TeamTree – Functionalities Documentation

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TeamTree is a Human Resource management application that allows users to manage employees, departments, positions, salaries, and hierarchical relationships. The system provides both viewing and editing functionalities for all employee-related data.

1. Employee Management

Purpose: Create, update, view, and delete employees.

Functionalities:

- **Add Employee:**

    - Navigate to **Employees → Add Employee**.

    - Fill in personal information (first name, last name, email).

    - Assign **Department**, **Position**, **Role**, **Contract**, and optionally a **Manager**.

    - Enter the **current salary**.

    - Click **Save** to create the employee.

- **View Employee Details:**

    - Navigate to **Employees → View**

    - View all personal and employment information, current salary, and salary history.

- **Update Employee:**

    - From the employee view, click **Update**.

    - Update any information, including department, position, manager, or salary.

    - Click **Update** to save changes.

    - Salary history will automatically track any changes in salary.

- **Delete Employee:**

    - From the employee view, click **Delete**.

    - Confirm deletion. The employee will be removed from the system.

2. Organizational Hierarchy Management

Purpose: Maintain manager–subordinate relationships and visualize hierarchy.

Functionalities:

- Assign a **Manager** when creating or updating an employee.

- The system tracks relationships so you can view who reports to whom.

- Employee pages show the manager name, helping users understand organizational structure.

3. Department & Position Management

Purpose: Manage departments and job positions in the organization.

Functionalities:

- Create new departments and positions via the administration interface.

- Assign each employee to a department and a position when creating or updating.

- Lists of departments and positions are automatically populated in dropdowns.

4. Salary Management

Purpose: Track employee salaries and maintain salary history.

Functionalities:

- Enter the **current salary** when creating or updating an employee.

- If a salary changes, the previous salary is automatically archived in the salary history.

- View **Salary Hierarchy** on each employee's page to see historical changes.

5. Organization Overview

Purpose: View and edit all employee information.

Functionalities:

- Navigate to **Employees** to see a list of all employees.

- Click an employee to view detailed information: department, position, role, manager, current salary, and salary history.

- From this view, users can update employee data or delete the employee.

6. Navigation and UI Tips

- **Navbar:** Access main sections such as Employees, Departments, Positions and Contract Types.

- **Forms:** dropdowns auto-populate with existing departments, positions, roles, and employees (for manager assignment).

- **Buttons:** Each form has **Save/Update**, **Delete**, and **Back** buttons for easy navigation.

Notes

- All changes are tracked for auditing, especially salary updates.

- The system prevents invalid data by validating inputs (e.g., required fields, numeric salary).

- Users must have access rights to modify or delete employees.