\*Visionary scenarios describe the future system\*

Work time tracking scenario:

(current)

-The employee fills out an excel sheet with his work times. The sheet is sent to the supervisor who reviews it and signs it. The supervisor hands the sheet over to the HR who calculate the state of the flex account.

(future)

-The employee logs into the system using his username and password. The employee logs into the corporate network via VPN.

The employee documents his working time each day and submits it to his supervisor at the end of the month. The supervisor gets notified about the submission and reviews the documentation.

After reviewing the work times of the employee, the supervisor either approves or rejects the monthly work time. In most cases the times get approved but could sometimes be rejected due to mistakes/errors.

In case of a rejection, the employee gets notified and an opportunity to submit the times anew.

After the approval of the supervisor, the document gets forwarded to HR. HR then calculates the new state of the "flex time account".

Vacation tracking scenario:

(current)

-The employee prints out a vacation request document and fills it out with the vacation dates. The document is given to the supervisor for approval. In case of approval, the supervisor notifies both the employee and HR.

In the work time sheet the employee needs to fill out his vacation days by himself.

(future)

-The employee submits a vacation request with the corresponding dates. The supervisor gets notified and reviews the request. The supervisor either approves of the request and notifies both the HR and the employee, or rejects it and notifies the employee.

The employee should have the ability to cancel/delete his already approved vacations or the vacation requests.

Sickness scenario:

(current)

-The employee informs HR via call, email. HR informs the supervisor. Just like vacation days, the employee marks his sick days by himself in his work time excel sheet.

(future)

-In case of sickness of an employee, the employee informs the HR who register it into the system. The supervisor of the sick employee gets notified.

Other features:

-The employees, supervisors and HR should all be able to see the employees' statistics such as flex time account, vacation days(open, planned, taken), working times, etc.

Additionally, the supervisors should get notified if an employee works more than 8 hours a day.