Project Proposal Due Date: November 02, 2014

Name of Application: HR Employee Vacation Day Approval Application

Author: Marnie Scully

Final Project Proposal

Statement of the problem and purpose of the Project: The goal of this project is to create a database application that manages the HR approval process of vacation days for a large number of employees that work for a Distribution Center for a national chain of pharmacies. This project is especially important to me because I previously considered creating this application when I worked for this Distribution Center, but was unable to successfully solve this problem because my database skills were not advanced enough at the time. I have gained a tremendous amount of skills and knowledge from this course and now it is my intention to conquer what I could not before.

Currently, the HR department collects request sheets from all employees that list the possible dates that they could receive vacation days for the following year. The HR department then takes three months to sift through these requests before determining each employee’s vacation days The process is complicated because each department and shift has a specific maximum number of employees that can be out simultaneously, and requests are given preference in order of employee seniority, tracked by their assigned Length of Service number. Length of service also dictates the number of days an employee has off.

My application will simplify this process by storing, in advance, all of the constraints/business rules for each department/shift and employee. Then an HR staff member can sort the written requests by department and seniority and enter the requested dates for each employee into the database. If the date is available for that employee’s department and shift (not previously chosen by another employee or employees with more seniority) the date is granted. If not, they will be prompted to choose another date until they find an acceptable date. They will also be prompted when they have chosen the number of available days for an employee.

The process to store the constraints for departments and employees would be simple, most likely entered once and would only change annually if employees are granted more vacation time due to a greater length of service or if a department changes how many people can be out of work at once. The data entry process for vacation approval could be reduced to a few days at most, compared to the months it takes them now. All of this data entry will be accomplished with a web-based interface. Reports will display a single employee’s vacation days for the following year, a department/shift report will list the vacation days for all employees within a department/shift for a year, and an HR report will list all employee vacation days.

Scope of the study: The application will include forms and reports to both enter information in the database and report what has been entered.

The following is a list of tentative forms:

1. Department/Shift Details (add, update and delete).
2. Employee Details (add, update, and delete).
3. Days of the year Details (add and update).
4. Employee Vacation Day Request (add, update, and delete).

The application will include the following reports:

1. Individual Employee report of approved vacation days.
2. Department/Shift’s report of approved vacation days for all employees in that department/shift.
3. HR View of all employees’ approved vacation days.

There will also be a main menu to navigate within the application. There will be three different types of users- employee, manager, and HR with different access to information and tasks. An employee can enter, edit, delete and view their vacation days, but have no access to any other employee’s data. A manager can view only the employees in their department/shift, but an HR employee can view and interact with anything in the application.

Methodology: The data required for this project was available to me when I was an employee of the company. I will use this information to design the database. However, to preserve the confidentiality of the information, I have masked the data to not resemble the real data of that company. The name of the company that inspired the application, nor any actual employee name will not be used, but the department names will represent typical departments found in any distribution center including the actual company.

Original Work: I hereby certify that this project was prepared especially for this course, and that this or a similar version has not been submitted to any other course.

Prototype: Enclosed with this report the reader will find the full data model and the record diagrams in a Microsoft Excel Workbook file.