**EMPLOYEE USER-STORIES**

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# **User Story 1: Accessing and Updating Personal Information**

* As an Employee, I want to access and update my personal information, including contact details and emergency contacts, to keep my records accurate and up to date.
* Acceptance Criteria:
  + The system should provide a user-friendly interface for editing personal information.
  + Changes made to personal information should be saved and reflected accurately in the employee's profile.
  + A confirmation message should be displayed upon successful updates.
  + Otherwise, the system should display an error message if it's unable to update the information.

# **User Story 2: Submitting Leave Requests**

* As an Employee, I need to submit leave requests to efficiently request time off and plan my work schedule effectively.
* Acceptance Criteria:
  + The system should offer a leave request feature with options for specifying leave type, dates, and additional details.
  + Leave balances should be updated in real-time, reflecting approved or declined requests.
  + Employees should receive notifications about the status of their leave requests.
  + Otherwise, the system should display an error message if it encounters issues with leave request submission.

# **User Story 3: Accessing Payroll Information**

* As an Employee, I want to view and download my payslips, tax documents, and other financial records to easily monitor my earnings and stay informed about tax-related information.
* Acceptance Criteria:
  + The system should provide secure and accessible access to payslips, tax documents, and financial records.
  + Financial information should be accurate, up-to-date, and easily accessible for viewing or download.
  + The system should maintain a history of past payslips and tax documents for reference.
  + Otherwise, the system should display an error message if it cannot provide the requested financial records.

# **User Story 4: Receiving HR Notifications**

* As an Employee, I want to receive notifications about important HR-related events, such as training opportunities, company policy updates, and benefits enrolment periods, to stay informed and engaged with company resources.
* Acceptance Criteria:
  + The system should send timely and relevant notifications to employees about significant HR-related events.
  + Employees should have the option to opt in or out of specific notifications based on their preferences.
  + Notifications should be accessible within the system and, when applicable, through email or other preferred communication channels
  + Otherwise, the system should display an error message if it cannot send notifications.

# **User Story 5: Participating in Performance Evaluations**

* As an Employee, I want to participate in performance evaluations, set goals, and receive feedback from my manager to actively contribute to my professional development and receive constructive feedback.
* Acceptance Criteria:
  + The system should provide a section for employees to access their performance evaluations, set goals, and receive feedback.
  + Feedback and goals should be saved within the system and accessible for review at any time.
  + Employees should receive notifications about upcoming performance evaluations and the availability of feedback from their managers.
  + Otherwise, the system should display an error message if it cannot provide access to performance evaluations.

# **User Story 6: Tracking Training Opportunities**

* As an Employee, I want to receive notifications about training opportunities offered by the company to enhance my skills and knowledge for professional growth and better job performance.
* Acceptance Criteria:
  + The system should send notifications about training opportunities with details such as training type, date, and registration process.
  + Employees should have the option to indicate their interest in specific training sessions.
  + The system should track employee participation in training and provide progress updates.
  + Otherwise, the system should display an error message if it cannot send notifications about training opportunities.

# **User Story 7: Accessing Benefit Enrolment Periods**

* As an Employee, I need to be notified about benefits enrolment periods and changes in available benefits options to make informed choices about my benefits, including health insurance and retirement plans.
* Acceptance Criteria:
  + The system should send notifications about upcoming benefits enrolment periods, including available options and deadlines.
  + Employees should be able to review and select benefits within the system during the designated enrolment period.
  + The system should provide explanations and comparisons of different benefits to help employees make informed decisions.
  + Otherwise, the system should display an error message if it cannot notify employees about benefits enrolment.

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| Autor | Țîra Eduard |
| Use Case | Manage Users |
| Actors | HR Manager  Team Manager  General Director  Administrator |
| Preconditions | The actors are logged in the HRM app and they have the necessary permissions to manage the users |
| Postconditions | User management process is completed successfully |
| Trigger | The actors select the “Manage Users” option from the application |
| Main Scenario | 1. An actor navigates to the "Manage Users" section. 2. System displays the list of existing users. 3. An actor selects a specific user for management. 4. System provides options for managing the selected user (e.g., edit details, assign roles, deactivate user). 5. An actor performs the desired action (e.g., updates user details, assigns roles). 6. System updates the user information in the database. 7. An actor confirms the changes, and the system updates the user list. |
| Alternative Flows | 1. Actors click the „Cancel” button anywhere on the „User Manager” page flow 2. Actors are sent back to the previous state of the page |
| Exceptions | 1. If the actor enters incorrect user details during user addition, the system displays an error message. 2. If there are issues updating user information, the system provides an error notification. 3. If the actor attempts to perform actions without the necessary permissions, the system displays an access denied message. |

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| Autor | Țîra Eduard |
| Use Case | Manage Positions |
| Actors | HR Manager |
| Preconditions | The HR Manager is logged into the HRM application and the actor has necessary permissions to manage positions |
| Postconditions | Positions management process is completed successfully and after that the list of postitions is updated with the changes made by the HR Manager |
| Trigger | The HR Manager selects the „Manage Positions” form the application |
| Main Scenario | 1. The HR Manager navigates to the "Manage Positions" section. 2. System displays the list of existing positions. 3. The HR Manager selects a specific position for management. 4. System provides options for managing the selected position (e.g., edit details, add requirements, deactivate position). 5. The HR Manager performs the desired action (e.g., updates position details, adds requirements). 6. System updates the position information in the database. 7. The HR Manager confirms the changes, and the system updates the position list. |
| Alternative Flows | 1. Actors click the „Cancel” button anywhere on the „Manage Positions” page flow 2. Actors are sent back to the previous state of the page |
| Exceptions | 1. If the HR Manager enters incorrect position details during the addition, the system displays an error message. 2. If there are issues updating position information, the system provides an error notification. 3. If the HR Manager attempts to perform actions without the necessary permissions, the system displays an access denied message. |