



Employee on Board – EMPBOARD

Minor Project

Disclaimer

This Software Requirements Specification document is a guideline. The document details all the high level requirements. The document also describes the broad scope of the project. While developing the solution if the developer has a valid point to add more details being within the scope specified then it can be accommodated after consultation with IBM designated Mentor.

INTRODUCTION

The purpose of this document is to define scope and requirements of an Employee on Board - EMPBOARD for a large Insurance company, who wishes to make the employee joining a pleasant experience for the new joiner and the manager.

The proposed system, EMPBOARD will provide a simple and effective way to create employee record and ensure all the system accounts and passwords required by the employee to begin work are available within 2 days of joining.

This document is the primary input to the development team to architect a solution for this project.

System Users

The HR department users will primarily use the Employee on Board – EMPBOARD system.

Assumptions

1. The master records will be updated from backend to support the employee record creation process. The Location master CSV will have 1) Location id and 2) Location; Department Master will have 1) Department id, 2) Department Name, 3) HOD Name, 4) HOD Email Id

REQUIREMENTS

EMPBOARD follows a simple e-provisioning process to get new employees on board.

New Employee Data Entry

The HR users enter the following information to create an employee profile in the HR database.

1. Personal Data: Pan Number, First Name, Last Name, Date of birth, Address, Phone, Dependents1, Dependent 2
2. Functional Data: Starting Date, Department, Position, Location

The record is saved as temporary record with a flag “New Employee”.

To ensure smooth communication to all the automated systems and computer services this event is important, as till this activity is performed, the others are unaware of any new joiner. It's essential because it starts up the tasks necessary to provide to this new employee all-computing resources he or she will need to perform his/her duties.

Create New User

This is a batch activity executed after business hours, for the project purposes, you

may start it from the menu of this application.

This process is meant to create a new user account for the new employee and grants access to the applications, storing this information in the centralized security realm.

Step 1 Read HR system new employee records where the flag is set as “New Employee”

Step 2 For each new employee record, do the following tasks

- a) Combine first and last name to create a new user name.
- b) Generate a random password
- c) According to the employee position and department, grant the permissions needed to access applications. This needs to be stored for a list of applications.
- d) Generate Employee id by adding 1 to the last employee id generated by the system.
- e) A text file is generated for the application rights providing information such as application id, employee id, user name, password and Rights (R, RW). This file shall be used by other systems to read and grant permissions to the new joiner. Each employee shall have a new text file that will be saved as employee id in a shared folder.

For the purpose of this project, create a list of applications [Insurance underwriting, email, intranet, self-serve apps] and assign rights like View, Read/Write etc. For example an employee will have full access to email, intranet, self-serve apps. You may give only ‘Read’ access to Insurance underwriting app as the employee will get trained first before the access to create record is given in this business application.

Once the system runs through all the new employees found in HR table, an email is required to be sent to each new joiner’s HOD. You can simply generate a text file of all the e-mails to test the operation. However, students are encouraged to send out few mails using a Google Mail account.

Email to HOD

The EMPBOARD will use a standard template in plain text format. Parameter substitution is supported through the use special embedded symbols in the form of [[param-name]] that will be replaced by the actual value of “param-name” when the template is evaluated to a HOD mailing list. In other words, a parameter name is always enclosed inside ‘[[’ and ‘]]’ for easy detection by program through techniques like regular expressions. Here is a sample template to notify the HOD of the new joiners in the department:

Dear [[HOD Name]]:

[[Employee Name]] is joining on [[start date]]. All the contractual formalities have been completed. The systems have given access to [[First Name]]. You may communicate the following email id and password for accessing the further communication regard to application access.

Email id is [[Email id]]
Password is [[Password]]

Sincerely,

HR Department

In the above example, the parameters such as [[HOD Name]] , [[Employee Name]] etc. will be substituted with actual values obtained from the new joiners list to generate the e-mail communication to HOD.

ABOUT E-PROVISIONING

Employee joining is a big event not only in the life of the employee who is joining but equally for the HR and the related functions who have the responsibility to ensure the employee is not sitting idle due to lack of resources. As a manual process it used to take almost a week to get the employee come on board fully with all accounts setup. With the concept of e-Provisioning coming in, the companies adopt or build tools to begin the process when a new employee is hired. The objective of the process is to create all user accounts and permissions that this new employee will need in order to perform his or her duties. The process is supported by the access management application that automates most of the work, saving time and not requiring the intervention of network administrators or mainframe operators.

DEVELOPMENT ENVIRONMENT

EMPBOARD will be developed as a web application using Java/JSP/JSON and Regular Expressions and DB2 database. Eclipse will be used as the IDE for the same.