No extra spaces should be added to the end of the data entered into the fields.

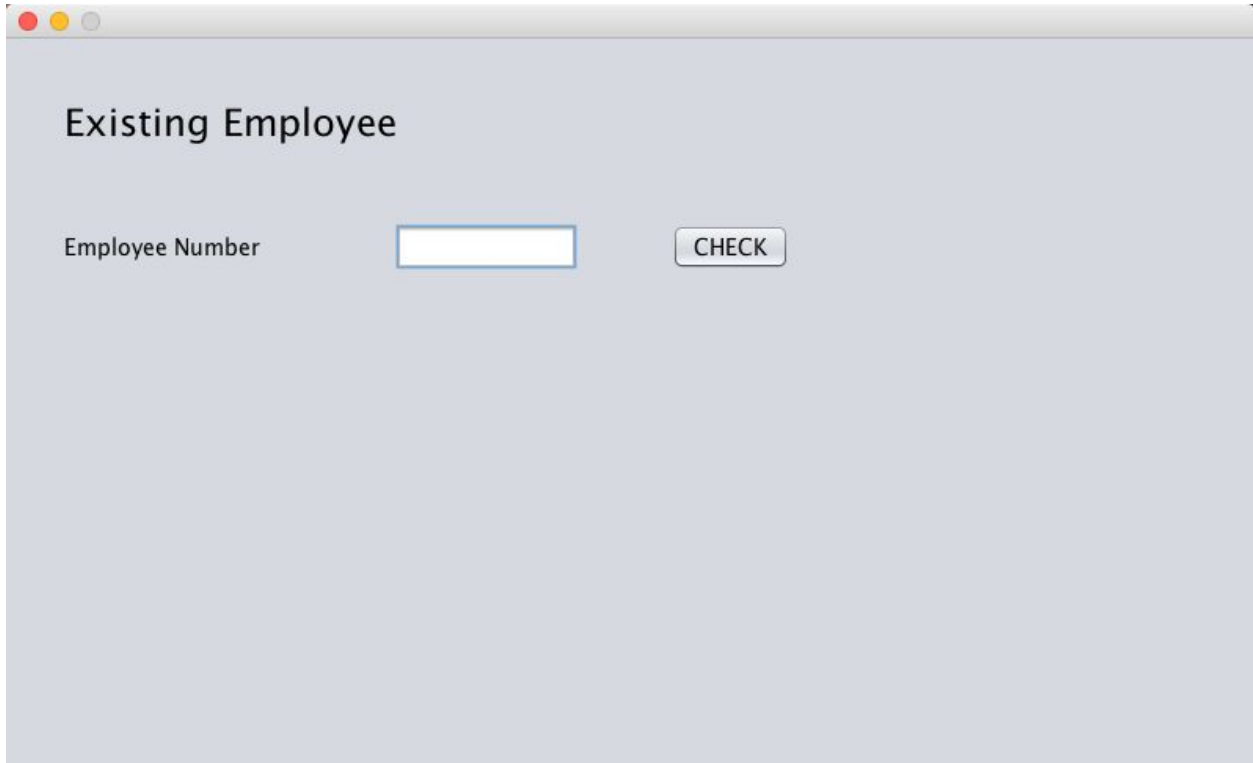
Upon pressing the "SUBMIT" button, a confirmation notification will appear:



To exit the "Add a New Employee" window, click the X in the top left corner. Click X at any time to cancel the window.

Searching for an Employee

When you press the "SEARCH" button, a new window will appear:



Existing Employee

Employee Number

CHECK

Enter an employee number to check if an existing employee is entered into the system under this number. The program will return either Yes or No:

Employee Number

1

CHECK

Yes, this employee number is in the system

VIEW/EDIT

REMOVE

Employee Number

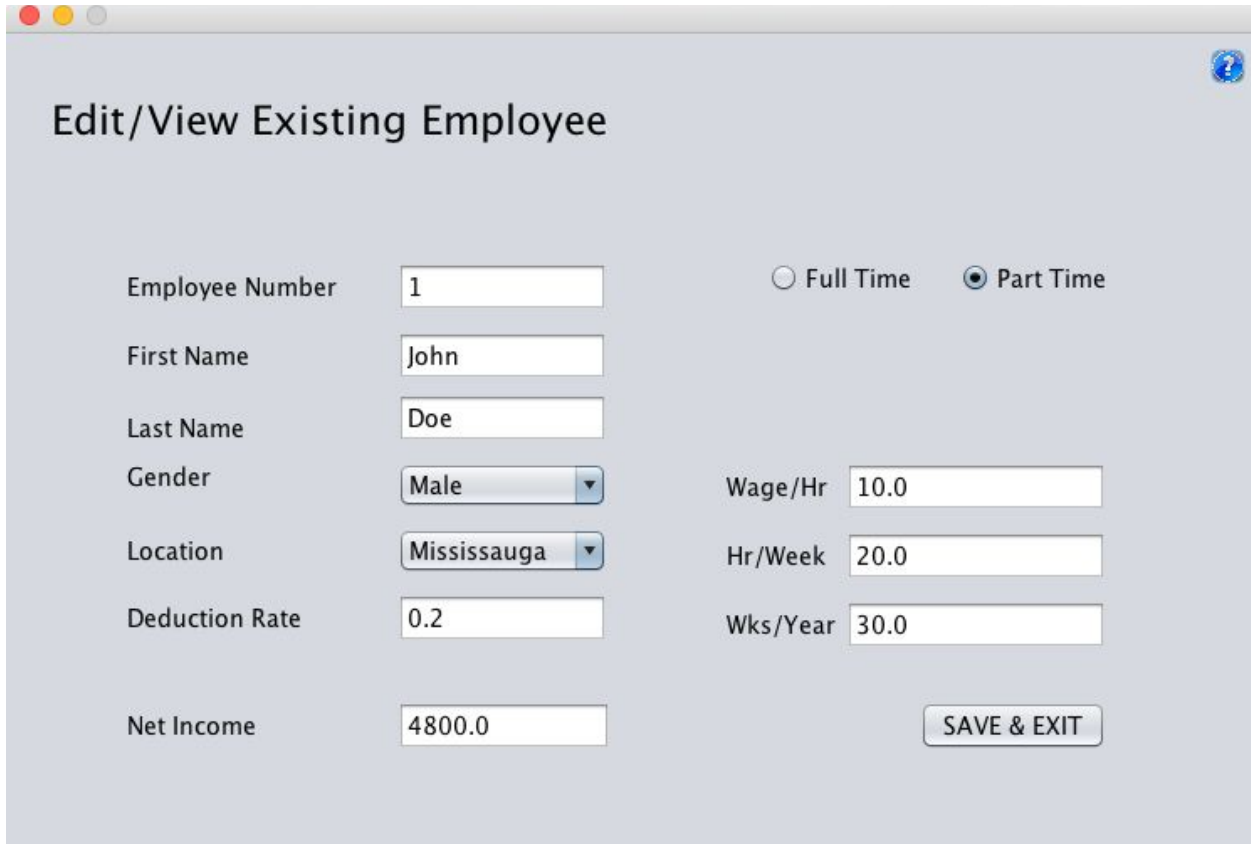
123

CHECK

No, this employee number is not in the system

Editing an Employee

If the employee is in the system, you can click the “VIEW/EDIT” button to edit their information or simply see their details:



Edit/View Existing Employee

Employee Number: 1

First Name: John

Last Name: Doe

Gender: Male

Location: Mississauga

Deduction Rate: 0.2

Net Income: 4800.0

Wage/Hr: 10.0

Hr/Week: 20.0

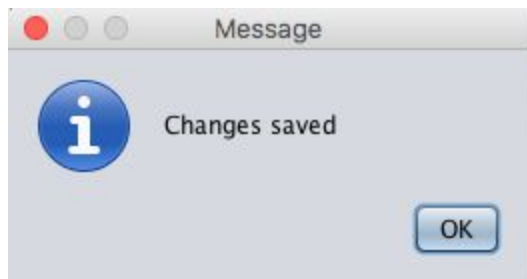
Wks/Year: 30.0

☐ Full Time ☒ Part Time

SAVE & EXIT

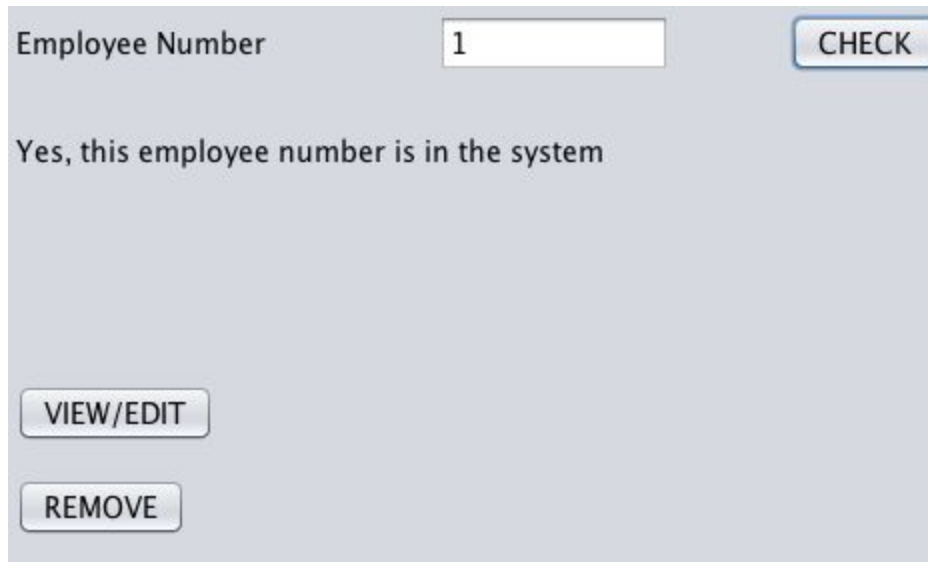
Press the “SAVE & EXIT” button to save any changes (please note that the same restrictions on valid values from the “Add a New Employee” page apply) or simply click the X to cancel the window. Employees can be changed from full-time to part-time and vice versa.

If any changes are saved, a confirmation notification will appear:



Removing an Employee

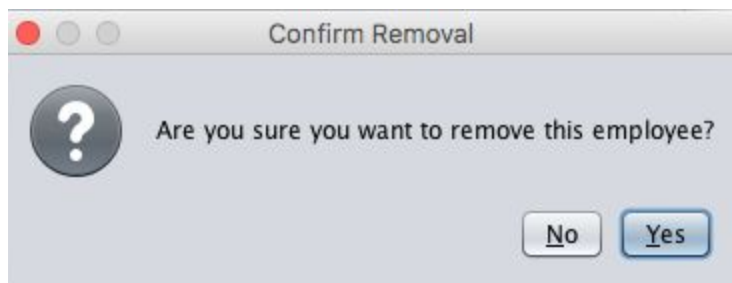
After searching for an employee and confirming that they exist in the system, you can choose to remove them from the database by clicking the “REMOVE” button on this screen:



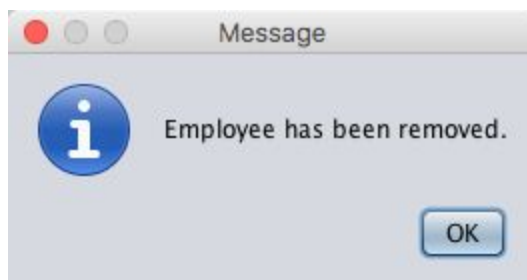
Employee Number

Yes, this employee number is in the system

A notification will pop up to ask if you are sure you want to perform this action:



Click “No” to cancel or “Yes” to confirm. The latter choice will lead to this notification:



Close any of the windows by pressing X at any time.

Viewing the Master List

To get an overview of all the employees in the system, click the "VIEW MASTER LIST" button on the Welcome Screen to reach this table:



Employee Number	Last Name	First Name	Employee Type
5340	Amer	Nick	PT
1	Doe	John	PT
234	Sams	Cindy	FT
523485	Wen	Alice	FT

This table contains only some of the information for each employee as an overview.

Click X at any time to cancel the window.