USER MANUAL

Introduction

HR system was created as a solution for handling employee & their data, shifts & schedules and job certifications & organization.

The system provides an interface for the different types of employees & their permissions. Each employee has access to a variety of actions and is capable of handling its availability, shifts, and personal information.

This manual explains each action an employee (HR Manager included) can do.

Employee Guide

Add Availability

Purpose: Adding an availability for a shift, in a specified store.

Required Data:
1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name] / "drivers"

Remove Availability

Purpose: Removing an availability from a shift in a specified store.

Required Data:
1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name] / "drivers"

View Shifts

Purpose: Viewing all assigned shifts per store, in the format:
[date (dd-mm-yyyy)] –[type (morning / evening)], as [role]

View Availability

Purpose: Viewing all submitted availabilities per store, in the format:
[date (dd-mm-yyyy)] –[type (morning / evening)]

Change Personal Information

Change Name
Purpose: Changing the name

Required Data:
1. Old name
2. New Name

- **Important!** The old name MUST be the same, including capital letters.

Change Bank Account
Purpose: Changing the bank account number

Required Data:
1. Old bank account number
2. New bank account number

Change Family Status
Purpose: Changing the family status

Required Data:
1. Old family status – [Married / Divorced / Single / Widowed]
2. New family status – [Married / Divorced / Single / Widowed]

Change Student Status
Purpose: Changing the student status

Required Data:
1. Old student status – [yes / true / no / false]
2. New student status – [yes / true / no / false]

View Role Certifications
Purpose: Viewing all role certifications as a list.

View Store Certifications
Purpose: Viewing all stores certifications as a list.

View Personal Information
Purpose: Viewing personal information saved in the system.

View Current Expected Salary
Purpose: Viewing the current expected salary, calculated according to assigned shifts.

Cancel a Product
Purpose: Canceling a product during a shift, using a canceling card.

Only an HR Manager & Shift Manager are allowed to use this.

Required Data:
1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name]
4. Product id

View Scheduled Deliveries

Purpose: Viewing the scheduled deliveries for a shift.

Required Data:
1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name]

HR Manager Guide

Assign an Employee to a Shift

Purpose: Assigning an available employee to a shift.

Required Data:
1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name] / "drivers"
4. Employee id
5. Role –
[Cashier / Storekeeper / Security / Cleaning / Usher / General / ShiftManager / Driver]

Remove an Employee from a Shift

Purpose: Removing an employee assignment from a shift.

Required Data:
1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name] / "drivers"
4. Employee id
5. Role –
[Cashier / Storekeeper / Security / Cleaning / Usher / General / ShiftManager / Driver]

Add Job Certification

Purpose: Adding a job certification to an employee.

Required Data:
1. Employee id
2. Role –
[Cashier / Storekeeper / Security / Cleaning / Usher / General / ShiftManager / Driver]

Remove Job Certification

Purpose: Removing a job certification from an employee.

Required Data:
1. Employee id
2. Role –
[Cashier / Storekeeper / Security / Cleaning / Usher / General / ShiftManager / Driver]

Add Store Certification

Purpose: Adding a store certification to an employee.

Required Data:
1. Employee id
2. Store's name

Remove Store Certification

Purpose: Removing a store certification from an employee.

Required Data:
1. Employee id
2. Store's name

Add an Employee

Purpose: Adding a new employee to the system.

Required Data:
1. Id
2. Name
3. Bank account number
4. Salary
5. Terms of employment
6. Family status - [Married / Divorced / Single / Widowed]
7. Student status – [yes, true, no, false]
8. Password

Remove an Employee

Purpose: Removing an existing employee from the system.

Required Data:
1. Employee id

Create a Store

Purpose: Creating a new store from the system.

Required Data:
1. Store's name

Remove a Store

Purpose: Removing an existing store from the system.

Required Data:
1. Store's name

Confirm a Shift

Purpose: Confirm a shift (Checking if the shift has a shift-manager)

Required Data:
1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name] / "drivers"

A shift that's not confirmed 24 hours ahead – will send a notification mail to HR Manager's mail : **206494015.322527375.hrmanager@gmail.com**

Email's Password: **bengurion111**

Create a Weekly Schedule

Purpose: Create a weekly schedule for a store

Required Data:
1. First day of the week - [dd-mm-yyyy]
2. Store's name
3. Morning shift's starting time – [hh:mm]
4. Morning shift's ending time – [hh:mm]
5. Evening shift's starting time – [hh:mm]
6. Evening shift's ending time – [hh:mm]

Limit an Employee's Work

Purpose: Limiting an employee's work – restricting them from adding an availability

Required Data:
1. Employee id
2. Shift's date – [dd-mm-yyyy]
3. Shift's type – [Morning / Evening]
4. Store – [Store's name] / "drivers"

Remove Employee's Work Limitation

Purpose: Removing an employee's work limitation

Required Data:
1. Employee id
2. Shift's date – [dd-mm-yyyy]
3. Shift's type – [Morning / Evening]
4. Store – [Store's name] / "drivers"

Confirm Employee's Salary

Purpose: Confirming an employee's salary at the end of the month, with an option to add a bonus.

Required Data:
1. Employee id
2. Bonus (0 if not needed)

Change Employee's Information

Change Salary
Purpose: Changing an employee's salary.

Required Data:
1. Old salary
2. New salary

Change Terms of Employment
Purpose: Changing an employee's terms of employment.

Required Data:
1. New terms of employment

View Employees
Purpose: Viewing all existing employees, in the format: [id] – [name]

View Employee's Information
Purpose: Viewing an employee's information.

View Shift's Assigned Employees
Purpose: Viewing all of a shift's assigned employees.

Loaded Data

The system is loaded with data for example use. The data is:

Stores: Tel Aviv, Beer Sheva, Rishon Le Zion, Raanana, Haifa, Ashkelon, Ashdod, Eilat, drivers.

Schedules: Each of the stores has a weekly schedule for the 2.7.23 – 8.7.23 week.

The loaded data is generated automatically & randomly – there are 150 employees & 100 drivers generated. Each employee gets random jobs certifications and assigned to random stores.

In addition, each employee gives random availability to shifts & gets assigned.