

# Employee Management System

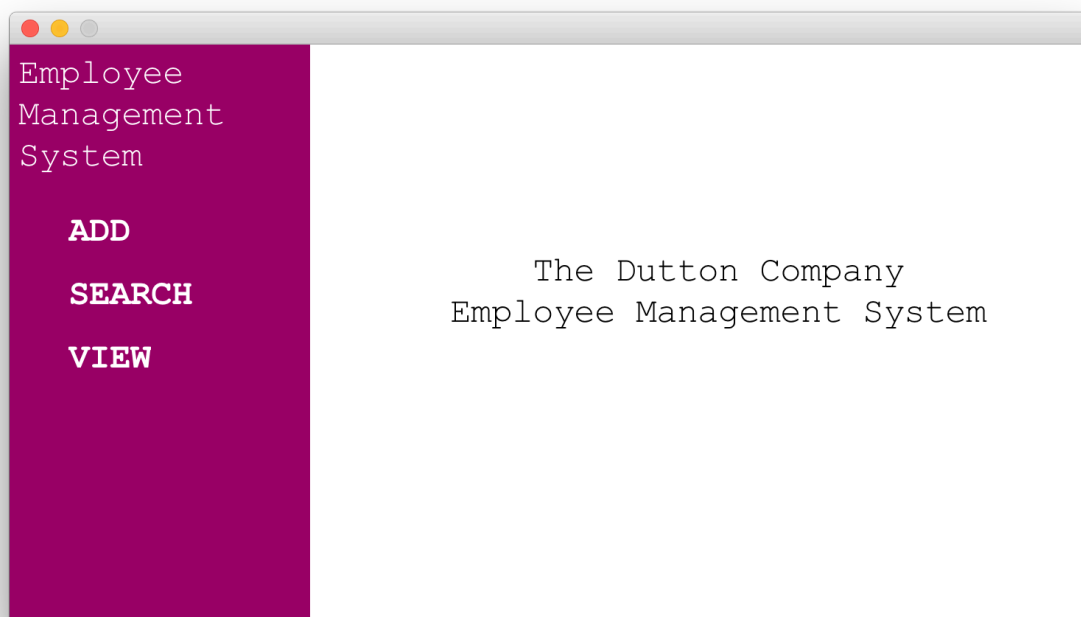
## A User Guide

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Welcome to your new Employee Management System! (EMS) This user guide will help you get started with your new EMS and detail the various features. Let's dive in! You will be greeted by this welcome screen when launching the EMS:



## Adding an Employee

The first step to using your EMS is by adding an employee to be kept track of. Start by Clicking the “ADD” button on the left menu bar. This is the resulting screen:

The screenshot shows a web application window titled "Employee Management System". On the left is a purple sidebar with the text "Employee Management System" and three buttons: "ADD", "SEARCH", and "VIEW". The "ADD" button is highlighted. The main content area is white and contains the following form fields:

- First Name: \_\_\_\_\_
- Last Name: \_\_\_\_\_
- Employee #: 000000 \_\_\_\_\_
- Deduct Rate: 0 \_\_\_\_\_
- Gender: ☐ Male ☐ Female ☐ Other
- Location: ☐ Mississauga ☐ Brampton ☐ Toronto
- ☐ Part Time Employee ☐ Full Time Employee

A "Continue" button is located at the bottom right of the form.

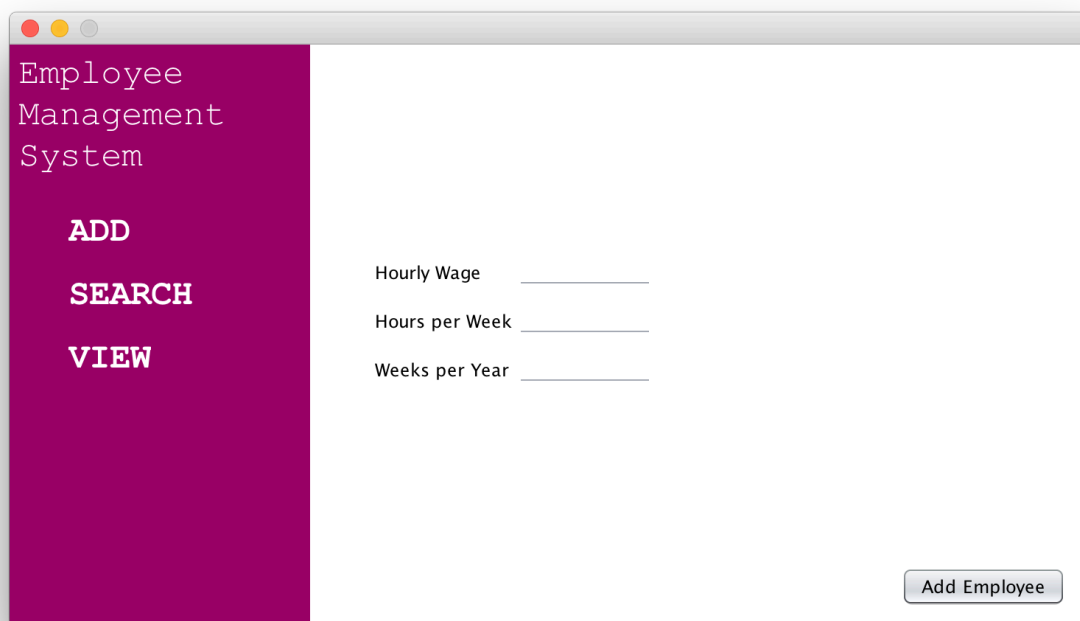
This screen is common for both part time and full time employees, but after clicking “Continue”, the resulting page is different for each time of employee. Let’s start with a part time employee:

This screenshot shows the same "Employee Management System" window, but with the following data entered into the form fields:

- First Name: Ahmad \_\_\_\_\_
- Last Name: Almawi \_\_\_\_\_
- Employee #: 111111 \_\_\_\_\_
- Deduct Rate: 0.25 \_\_\_\_\_
- Gender: ☒ Male ☐ Female ☐ Other
- Location: ☒ Mississauga ☐ Brampton ☐ Toronto
- ☒ Part Time Employee ☐ Full Time Employee

The "Continue" button remains at the bottom right.

After clicking “Continue”, you will also need to fill out the following entries:



Employee Management System

**ADD**

**SEARCH**

**VIEW**

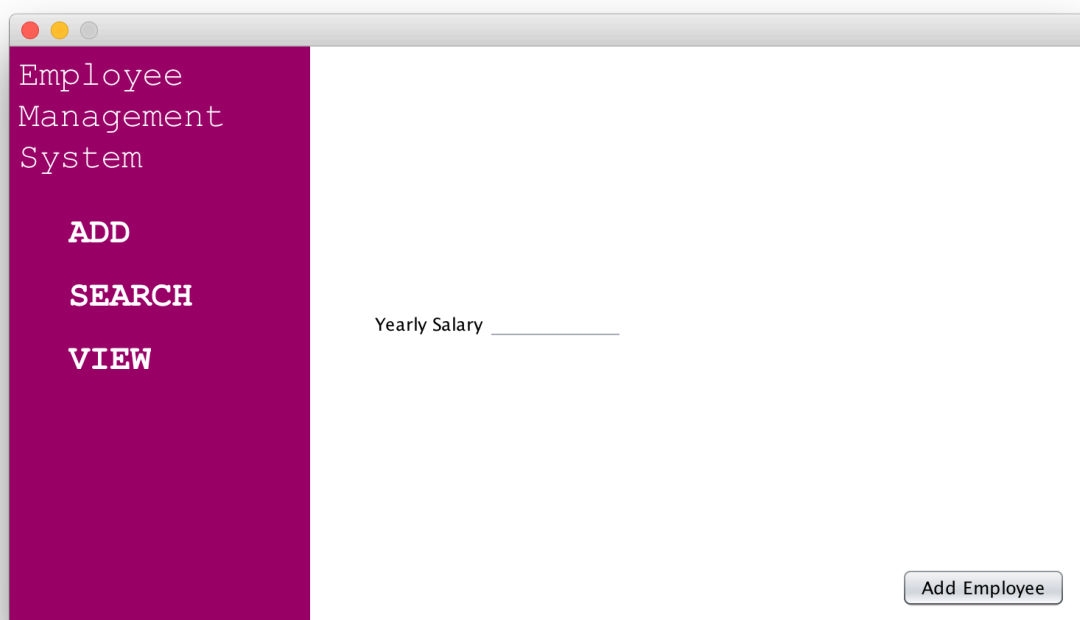
Hourly Wage \_\_\_\_\_

Hours per Week \_\_\_\_\_

Weeks per Year \_\_\_\_\_

Add Employee

For a full time employee, a similar process applies. After clicking “ADD” and filling out the information for a full time employee on the first screen, you will be given the screen below detailing the yearly salary:



Employee Management System

**ADD**

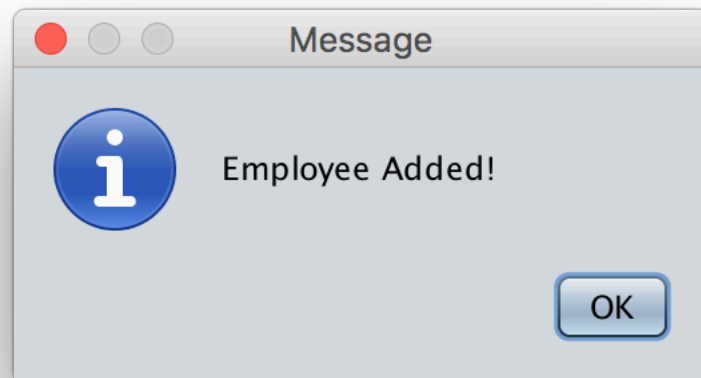
**SEARCH**

**VIEW**

Yearly Salary \_\_\_\_\_

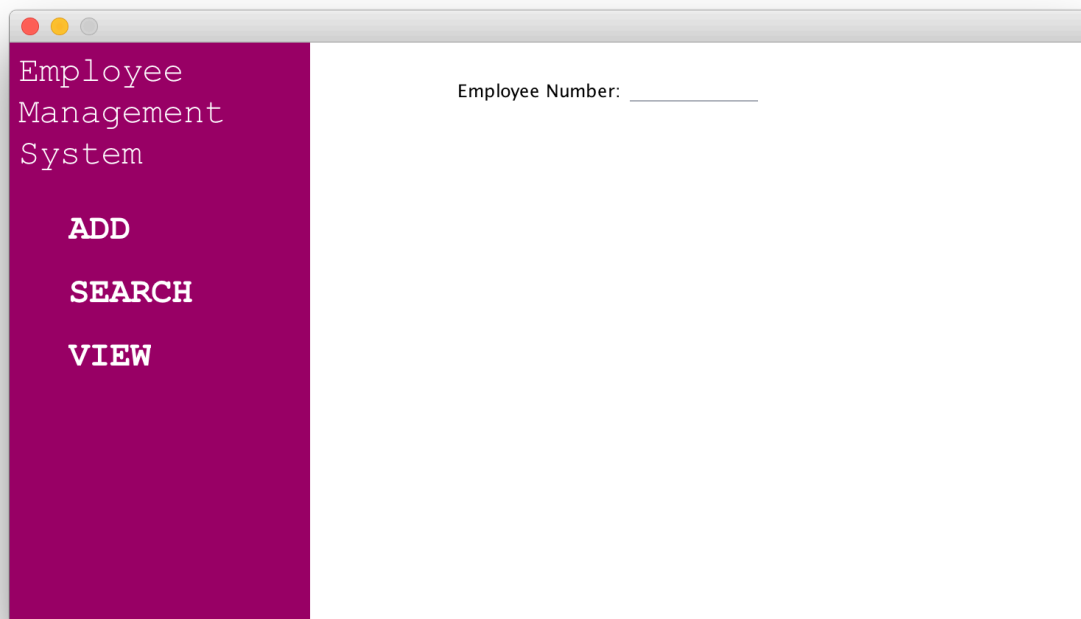
Add Employee

Regardless of which type of employee you select, after clicking “Add Employee”, the following confirmation dialogue should appear:



## Searching for an Employee

At any time, clicking on the “SEARCH” button on the left menu bar will allow for a simple search function. Enter the employee number for the employee’s information you wish to find:



Once a valid employee number is entered, as well as just viewing the information, you will be able to edit the employee's information or remove the employee from your system:

The screenshot shows a web application window titled "Employee Management System". On the left is a purple sidebar with three buttons: "ADD", "SEARCH", and "VIEW". The main content area displays the details for an employee with ID "111111". The form includes fields for First Name, Last Name, Deduct Rate, Hourly Wage, Hours per Week, Weeks per Year, and Yearly Salary. There are also radio buttons for Location (Brampton, Mississauga, Toronto), Gender (Male, Female, Other), and Employee Type (Full Time Employee, Part Time Employee). At the bottom are "Edit" and "Remove" buttons.

Employee Number: 111111

First Name: Ahmad Location: ☐ Brampton  
☒ Mississauga  
☐ Toronto

Last Name: Almawi

Deduct Rate: 0

Hourly Wage:  Gender: ☒ Male  
☐ Female  
☐ Other

Hours per Week:

Weeks per Year:

Yearly Salary:

☐ Full Time Employee  
☒ Part Time Employee

## Viewing Employees

The final feature of the EMS is the ability to view a list of employees with abridged information. Start viewing employees by clicking the "VIEW" button on the left menu bar. You will be greeted with a simple table view as follows:

The screenshot shows the same web application window, but now displaying a table of employees. The sidebar remains the same. The main content area has a "Refresh" button and the title "Employee Information". Below the title is a table with four columns: First Name, Last Name, Empl. #, and Type. The table contains 16 rows of employee data. A vertical scrollbar is visible on the right side of the table.

Employee Information

First Name	Last Name	Empl. #	Type
Ahmad	Almawi	147428	Part Time
Amanda	Plotnik	118536	Full Time
Daniel	Wang	326864	Part Time
Eric	Zhai	987654	Full Time
Faaris	Ali	876578	Part Time
Gaurav	Padhye	876578	Full Time
Iman	Ali	254328	Part Time
Kevin	Ding	654786	Part Time
Kush	Bhagat	657988	Full Time
Longman	Xu	325670	Part Time
Min Qi	Zhang	990066	Part Time
Rich	Ren	346788	Part Time
Tommy	Huang	678954	Part Time
Yi Nuo	Wang	137900	Full Time
Yifei	Zhang	287590	Full Time
Aaron	Dam	972589	Full Time
Ajit	Rakha	274269	Part Time