Use Case: Apply Salary Changes

Iteration: E1   **Date: March 5, 2012**
Version: 4   **Priority: High**

Description/Overview: An HR personnel will be able to apply changes to another employee's salary as a performance increase or to the entire organization as a cost-of-living increase. Once these changes are made, these changes are used by the Payroll Use Case to calculate paycheques for a pay period.

Actor(s): HR personnel

Pre-Condition(s): HR personnel is logged in.

Section – Main

Typical Course of Events:
1. This use case begins when an HR personnel accesses the system to apply a change to the salary of one or more regular employees.
2. The employee accesses the part of the system that allows him/her to make changes to the pay cheque
     - For Salary Increase see section: **Performance Increase**
     - For Cost-of-living see section: **Cost-of-living Increase**

Section – Performance Increase

Typical Course of Events:
1. This use case begins when an HR personnel wishes to makes salary changes for an employee in the organization.
2. The HR personnel begins the search for the specified employee: See Use Case Search Employee.
3. The system retrieves the employee record
     - **System Response:** Employee information is displayed such as personal information, employment information. (See Use Case Add Employee Information for detail field requirements)
4. The HR personnel can enter a percentage by which the salary is increased.
5. He/she also selects the date from which this salary increase is effective.
6. HR personnel save changes made to employee record.

     - **System Response:** the system displays information such as

         a. Employment information such as the new biweekly pay rate, previous biweekly pay rate, pay date for which it was applied
7. Awaits Payroll Processing, see Use Case Calculate Payroll.

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Alternative Course of Events
Line 5 – HR personnel cannot apply a negative pay rate change to an employee's salary. *__211__.

Error Condition
Line 3: Salary changes do not meet validation criteria. Error is displayed and re-entry options are displayed.

Business Rule Applications
211 – Employee Salary Changes.
304 – HR personnel restrictions.

Section – Cost-of-living Increase

Typical Course of Events:
1. This use case begins when an HR personnel wishes to makes cost-of-living increases for the organization.

2. The HR personnel can enter a percentage by which the salary is increased.

3. He/she also selects the date from which this salary increase is effective.

4. HR personnel save the request for change.

   - **System Response:**

      a. Request is saved and confirmation is displayed.

7. Awaits Payroll Processing, see Use Case Payroll Process.

Alternative Course of Events
Line 5 – HR personnel cannot apply a negative pay rate change to an employee's salary. *__211__.

Error Condition
Line 3: Salary changes do not meet validation criteria. Error is displayed and re-entry options are displayed.

Business Rule Applications
211 – Employee Salary Changes.
304 – HR personnel restrictions.