**Iteration**: E2 **Date**: March 5, 2012

# Version: 2 Priority: Medium

**Description/Overview**: Employee information may be modified by HR personnel as circumstances change. Areas of modification include personal information, job assignment, and employment status.

**Actor(s)**: HR personnel (supervisor or employee)

**Pre-Condition(s)**:

1. HR personnel are logged in to the system with privileges already assigned.

**Section – Main**

# Typical Course of Events

This use case begins when an employee record requires modification by HR personnel. The HR personnel accesses the application and navigates to the appropriate section to view the Employee Information**.**

1. The HR personnel begins the search for the specified employee: See Use Case *Search Employee.*
   * **System Response**: Selection criteria for each of the three areas for modification are displayed.
2. The HR personnel indicate which type of employee information they need to modify.
   * For Personal info see Section **Modify Personal Info**
   * For Job information see Section **Modify Job Information**
   * For Retirement Status see Section **Modify Employment Status**
3. The HR personnel have on hand the information that must be modified.

**Section Modify Personal Information**

# Typical Course of Events

1. The HR personnel modifies the selected employee’s personal information.
   * **System Response:** The information is validated
2. The HR personnel indicates the modifications are complete.
   * **System Response:** The information is saved and the system displays a confirmation message indicates a successful completion.

**Error conditions:**

Line 4: Cannot modify own job information**. \*304**

Line 2: Required data is missing or invalid. Identify the error. \***201, \*202, \*203, \*207, \*304**

***Business Rule Applications:***

201***- Employee Middle Initial***

1. – ***Employee Bi-Weekly Pay***
2. – ***Employee Assigned Supervisor***

304 ***– HR Employee restrictions***

207 – ***Employee Start Date***

**Section Modify Job Information**

# Typical Course of Events

1. In addition to displaying personal information, the system must display the following.

 **System Response:** SIN, start date, job assignment, department, supervisor, and bi-weekly pay rate.

1. The HR employee enters the new job assignment information, including start date, job assignment, department, supervisor, and bi-weekly pay rate. Storing spast job assignments for historical purposes is not necessary. \***202, \*203,**

# \*207  System Response: Data is validated

**3.** The HR Employee personnel indicates the modifications are complete.

 **System Response:** The information is saved and the system displays a confirmation message indicates a successful completion.

**Error conditions:**

Line 3: Required data is missing or invalid. Identify the error. **\*202, \*203, \*207, \*304**

***Business Rule Applications:***

1. – ***Employee Bi-Weekly Pay***
2. – ***Employee Assigned Supervisor***

304 – ***HR Employee Restrictions***

207 – ***Employee Start Date***

**Section Modify Employment Status**

# Typical Course of Events

1. In addition to displaying personal information, the system must display the following.

 **System Response:** SIN, seniority date as read only, as well the current employment status.

1. The HR employee can modify the status to:

 Retired.

**i. System Response:** A retirement date will populate with the end date of the current pay period. **\*306**

 Terminated

**i. System Response:** A termination date entered must be within the current pay period. **\*306**

1. The HR Employee personnel indicates the modifications are complete.

 **System Response:** The information is saved and the system displays a confirmation message indicates a successful completion.

Line 2: If the employee is retired, the status and date of retirement will be displayed read only and no change is possible. **\*306**

Line 2: An employee cannot retire unless they have reached the age of 55. **\*300**

***Business Rule Applications:***

***\*300: - Pension Age***

***\*306: - Reinstating Employees***