**Macro Welding System**

Use Case – Archive Employee

Iteration E2.

Version 3.1

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 hidden from the main list of employees and migrate to archived employees list.

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

**System Response:** The system returns a list of employees matching the search criteria.

1. HR rep indicates his desire to edit the employee profile.
2. HR choose archive employee profile in a system

**System response**: a prompt to confirm the desire to archive the selected profile.

1. HR rep chooses the positive answer

**System response**: Employee has been archived and can now be found in the archived employees section \*007

1. The archived profile is no longer visible in the employee directory.
2. 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