

**Project Understanding Document**

# Project Vision/Overview

EAS aims to automate the enrollment process of an employee after he/she is selected through the recruitment process and decides to accept the offer provided by the company. The System intends to automate the manual process of enrollment of an employee, which consumes a lot of time and manual enrollments can often lead to errors. This System would help in saving time and efforts of both HR and the Employee being enrolled. The system will become active as soon as the person, selected through the recruitment process, accepts the offer.

A system-generated message will be sent to the employee as soon as he accepts the offer, providing his temporary credentials to log in to the system. This system targets three main phases of the enrollment process, which are listed below:

* Pre-Onboarding Process is the process, which will include getting data from employees such as personal details, uploading the required documents.
* Onboarding Process is the process, which will include tasks such as generating documents for signature from the employee. This document will contain the data provided by the employee on the Pre-Onboarding period.
* Post Onboarding Process

After the employee fills in the document and sends them to the server, a notification will be sent to the HR on the HR portal. The HR portal will have a checkbox in front of each document and details provided by the employee. The HR will manually check the submitted documents and place a tick against the ones, which were submitted correctly and clicks on the submit button.

# Project Scope

# This project is intended for the internal use of TEKsystems Global Services and will help in reducing the time and efforts required for the enrollment process of employees within the organization. The project will be mainly web-based and will contain the use of third-party tools for sending out messages and maintaining data.

# Project Users and Hierarchy

* HR –HR interacts with the system and manually checks whether the data provided by the employee is correct. This is done by marking the fields the correct fields and leaving the incorrect ones unmarked.
* Employee –Employee interacts with the system, uploads the details and documents required for the completion of the enrollment process. He can will also receive a dummy email and password, which he will change during his first login.

# Interaction between HR and Enrollment System

* HR credentials are created and HR portal opens for HR.
* This portal will consist of a navigation bar with a notification component, which will notify the HR when an employee submits the documents.
* The HR will then manually check these documents and mark the fields where the submitted documents are correct and will leave others as unmarked.
* HR will then submit the document status and a mail will be sent to the employee if any of his or her documents are not correctly submitted.
* On the day of onboarding, HR will print the documents from his/her portal with the required details of employee.

# Interaction between Candidate and Enrollment System

* Candidate will be sent an email from the system after he accepts the offer, with his temporary credentials to login into the system.
* After the candidate logs into the system, he or she will be asked to change his password.
* The candidate will submit all the documents and will wait for HR approval on the documents.
* An email will be sent to the candidate from the system when the HR reviews the submitted documents with details on which document is to be resubmitted.

# Technology Stack

* AngularJS for front end of the website.
* Spring boot for backend.
* Amazon web services for deployment of the project online.
* MySQL Database for maintaining data.

### Epics/Features

* **Temp ID and Credentials Creation**

User receives a temporary ID and password from the system after he or she accepts the offer for employment. The password here is for one time use and is to be changed by the user on his first login to the respective portal.

* **Login Page (candidate and HR)**

Login page authenticates user and logs him/her into the system.

There are mainly two views associated with Login namely:

1. Candidate: User who needs to upload the documents and view the uploaded document status.
2. HR: Authenticates the data submitted by the candidate.

* **Employment Form**

Forms to be submitted by the user for saving his or her details for further use during onboarding and document verification.

* **Email Notifications**

Email Notifications are sent to the respective entities on triggering of events. Example: If the candidate submits an incorrect document, an email to resubmit the mentioned document is sent to the candidate on his respective email etc.

* **HR Dashboard(on-Boarding tab)**

Contains on-Boarding tab, which lists all selected candidates.

* **Document Verification**

Another feature on dashboard, which opens a view when the HR selects a particular candidate from the employee list. The view contains a checkbox link to documents and a checkbox to mark the document as verified after the HR manually verifies the document.

* **Generate Documents**

This is a feature, which will be activated during the time of onboarding, where documents such as NDA will be generated with prefilled values and printed for getting it attested by the candidate.