Use Case – Archive Employee

Iteration E2.

Version 3.0

Date: 2019-06-01

Priority: High

**Description/Overview:**

An HR rep wishes to archive employee’s information in the system. HR picks a desired employee profile and choose to archive it. Employees profile is deleted from the main list of employees and migrate to archived employees list. Employee’s login info becomes deprecated and is no longer valid to enter into a system. The employee is deleted from the company payroll.

Actors:

* HR rep

Pre-conditions:

* The HR rep must be logged on to Macro Welding system.

**Typical course of events:**

This use case begins when an employee no longer works for the organization.

1. HR rep searches for the employee’s profile \* 004
2. HR rep indicates his desire to edit the employee profile.
3. HR choose archive employee profile in a system
   1. **System response**: a prompt to confirm the desire to archive the selected profile.
4. HR rep chooses the positive answer
   1. **System response**: Employee has been archived and can now be found in the archived employees section \*007
5. The archived profile is no longer visible in the employee directory.
6. The archived profile is no longer in the active payroll.

**Alternative course of events:**

Line 2 – The following employee profile cannot be found. The HR rep is prompted to try again.

Line 4 – HR chooses not to archive employee profile. The use case ends without the profile being archived.

**Business rules application:**

004 – Levels of Authorization to Data

007 – Archival of Employee Records