

Use Case: Add Employee Information

Iteration: E1
Version: 2

Date: March 5, 2012
Priority: High

Description/Overview: An HR personnel wishes to add a new employee record. The HR personnel populates records for new employees with personal information and current job assignment information.

Actor(s): HR personnel

Pre-Condition(s): HR personnel are logged in to the system with privileges already assigned.

Typical Course of Events

This use case begins when the HR personnel is required to create a new employee record.

1. The HR personnel ensures they have access to all required information including:
 - **Personal information** which includes: last name, first name, middle initial, date of birth, home address (which includes fields for street address, city, postal code) The middle initial is not required *201.
 - **Employment information** which includes SIN, seniority date *205, job start date *207, job assignment, department, supervisor*203, and bi-weekly pay rate*202, work phone number, call phone number, payroll email notification, and email address.
2. The employee accesses the Create Employee module of the system and enters the necessary information.
 - **System Response:** Data is validated.
3. The HR personnel indicate the entry is complete.
 - **System Response:** A unique system assigned 8 digit employee id is created during this process and returned to the application *200
 - **System Response:** The information is saved and a confirmation message is displayed.

Error conditions:

Line 1: Required data is missing or invalid. Identify the error. *201, *202, *203, *205, *207

Business Rule Applications:

- *200 – *Employee Primary Key*
- *201 – *Employee Middle Initial*
- *202 – *Employee Bi-Weekly Pay*
- *203 – *Employee Assigned Supervisor*
- *205 – *Employee Seniority Date*
- *207 – *Employee Job Start Date*