**EMPLOYEE USER-STORIES**

**Contents**

[**User Story 1: Accessing and Updating Personal Information** 2](#_Toc149497792)

[**User Story 2: Submitting Leave Requests** 3](#_Toc149497793)

[**User Story 3: Accessing Payroll Information** 4](#_Toc149497794)

[**User Story 4: Receiving HR Notifications** 5](#_Toc149497795)

[**User Story 5: Participating in Performance Evaluations** 6](#_Toc149497796)

[**User Story 6: Tracking Training Opportunities** 7](#_Toc149497797)

[**User Story 7: Accessing Benefit Enrolment Periods** 8](#_Toc149497798)

# **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.