

## SYSTEM OVERVIEW

The Ratchetjaw Employee Information System (EIS) is a database that stores employment related information for an enterprise and its employees. The system is very flexible and can be used in a number of companies ranging from a small business to a large corporation. There is no proprietary software used and the system is within the public domain so it is free to those who may find it useful. The developer holds no liability for loss or misuse of data.

Many years of working with and developing systems per client requests have led us at Ratchetjaw Technologies to incorporate some of the more asked for features such as our unique 'instant gratification' control panel providing the user with instant feedback from the database on the screen for all database actions. Another feature is the ability to keep job history allowing employers to track their employees' progress in their careers. There are others as well...to find them USE THE SYSTEM.

All interaction with the database is done using several forms. All forms are used in a similar manner. You will notice that at the top of most forms there is an uneditable ID field. This field is maintained by the system and is shown for informational purposes. Also note that all 'UPDATE...' buttons are initially disabled while 'ADD...' buttons are enabled. To add a new item to the database enter the information into the form and click the 'ADD...' button. To update an item that already exists in the database select the item to update--the form will populate, the 'ADD...' button will disable and the 'UPDATE...' button will enable-- make the changes on the form and then click the 'UPDATE...' button. The 'Add Dependents', 'Add Benefits' and 'Add Job Info' buttons will enable once an employee is selected.

### Step 1: LOAD LISTBOX OPTIONS.

Position Type-Companies may use seasonal, exempt, part, etc. to categorize positions.  
Marital Status-Married, Single, etc.  
Employee Status-Active, Leave, etc.  
Performance Rating-Needs Improvement, Exceeds Expectations etc.  
Dependent Relationship-Child, Spouse, etc.

### Step 2: LOAD COMPANY INFORMATION.

Company Name-The first company in the database(ID=01) will show in the heading.  
Locations-Company address.  
Department-May be IT, Accounting, etc.  
Benefits-Load benefit plans.  
Positions-Load the job titles and associated information.

### Step 3:LOAD EMPLOYEE INFORMATION.

### Step 4:ADD DEPENDENTS.

Select an employee first then click 'Add Dependents'.

### Step 5:CREATE JOB SEGMENTS.

Select an employee first then click 'Add Job Info'.  
All employees must have at least one job segment.

Step 6:ADD BENEFITS.

Select an employee first then click 'Add Benefits'.

## ANALYZE YOUR DATA

It is at this point when the database is loaded that the true usefulness of a system such as this comes into play. This usefulness comes in the form of various reports that can be generated from the data in the database including payroll reports, company profile reports and many others, including an 'electronic rolodex'.

The user should familiarize themselves with SQL, which is an end user tool for querying a database. There are many SQL tutorials on the internet and SQL is very easy to learn...check out [www.w3schools.com/sql](http://www.w3schools.com/sql).

The application has several built in SQL queries--feel free to edit these or create your own queries in box provided and submit them to the database and it will return the asked for information for you.

The project files and suggested installation procedures are on GitHub at:  
<https://github.com/ratchetjaw/Employee-Information-System>