Timesheet Application Use Cases

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**Table of Contents**

[Use Cases 2](#_Toc55152897)

## Use Cases

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| **Use Case:** | Configuring System Information |
| **Actor:** | Administrator |
| **Pre-Condition:** | Software is successfully installed, and administrator has access to the internet. |
| **Post Condition:** | The administrator will have successfully configured the software. |
| **Description** | The admin account, with auto-created credentials, will receive a prompt for a password change, and once logged in fully, the admin will be able to create their own admin account with their own information. will be able to configure things that should not be touched by other roles – configuring school information, creating departments, etc. The database will save this information that can be updated or archived as necessary. |

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| **Use Case:** | Creation of Account |
| **Actor:** | HR |
| **Pre-Condition:** | HR has authorized role to do the condition |
| **Post Condition:** | If Successful – The user’s data that they input to register will stored in their user account, which is sent to the database.  If Invalid: The account will not be created, and the system will return whether the account has already been created, or if they input invalid data. |
| **Description** | This use case covers when an HR member invokes the registration screen.  The HR User will input the applicable information in the input fields, and once the data is validated by the system and will react upon either success or if invalid according to the correct postcondition. |

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| **Use Case:** | Logging into Account – Non-Managerial Employee |
| **Actor:** | Employee |
| **Pre-Condition:** | User has input correct login credentials. |
| **Post Condition:** |  |
| **Description** | The employee upon successful login, is met with a homepage that will allow them to select various sections of their account: the ability to clock in/out personal information, timesheet.  On their account, they can only see their own information, no one else’s. |

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| **Use Case:** | Logging into Account – Managerial Employee |
| **Actor:** | Supervisor, Advanced Supervisor |
| **Pre-Condition:** | User has input correct login credentials. |
| **Post Condition:** |  |
| **Description** | The employee upon successful login, is met with a homepage that will allow them to select various sections of their account: the ability to clock in/out, personal information, and applicable notifications on if their timesheets were approved/rejected.  On their account, they can only see their information, their employee’s timesheet submissions to able to approve/delete/edit, and nothing else. |

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| **Use Case:** | Logging into Account – HR |
| **Actor:** | HR |
| **Pre-Condition:** | User has input correct login credentials. |
| **Post Condition:** |  |
| **Description** | The employee upon successful login, is met with a homepage that will allow them to select various sections of their account: the ability to clock in/out personal information, timesheet, and applicable notifications on if their timesheets were approved/rejected.  On their account, they can only see their information, and any employee’s timesheets for the ability to approve/deny/edit timesheets. |

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| **Use Case:** | Clocking In/Clocking Out |
| **Actor:** | All Roles |
| **Pre-Condition:** | The user is successfully logged in. |
| **Post Condition:** | A notification is sent to the user to remind them of their clock in/clock out times to keep track of their time punches. |
| **Description** | On the homepage, there will be an easily placed link to do time punches, and allow the user to clock in and clock out, and this data will be saved to the timesheets to be applied to the paystubs. |

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| **Use Case:** | Approving/Rejecting Timesheets |
| **Actor:** | Supervisor, Advanced Supervisor, HR |
| **Pre-Condition:** | The user is selecting a timesheet (not of their own) that is not already approved or denied, or more than two weeks in the past. |
| **Post Condition:** | A notification (both sent to the system of the user account, and if applicable, an additional email message), that notifies the user that their timesheet has been approved/rejected. |
| **Description** | Upon clicking on an applicable timesheet of an employee, the user will be able to view the details of the timesheet, and can select a button that allows them to accept or reject the current details of the timesheet, or edit the details to correct the time punches, and then approve it. |