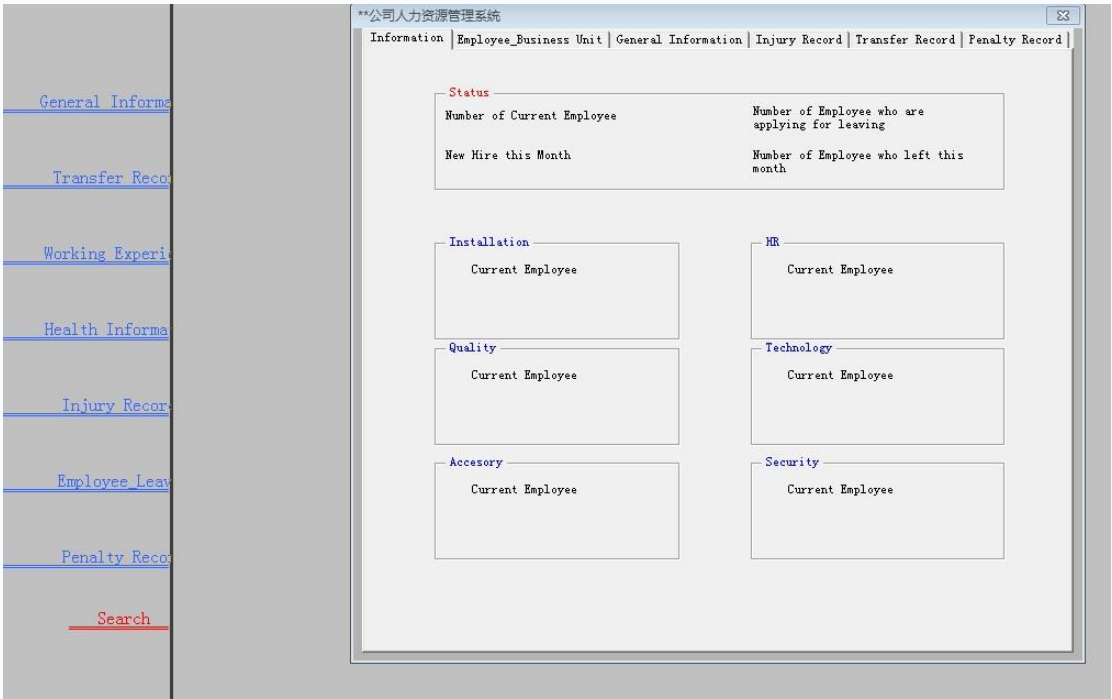Executive Summary

Multi-Function Employee Information Management System provides a new way to install, update, and organize employees in management efforts. The system has 7 sub-systems including Employee's Basic Information, Transfer Record, Work Experience, Health Information, Injury Record, Penalty Record, and Dimission. The HR can easily find the employee's information and records and search for specific employee's records by using this Multi-Function Employee Information Management System.

The system was built within a Main Page which contains the 7 sub-systems. Each sub-system will show up when you click the sub-system title on the Main Page. For example, when you click "General Information" subtitle on the Main Page, the sub-system will show the general information for the company which contains the status of the company (number of current employee, new hire, number of employee who left the company, etc.) and business unites of the company. When you click Employee Business Unite subtitle of the main system, you will see the name of each business unit is listed on the left side of the system. You can click any business unit, and the related sub-business unit will show up in the middle of the system. The employee's name who relates to this sub-business unite will also show up. You can also click "Detail" on the right corner to review the employee's general information. You can also click "Injury Record" subtitle to review each employee's injury record information. For example, you can type in "Lucy" as a name and click "Search" to search the injury record information of Lucy, such as what her illness was, when she had this illness, where she got this illness, and how much it cost. You can also add employee's injury records to the Injury Record subsystem by filling out the empty spots. In addition, you can save and export the records by simply clicking "Save" and "Export". The information will automatically be saved in your computer. In addition, you can click "Transfer Record" to see employee's transfer information from one business unit to another business unit. You can also add employee's transfer record to the Transfer Record subsystem. In this subsystem, you can see the name of the employee, the transfer time and reason, the old and new position, and the old and new business unit. Also, there is a penalty record subsystem available to record each employee's penalty. You can see the reason and date this penalty happens, and you can also add records to it.

In conclusion, this system is built to help the company to find, search, add, delete, save, and export employee's information in a more effective way. This system will reduce the time spent on employee's records and increase the information accuracy.

Implementation documentation

I developed 7 subsystems for my project. Below is a screenshot of the 7 subsystems.

Subsystem: General Information

In this subsystem, you will see the general information for the company and for each business unit of the company.

Sub-system: Employee Business Unit:

You will see each business unit of the company, and the employee's in each business unit. You can even click the employee's name to see the detailed information of this employee.

Information Employee_Business Unit General Information Injury Record Transfer Record Penalty Record

Choose

Installation

Accessory

Technology

Quality

Security

Operation

Mould

Jared

Jared

Business Unit:

Number: 0007

Age: 35

Start: 2002/2/25

Detail

Sub-system: Injury Record

In this subsystem, you can add an injury record for the employee. You can search, add, save, and export the information.

| Information | Employee_Business Unit | General Information | Injury Record | Transfer Record | Penalty Record |

Add

| Name | Russ | Illness | 2008-02-26 | Place | Technology |

Event | Cut right finger

Fee | 1894.5 | Start_Dat | | Save | Delete

Search | Russ | Export

Illness	Name	Place	Event	Fee	Start_Date	
2008-02-26	Russ	Technology	Cut right f...	1894.5		

Subsystem: Transfer Record

In this subsystem, you can see, search, add, save employee's transfer record.

| Information | Employee_Business Unit | General Information | Injury Record | Transfer Record | Penalty Record |

Add

Name | Sindy | Transfer Time | 2006/8/15 | Reason | Transfer

Searc | Position | Manager | Unit | Installaton

Save | New Position | ager | New Unit | Accessory

Export

Name	Time	Type	Position	Business	Position1	New Bu
Sindy	2006/8/15	Transfer	Manager	Installaton	Manager	Access

Subsystem: Penalty Record

In this subsystem, you can see, add, search employee's penalty information.

Learning:

I have learned a lot through this class. I learned how to program in VBA, how to build object, how to build forms, how to link forms together and make them work. The difficulties I faced were that it may take me longer time to figure out the logic behind the code and think through it. However, I think it worth me the time and effort to make it work.

Assistance:

I got help online and ask my friend to debug my code a little big.