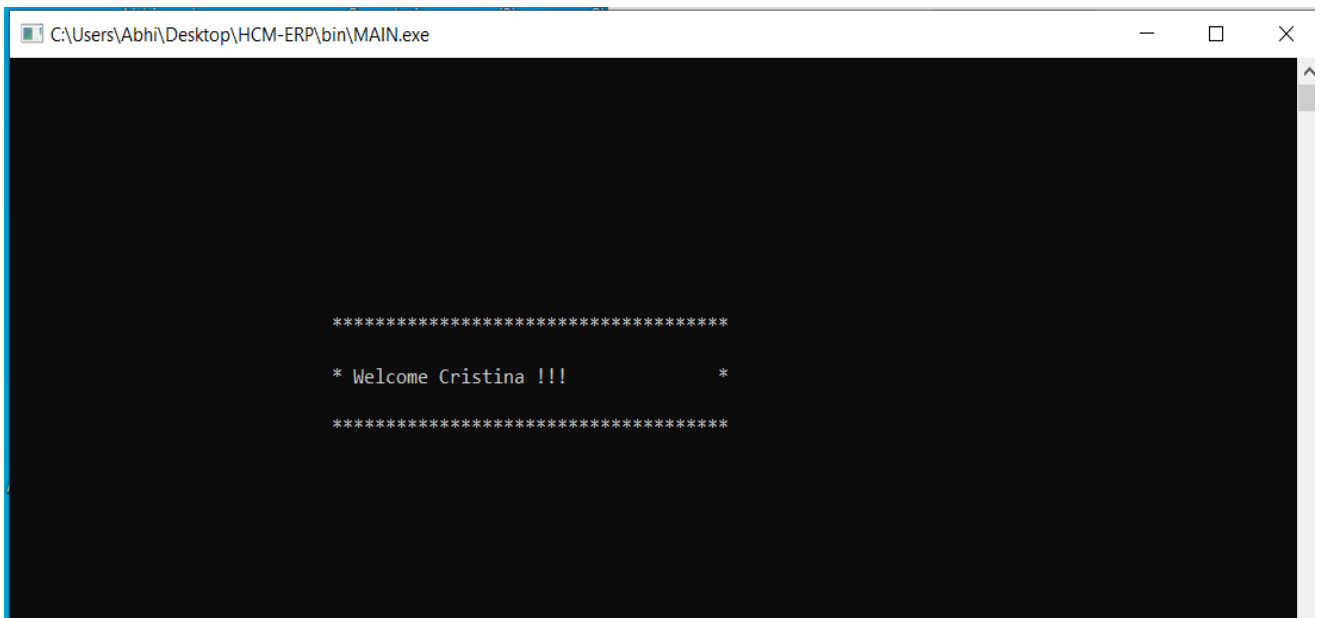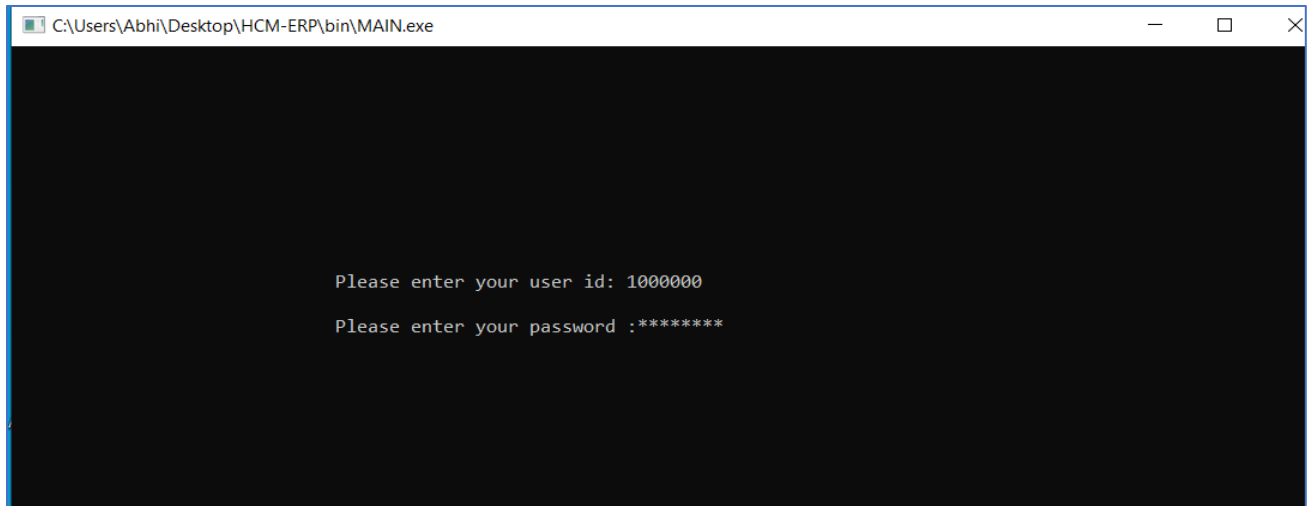# User Manual for HCM-ERP

HCM-ERP is a software that is used to maintain thee most valuable part of any organization. This manual is divided into two parts that are:

1.) Admin User Manual
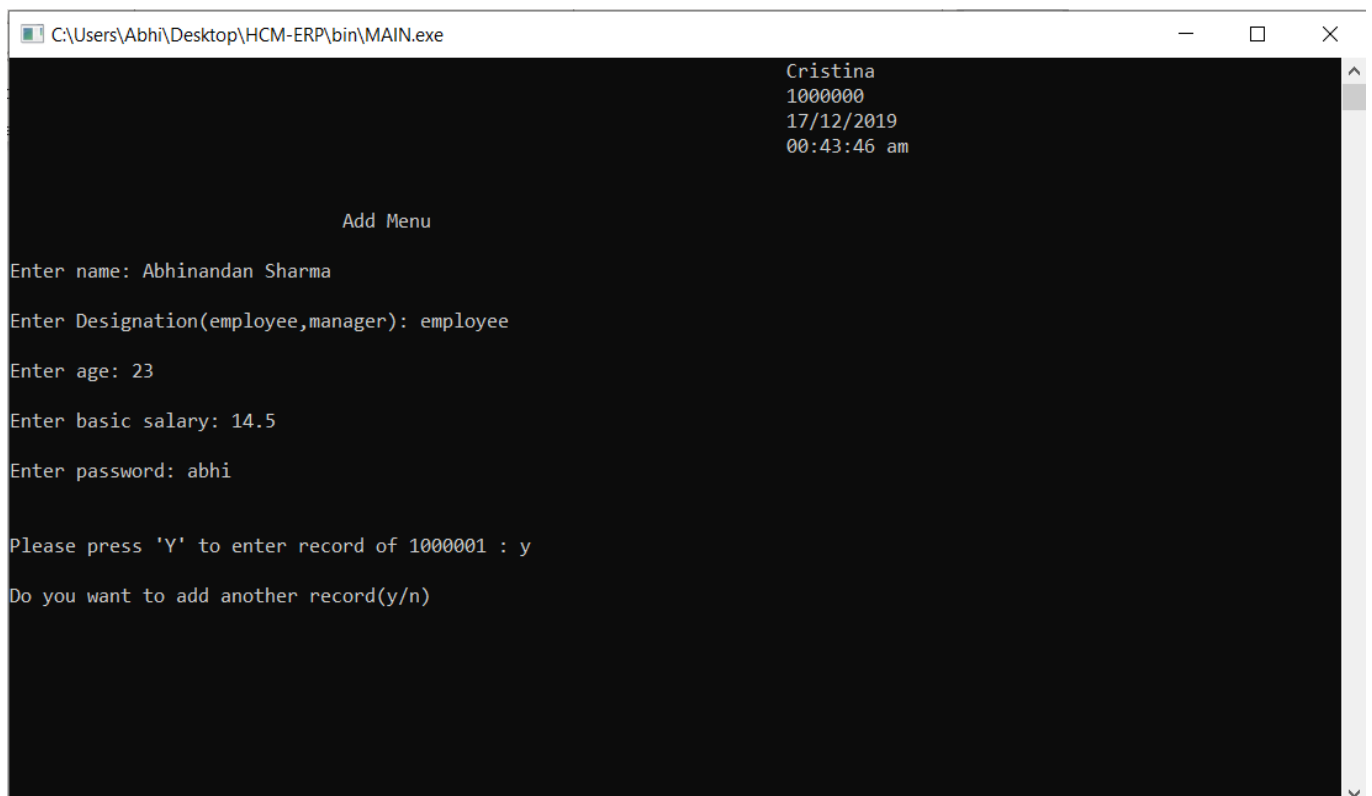2.) Employee User Manual

1.Admin User Manual

1.1 The admin is given the rights to create and maintain employee records. First of all to login as Admin the user id is 1000000 and the password is "cristina".
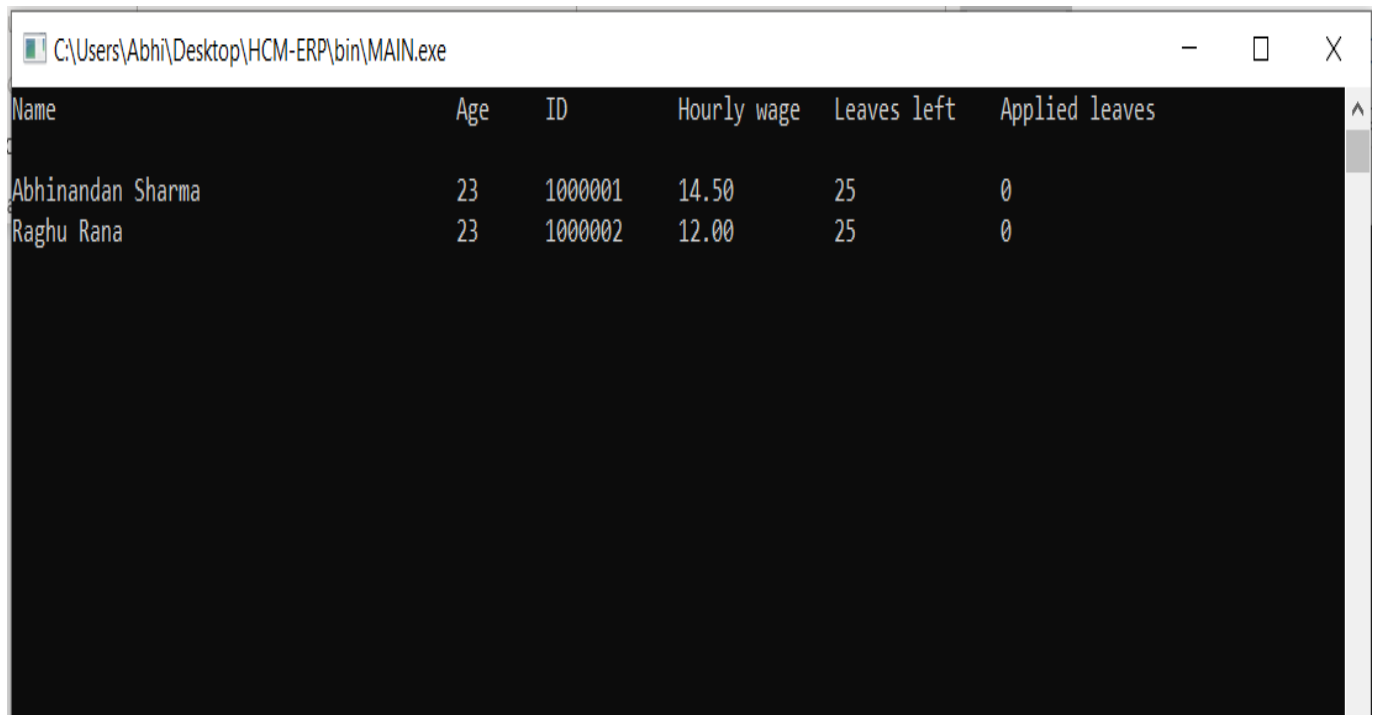
1.2 After logging in, Admin can see the following options

```
C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe                              —    □    ×
                                               Cristina
                                               1000000
                                               17/12/2019
                                               00:43:00 am

                  Admin's Menu'


                     1. Add Record

                     2. List Records

                     3. Modify Records

                     4. Delete Records

                     5. Approve leaves

                     6. Check Pay

                     7. Exit

                     Your Choice:
```

1.2.1 If the admin chooses to add record then it will have to enter choice as 1 and the following screen will be opened.

```
C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe                              —    □    ×
                                               Cristina
                                               1000000
                                               17/12/2019
                                               00:43:46 am


                  Add Menu
Enter name: Abhinandan Sharma

Enter Designation(employee,manager): employee

Enter age: 23

Enter basic salary: 14.5

Enter password: abhi


Please press 'Y' to enter record of 1000001 : y

Do you want to add another record(y/n)
```
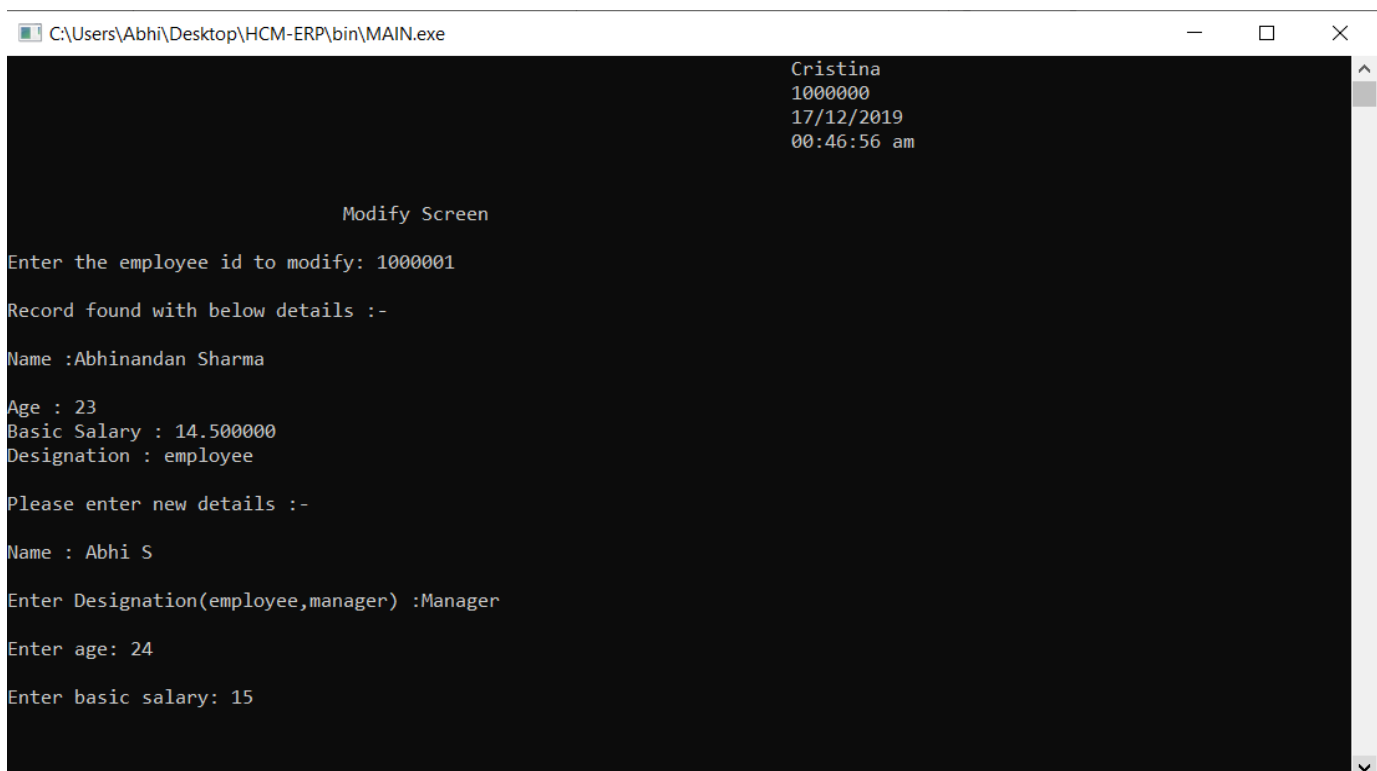
1.2.2 To see the list of added employees, admin needs to enter choice as 2 and the following screen will display all the record with user id incremented with one each time.

C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe   — □ X

Name	Age	ID	Hourly wage	Leaves left	Applied leaves
Abhinandan Sharma	23	1000001	14.50	25	0
Raghu Rana	23	1000002	12.00	25	0

1.2.3 If the admin wants to modify the records of the employee then it has to enter the choice as 3 and the following screen will be displayed to modify the record.

C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe   — □ X

```
                                              Cristina
                                              1000000
                                              17/12/2019
                                              00:46:56 am


                    Modify Screen
Enter the employee id to modify: 1000001

Record found with below details :-

Name :Abhinandan Sharma

Age : 23
Basic Salary : 14.500000
Designation : employee

Please enter new details :-

Name : Abhi S

Enter Designation(employee,manager) :Manager

Enter age: 24

Enter basic salary: 15
```
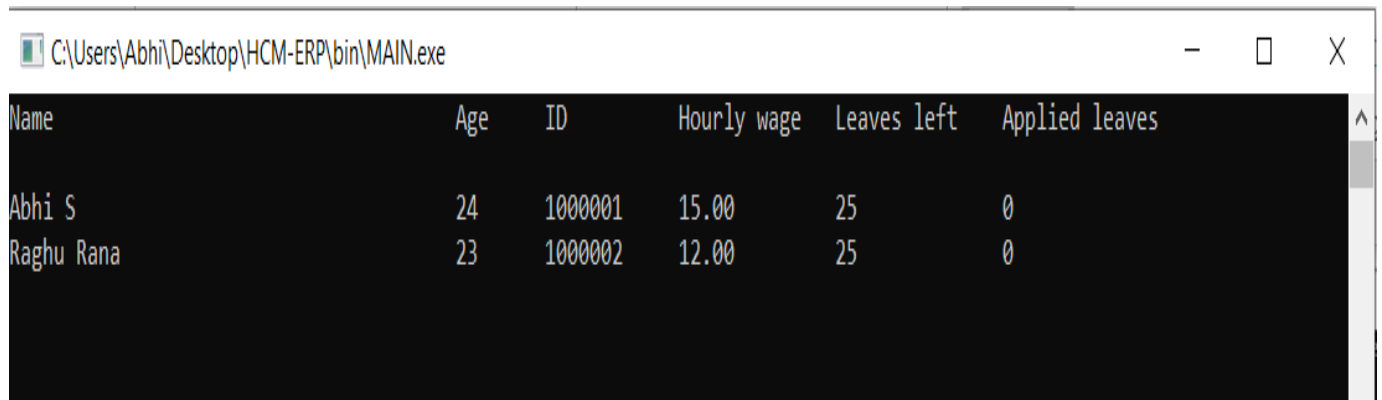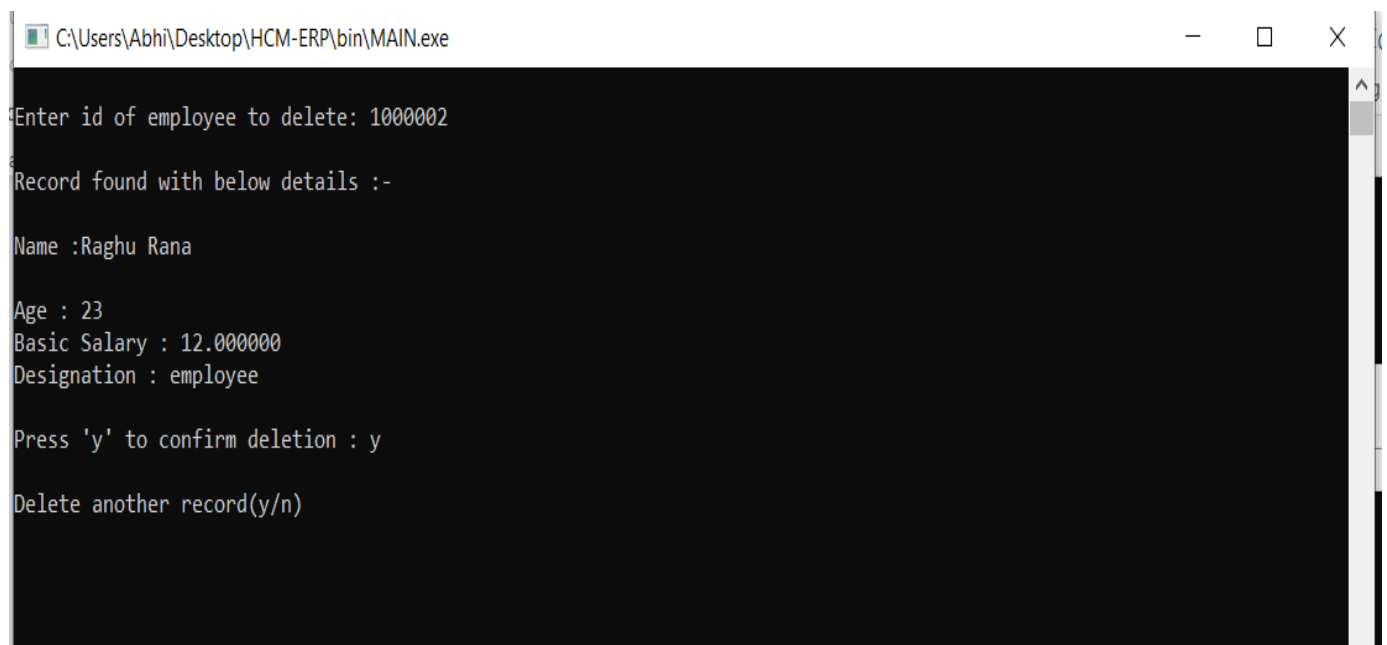
After modifying the changes admin can see the changes by opting the choice 2 again and listing the record.


```
C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe                                    —    □    X

Name                          Age    ID        Hourly wage  Leaves left  Applied leaves

Abhi S                        24     1000001   15.00        25           0
Raghu Rana                    23     1000002   12.00        25           0
```
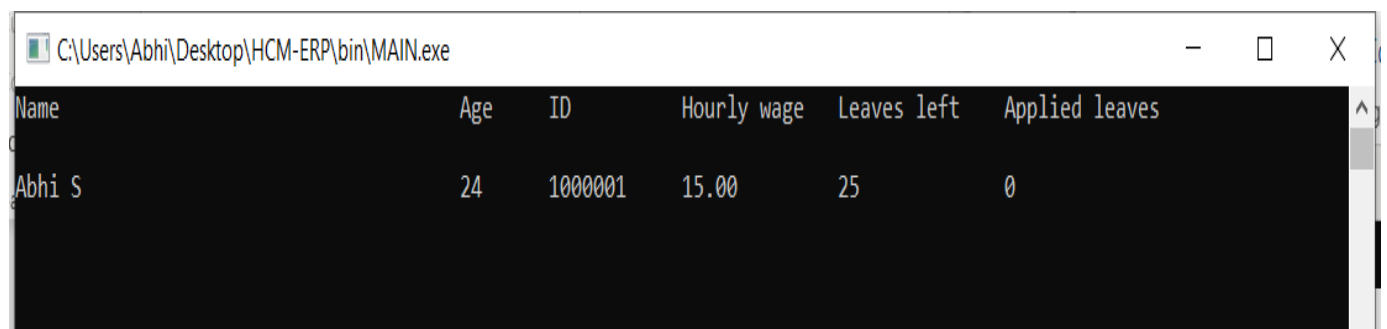
1.2.4 If admin wants to delete a record it has to enter the choice as 4. The admin can check whether the record is deleted by using the display lists option.

```
C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe                                    —    □    X

Enter id of employee to delete: 1000002

Record found with below details :-

Name :Raghu Rana

Age : 23
Basic Salary : 12.000000
Designation : employee

Press 'y' to confirm deletion : y

Delete another record(y/n)
```
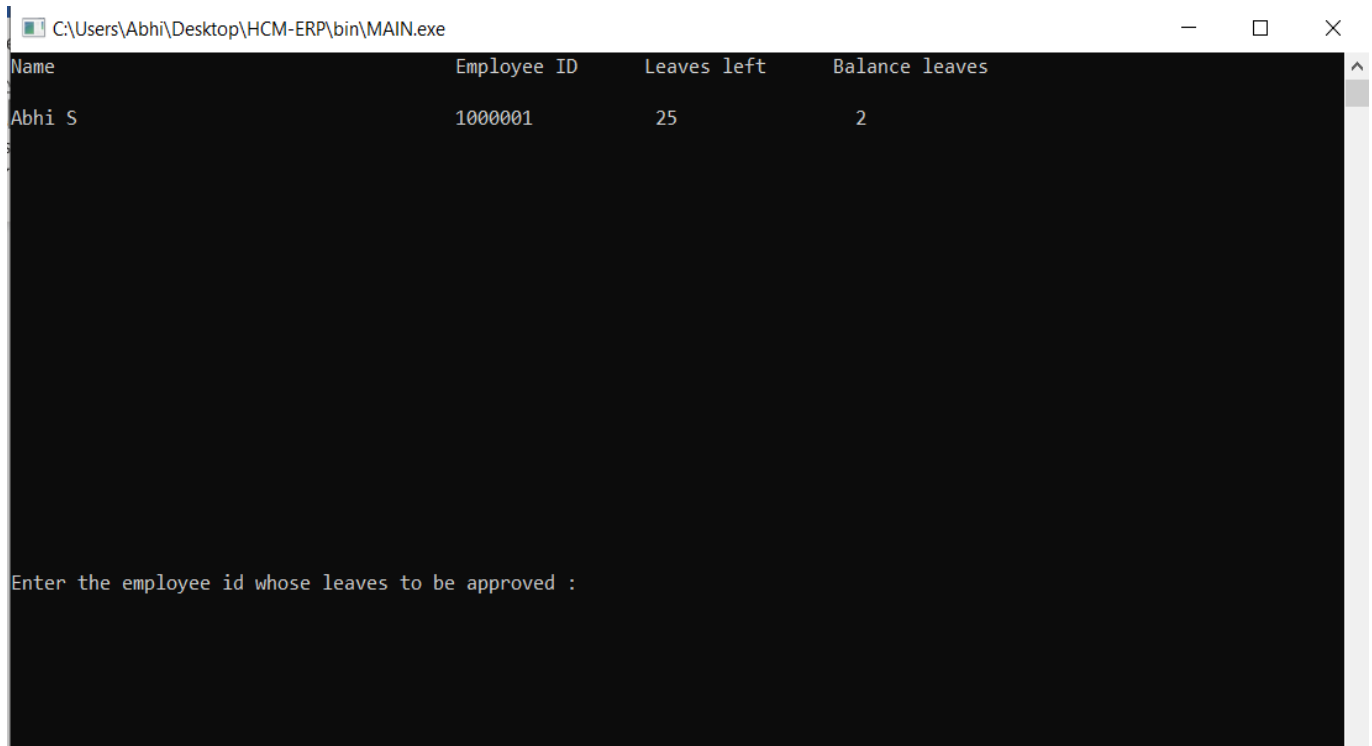
```
C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe                                    —    □    X

Name                          Age    ID        Hourly wage  Leaves left  Applied leaves

Abhi S                        24     1000001   15.00        25           0
```
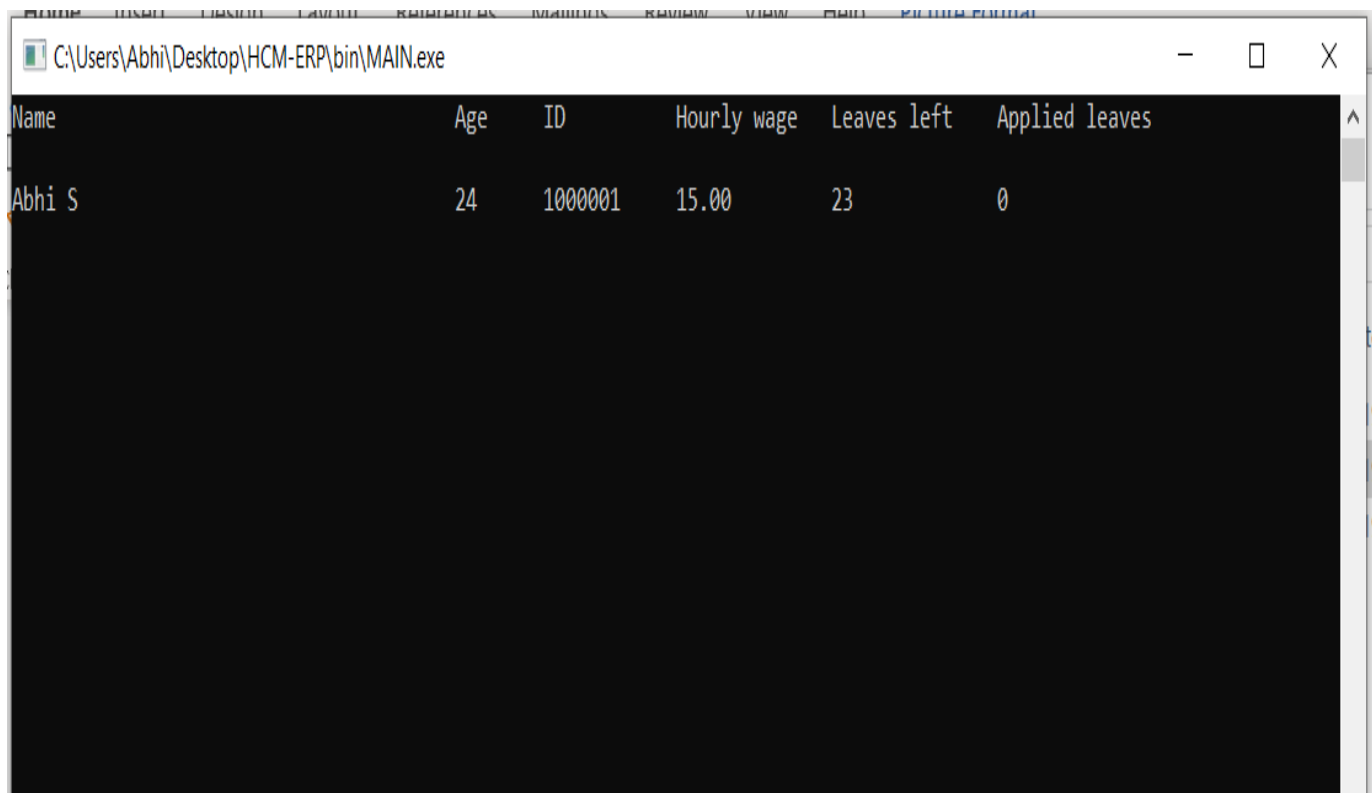
1.2.5 The fifth choice is used to approve the leaves applied by the employees by typing the employee id of the employee whose leave the admin wants to approve.

```
C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe                          —    □    ✕

Name                        Employee ID     Leaves left     Balance leaves

Abhi S                      1000001             25              2













Enter the employee id whose leaves to be approved :
```
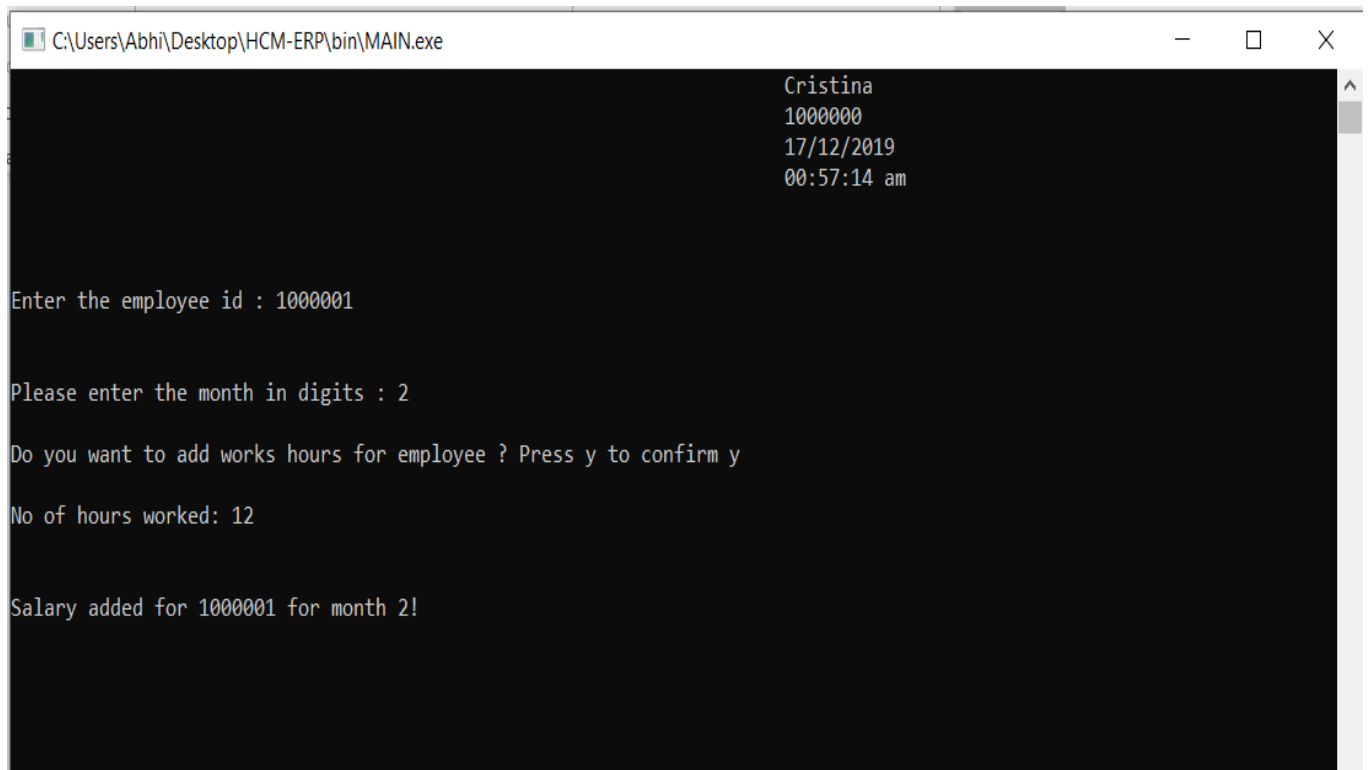
The changes made by the admin can be seen by selecting the list option from admin menu.

```
C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe                          —    □    ✕

Name                    Age    ID        Hourly wage  Leaves left  Applied leaves

Abhi S                  24     1000001    15.00        23           0
```

1.2.6 The sixth and the last option is to check the pay of the employee. This option is used to generate the paystub of the employee.

```
 C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe                                      —    □    X

                                                    Cristina
                                                    1000000
                                                    17/12/2019
                                                    00:57:14 am



Enter the employee id : 1000001


Please enter the month in digits : 2

Do you want to add works hours for employee ? Press y to confirm y

No of hours worked: 12


Salary added for 1000001 for month 2!
```
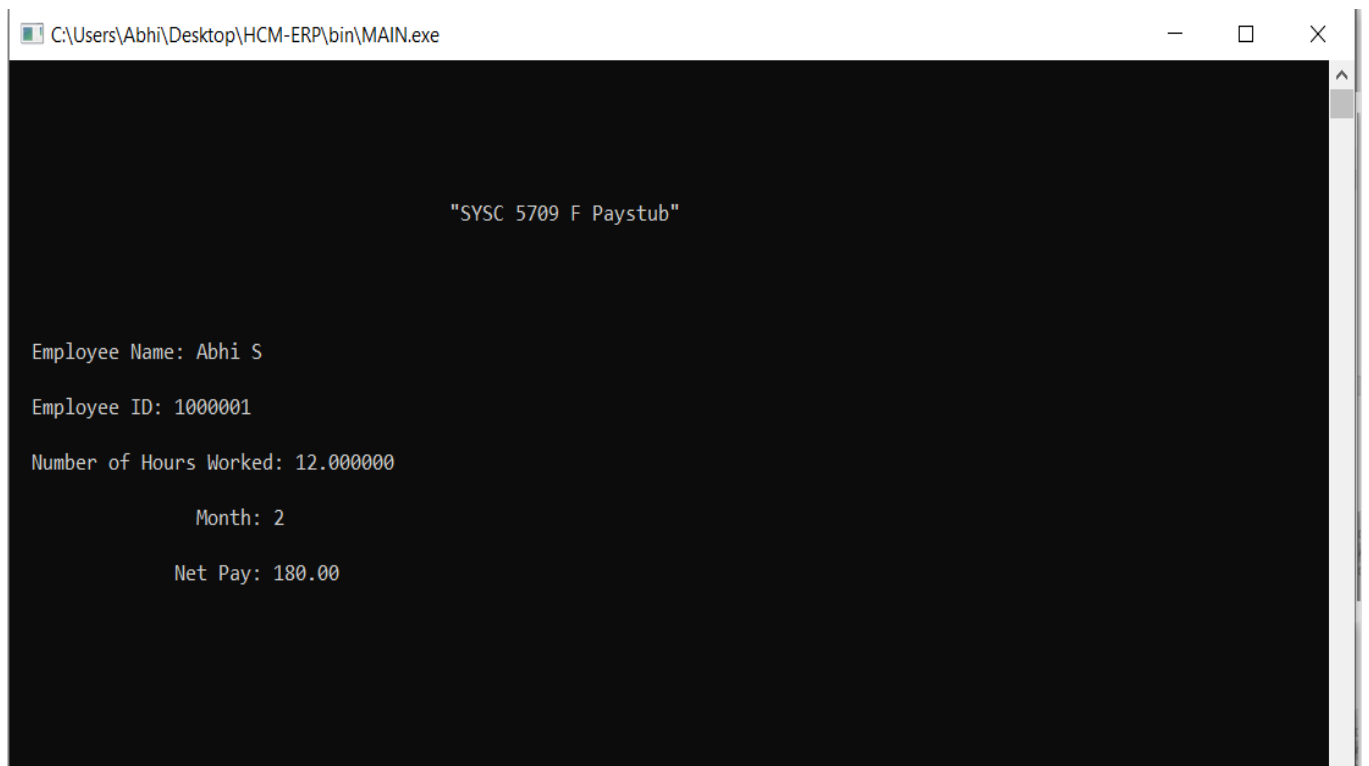
After generating the paystub, the employee can check his/her pay as shown below.
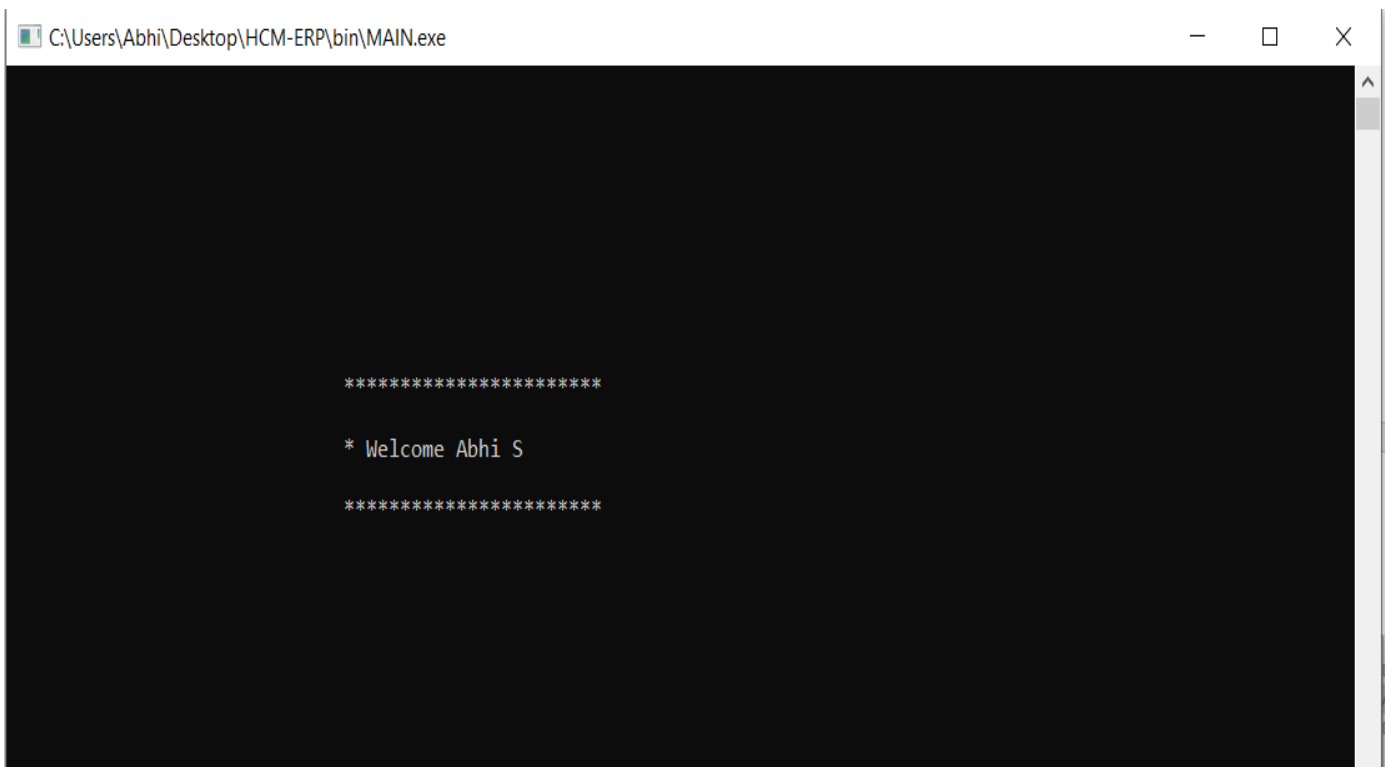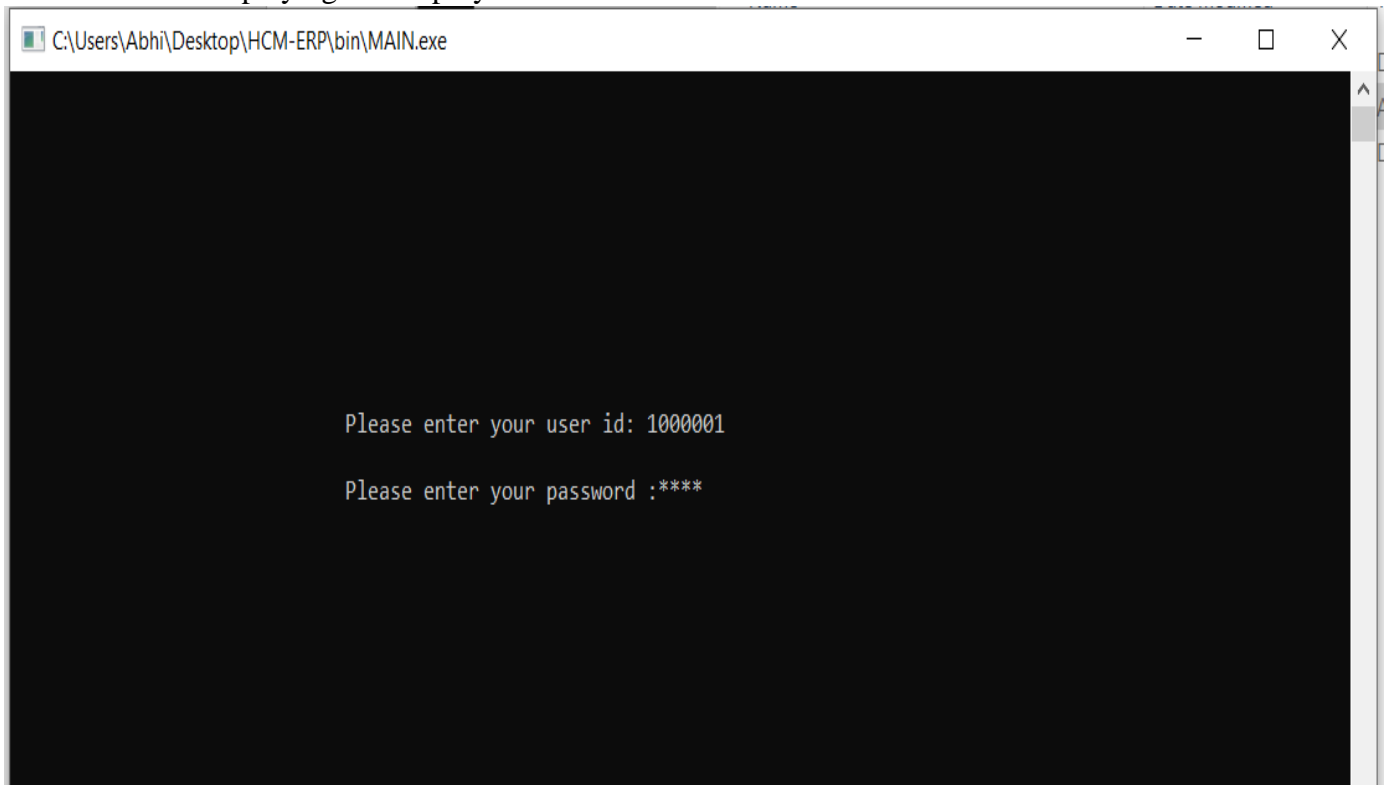
```
 C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe                                      —    □    X




                                "SYSC 5709 F Paystub"



Employee Name: Abhi S

Employee ID: 1000001

Number of Hours Worked: 12.000000

          Month: 2

          Net Pay: 180.00
```
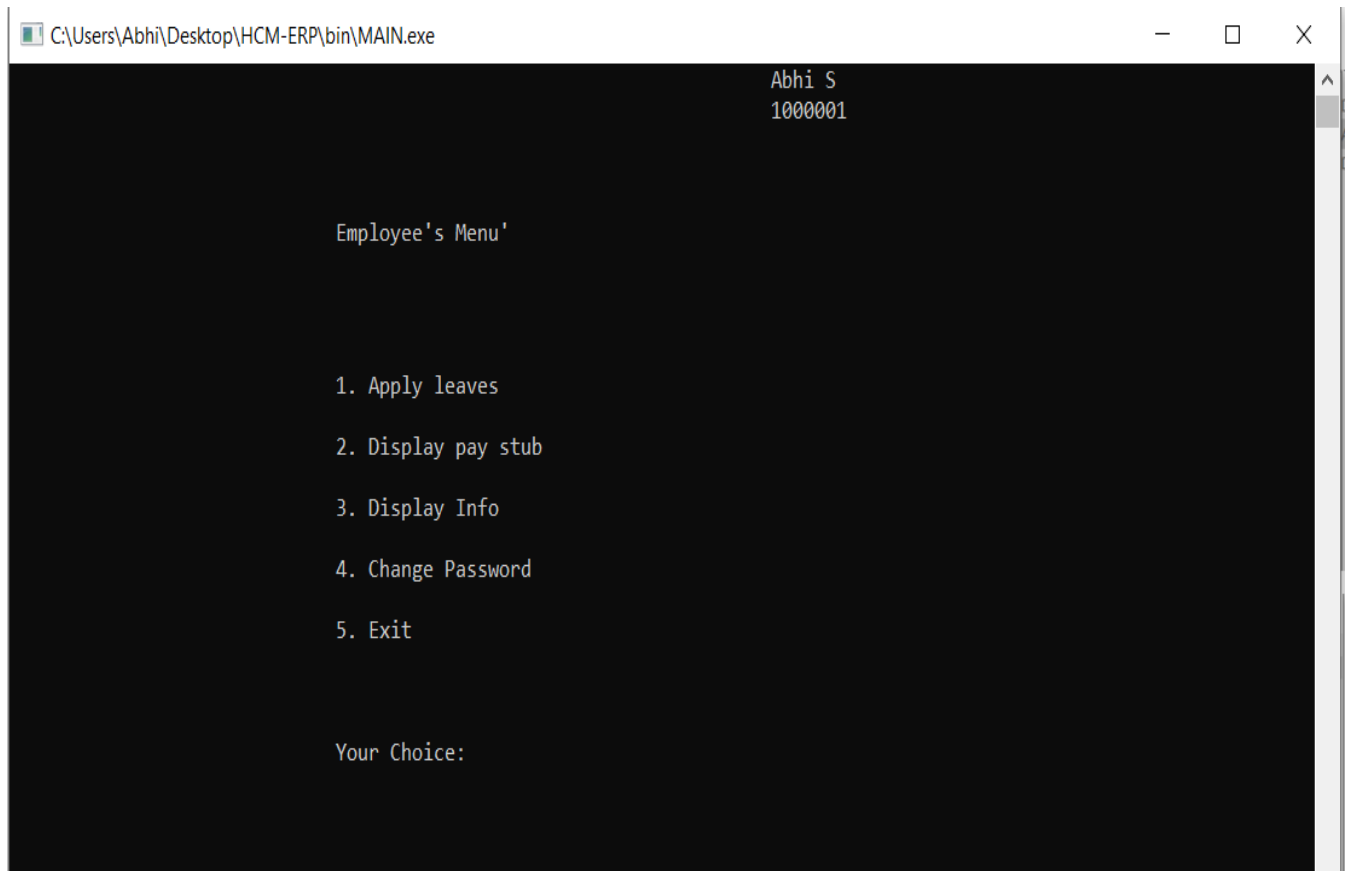
2. Employee User Manual

2.1 If the user enters the credentials of employee it will be logged in to the employee menu.
The screenshot displaying the employee menu as shown below.

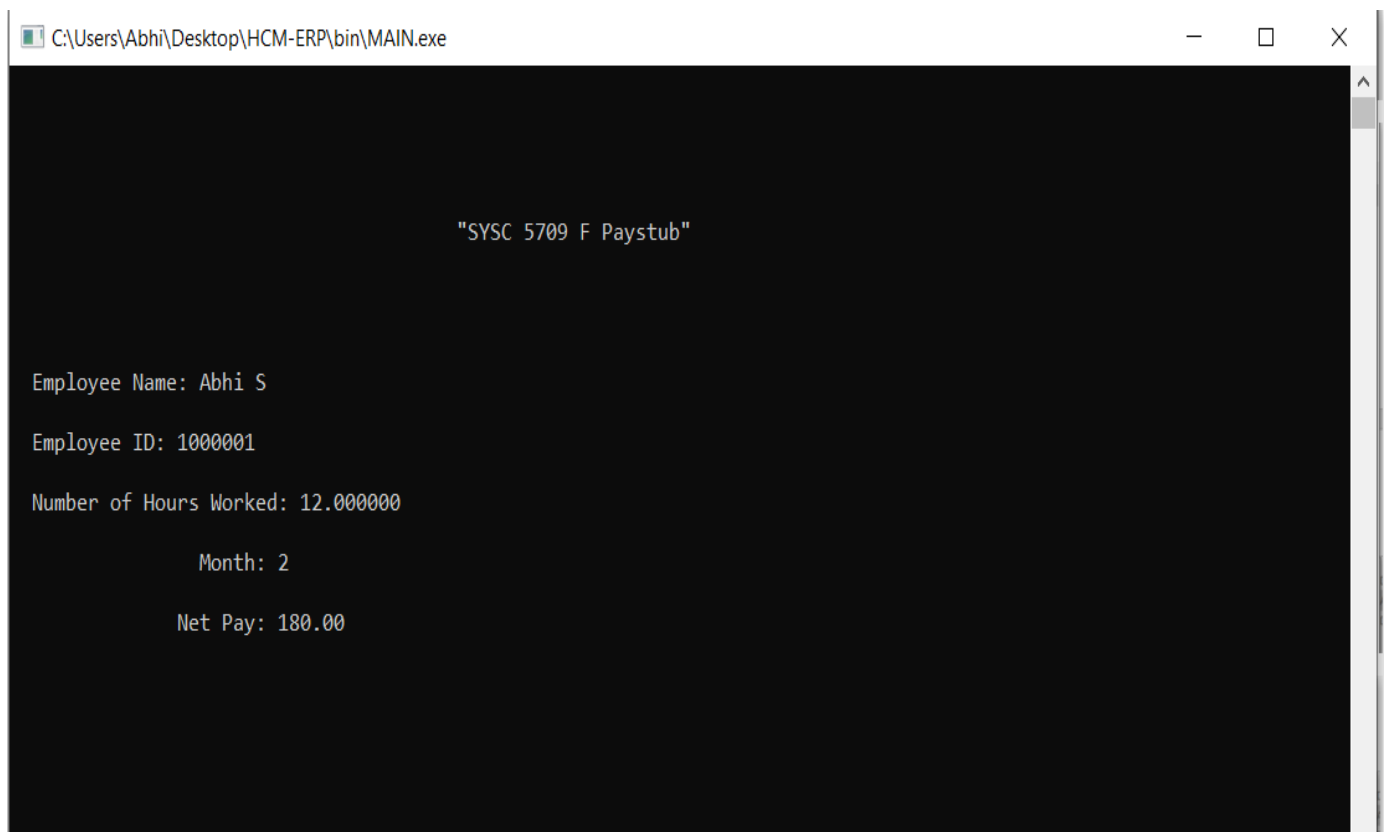**2.2** The employee menu has the following options


```
                                                    Abhi S
                                                    1000001




                        Employee's Menu'




                        1. Apply leaves

                        2. Display pay stub

                        3. Display Info

                        4. Change Password

                        5. Exit




                        Your Choice:
```

2.2.1 The choice 1 of the employee menu is used to apply for the leave. The choice 1 will display the   following   screen.


```
Name :Abhi S
Employee ID : 1000001
Entitled leaves : 25
Left Leaves : 25
Pending Approval : 0

Enter no of leaves to be applied : 2


Leave request has been sent to admin for approval
```
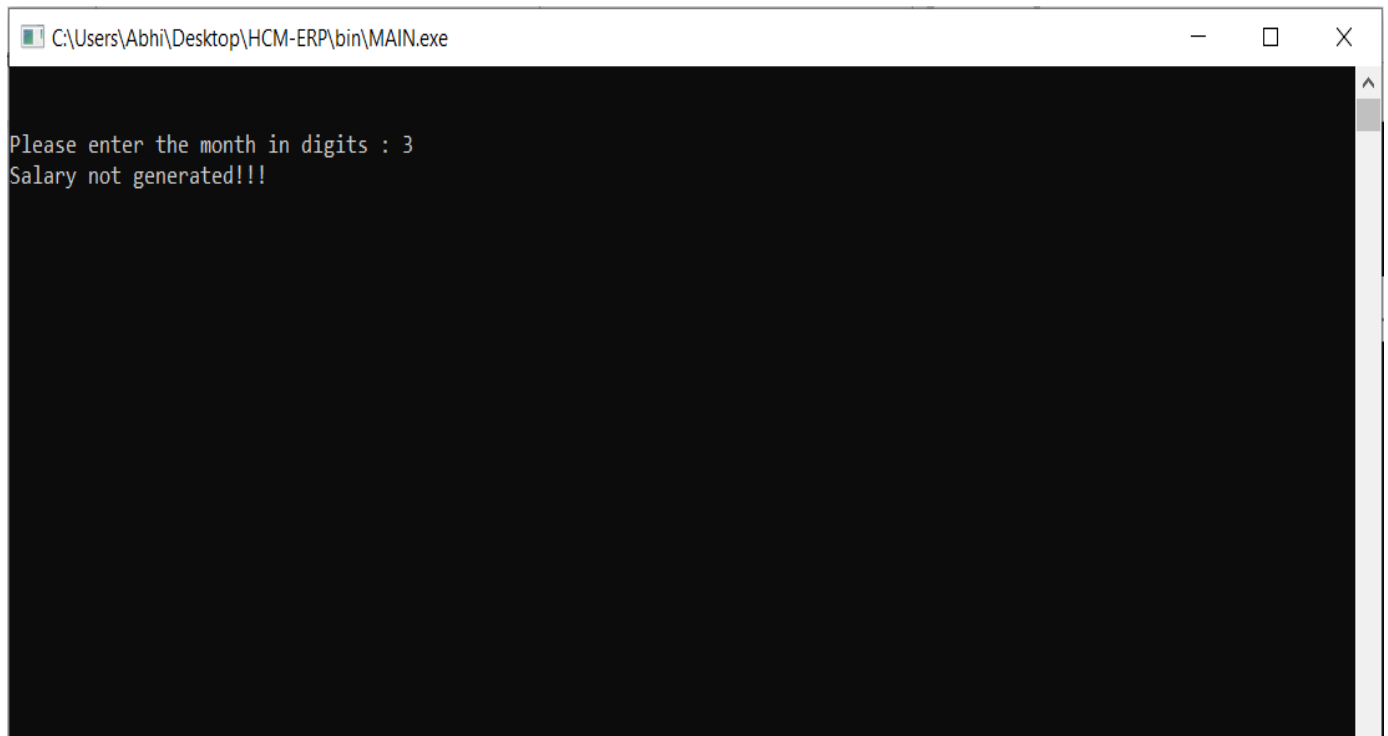
2.2.2 The second choice in the employee menu is used to display the pay stub of the employee.

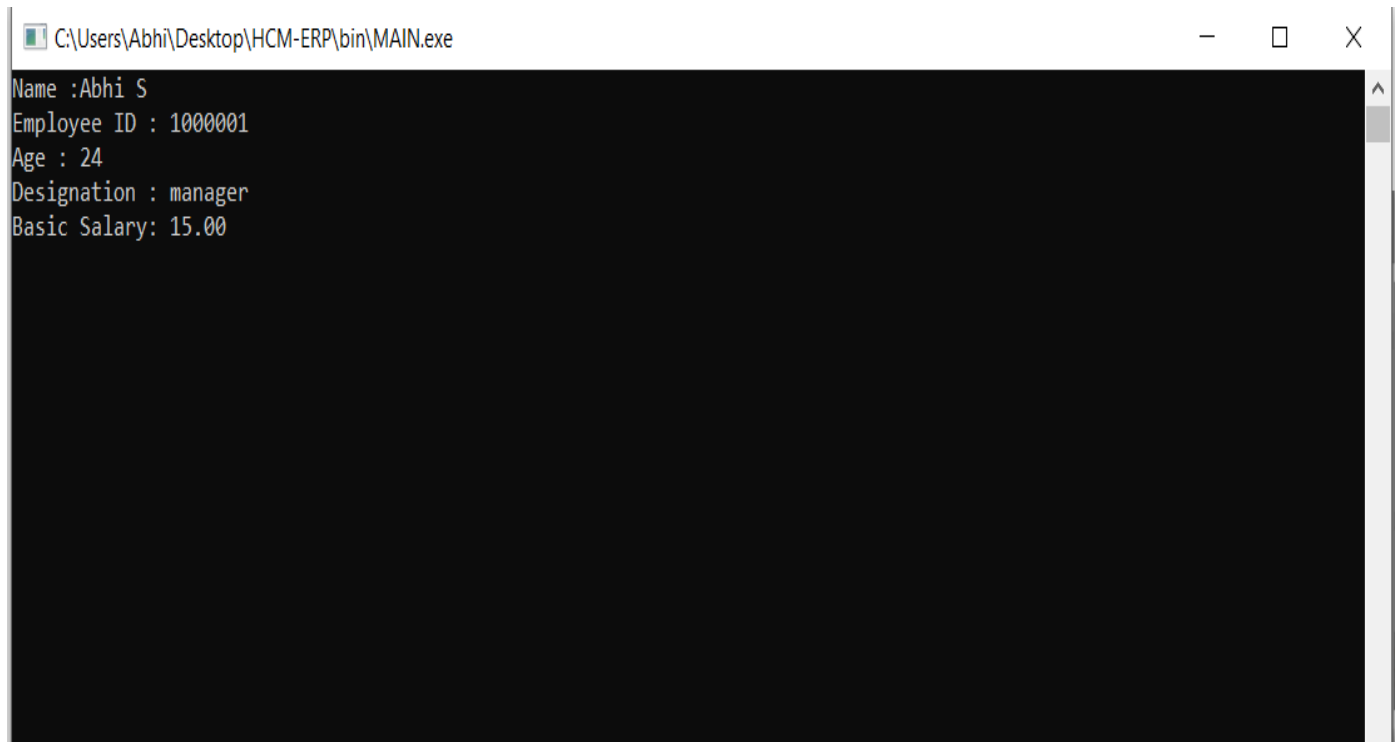The employee needs to enter the month in digits to check the paystub.


```
C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe                              —    □    ✕

Please enter the month in digits : 2
```



```
C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe                              —    □    ✕


                              "SYSC 5709 F Paystub"



Employee Name: Abhi S

Employee ID: 1000001

Number of Hours Worked: 12.000000

            Month: 2

        Net Pay: 180.00
```

If the employee enters the wrong month for which the salary has not been generated it will give an error as shown below.

```
Please enter the month in digits : 3
Salary not generated!!!
```

2.2.3 The third choice of the employee menu is used to display all the basic information of employee.
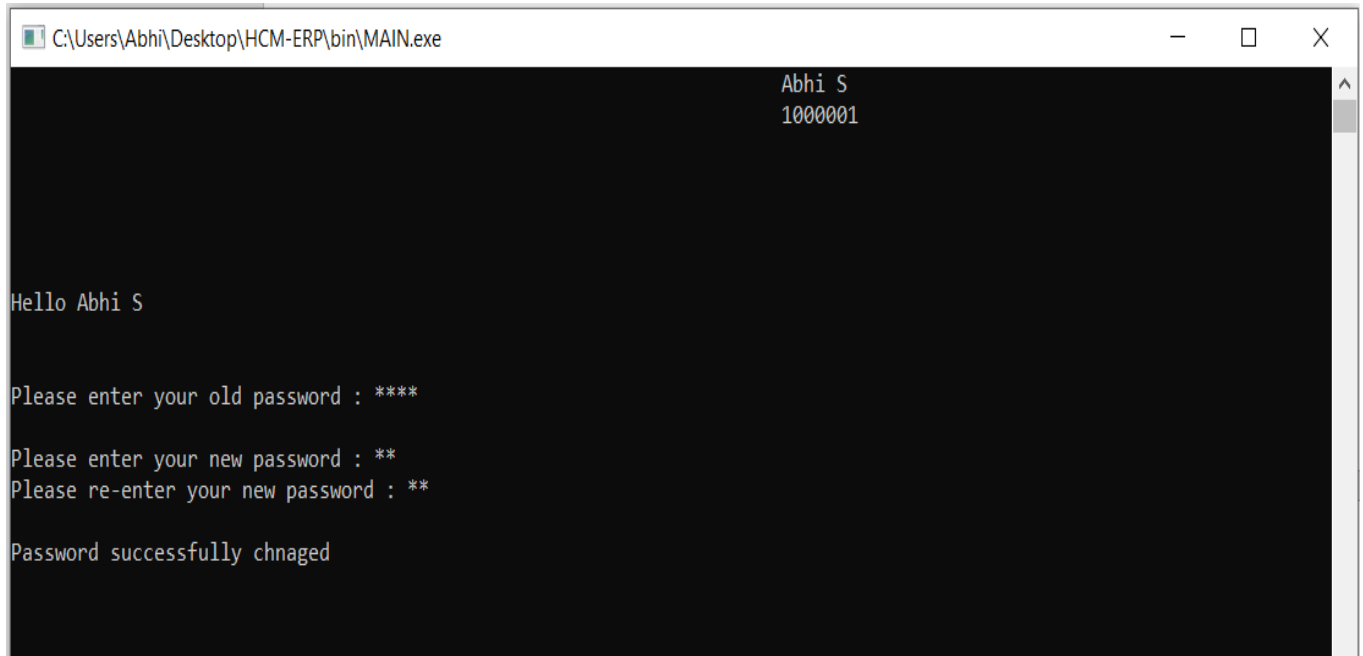
```
Name :Abhi S
Employee ID : 1000001
Age : 24
Designation : manager
Basic Salary: 15.00
```

2.2.4 The fourth option in the employee manual is used if the employee wants to change the password. After selecting the fourth choice the employee needs to enter the correct old password and new password and the password will be changed successfully.
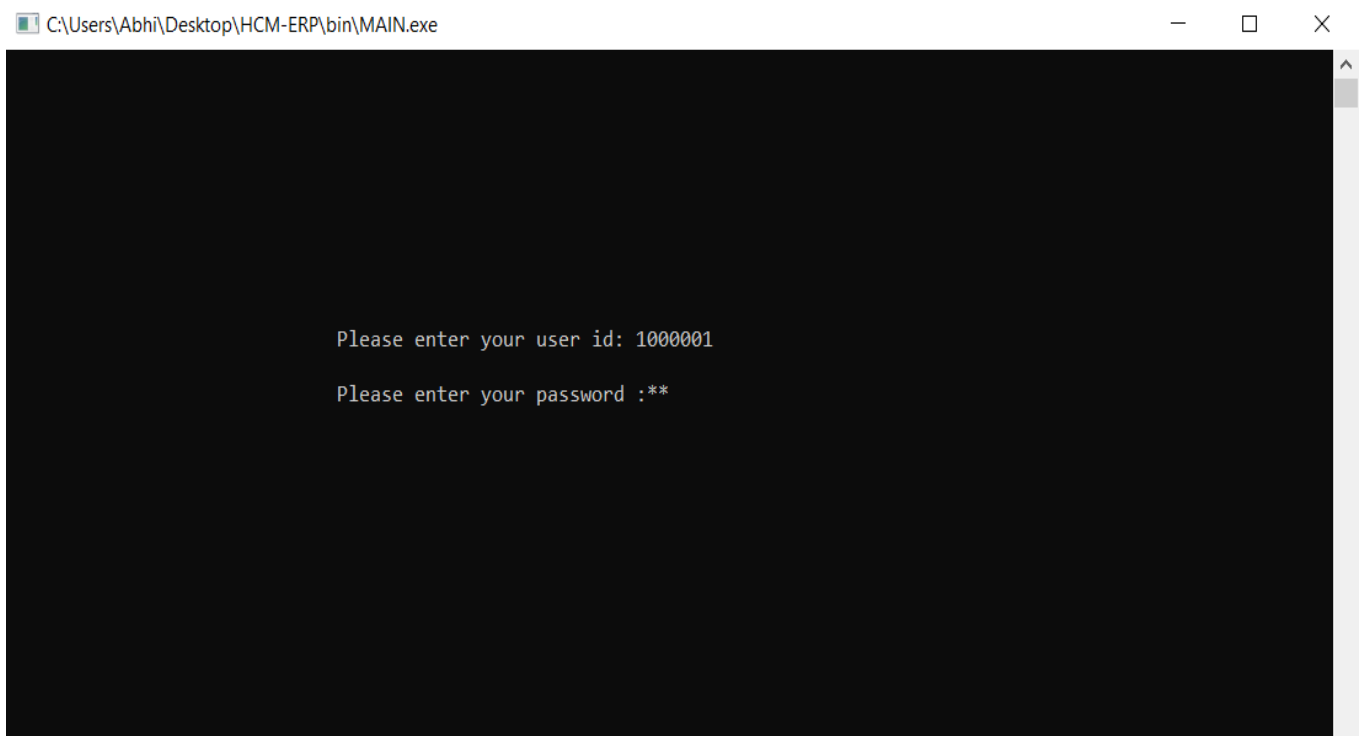
If the employee enters incorrect old password or the new password and re-enter new password doesn't match the employee will receive an error message.

```
C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe                              —    □    ✕

                                                        Abhi S
                                                        1000001




Hello Abhi S


Please enter your old password : ****

Please enter your new password : **
Please re-enter your new password : **

Password successfully chnaged
```

```
C:\Users\Abhi\Desktop\HCM-ERP\bin\MAIN.exe                              —    □    ✕




                            Please enter your user id: 1000001

                            Please enter your password :**
```