Use Case - Add New Employee

Iteration I1.

Version 2.0

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 begin when a new employee being hired.

1. New employee provide HR with the required information: First name, Last name, Middle Name or Middle Initial, Address, City, State/Province , Country, Postal Code, banking account #, personal email, personal phone number, SIN.
2. HR make a working phone number and working email for a new employee.
3. HR logs in into the system and go to add new employee section.
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
   1. System response: Data is valid and message is displayed that new employee is added to the system
   2. System sends employee an email with auto generated credentials to enter into a system
   3. System automatically adds employee into company payroll

Use Case - Add New Employee

Iteration I1.

Version 3.0

Date: 2019-05-08

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**Alternative course of events:**

Line 4 – Information doesn’t follow the examples provided

Line 4 – not all the required information provided and new employee profile has status pending without moving to Line 5

Line 5 - Information that is provided is not valid

Line 5 – Email with new employee credentials were not generated or were fail to be sent

Line 5 – Employee profile was not added into company payroll automatically

**Business rules application:**

001 – Employee Information Required

003 – Employee Information Updating/Editing

004 – Levels of Authorization to Data