HR Performance Evaluator

Provided By

Fast and Reliable Technology Wizards

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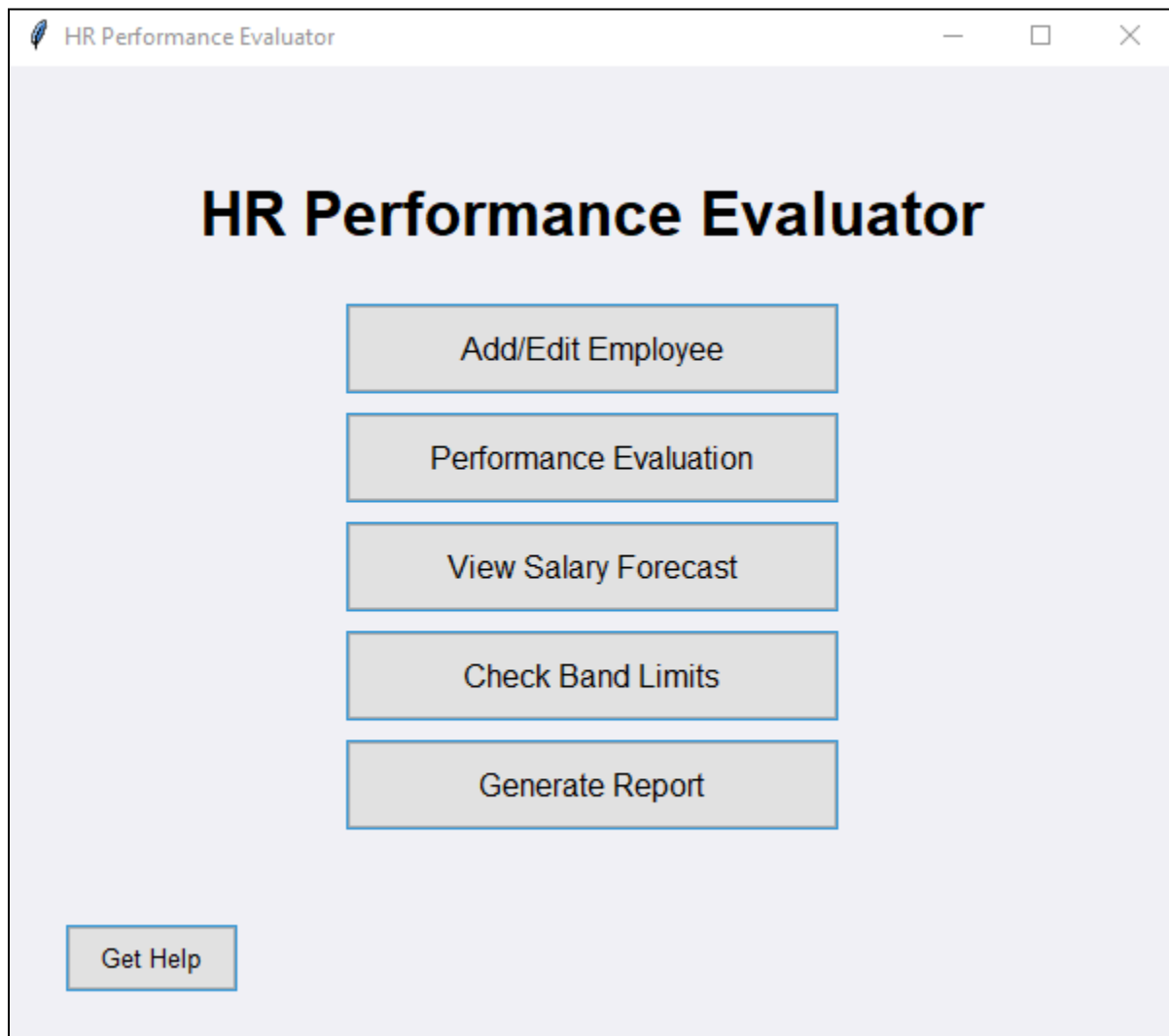
Table of Contents

Requirements

In order to run this software you will need:

1. PyCharm

2. Panda
   a. If you do not have Panda installed, the software will prompt you to do so.

Main Screen

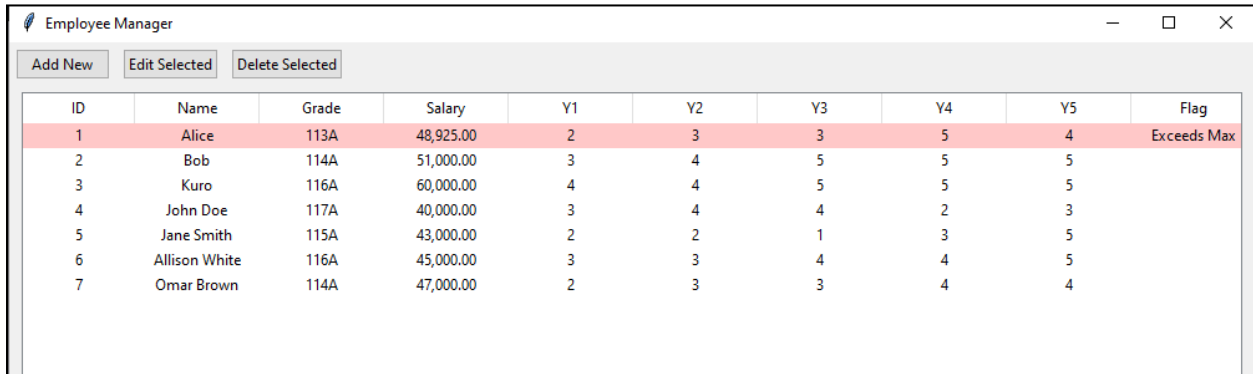Once you run the program you will be greeted by the following window:

List of functions:

- **Add/Edit Employee**
    - Add employees from the database
    - Edit employees from the database
    - Delete employees from the database

- **Performance Evaluation**
    - Add employees
    - Show salary Projections
    - Show Combined Budget
    - Delete selections
    - Import CSV
    - Export CSV
    - Search employees by name

- **View Salary Forecasts**
    - Show employee salary projections out to five years

- **Check Band Limits**
    - For each grade shows the salary:
        - Minimum
        - Midpoint
        - Maximum

- **Generate Report**
    - Allows the user to forecast an annual salary forecast report.

- **Get Help**
    - Provides access to this PDF.

Add/Edit Employee

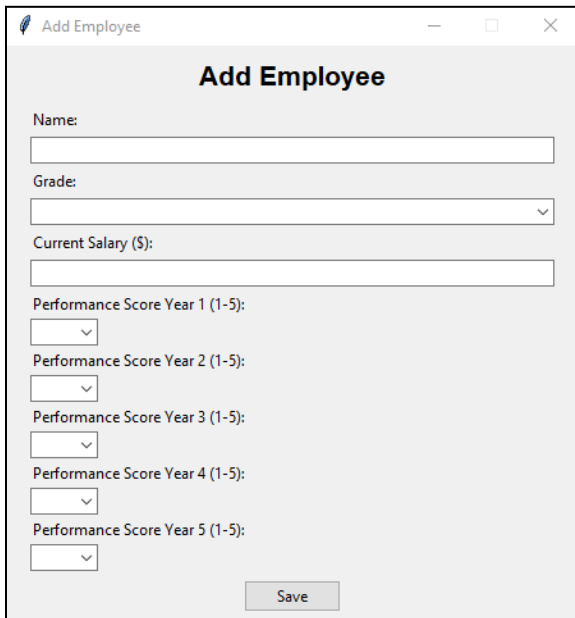Selecting the **Add/Edit Employee** button will bring up a menu like the one pictured below:

Add Employee

To add a new employee to the database simply select the **Add New** option in the top left of the window. The following screen should pop up:

Enter the employee information and then select **Save**
If you wish to forego adding a new employee, simply close the window

Edit Employee

To edit an existing employee in the database simply select an employee and then **Edit Selected** option in the top left of the window. The following screen should pop up:
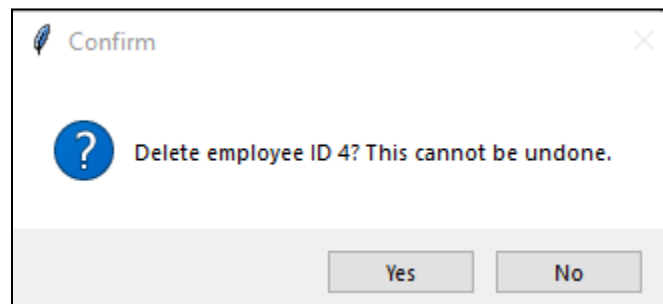

Enter the employee information and then select **Save**
If you wish to forego editing the employee, simply close the window

Delete Employee

To delete an existing employee in the database simply select an employee and then **Delete Selected** option in the top left of the window. For efficiency, you can delete multiple employees at once by **holding the Ctrl key (or Command key on Mac) and clicking each employee's name**, then selecting 'Delete'. The following screen should pop up:

Select either **Yes** or **No.**

Performance Evaluation

The system should **flag employees only if their current salary exceeds the maximum for their wage band**, not based on their projected salary after five years.

The **"Flag" column or alert logic** is based solely on whether the **current salary surpasses the maximum limit** set for that specific job band.

Add Employee

Enter the employee name, grade, current salary, and scores. Then, press **Add Employee**.

Show Salary Projections

The **salary forecast calculator** estimates future salaries using performance-based increases over five years, but these projections **should not trigger a flag**.
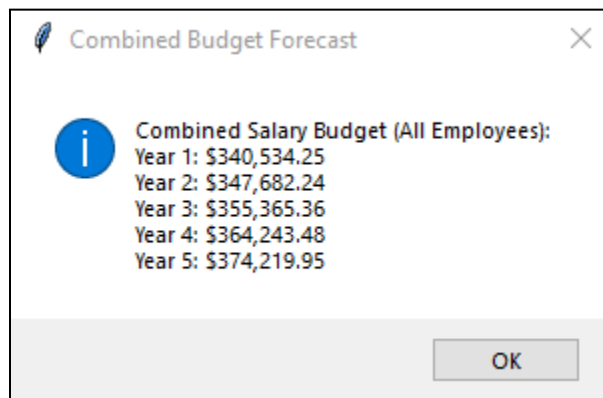
When selected, the following window will appear:

Name	Grade	Y1	Y2	Y3	Y4	Y5	Exceeded Year	Min Score 3 Exceed Year
Alice	113A	49414.25	50402.54	51410.59	52952.91	54276.73	1	1
Bob	114A	52020.0	53320.5	54920.11	56567.71	58264.74	2	2
Kuro	116A	61500.0	63037.5	64928.62	66876.48	68882.77	3	4
John Doe	117A	40800.0	41820.0	42865.5	43294.15	44160.03	Within Range	Never
Jane Smith	115A	43430.0	43864.3	43864.3	44741.59	46083.84	Within Range	Never
Allison White	116A	45900.0	46818.0	47988.45	49188.16	50663.8	Within Range	Never
Omar Brown	114A	47470.0	48419.4	49387.79	50622.48	51888.04	Within Range	Never

This window will provide salary projections for each employee according to their grade.

Show Combined Budget

This button will allow you to see the combined salary budget per year:

Combined Budget Forecast

Combined Salary Budget (All Employees):
Year 1: $340,534.25
Year 2: $347,682.24
Year 3: $355,365.36
Year 4: $364,243.48
Year 5: $374,219.95

OK

Delete Selected

To delete an entry, select an employee and then press **Delete Selected** which will prompt the following window:

Confirm Delete

Are you sure you want to delete 1 selected record(s)?
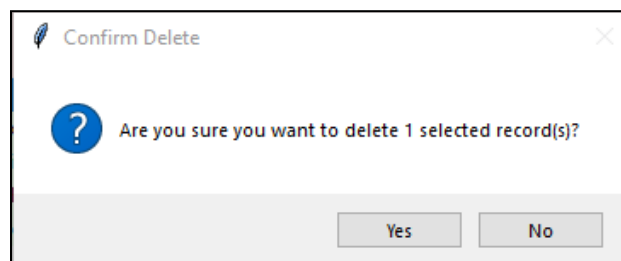
Yes   No

Import CSV

This function allows the user to import a CSV file to populate the database.

Export CSV

This function allows the user to export the database as a CSV file.

Search

This function allows the user to search for an employee by name. Simply enter the name into the search field and select **Search**.

View Salary Forecasts

This feature allows the user to see employee salary projections per employee, per year.

 It also provides a total salary calculation at the bottom.

Note: Current salary is considered Year 0.

Salary Band Limits

This feature shows the minimum, midpoint, and maximum of the Salary Band Limits by **grade**:

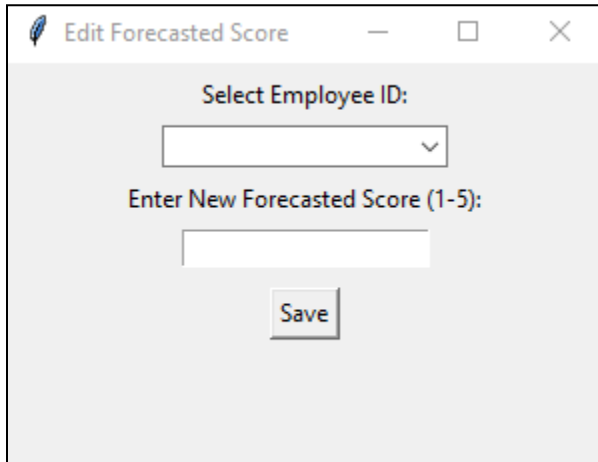## Annual Salary Forecast

When selected, **Generate Report** will show the following screen:

Generate Report

To generate a report, enter the desired forecast year and click **Generate Report**. This will populate the report on the right half of the window under **Forecast Report**.
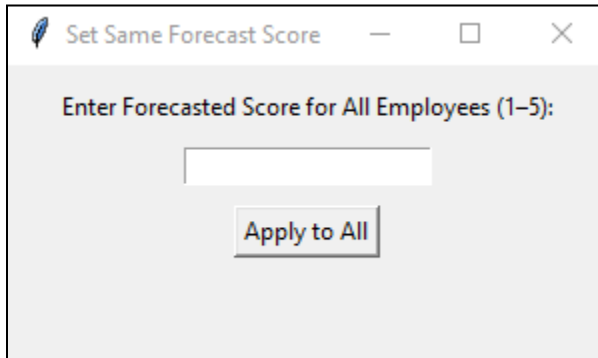
Edit Forecasted Score

This feature allows the user to edit the forecasted score of an employee. To do so, simply click the **Edit Forecasted Score** button to produce the following window:

Once the window pops up, select the employee ID from the dropdown and enter the new forecasted score. Then click **Save**.

Set Same Forecast for All

This feature allows you to set the same forecasted score for all employees. When selected, the following window will pop up:

Enter the forecasted score and click **Apply to All**.