

HR Performance Evaluator

Provided By

Fast and Reliable Technology Wizards



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Table of Contents

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

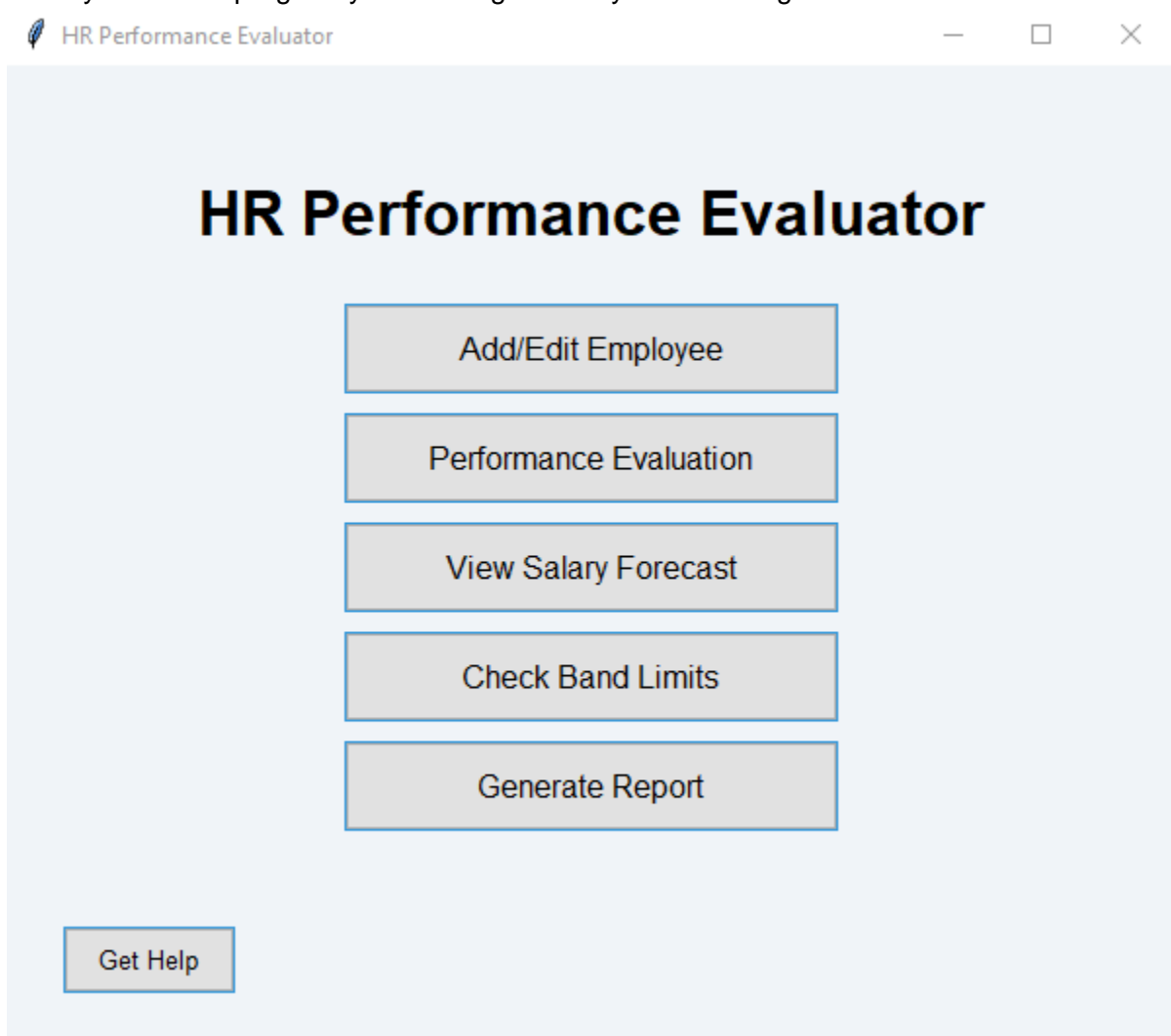
Requirements

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

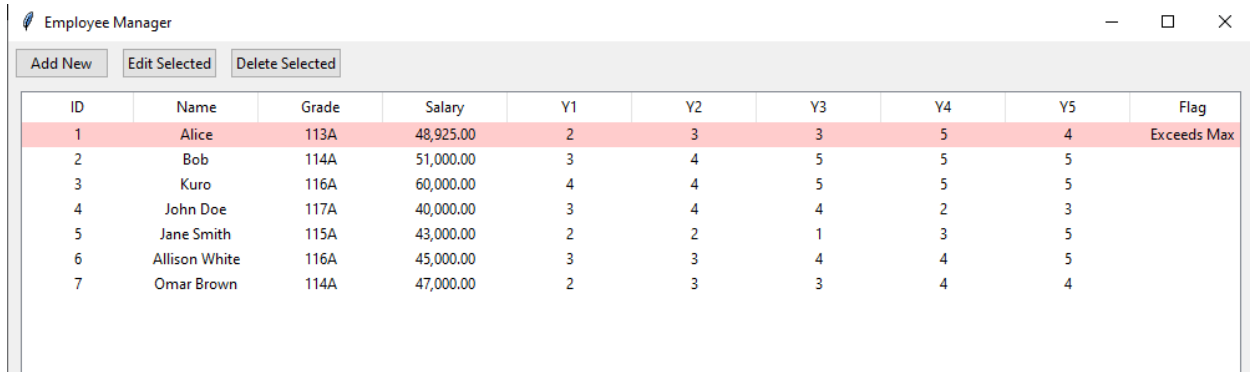
- **Check Band Limits**
 - For each grade shows the salary:
 - Minimum
 - Midpoint
 - Maximum

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

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

Add/Edit Employee

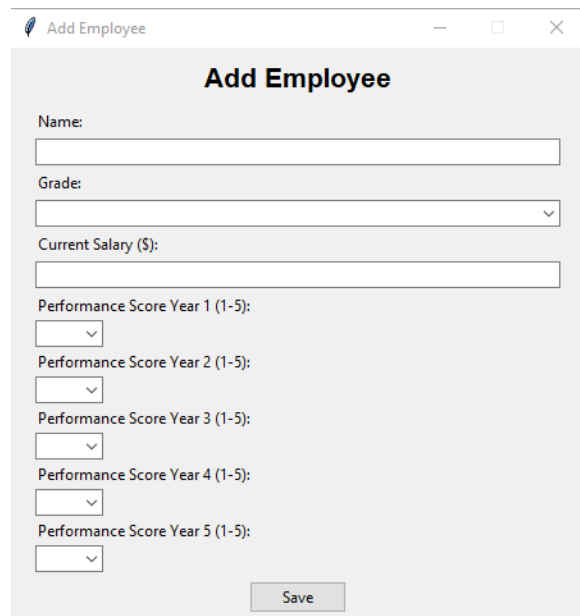
Selecting the **Add/Edit Employee** button will bring up a menu like the one pictured below:

A screenshot of a software window titled "Employee Manager". At the top, there are three buttons: "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 and contains the following data: ID 1, Name Alice, Grade 113A, Salary 48,925.00, Y1 2, Y2 3, Y3 3, Y4 5, Y5 4, and Flag "Exceeds Max". The other rows contain data for Bob, Kuro, John Doe, Jane Smith, Allison White, and Omar Brown.

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:

A screenshot of a software window titled "Add Employee". The form contains several input fields and dropdown menus. The fields are: Name (text input), Grade (dropdown menu), Current Salary (\$) (text input), Performance Score Year 1 (1-5) (dropdown menu), Performance Score Year 2 (1-5) (dropdown menu), Performance Score Year 3 (1-5) (dropdown menu), Performance Score Year 4 (1-5) (dropdown menu), and Performance Score Year 5 (1-5) (dropdown menu). A "Save" button is located at the bottom right of the form.

Add Employee

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):

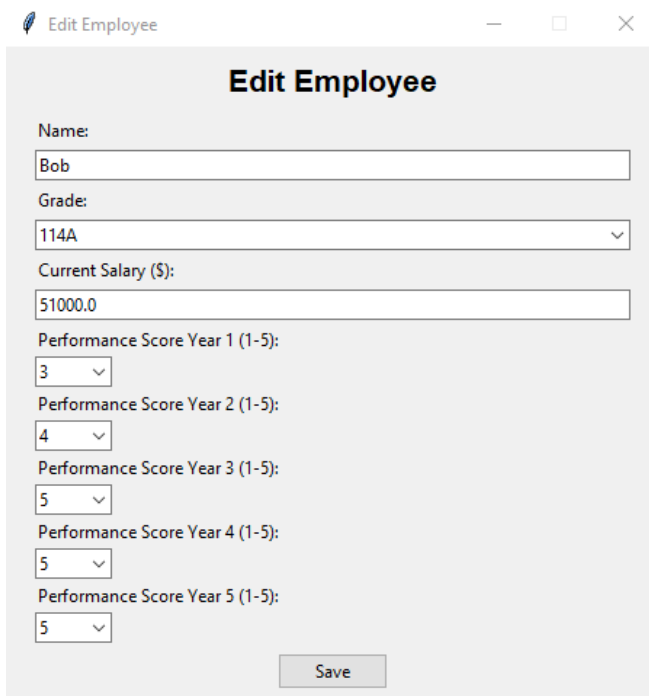
Performance Score Year 5 (1-5):

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:

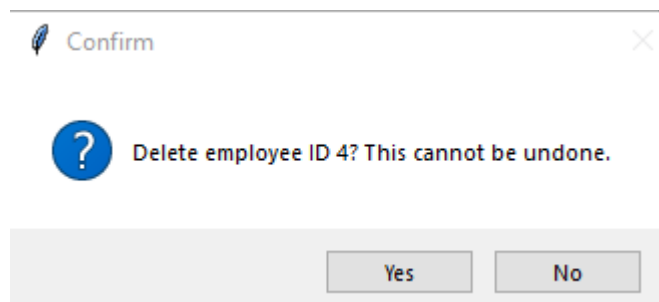


Enter the employee information and then select **Save**

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. The following screen should pop up:



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

Performance Evaluation

Employee Performance Database

Name

Grade

Current Salary

Scores (Y1-Y5)

Add Employee

Show Salary Projections

Show Combined Budget

Delete Selected

Import CSV

Export CSV

Search Name:

Search

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 Banc
2	Bob	114A	51000.0	3	4	5	5	5	52500	2	⚠ Exceeded Banc
3	Kuro	116A	60000.0	4	4	5	5	5	63700	3	⚠ Exceeded Banc
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)

Add Employee

Show Salary Projections

Show Combined Budget

Delete Selected

Import CSV

Show Salary Projections

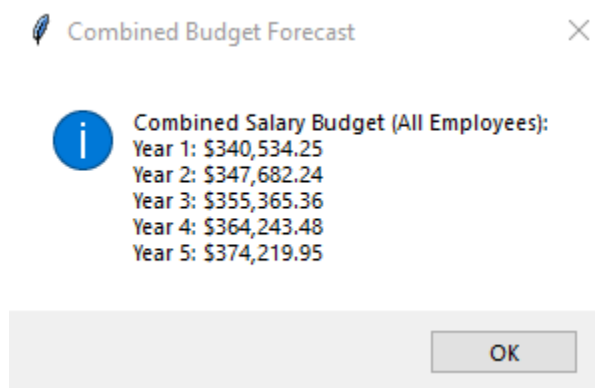
When selected, the following window will appear:

Salary Projections												
Name	Grade	Y1	Y2	Y3	Y4	Y5	Exceeded Year	Min Score	3 Exceed Year	Exceed Year		
Alice	113A	49414.25	50402.54	51410.59	52952.01	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	68882.77	3			4		
John Doe	117A	40800.0	41820.0	42855.5	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	43900.0	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.

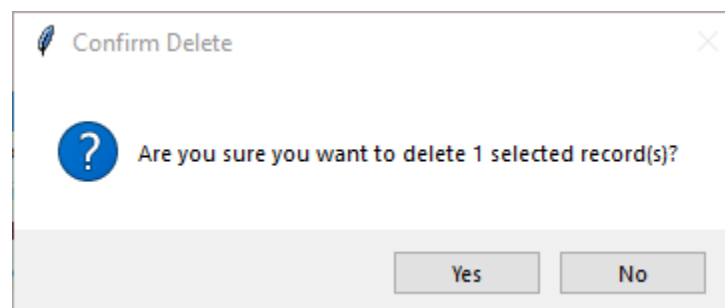
Show Combined Budget

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:



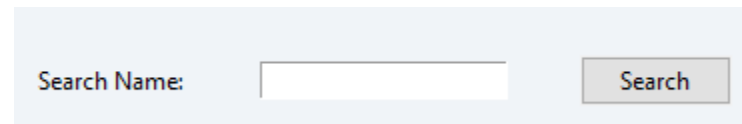
Select **Yes** or **No**.

Import CSV

Export CSV

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:

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.*

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	\$48,898.80	\$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

Generate Report

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

Salary Forecast Report

Annual Salary Forecast Report

Employee Information

Id	Name	Grade	Current Salary
1	Alice	113A	\$48,925.00
2	Bob	114A	\$51,000.00
3	Kuro	116A	\$60,000.00
16	John Doe	117A	\$40,000.00
17	Jane Smith	115A	\$43,000.00
18	Allison White	116A	\$45,000.00
19	Omar Brown	114A	\$47,000.00

Forecast Report

Forecasted Score	Forecasted Salary	Last Year's Forecasted Salary	Exceeds Maximum
3	\$49,903.50	\$48,925.00	Yes
3	\$52,020.00	\$51,000.00	No
3	\$61,200.00	\$60,000.00	No
3	\$40,800.00	\$40,000.00	No
3	\$43,860.00	\$43,000.00	No
3	\$45,900.00	\$45,000.00	No
3	\$47,940.00	\$47,000.00	No

Forecast Year:

Generate Report

Edit Forecasted Score

Set Same Forecast for All

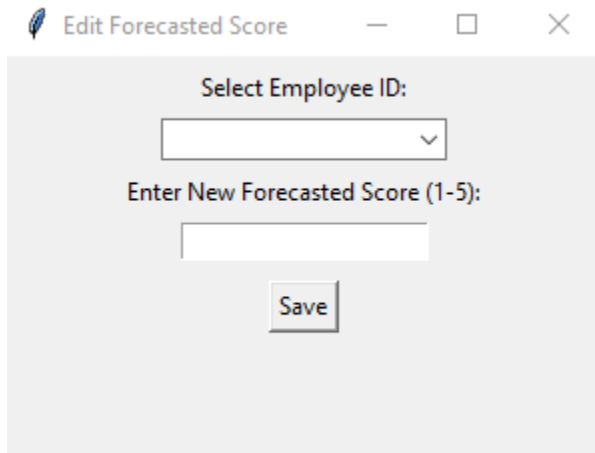
Generate Report

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**.

11

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:



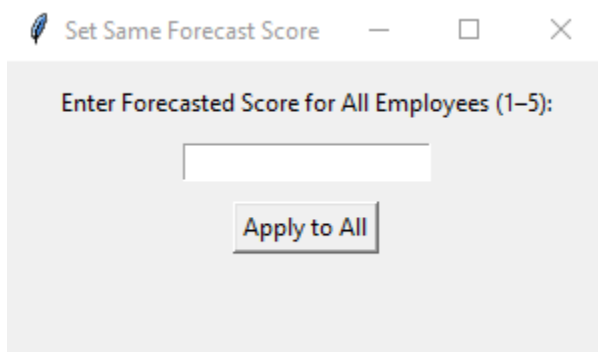
The dialog box has a title bar with a feather icon, the text "Edit Forecasted Score", and standard window controls (minimize, maximize, close). The main content area is light gray and contains the following elements:

- A label "Select Employee ID:" followed by a dropdown menu.
- A label "Enter New Forecasted Score (1-5):" followed by a text input field.
- A "Save" button at the bottom.

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:



The dialog box has a title bar with a feather icon, the text "Set Same Forecast Score", and standard window controls (minimize, maximize, close). The main content area is light gray and contains the following elements:

- A label "Enter Forecasted Score for All Employees (1-5):" followed by a text input field.
- An "Apply to All" button at the bottom.

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