Use Case – Archive Employee

Iteration I2.

Version 1.0

Date: 2019-05-12

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 Employee’s login info becomes deprecated and is no longer valid to enter into a system.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 begin when employee quit from organization.

1. HR logs in to the system and go to the search employee section
2. HR searches for a certain employee and get to edit employee profile mode
3. HR choose archive employee profile in a system
   1. System response: are you sure you want to archive this employee ? He will be deleted from the list of employees and payroll of the company
4. HR choose the positive answer
   1. System response: Employee has been archived and can now be found in a archived employees section

Use Case – Archive Employee

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Version 2.0

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**Description/Overview:**

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**Alternative course of events:**

Line 2 – The following employee profile cannot be found

Line 4 – HR chooses not to archive employee profile

**Business rules application:**

004 – Levels of Authorization to Data

007 – Archival of Employee Records