

# Use Case: Search and Retrieve Employee

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**Iteration:** E1  
**Version:** 4

**Date:** March 5, 2012  
**Priority:** High

**Description/Overview:** HR personnel wish to retrieve employee information.

**Actor(s):** HR personnel

**Pre-Condition(s):** The employee is logged in to the system with privileges already assigned.

## Typical Course of Events

1. The HR personnel indicate they wish to retrieve an employee's information.
  - **System Response:** A search area is displayed at the top of the screen that allows for the entry of the employee id of the employee record to be retrieved.
2. The HR personnel enter the Employee Id to be retrieved and initiate a search for the appropriate employee record to retrieve.
  - **System Response:** The system retrieves the matching record and displays only the current personal information on screen which may include some or all of employee first name, middle initial, last name, employee mailing address, employee work phone number, employee cell phone number, email address and payroll email notification.

## Alternative Course of Events

Line 2: The HR Personnel can select to search by all or part of the employee last name. The HR Personnel enter the employee full or partial last name to be retrieved and initiates a search. All records matching the search criteria will be displayed. The user can select one. The system retrieves the matching record and displays the current personal information on screen.

## Error conditions:

Line 3: Requested employee/s not found.