

Leave Management System



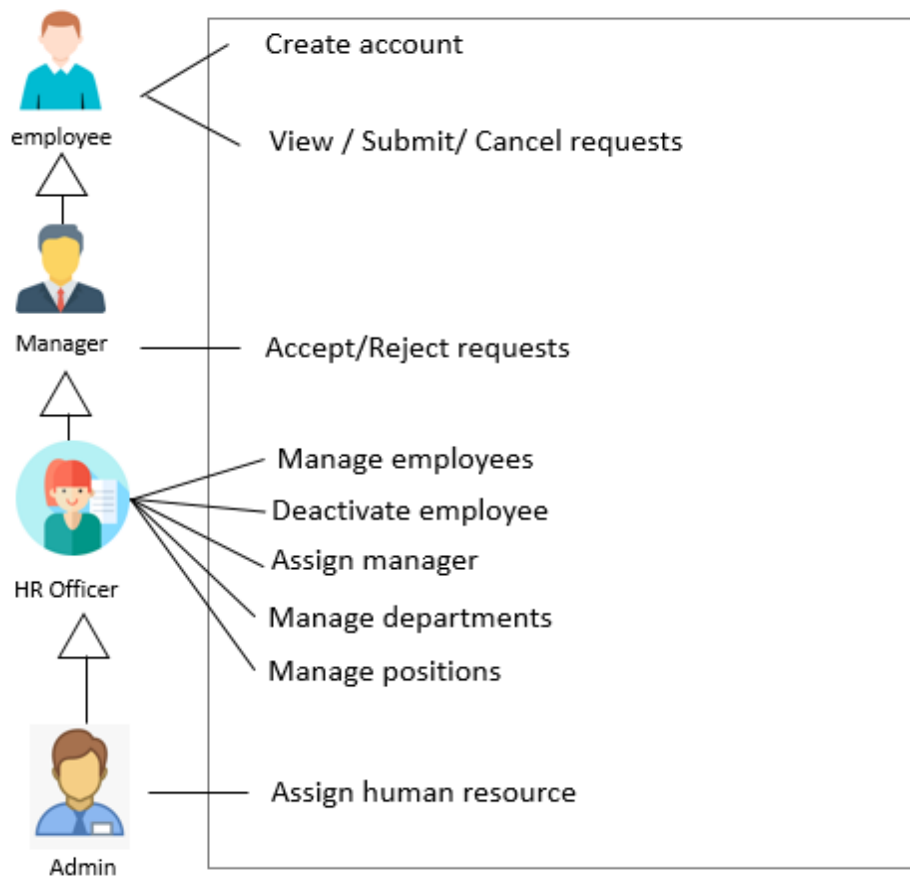
Purpose of this application

The purpose of this application is to allow employees to request leave (holiday, sick, training) to their manager

- Plan employees' leave requests
- Allow managers to accept or reject employee's requests
- Keep history of employee leave requests

4 kind of users will use this application (see below use case diagram)

- Employee
- Manager
- HR Officer
- Admin



Planning

The project must respect the deadlines and must be finished within in 6 weeks

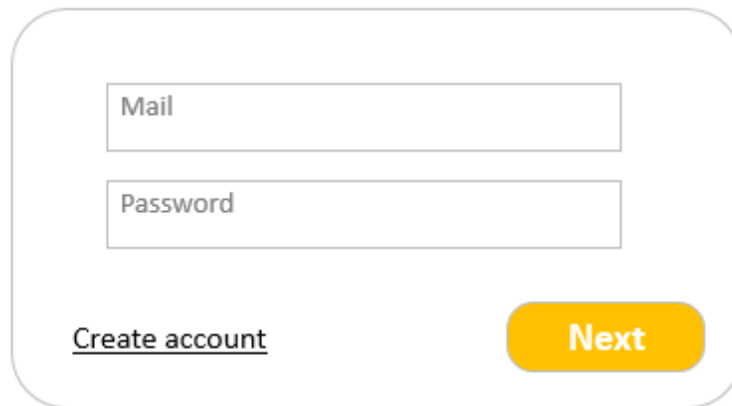
ITERATION	TASK / TASK	ESTIMATION	TASK DESCRIPTION
Iteration 1	TASK 1	0.25	Create a project with authentication
	TASK 2	0.5	All database tables
	TASK 3	1	All Views (HTML/CSS)
	TASK 4	1	Main view and Menu
	TASK 5	0.25	Log out
Iteration 2	TASK 6	0.5	Departments view
	TASK 7	0.5	Positions view
	TASK 8	1	Employees view
	TASK 9	0.5	Set employee profile picture
	TASK 10	0.5	Assign manager, assign HR Officer
Iteration 3	TASK 11	3	Leave requests
Iteration 4	TASK 12	3	Manage mails events
Iteration 5	TASK 13	1	Manage inactive employees
	TASK 14	2	BONUS FEATURES

TASK 1 – Create project with authentication

- Create a GITHUB project
- Start to manage the tasks for this week
- Create an empty project

Authentication and accounts:

- Your project should contains the authentication (sign in + log out)



A mockup of a sign-in view. It features a light gray rounded rectangle containing two input fields. The first field is labeled 'Mail' and the second is labeled 'Password'. Below the 'Mail' field, there is a link that says 'Create account'. To the right of the 'Mail' and 'Password' fields, there is a yellow button with the text 'Next'.

Sign in view

TASK 2- All database tables

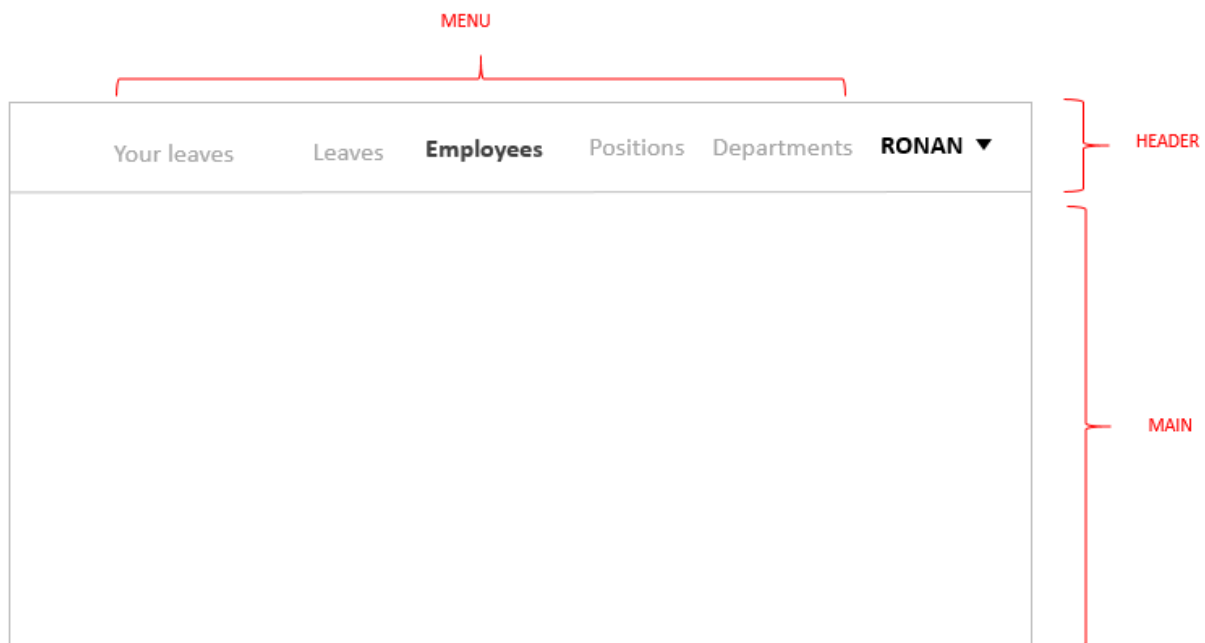
- Design all database required for this project
- Create those database in your project

TASK 3 - All Views (HTML/CSS)

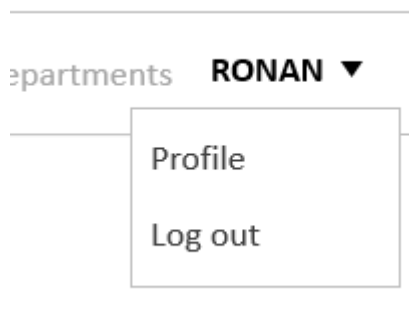
- Create all views (HTMLS + CSS) required for this projects
 - You should not come back to the view afterward (or just some small update)

TASK 4 – Main view and menu

- Create the bellow main view, which shall be composed of
 - A header containing the menu
 - The main section which contain the view selected on the menu



- The top right item is a menu whose name shall be the **first name** of the current connected user



- When clicking on this menu, 2 menu items are displayed:
 - Profile to display the user profile
 - Log out
- Link the menu to all pages created on task 4 , even if view are not updated for now

TASK 5 –Log out

- When connected, it is also possible to disconnect : by clicking on LOG OUT, the session of current user is closed and the application come back to the sign in view

TASK 6 - Departments view

It shall be possible to:

- Add a new department
- Remove a department
- Update a department

Who can see this view?

- HR Officer
- Admin

The view shall allow user to:

- Filter department by name
- Create a new department (main action)
- Edit /remove a department (secondary actions, **when mouse is on hover**)

It is possible to filter Department by name

Search

Departments

+ Create

Create a NEW department

Training and education team

External relation team

Admin and finance team

Selection team

On hover : display EDIT and REMOVE actions

Delete confirmation popup

- When clicking on remove button a dialog box shall be display to confirm action
- **This is a pop up**

Remove items ?

Are you sure you want to remove the selected departments ?

DON'T REMOVE REMOVE

Create/Update dialog

- When clicking on add or edit button a dialog box shall be display to create or edit a department
- When closing the dialog, the list of department shall be updated without reloading the page

Edit department

DISCARD UPDATE

Create department

DISCARD CREATE

Edit and Create department dialogs shall look like the same

TASK 7 - Position view

It shall be possible to:

- Add a new position
- Remove a position
- Update a position

Who can see this view?

- HR Officer
- Admin

The view shall allow user to:

- Filter position by name
- Create a new position (main action)
- Edit /remove a position (secondary actions, **when mouse is on hover**)

It is possible to filter Position by name

Your leaves Leaves Employees **Positions** Departments RONAN ▼

Search

Positions + Create

IT Admin

WEP Coordinator

WEP Trainer

IT Admin

Delete confirmation dialog

- When clicking on remove button a dialog box shall be display to confirm action

Remove position ?

Are you sure you want to remove the selected position?

DON'T REMOVE REMOVE

Create/Update popup

- When clicking on add or edit button a dialog box shall be display to create or edit a position
- This is a pop up
- When closing the dialog, the list of position shall be updated without reloading the page

Edit positon

DISCARD UPDATE

Create position

DISCARD CREATE

Edit and Create position dialogs shall look like the same

Errors

- All positons shall have a different name
- When creating or updating a positon, an error shall be displayed in the position already exist in the list

Create position

The position already exists

DISCARD CREATE

TASK 8 - Employees

1- Employees view:

- Filter employee by
 - First name or last name or department or position
- Create a new employee (main action)
- Edit /remove an employee (secondary actions, **when mouse is on hover**)

Who can see this view?

- HR Officer
- Admin

It is possible to filter Employee by either :

- First name
- Last name
- Department
- position

Search

Employee

+ Create

Create a NEW employee

First name	Last name	Department	Position	Start date
Jack	Thomas	Training / Education	IT Admin	25/05/2005
Ronan	Ogor	Training / Education	WEP Coordinator	25/05/2005
Seiha	Sam	Training / Education	WEP Trainer	25/05/2005
Jack	Thomas	Training / Education	IT Admin	25/05/2005

On hover : display EDIT and REMOVE actions


Delete confirmation popup


- When clicking on remove button a dialog box shall be display to confirm action –as usual


Create/Update popup

- When clicking on add or edit button a dialog box shall be display to create or edit an employee
- **This is a pop up**
- **When closing the dialog, the list of employee shall be updated without reloading the page**

Create employee



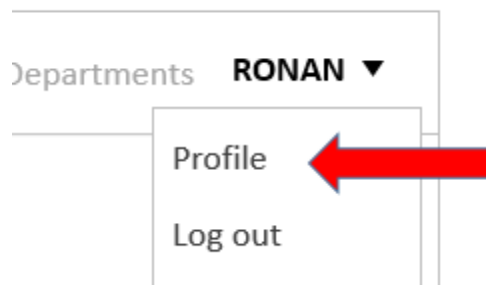




[DISCARD](#) [CREATE](#)

2- Employee information view

When click on profile, employees have access to their personal information



Who can see this view

- Everyone

It shows the same information than HR Officer list, but employees cannot update information:

Your leaves

Leaves

Employees

Positions

Departments

RONAN ▼

My information

First name

Ronan

First name

OGOR

Department

Training and education

Position

WEP Coordinator

Start date

25/11/2019

CLOSE

This is a pop up !

TASK 9 – Set employee profile picture

Create or update elements allowing

- Employees
- HR Officer

To upload profile picture in employees personal information.

Display employee profile picture in employee personal information: profile picture are managed by the employee or HR Officer


- Profile picture can be added (click on plus icon)
- Profile picture can be updated (click on pencil icon)
- Profile picture can be deleted (click on trash icon)





1- Update the Employee popup

Create employee

Department ▾

Position ▾

Start date 

DISCARD CREATE

2- Update the profile popup

My information

First name	Ronan
First name	OGOR
Department	Training and education
Position	WEP Coordinator
Start date	25/11/2019



TASK 10- Assign manager, assign HR Officer

Create or update elements allowing:

- **HR OFFICER** or **ADMIN** to assign a **MANAGER** to an employee.
- **ADMIN** to assign an employee as **HR OFFICER**

Who can see this view?

- HR Officer
- Admin

1-Update the Employees view to see Manager

- Display the employees manager in the list of employees: HR Officer is the only user who can access to this list

Employees + Create

First name	Last name	Department	Position	Manager	Start date
Jack	Thomas	Training / Education	IT Admin	Ronan	25/05/2005
Ronan	Ogor	Training / Education	WEP Coordinator	Ronan	25/05/2005
Seiha	Sam	Training / Education	WEP Trainer	Ronan	25/05/2005
Jack	Thomas	Training / Education	IT Admin	Ronan	25/05/2005



2-Update the profile popup to see Manager

- Display employees manager in employees' personal information: employees cannot modify their assigned manager.

My information

First name	Ronan
First name	OGOR
Department	Training and education
Position	WEP Coordinator
Manger	Ronan
Start date	25/11/2019

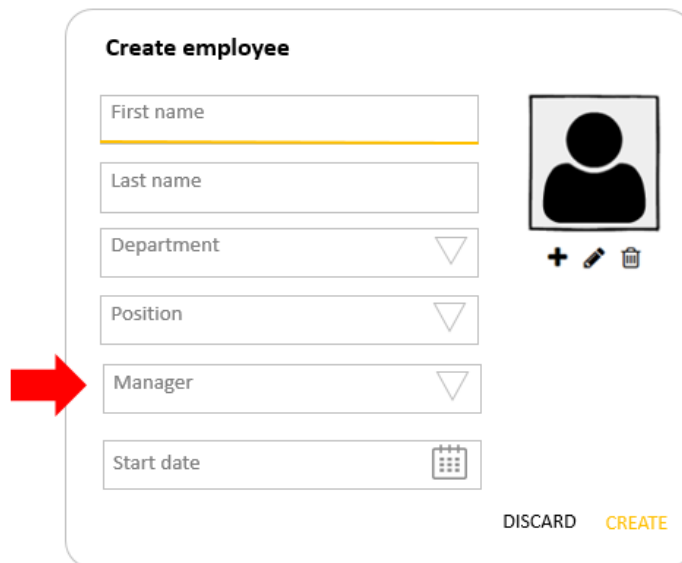


3-Update the employee popup to edit Manager

HR Officer can select employee manager among the list of application users, while creating or updating employee information

The list of employee to display in the combo box shall be limited:

- An employee cannot be manager of him/herself



Create employee


First name


Last name

Department ▾

Position ▾

Manager ▾

Start date 

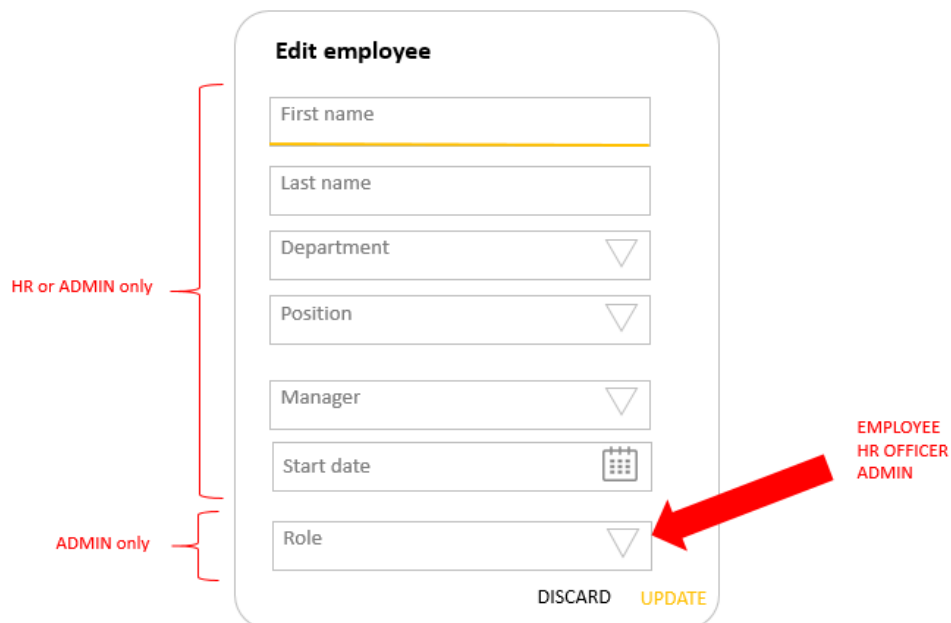

+ ✎ 🗑

DISCARD CREATE

4-Update the employee popup to edit role

Only ADMIN **can edit employee role** among, in order to assign one employee as ADMIN or as HR OFFICER
Role can be one of the following values

- EMPLOYEE
- HR OFFICER
- ADMIN



Edit employee


First name

Last name

Department ▾

Position ▾

Manager ▾

Start date 

Role ▾

DISCARD UPDATE

HR or ADMIN only

ADMIN only

EMPLOYEE
HR OFFICER
ADMIN

TASK 11 –Leave requests

1- Employee leave request

This view list down all leave requested by the current employee logged in.

Who can see this view?

- Everyone



This should be the HOME page

Your leavesLeavesEmployeesPositionsDepartmentsRONAN ▼

Search

Your leave requests

Request a leave

Start date	End date	Duration	Type	Status	
25/05/2005	25/05/2005	1 day	Vacation	Requested	 
25/05/2005	25/05/2005	2 days	Training	Cancelled	
25/05/2005	25/05/2005	0.5 day	Vacation	Rejected	
25/05/2005	25/05/2005	1 day	Vacation	Accepted	

- Filter leaves by
 - Type, start or end date
- Request, edit or cancel a leave request
- The Status field shall have a background colour:
 - BLUE if REQUESTED
 - RED if CANCELLED or REJECTED
 - GREE if ACCEPTED

2- Leave request pop up


By clicking on “Request a leave”, employees can create leave requests with a form:


- Employees select the type of leave,
- Employees select the start date and end date:
 - Start date and end date are based on a date and a period (morning of afternoon, selected from a list of values)
 - Start date and end date cannot be selected in the past
 - End date cannot be before start date
 - A leave duration is automatically calculated by the system, based on start date and end date
- Employees can optionally add a comment (such as a cause) in the leave request

When clicking on SUBMIT button, the request is sent to the MANAGER and its status is REQUESTED


Create a request


Start date



MORNING 


End date



MORNING 

Duration: 3 days

Leave type



Comment

DISCARD SUBMIT

- Employees can update or cancel their leave requests as long as their status is still REQUESTED
- Only HR OFFICER or ADMIN can delete any employees leave requests

- The leave types are all the same, among one of the following
 - Paid leave
 - Sick leave
 - Un paid leave
 - Wedding leave
 - Maternity leave

3 - Manager leave request view

In this view, the leave request can be accepted or rejected

Who can see this view?

- Manager
- HR Officer
- Admin

The screenshot shows a web application interface for managing leaves. At the top, there are navigation tabs: 'Your leaves', 'Leaves' (highlighted), 'Employees', 'Positions', 'Departments', and a user profile 'RONAN' with a dropdown arrow. Below the tabs is a search bar with a magnifying glass icon and the text 'Search'. The main section is titled 'Leave requests submitted to me'. It contains a table with the following data:

Employee	Start date	End date	Duration	Type	Action
Hugo Pana	25/05/2005	25/05/2005	1 day	Vacation	<button>Accept</button> <button>Reject</button>
Hugo Pana	25/05/2005	25/05/2005	2 days	Training	Rejected
Hugo Pana	25/05/2005	25/05/2005	0.5 day	Vacation	<button>Accept</button> <button>Reject</button>
Hugo Pana	25/05/2005	25/05/2005	1 day	Vacation	Accepted

A red arrow points from the 'Accept' button of the first row to a text box on the right that says: 'Manager see ONLY the request Of employees managed by him/her'. Below this, another text box says: 'Admin and HR see all'.

- Managers can see requests submitted by the employees they manage.
- Admin and HR Officer can see all requests
- By clicking on ACCEPT or REJECT the request is accepted or rejected


Important:

- Managers cannot change their choice: only Admin and HR Officer can update again accepted or rejected leave requests.

TASK 12 - Manage mails events

When leave request is submitted by an **employee**, the employee **manager** receive an email with leave request information:

From: E-LMSimple@gmail.com
To: jack.thomas@gmail.com
Subject: New leave request assigned to you in E-LMSimple



Hello Jack Thomas,

Employee Lina Jacks has submitted the following leave request for approval:

Start date	15/05/2019 (morning)	Comment	OFF
End date	17/05/2019 (afternoon)	Employee	Lina Jacks
Duration	3 days		
Leave type	Vacation	Status	Requested

Can you please [ACCEPT](#) or [REJECT](#) this leave request. You can also access to [leave request details](#) to review this request

Thanks & regards,
HR officer

When **manager** or **HR Officer** accepts or rejects leave request, the **employee** receive an email

Leave Request

Dear Ronan ORGO,

The time off you requested has been approved.

From	06/19/2020 (Morning)
To	06/19/2020 (Afternoon)
Type	Sick leave for staff
Reason	sick
Last comment	

TASK 13 - Manage inactive employees

Create elements allowing to deactivate employee.

HR Officer can deactivate employees (in case of retirement for example)



- HR Officer must access to employee personal information to deactivate employee
- HR Officer is the only user who can deactivate employee
- When HR Officer deactivate an employee, HR Officer can specify a deactivation motive and employee status is set to 'Inactive'

When employee is deactivated

- Employee cannot access to application anymore
- Employee cannot be chosen as manager in the application user list

1- Update on the List of employee view

- Add a new column Status (Active or Inactive) to the table of employees
- When employee is ACTIVE, a Deactivate button shall be displayed on hover
- When employee is INACTIVE, a Reactivate button shall be displayed on hover

Employee						+ Create	
First name	Last name	Department	Position	Status	Start date		
Jack	Thomas	Training / Education	IT Admin	Active	25/05/2005		
Ronan	Ogor	Training / Education	WEP Coordinator	Active	25/05/2005	Deactivate	 
Seiha	Sam	Training / Education	WEP Trainer	Active	25/05/2005		
Jack	Thomas	Training / Education	IT Admin	Inactive	25/05/2005	Reactivate	

TASK 14 – BONUS FEATURES

- Bonus feature can be done once all previous talks have been validated
- Bonus features will allow the team to get some extra score.

BONUS 1	<p>Create a dashboard allowing employees to their leave requests</p> <ul style="list-style-type: none">- List of all leave requests- Statistics (per status, per type)- Graphics : within the year the number of leave request per month <p>See with customer for further information</p>
BONUS 2	<p>Add rules to allow leave requests</p> <p>You cannot request as many days off as you wish!!</p> <p>Customer will tell you what to the rules to request a day off, regarding the following kind of leave types:</p> <ul style="list-style-type: none">○ Paid leave○ Sick leave○ Un paid leave○ Wedding leave○ Maternity leave