

## ***BLOC Capstone Project***

### PTO request app

#### **Ideas:**

1. Create a Employee sign up site
2. Create calendar that displays Company and Employee events
  - a. check off acknowledgement of HR, Department, Corp, etc, event
  - b. Alerts of upcoming, past due events.
3. Create Paid Time Off Request app via that calendar.

I think it should take 50 hours, so 100 hours

	User	Action	Reason	Benefit
	Employee requesting PTO	Simple API calendar <sup>1</sup>	Provide a faster more actually solution via company website	Eliminate the paper chase
	Supervisor role	Verify scheduling and earned PTO	Staff scheduling	Yield time to process the PTO request
	Human Resources	Provide digital record of PTO for personnel	Improve actually and reduce the work load for HR staff.	Data entrance is eliminated and or reduced
	Accounting	SQL database based on PTO record	Eliminate another data entrance	Speed and accuracy PTO

<sup>1</sup> See mockup Calendar

1. Increase the speed of approval/disapproval for request paid time off.
  - a. Turnaround minutes vs days email connection
  - b. Time is money
2. Mobilize the process. The App can be used by internet.
  - a. Employee can access app via internet
3. Reduce the paperwork.
  - a. Process will be digital
4. Free up all employee Employee, Supervisor, HR, Accounting.
  - a. Reassign Staff to other tasks
5. Reduce errors and or lost forms.

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- a. Internal mail
  - b. Form errors by anyone whom touches the document
  - c. Forms get misplaced!
6. Data retention of process.
- a. Data history of where the request is (CRUD)
7. Create a digital interface that would work with ERP accounting and HR software.
- a. Database can be SQL by: "PeopleSoft" as example.
8. Scalability for any size company 10 to 10,000.
- a. Same app can be uses and modified to scale difference sizes, divisions, M&As, etc
9. Development of API between employees this tool could be use to add events, announcements etc.
- a. The introducing to a Company app can expand to others apps.
  - b. Employees will have been originated to the user experience
10. Simple interface.
- a. Clickable interface
11. Email vs text message notifications.
- a. All staff can be notified on status of process
12. Reset PTO on anniversary date.
- a. Reset hours for new year, based years of service
13. Scheduling staff.
- a. This app could be intergraded with a Scheduling app.
14. Employee personal plans during PTO
- a. An individual can plan PTO sooner.
15. Absence vs PTO issues
- a. Reduce the errors of Absences vs PTO

## BLOC Capstone Project

Mock up of Calendar:

### **BLOC PROJECT**

#### REQUEST FOR PAID TIME OFF



Employee Name: **Will Robinson**

Scheduled days off:

Position: **Manager**

Days Requested off:

Employee ID number: **093933**



Employee's Supervisor: **John Wayne**

## January

## 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																																																				
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PLEASE REVIEW YOUR CALENDAR BEFORE CONTINUING

ENTER YOUR EMAIL ADDRESS

[willrobinson@example.com](mailto:willrobinson@example.com)

CLICK  
HERE

## BLOC Capstone Project

Employee name: Doctor Who

January 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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February 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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EMAILS

Employee **Will Robinson** works 8 hours days.. Thus 5 days equal 40 hours of Paid Days Off.

Employee **Doctor Who** works 10 hours days.. Thus 5 days equal 50 hours of Paid Days Off.

All PTO will be calculated in hours based on the the employees type of work week.

Your  
request  
Paid  
Off has  
send to  
and  
supervisor:

of  
Time  
been  
HR  
your

Once approved you will receive email confirming you Paid Time Off Request

from: johnwayne@example.com

to:willrobinson@example.com

Your request for dates (click here for calendar) have been approved. You are scheduled to return to work on [dates].

If your request of Paid Time Off is not approved HR and your supervisor will respond:

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from: johnwayne@example.com

to: willrobinson@example.com

**Your request for dates ([click here for calendar](#)) have been NOT approved. Contact your supervisor and/or HR if you have any questions.**

Balance prior to request PTO 21 days

Your balance after your request 16 days