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| **Use Case ID** | OT\_UC\_3 |
| **Use Case Name** | Manage OT |
| **Created By** | Rick Laurence Cruz |
| **Description** | This case covers the workflow for OT requests, from employee submission to approval by the Team Leader, Team Manager, and Operations Manager. |
| **Primary Actor** | Employee |
| **Secondary Actor** | Team Leader, Team Manager, Operations Manager |
| **Include Use Case** | * Request OT * View OT * OT Approval |
| **Preconditions** | * All employees log into the system. * Employees must have recorded their task. |
| **Postconditions** | * OT requests are approved and recorded. The employee is notified. * OT request is rejected, and the employee is notified. |
| **Triggers** | * The employee work or works overtime hours and submit a request for approval. |
| **Main Flow** | 1. Employee logs into the system. 2. Employees record their task and overtime hours. 3. Employees submit the OT request. 4. Team Leader reviews the OT request. 5. Team Leader approves or rejects the OT request. 6. If approved, the Team Manager reviews the OT request. 7. The team Manager approves or rejects the OT request. |
| **Alternate Flows** | 4a. Overtime exceeds:   1. The request is automatically rejected by Team Leader.   4b. Team Leader Rejected for Approval   1. The system will record the rejected and notify the employee. |
| **Special Requirements** | * Audit for all OT submissions and approvals. |
| **Assumptions** | * Employees enter activity and overtime data. * Team Leaders, Team Managers, and Operations Managers review OT requests. |

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| **Use Case ID** | OT\_UC\_3.1 |
| **Use Case Name** | Approval OT Request |
| **Created By** | Rick Laurence Cruz |
| **Description** | This case details the workflow of approval, which employee submit their OT request. It includes the review of approval and rejection by Team Leader, Team Manager and Operation Manager |
| **Primary Actor** | Team Leader |
| **Secondary Actor** | Team Manager, Operations Manager |
| **Include Use Case** | * Request OT * OT Approval |
| **Preconditions** | * All employees log into the system. * The employee has submitted a complete OT request with tasks recorded. * All approved are verified by the system. |
| **Postconditions** | * The OT request is either approved or rejected. * The employee is notified. |
| **Triggers** | * The OT request is submitted by an employee for approval. |
| **Main Flow** | 1. System receives the OT request submitted by the employee. 2. System receives the OT request to the designated Team Leader. 3. Team Leader logs into the system and views the OT request. 4. Team Leader reviews the OT recorded tasks. 5. Team Leader approves the request. 6. System sends the OT request to the Team Manager. 7. Team Manager logs into the system and reviews the request. 8. The Team Manager approves the request. 9. System sends the OT request to the Operations Manager. 10. Operations Manager logs into the system and reviews the request. 11. Operations Manager approves the request. 12. System updates the OT request status to “Approved”. 13. System sends a notification to the employee about approval. |
| **Alternate Flows** | 4a. Team Leader Rejects Request   1. Team Leader rejects the OT request. 2. System updates the request status to “Rejected”. 3. System sends a rejection notification to the employee. 4. System logs the rejection with reason. |
| **Special Requirements** | * A notification system must be in place for real-time updates for employees. |
| **Assumptions** | * System Access   All employees, Team Leaders, Team Managers, and Operations Managers have valid login credentials and access to the OT system.   * Data Entry   Employees are responsible for accurately entering their work tasks and overtime hours before submitting an OT request. |

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| **Use Case ID** | OT\_UC\_6 |
| **Use Case Name** | OT Approval |
| **Created By** | Rick Laurence Cruz |
| **Description** | This case describes the process where the Operations Manager reviews, approves, or rejects overtime (OT) requests that have been approved by the Team Leader and Team Manager. |
| **Primary Actor** | Operations Manager |
| **Secondary Actor** | Team Leader, Team Manager, Employee |
| **Include Use Case** | * OT approval |
| **Preconditions** | * Overtime requests must have been approved by both the Team Leader and Team Manager. |
| **Postconditions** | * The OT request is approved or not approved, the system updates the request status and notifications are sent to the Employee and Team Leader. * If no action is taken, the OT request remains pending. |
| **Triggers** | * A Team Leader recommends an OT request for final approval or rejection. |
| **Main Flow** | 1. The Operations Manager logs into the system. 2. The Operations Manager accesses for approval. 3. The System display a list of pending OT requests. 4. The Operations Manager reviews each OT request. 5. The Operations Manager approves or rejects the OT request. |
| **Alternate Flows** | 5a. No Pending Requests:   1. The system displays a message, "No pending OT requests available for review." |
| **Special Requirements** | * Notifications must be sent to the Employee and Team Leader. * The system must allow the Operations Manager to view full request history, including previous approvals. |
| **Assumptions** | * All overtime requests reached by the Operations Manager have been validated by prior approval. |