

# HR Performance Evaluator

Provided By

*Fast and Reliable Technology Wizards*



Team #2: Jack Di Lorenzo, Tahiba Rahman, Jill Kovitch, Ericka Chen, John Peritore

## Table of Contents

<b>Requirements.....</b>	<b>2</b>
<b>Main Screen.....</b>	<b>2</b>
<b>List of Functions.....</b>	<b>3</b>
<b>Add/Edit Employee.....</b>	<b>4</b>
<b>Performance Evaluation....</b>	<b>6</b>
<b>View Salary Forecasts.....</b>	<b>9</b>
<b>Salary Band Limits.....</b>	<b>10</b>
<b>Generate Report.....</b>	<b>11</b>

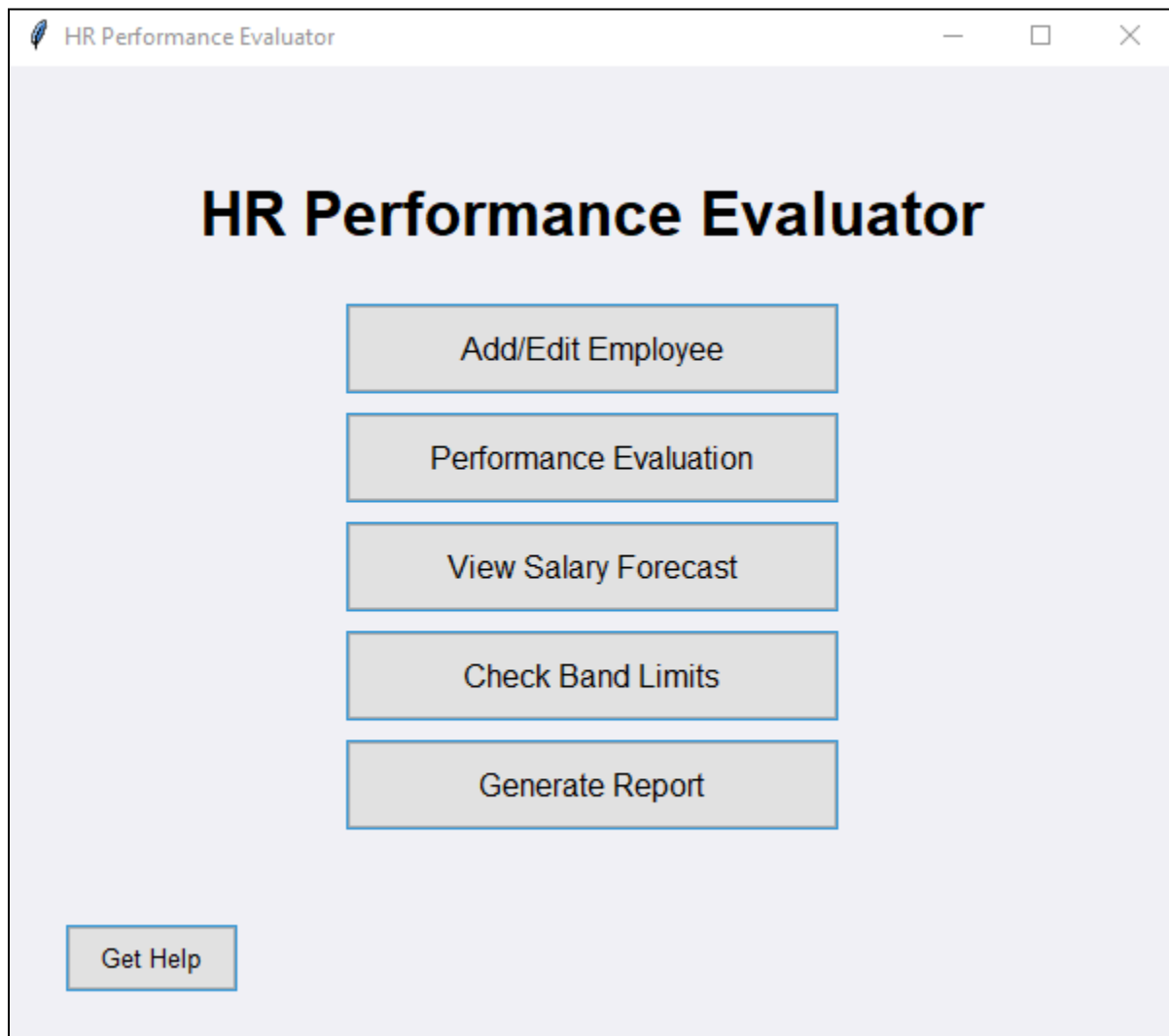
## Requirements

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:

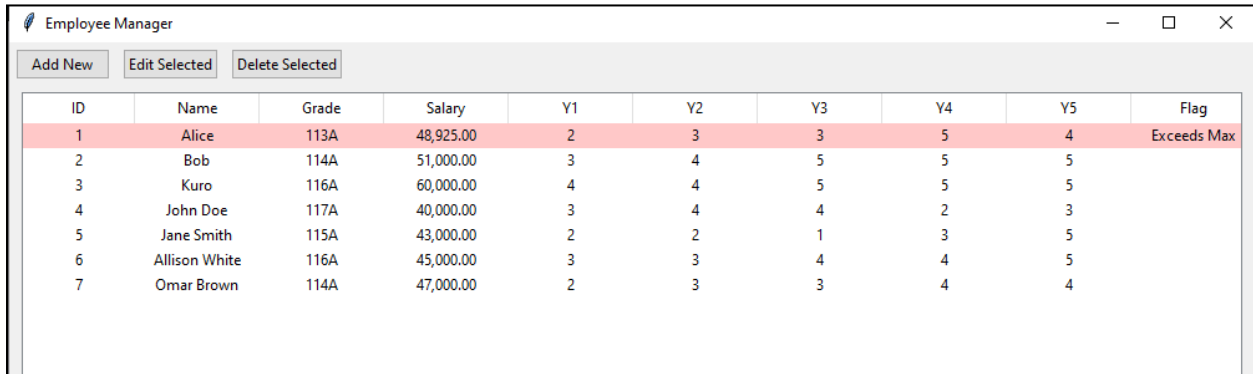


## List of functions:

- **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:

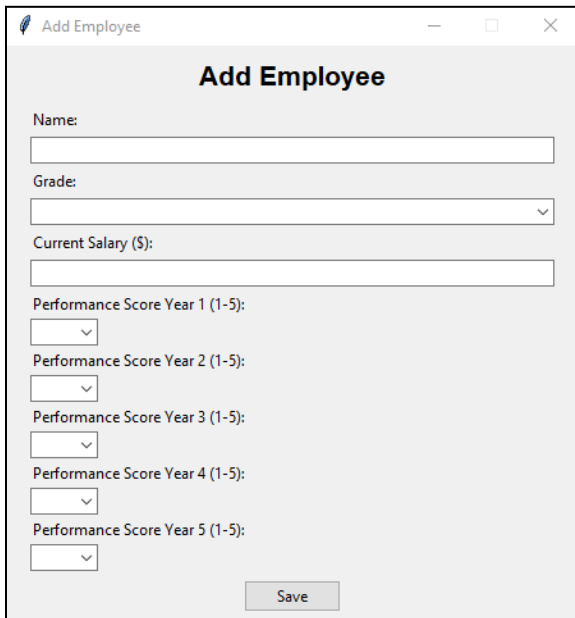


The screenshot shows a window titled "Employee Manager" with three buttons at the top: "Add New", "Edit Selected", and "Delete Selected". Below the buttons is a table with 10 columns: ID, Name, Grade, Salary, Y1, Y2, Y3, Y4, Y5, and Flag. The first row is highlighted in red.

ID	Name	Grade	Salary	Y1	Y2	Y3	Y4	Y5	Flag
1	Alice	113A	48,925.00	2	3	3	5	4	Exceeds Max
2	Bob	114A	51,000.00	3	4	5	5	5	
3	Kuro	116A	60,000.00	4	4	5	5	5	
4	John Doe	117A	40,000.00	3	4	4	2	3	
5	Jane Smith	115A	43,000.00	2	2	1	3	5	
6	Allison White	116A	45,000.00	3	3	4	4	5	
7	Omar Brown	114A	47,000.00	2	3	3	4	4	

## 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:



The screenshot shows a window titled "Add Employee" with the following fields and controls:

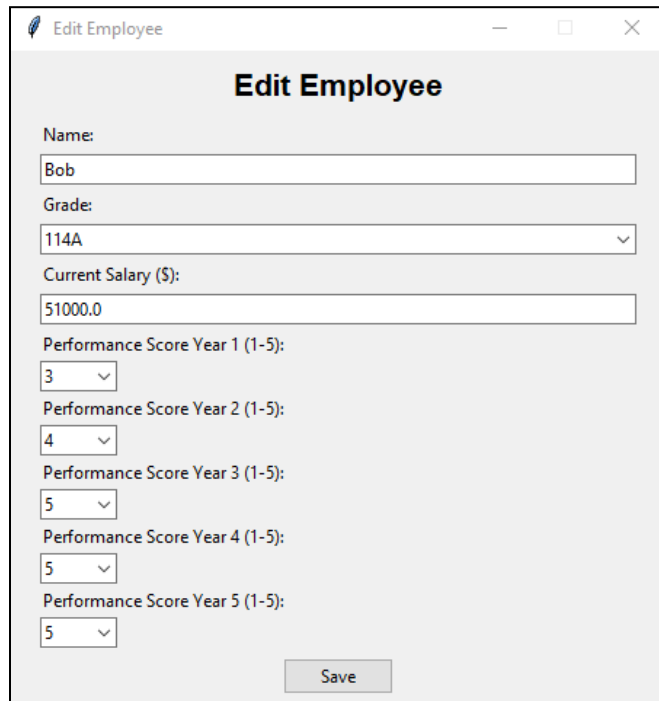
- Name:
- Grade:
- Current Salary (\$):
- Performance Score Year 1 (1-5):
- Performance Score Year 2 (1-5):
- Performance Score Year 3 (1-5):
- Performance Score Year 4 (1-5):
- Performance Score Year 5 (1-5):
- Save button

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:

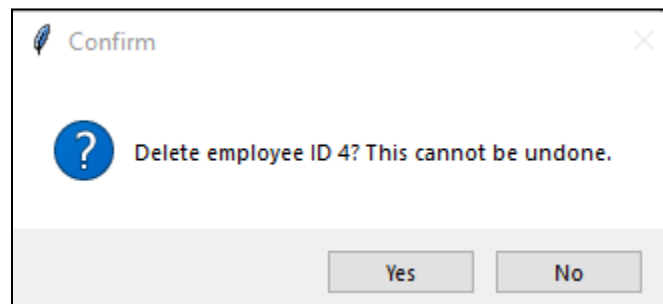


Enter the employee information and then select **Save**

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.

Employee Performance Database

Name:

Grade:

Current Salary:

Scores (Y1-Y5):

Search Name:

ID	Name	Grade	Salary	Y1	Y2	Y3	Y4	Y5	Max Band	Exceeded Year	Flag
1	Alice	113A	48925.0	2	3	3	5	4	48000	1	⚠ Exceeded Band
2	Bob	114A	51000.0	3	4	5	5	5	52500	2	⚠ Exceeded Band
3	Kuro	116A	60000.0	4	4	5	5	5	63700	3	⚠ Exceeded Band
4	John Doe	117A	40000.0	3	4	4	2	3	69700	—	✓ Within Band
5	Jane Smith	115A	43000.0	2	2	1	3	5	57600	—	✓ Within Band
6	Allison White	116A	45000.0	3	3	4	4	5	63700	—	✓ Within Band
7	Omar Brown	114A	47000.0	2	3	3	4	4	52500	—	✓ Within Band

### Add Employee

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

Name:

Grade:

Current Salary:

Scores (Y1-Y5):

## 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**.

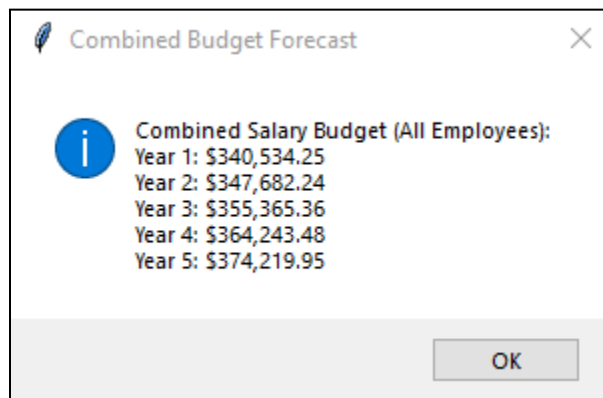
When selected, the following window will appear:

Salary Projections											
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	54820.11	56567.71	58264.74		2		2
Kuro	116A		61500.0	63037.5	64928.62	66876.48			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.

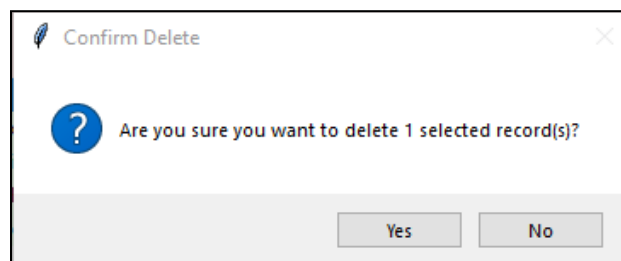
## Show Combined Budget

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



## Delete Selected

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





Select **Yes** or **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**.

Search Name:

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.*

Employee Salary Projections									
Status	ID	Name	Grade	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Band exceeded in ye	1	Alice	113A	\$48,925.00	\$49,903.50	\$50,901.57	\$51,919.60	\$52,957.99	\$54,017.15
Band exceeded in ye	2	Bob	114A	\$51,000.00	\$52,020.00	\$53,060.40	\$54,121.61	\$55,204.04	\$56,308.12
Band exceeded in ye	3	Kuro	116A	\$60,000.00	\$61,200.00	\$62,424.00	\$63,672.48	\$64,945.93	\$66,244.85
did not exceed band	4	John Doe	117A	\$40,000.00	\$40,800.00	\$41,616.00	\$42,448.32	\$43,297.29	\$44,163.23
did not exceed band	5	Jane Smith	115A	\$43,000.00	\$43,860.00	\$44,737.20	\$45,631.94	\$46,544.58	\$47,475.47
did not exceed band	6	Allison White	116A	\$45,000.00	\$45,900.00	\$46,818.00	\$47,754.36	\$48,709.45	\$49,683.64
did not exceed band	7	Omar Brown	114A	\$47,000.00	\$47,940.00	\$48,896.80	\$49,876.78	\$50,874.31	\$51,891.80
Total Salary per Year:				Year 0: \$334,925.00	Year 1: \$341,623.50	Year 2: \$348,455.97	Year 3: \$355,425.09	Year 4: \$362,533.59	Year 5: \$369,784.26
*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**:

Salary Band Limits			
Grade	Minimum	Midpoint	Maximum
112A	\$32,240	\$34,600	\$43,700
113A	\$32,240	\$38,000	\$48,000
114A	\$32,800	\$41,900	\$52,500
115A	\$34,400	\$45,900	\$57,600
116A	\$38,000	\$50,600	\$63,700
117A	\$41,600	\$55,500	\$69,700

## Annual Salary Forecast

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

Annual Salary Forecast Report							
Employee Information				Forecast Report			
ID	Name	Grade	Current Salary	Forecasted Score	Forecasted Salary	Last Year's Forecasted Salary	Exceeds Maximum
1	Alice	113A	\$48,925.00	3	\$49,903.50	\$48,925.00	Yes
2	Bob	114A	\$51,000.00	3	\$52,020.00	\$51,000.00	No
3	Kuro	116A	\$60,000.00	3	\$61,200.00	\$60,000.00	No
16	John Doe	117A	\$40,000.00	3	\$40,800.00	\$40,000.00	No
17	Jane Smith	115A	\$43,000.00	3	\$43,860.00	\$43,000.00	No
18	Allison White	116A	\$45,000.00	3	\$45,900.00	\$45,000.00	No
19	Omar Brown	114A	\$47,000.00	3	\$47,940.00	\$47,000.00	No

Forecast Year:

Generate Report

Edit Forecasted Score

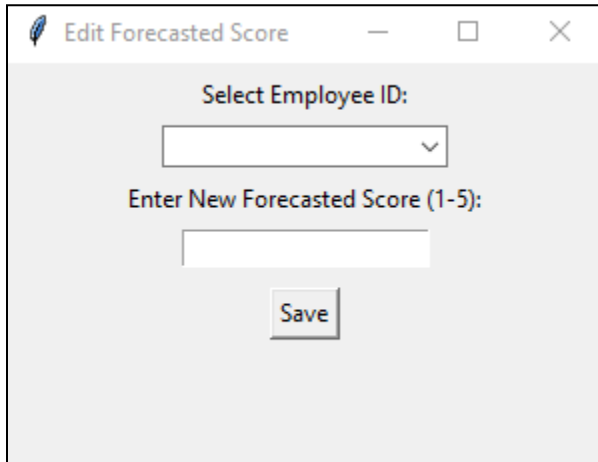
Set Same Forecast for All

## 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

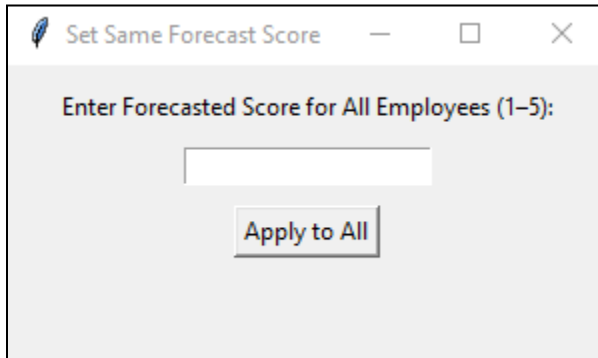
This feature allows the user to edit the forecasted score of an employee. To do so, simply click the **Edit Forecasted Score** button to produce the following window:

A screenshot of a web application dialog box titled "Edit Forecasted Score". The dialog has a light gray background and a white border. At the top, there is a header bar with a feather icon, the title "Edit Forecasted Score", and standard window controls (minimize, maximize, close). Below the header, the text "Select Employee ID:" is followed by a dropdown menu. Underneath, the text "Enter New Forecasted Score (1-5):" is followed by a text input field. At the bottom center, there is a "Save" button.

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:

A screenshot of a web application dialog box titled "Set Same Forecast Score". The dialog has a light gray background and a white border. At the top, there is a header bar with a feather icon, the title "Set Same Forecast Score", and standard window controls (minimize, maximize, close). Below the header, the text "Enter Forecasted Score for All Employees (1-5):" is followed by a text input field. At the bottom center, there is an "Apply to All" button.

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