

Macro Welding Supply System – Appendix B

Business Rules:

001 – Employee Information Required

Date Discovered: April 30, 2019, updated May 13, 2019

Category: Structural Fact Type: Static

Description:

An employee of Macro Welding must provide the company with their full name, SIN, banking info, home address, personal phone number and personal email and a photo.

Discovery Details:

Interview with project sponsor: Bonnie Ryan

002 – Purchase Order Submission Process

Date Discovered: April 30, 2019, Updated May 13, 2019

Category: Structural Fact Type: Static

Description:

An employee of Macro Welding wishing to have any material or equipment purchased on their behalf, must fill out an electronic PO on the system. The PO will go to their department supervisor in a 'pending' state. The employee cannot see the decision(s) until the entire PO is closed. The employee cannot change an item that the supervisor has already decided on.

Discovery Details:

Interview with project sponsor: Bonnie Ryan

003 – Employee Information Updating/Editing

Date Discovered: April 30, 2019, updated May 16, 2019

Category: Structural Fact Type: Static

Description:

An employee can edit their own basic personal information: personal phone number, address, personal email.

If an error has been made in the entry of an employee's name, date of birth, SIN or banking information, that must be updated by an HR rep.

Only an HR rep is authorized to change an employee's name, date of birth, work phone, work email, or office location.

Only finance department employees can add pay bonuses or change salary.

Discovery Details:

Interview with project sponsor: Bonnie Ryan

004 – Levels of Authorization to Data

Date Discovered: April 30, 2019, updated May 13, 2019

Category: Structural Fact Type: Static

Description:

Different employees of Macro Welding have different levels of authorization to the company database.

Standard employees can create purchase order requests, view their pending purchase orders, search the employee directory for employees' contact information, and change their own basic contact info.

HR employees have full access to all info, but others will only be able to access the employee directory, which will just include the necessary contact information.

Finance department employees can create and modify payroll info.

Finance department supervisor can run the payroll system.

Department Supervisors can process purchase orders.

Only HR employees can archive a record of an employee after employment ceases.

Discovery Details: Interview with project sponsor: Bonnie Ryan

005 – Employee Pay

Date Discovered: April 30, 2019, updated May 13, 2019

Category: Structural Fact **Type:** Static

Description:

Employees of Macro Welding will be paid every 2nd Friday by direct deposit into their bank account. This process is administrated by the Supervisor of Finances. In the case of the Supervisor of Finances unable to perform the task, another executive (the CEO or the CFO) will know the passcode and run the payroll system. The employees will receive a notification of pay with a link to a digital pay stub.

Discovery Details:

Interview with project sponsor: Bonnie Ryan

006 – Purchase Order Approval Protocol

Date Discovered: April 30, 2019, updated May 13, 2019

Category: Structural Fact **Type:** Static

Description:

Departmental Supervisors of Macro Welding may approve items on purchase orders at their discretion according to their own departmental budgets. They may approve the purchase of the items at the suggested location or an alternate location. They may also approve the purchase of an alternate item to the one requested. The Supervisor may approve a different quantity than was requested. Each item will have a status of 'pending', 'approved', or 'denied'. Supervisors must give a reason for any denial. Supervisors must give a reason for any change in quantity.

When a supervisor looks in the system for pending PO, they will see the oldest first, but they are not obliged to process the oldest first. They can filter by date or by employee.

Discovery Details:

Interview with project sponsor: Bonnie Ryan

007 – Archival of Employee Records

Date Discovered: May 13, 2019

Category: Structural Fact Type: Static

Description:

When an employee of Macro Welding ceases their employment, their records of personal information and pay will be archived in the system. This process will be performed by the HR department. Their information will no longer be searchable by other employees. They will be removed from payroll. An archived record can be reactivated.

Discovery Details:

Interview with project sponsor: Bonnie Ryan