**HRMS Database User Manual for HR Managers**

**User Guide**

**Role: HR Manager**

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**1. Database Overview**

The HRMS database is designed to streamline the management of employee information, salary data, and performance reviews. The database comprises several key tables:

Employee: Stores comprehensive details about employees.

Department: Lists departments within the company.

Job: Details the various job titles and their department affiliations.

Salary: Tracks salary payments and schedules.

Performance Review: Records evaluations of employee performance.

As an HR manager, this database will help you maintain accurate records and efficiently manage HR tasks.

**2. Adding a New Employee**

Steps:

1. Navigate to Employee Management: Open the HRMS dashboard and click on the "Employee Management" section.

2. Enter Employee Details: In the "Add New Employee" form, input the employee's name, address, contact details, and department.

3. Save the Information: Click "Submit" to save the information, which triggers the `AddEmployee` stored procedure to update the database.

**3. Updating Employee Salary**

Steps:

1. Select the Employee: Use the "Employee Search" tool to find the employee by their ID or name.

2. Access Salary Details: Click on "Update Salary" in the employee's profile.

3. Modify the Salary: Enter the new salary amount and confirm the date.

4. Confirm Update: Click "Update" to apply the changes. The `CheckSalaryBeforeUpdate` trigger will verify that the salary meets the minimum required amount.

**4. Viewing Employee Details**

Steps:

1. Open the Employee Directory: From the main dashboard, select "Employee Directory."

2. Search by Name or Department: Use the search tool to find employees.

3. View Details: Click on an employee's name to view detailed information including contact info, department, and job role.

**5. Querying for Performance Reviews**

Steps:

1. Go to Performance Reviews Section: Navigate to this section through the HRMS main menu.

2. Select an Employee: Choose an employee to view their performance history.

3. Review Details: Detailed performance reviews including dates and ratings will be displayed.

**6. Summary**

This guide equips you with the necessary steps to effectively use the HRMS database for managing HR tasks. By following these instructions, you can ensure efficient and accurate HR management.

**7. Contact Information**

For further assistance, please contact the IT support team or refer to the online help resources.