#### Boyleports WebApps - Task Tracker: A Request has been assigned to you

|  |  |  |
| --- | --- | --- |
| TFS ID | : | **6695** |
| Title | : | **EmployeeProfile enhancements** |
| Assignment Remarks | : | *- HR require the ability to add a new rate of pay while archiving the old one. The date upon which the new rate of pay was entered must also be recorded. If a note could be added that would also be beneficial. Once the rate of pay has been changed and the new information saved an automatic email containing the staff member’s staff number, employee code, name and shop number (in the case of retail staff) should be sent to Payroll.*  *- Allow HR to import Shop Employees from CSV's that are generated from SAGE Payroll*    *Notifications to Pay Roll*  *Automatic notification to Pay Roll should be generated when any of the following fields is changed/updated:*  *• Status*  *• Designation*  *• Employee Code*  *• Contracted Hours*  *• Department*  *• Change in Manger*  *• Work Location*  *• Rate of Pay*  *Reporting*  *The HR department require simple monthly reporting features on staff numbers. We need monthly metrics on the following:*  *• Total staff Numbers in Retail*  *• Staff types - Codes*  *• Starters within a specified duration*  *• Leavers within a specified duration*  *• Assessments passed – This needs to be added to the employee profile*  *• Disciplinary Action – This will be assessed via the documents uploaded to the employee profile, see below.*  *Document/Disciplinary Management*  *Given the level of documentation around each employee the HR department require an effective solution in relation to document management. We require the ability to save drafted letters directly to an employee’s profile.*  *We will require the ability to upload a document, set it as a template or at least have the capacity to cut and paste text from a word doc into an online editor.*  *We will require the ability to call a template, add text to it, add the correct signature, print a pdf version and save a draft to the relevant employee’s profile. Below is a rough mock-up of what we are aiming for.* |

To view this Request: [**http://portal.boylesports.com/TaskTracker/requests/viewrequest?id=129**](http://portal.boylesports.com/TaskTracker/requests/viewrequest?id=129)