

Appendix

Appendix 1 – Initial interview in person

Can you explain how your current system works ?

We use Excel to manage all of our employees and to create schedule shifts for them. Currently, the process involves a lot of manual work. First, we input all of the employee information, including their names, salary, and availability, into an Excel spreadsheet. We then create a separate sheet for each week, and manually enter in the shifts for each employee for that week. This process can be time-consuming and error-prone, as it involves a lot of manual data entry and it is easy to make mistakes. Additionally, if an employee's availability changes or if there is a last-minute shift change, we have to manually update the spreadsheet, which can be a hassle.

Can you explain in more details how you create the shifts for the week ?

First, we look at the availability of each employee for the week in question. We consider their regular work hours, as well as any additional availability they may have indicated. We then try to assign shifts to employees based on their availability, taking into account any preferences or requests they may have made. However, this process can be somewhat subjective and relies on our judgement as to which employees are the best fit for each shift. It can also be time-consuming, as we have to manually enter in the shifts for each employee on the spreadsheet. Errors do occur from time to time, either due to mistakes in data entry or because of changes in availability that we were not aware of. These errors can lead to confusion and inconvenience for both the employees and the management, as we have to scramble to fix the errors and adjust the schedules.

Do you feel that you need a new system ?

As a relatively new company, we do not have that many employees at the moment, but this is quickly changing as we are currently hiring a lot. This rapid growth is creating many problems for us with our current system, including errors, occasional data loss, and the time it takes to manually create and update the schedules. Our current system of using Excel to manage employee schedules is becoming increasingly inadequate as the number of employees and the complexity of our scheduling needs continue to grow. A new system that is specifically designed for this purpose would be much more efficient and effective, and would help us to better manage our workforce and reduce the risk of errors.

How would you like this new system to work ?

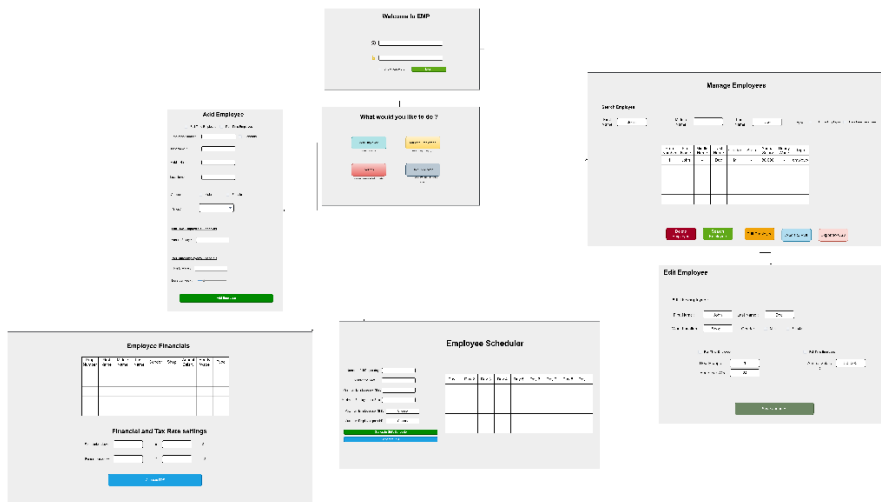
I would like the new system to be able to generate shifts based on our needs automatically, rather than having to do it manually as we do currently. Ideally, the system would be able to take into account the availability of each employee, their preferences and requests, and any other factors that we specify in order to create the most efficient and effective schedule. I would also like to be able to easily add and manage employees within the system. This would involve being able to input their information into a database and view it within the program, as well as being able to modify or delete their information as needed. I want the new system to help us save a lot of time and become more efficient in managing our employee schedules. Automating the process of creating and updating the schedules would be a major benefit, as it would reduce the risk of errors and allow us to focus on other tasks.

Appendix 2 – Follow-Up Survey

Question	Answer
Do you require a login system?	Yes
What do you want to see after you login?	A main menu with the different options the system offers
What information is required when adding an employee ?	Name, last name, which shop they work in, Salary, gender, fulltime or not, their role in the company, and their unique employee number
Would you like the employees to be displayed in a table ?	Yes
Which parameters are needed when generating a new shift ?	The number of shifts per day, the minimum number and maximum number of employees needed that day per shift, the employees to not include, and employees that must be included(someone that missed their shift the previous day etc...),
Would you like a PDF printed out for the shifts ? If yes, how	Yes, I simply want the days, the shifts, and which employee is assigned to the shift. I can just be an employee number
How would you like the pay slip PDF to be generated ?	I want the employee's information, the shop he works in, his initial salary, and the tax imposed on his salary, based on the tax bracket I would set, then display the new salary, and I would also like to be able to choose the currency, as some employees are paid in Euros due to the exchange rate.
What parameters would you like to search an employee for?	First name, last name, gender, shop, no need for the rest
How would you like the generation of the PDF for all employees to look like ?	Just a basic table with their information
Would you like an excel file to be generated as well, for the employee's salary?	No we are trying to stay off Excel, for the salaries, just a PDF would be helpful for the new accountant.

Appendix 3 – Client GUI Feedback

Final GUI sent to the client



Client evaluation form

Employee Management System GUI Evaluation Form

Respond by Yes or No. In both cases write what could be improved or added.

- 1) Were you pleased with the design if the login Screen ? **Y**
- 2) Were you pleased with the design of the home screen ? **Y**

Great, not sure about the colors though

- 3) Were you please with the design of the See All Employees Screen ? **Y**
- 4) Were you pleased with the Shift Generator Screen ? **Y**

Could be add a mailing button that would attach a pdf of the generated shift as an attachment?

- 5) Were you please with the Pay Employees Screen(Financials)? **Y**
- 6) Were you pleased with the Add Employee Screen ? **Y**

- 7) Were you pleased with the Edit Employee Screen ? **Y**
- 8) Was there any aspect you did not like ? **Y**

Weird color combination, otherwise, the GUI is fantastic as it is.

Success Criteria

- 1) Users can log in with a username and password
- 2) The program can add and delete employees
- 3) The program can search for a specific employee based on parameters set by the user
- 4) The program can modify employees after original addition
- 5) Shifts can be generated using parameters specified by the user
- 6) A PDF can be generated from the shifts
- 7) PDF can be created to display all employees
- 8) A PDF can be generated for the pay slips
- 9) The data can both be serialized on a database and locally on a file

Appendix 4 – Client Feedback on Developed Program

Employee Management System Feedback Form

- 1) Does the product have the functionalities that you requested ? **Yes**
If No, what is missing ?

- 2) Does the Login Screen meet your requirements ? **Yes**
If No, what is missing ?

- 3) Does the Home Screen meet your requirements ? **Yes**
If No, what is missing ? Could add the company's logo

- 4) Does the Home Screen meet your requirements ? **Yes**
If No, what is missing ?

- 5) Does the Add Employee Screen meet your requirements ? **Yes**
If No, what is missing ?

- 1) Does the See Employees Screen meet your requirements ? **Yes**
If No, what is missing ?

- 6) Does the Shift Generator Screen meet your requirements ? **Yes**
If No, what is missing ?

- 7) Does the Pay Employees Screen meet your requirements ? **Yes**
If No, what is missing ?

- 8) Does the Edit Employees Screen meet your requirements ? **Yes**
If No, what is missing ?

- 9) Does this system fulfill all the success criteria of this project ? **Yes**
If No, what is missing ?

- 10) Do you believe that you will use this system in the foreseeable future ? **Yes**
If No, what is missing ? *Different language support, like French, as some employees only speak French.*

- 11) How would you rate your satisfaction out of 10 ? 9
Why?: *Everything we have been struggling with is fixed using this program. Meets all the requirements, some minor changes would have been a 10/10.*

12) Please fill in this table if you experienced any bug in the program

Bug	How to replicate?
Visual error, with the Indian rupee as a currency, the symbol is replaced by "U+20b9" in the pay slip PDF	Choose Indian rupee and then generate pay slips

13) What additional feature do you believe this program needs ?

- Generate Shifts based on employees from certain shops
- Adding an email button to the generate shift screen
- The company's logo on the home screen as aforementioned
- Language support