Use Case - Add New Employee

Iteration E1.

Version 3.0

Date: 2019-05-08

Priority: High

Description/Overview:

An HR rep wishes to enter all the new employee's information into the system. The new employee provides the HR rep with all necessary information. The HR rep provides the system with all the new employee's information, and the new employee is added to the directory. The employee is assigned a unique identifier. The employee is added to the company payroll.

Actors:

- HR rep
- New employee

Pre-conditions:

- The HR rep must be logged on to Macro Welding system.
- The new employee must have all personal info available including SIN, banking account #, and personal contact info.

Typical course of events:

This use case begins with a new employee being hired.

1) The new employee provides HR with the required information: First name, Last name, Middle Name or Middle Initial, Address, City, State/Province , Country, Postal Code, bank account #, personal email, personal phone number, SIN, and photo. *001
2) HR creates a work phone number and work email address for the new employee. *003
3) HR logs in into the system and go to add new employee section. *004
4) HR creates new employee profile and enters all the provided information into it as well as generated phone number and email.
5) HR saves employee profile info into the system
    a. System response: Data is valid and message is displayed that new employee is added to the system
    b. System sends employee an email with auto generated credentials to enter into the system
    c. System automatically adds employee into company payroll

Alternative course of events:

Line 4 – Information doesn't follow the examples provided. The user is prompted to retry.

Line 4 – not all the required information is provided and new employee profile has status pending without moving to Line 5. The use case ends without the new employee being added to the system.

Line 5 - Information that is provided is not valid. The user is prompted to retry.

Business rules application:

001 – Employee Information Required

003 – Employee Information Updating/Editing

004 – Levels of Authorization to Data