

# Employee Management System

## Defining the goal and users' objectives

- **Purpose of the application:**
  - It will provide a user-friendly interface for managing employee-related data.
- **Users' objectives:**
  - **The primary Objectives**
    - The primary reason users will want to use the EMS is to efficiently manage employee information and HR processes. Upon launching the application, users (likely HR professionals) will be looking for The ability to view, search, and edit comprehensive details about employees, including personal information, job roles, departmental assignments, and employment status.
  - **Secondary Objectives**
    - Onboarding Processes: Streamline the onboarding of new employees by filling out necessary information, assigning roles.
    - Deleting Employees.
    - Salary Raise.

## Basic Scenario: Editing an Employee's Details

**Scenario Description:** An HR professional needs to update the contact details and job title of an employee due to a recent promotion and relocation.

### User Steps:

Log into the EMS: The HR professional accesses the system with their credentials.

Navigate to the Employee List: From the dashboard, they select the "Employee List" section to view all employees.

Search for the Employee: They use the search function to find the employee by name or ID.

Access Employee Details: Clicking on the employee's name opens their detailed profile.

Edit Details: They navigate to the contact details and job title sections, updating the information with the new job title and contact details.

Save Changes: After reviewing the changes for accuracy, they save the updates. A confirmation message appears to indicate the successful update.

## **Advanced Scenario: Onboarding a New Employee and Initiating Salary Raise Process**

**Scenario Description:** An HR manager is tasked with onboarding a new employee, including entering their personal and job-related information into the system and initiating a salary raise process for them after a probationary period.

User Steps for Onboarding:

Log into the EMS: The HR manager starts by logging into the system.  
Select 'Add New Employee': From the main menu, they choose the option to add a new employee.  
Fill Out Information: They enter all required fields, including the new employee's name, contact details, job title, department, and initial salary, along with any other necessary information.  
Assign Roles: The HR manager assigns the employee to their role and department, setting up access permissions based on the role.  
Complete Onboarding: After verifying the information, the HR manager completes the onboarding process. The system generates an employee ID.

Steps for Initiating Salary Raise:

Salary raise is initialised: Over the following months, the employee's performance is good and hrManager should increase employee Salary.

Initiate Salary Raise: Based on positive performance reviews, the HR manager decides to initiate a salary raise. They navigate to the employee's profile and select the "Initiate Salary Raise" option.  
Enter Raise Details: They specify the amount or percentage of the raise and the effective date, adding notes about the performance that warranted the raise.  
Submit for Approval: After entering salary details, the HR manager submits details and the system automatically updates the salary.