Tuition Reimbursement Management System (TRMS) [Project1]

* TRMS has an year budget called “available funds”
* Each “employee” only allow “$1000” per year (resets on 1/1)
* TR for each type “university course”=.8, “seminars”=.6, “Certification Preparation Classes”=.75, “Certification”=1.0”, “Technical Training”=.9, and “other”=.3
* A “Benefits Coordinator” has approved TR before payment && verification of pass grade.
* “Reimburstments” formula::::“Available Reimbustment”=”TotalReimburstment”($1000)-“PendingReimburstments”[]-“Awarded Reimburstments”[]:::: (any R exceeding available will be reduced to the “Available Reimbustment”
* TR Form must be submitted 7 days prior to “startdate”
* Project TR should only be provided as a read only field
* Provides reimbursements for “university courses”, “seminars”, “certification preparation classes”, “certifications”, and “technical training”
* Grading formats are pulled from a reference table based off the initial TR form data.
* Some grades include presentation to management before TR is awarded.
* Grades must be “passing grade” for TR.
* The reference table may provide “passing grade” if not then “default passing grade”
* “employee” can provide “passing grade” for “course” if not then “default passing grade”
* There are multiple “approval steps” with “final approval” decided on by “benefit coordinator” AND “pass grade”
* “employee” can skip “approval steps” by providing an “approval email” (“”benefit coordinator” approval can NOT be skipped)
* If TR “course” is submitted < 14days “start date” the request is marked urgent.
* The “direct supervisor” of “employee” must provide approval for TR.
* The “direct supervisor” can also request “additional information” from “employee”
* The “direct supervisor” must provide “reason” for “denying TR”
* If “direct supervisor” equals the “department head” the “department head” approval process is skipped.
* The “direct supervisor” has a set amount of time before “TR requests” is “auto-approved”
* The “department head” is next step in the approval process
* The “department head” can request addition information from the “employee” || “direct supervisor” during their “pending period”
* If “department head” doesn’t approve the TR request within a certain period TR is “auto-approved”
* The “benefits coordinator” is third step in “TR request” and can NOT be skipped
* The “benefits coordinator” can request additional information from “employee”||”direct supervisor” || “department head” before approval
* The “benefits coordinator” can alter the “pending Reimbursement” amount of “TR request”
* If the “benefits coordinator” alters “pending Reimbursement” the “employee” will be notified && given the option to cancel “TR request”
* If the “benefits coordinator” exceeds “pending period” time limit, Then “benefits coordinator” is send an escalation email from their “direct supervisor”
* The “benefits coordinator” can award more than “employee”-> “available Reimburstment” but must provide reason for this change.
* If “benefits coordinator” exceeds “employee”-> “available Reimburstment” and “employee” “available Reieburstment” will be marked as exceeding limit
* The “employee” must attach “grade”||”presentation”
* The “benefits coordinator” must approve submitted “grade”
* If “employee” submits “presentation” the “direct supervisor” approves “presentation” was “satisfactory” && “present to” appropriate parties.
* After the approval of “grade”||”presentation” the “pending reimburstment” is awarded to “employee”
* Only “benefits coordinator” for “grades” and “direct supervisor” for “presentation” can access the “grade”||”presentation” outside of the “employee” who submitted the files