

User Stories (with Acceptance Criteria) – KYE Digitalization

ID	User Story	Acceptance Criteria
US1	As an employee , I want to log into a secure portal so that I can safely access the KYE form.	Portal requires unique employee credentials. Unauthorized users cannot access. Successful login confirmed.
US2	As an employee , I want to complete and submit my KYE form online so that my information is recorded securely.	Form displays all required fields. Mandatory fields cannot be skipped. Submission confirmation is shown.
US3	As an employee , I want to be notified if my submission is returned with comments so that I can correct and resubmit.	Notification sent via email/system alert. Comments are visible in returned form. Resubmission is linked to original.
US4	As a system , I want to validate mandatory fields and data formats so that submissions are accurate.	Blank mandatory fields trigger error. Invalid formats (e.g., email/phone) show warning. Valid forms proceed to HR review.
US5	As a system , I want to update HRIS and store approved forms only after HR verification, so that records are accurate.	Approved forms update HRIS automatically. Approved forms stored securely in DMS. Returned/rejected forms do not update HRIS. Duplicate entries prevented.
US6	As a system , I want to log all submission activities so that an audit trail is available.	Each submission/approval/rejection is timestamped. Audit trail includes user IDs and actions. Log accessible only to authorized staff.
US7	As an HR Assistant , I want to review submissions in a queue so that I can efficiently process pending forms.	Submissions appear in queue with status (New/Pending/Returned). HR can filter by employee name/ID. Queue updates in real time.
US8	As an HR Assistant , I want to approve or return submissions so that only accurate records are finalized.	“Approve” stores the form and updates HRIS. “Return” sends back to employee with comments. Status updated in system.
US9	As an HR Assistant , I want to attach comments when returning a form so that employees know what to fix.	HR can add free-text comments. Employee sees comments when notified. Returned form retains employee’s original data for correction.
US10	As a compliance officer , I want to search and retrieve KYE records instantly so that I can respond to audits.	Searchable by employee ID/name/date. Records load within seconds.- Export to PDF/Excel available.- Access restricted to compliance role.
US11	As a compliance officer , I want to generate compliance reports so that I can monitor completion rates.	Report shows completed, pending, and rejected submissions. Report is exportable. Accessible only to authorized roles.
US12	As an HR Manager , I want to track KYE submission compliance rates across departments so that I can ensure full workforce coverage.	Dashboard displays submission completion by department. Drill-down to individual employee level. Export option available.