Interview 05-13 with Bonnie Ryan

When an employee searches a PO request, they should see a list with the pending ones first. They should also be able to see the closed ones. They should be able to filter by date. When the user selects one, they should see all the info at the top and the items individually listed. Each item should indicate status – ‘pending’, ‘approved’, or ‘denied’. The submitting employee can make changes while an item is pending. Items cannot be deleted, they can be marked as ‘no longer needed’ – the $ will be subtracted from the total – quantity will be changed to 0. The supervisor can change a quantity and approve an item. (approve one thing rather than 2) but they must provide a reason.

A supervisor can approve or deny some item(s), but not all and the state is saved. the PO is not ‘closed’. 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.

The purchasing dept. does NOT receive a notification. The purchasing dept. looks daily for new approved items.

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.

Employee directory (scaled down, public contact info) – work email, work phone, and office location.

Only HR can see all the other info. The employee can see all of their own info. The employee can change basic things like home address or phone.

Employee record should include a photo.

Supervisor of Finances will have a passcode which will be known by one other person (the CEO of CFO). The system will prompt the Supervisor of Finances on payday. He/she must enter their password again to run the payroll system. If it is entered incorrectly 3 times, they are locked out (until IT reinstates it). A notification will be sent to Supervisor of Finances.

There will be another use case for adding bonuses or changing pay info.