**Upload File for Add New Employees and / or Update Columns of Data for Existing Employees**

**Add Employees using Upload File feature by Admin**

In the Add Employees section there are currently 2 options

1. Form Upload – for adding Employee manually
2. File Upload – Adding one or many employees using Excel file

**Additional Requirement**

The File Upload Radio button when Clicked should enable or show 2 Checkboxes

1. Add Employees
2. Update Employee Data

**Add Employee(s)**

When Admin wants to Add new employees in UPRAiZAL, he will use this option. The Standard Excel Template for Adding Employees will be used to Add all the new employees in the system. The Excel will contain multiple rows of data, wherein, each row represents one employee.

A validation check should be made to ensure that all the mandatory fields are populated and not blank or NA in the excel. Incase the Mandatory fields are not populated in Excel then UPRAiZAL should throw an error message for it. ‘File Upload Unsuccessful; Mandatory Column(s) is missing data’.

**Update Employee(s) Data**

When Admin wants to Update any Employee(s) data he can use this option. The Excel will be populated with Employee First Name , Last Name and Employee ID to identify the unique employee and the respective Columns which needs to be updated in the DB will be populated with the relevant data, which will get updated in the Database. The system will check in the backend table, if the field is blank, it will insert respective columns data for the respective employees. If the table field is already populated in the backend table then the system with overwrite that data with new data from the excel sheet.

In case Employee does not exist in the backend table, then no data should be inserted or updated in the table. The system should throw an error message ‘Employee does not Exist’

**Onboarding Mail Trigger**

* At roll out time of the application
  + user should have a provision at configuration level to choose whether the onboarding mail must trigger immediately after Add Employee / Upload File or it should be trigger at datetime.
  + Based on the above configuration Onboarding mail should trigger.
* Once the roll out of application is done, then
  + Whenever an employee has been added through ‘Add Employee’ Onboarding mail must trigger immediately to employee mail id
  + Whenever employee details have been uploaded through upload file, Onboarding mail must trigger immediately to all the employees in the upload file.