**USE-CASE NARRATIVES**

admin

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| --- | --- | --- | --- |
| USE CASE NAME | Details | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS  ACTOR | Admin | | |
| DESCRIPTION | This use case describes that admin can add and view details about employee and products | | |
| PRE CONDITION | Admin must login add product | | |
| TRIGGER | Select Details | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**Select Details  **Step 2:** Admin Add details | **SYSTEM RESPONSE**  **Step 1**:System show details  **Step 2**: System shows details with added details | |
| CONCLUSION | This use case will be conclude when admin will be able to add details | | |

admin

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| --- | --- | --- | --- |
| USE CASE NAME | Hiring | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS  ACTOR | Admin | | |
| DESCRIPTION | This use case describes that admin can hire new employees | | |
| PRE CONDITION | Admin must hire by conducting interview | | |
| TRIGGER | Select hire | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**Select hire employee | **SYSTEM RESPONSE**  **Step 1**:System show hire new employee | |
| CONCLUSION | This use case will be conclude when authorized admin will be able to hire new employee | | |

admin

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| USE CASE NAME | Generate Report | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Staff member | | |
| DESCRIPTION | This use case describes that Staff member can generate reports | | |
| PRE CONDITION | Staff member must login to generate Report. | | |
| TRIGGER | Select Generate Report | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**Select Report type  **Step 3:**Staff choose to generate report | **SYSTEM RESPONSE**  **Step 2**:System shows report preview  **Step 4**: System generate reports | |
| CONCLUSION | This use case will be conclude when Staff member is able to generate report | | |

admin

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| USE CASE NAME | Generate Pay | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Authorized Admin | | |
| DESCRIPTION | This use case describes that Admin can generate payment reports | | |
| PRE CONDITION | Staff member must login to generate payment Report. | | |
| TRIGGER | Select Generate payment Report | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**Select Report type  **Step 3:**Admin choose to generate pay report | **SYSTEM RESPONSE**  **Step 2**:System shows report preview  **Step 4**: System generate pay reports | |
| CONCLUSION | This use case will be conclude when Staff member is able to generate pay report | | |

Employee,admin

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| --- | --- | --- | --- |
| USE CASE NAME | Time In | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Employee, admin | | |
| DESCRIPTION | This use case describes that time in of employees in the system | | |
| PRE CONDITION |  | | |
| TRIGGER | employee wants to time-in | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**employee will give personal information to system when time in | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail  **Step 4**: Confirmation of time in | |
| CONCLUSION | This use case will be conclude when employee time in | | |

Employees, admin

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| USE CASE NAME | Time out | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Employee, admin | | |
| DESCRIPTION | This use case describes that time out of employees in the system | | |
| PRE CONDITION |  | | |
| TRIGGER | employee wants to time-out | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**employee will give personal information to system when time out | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail  **Step 4**: Confirmation of time out | |
| CONCLUSION | This use case will be conclude when employee time out | | |

employee

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| --- | --- | --- | --- |
| USE CASE NAME | Promotion | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Employee, | | |
| DESCRIPTION | This use case describes that promotion of employees in the system | | |
| PRE CONDITION |  | | |
| TRIGGER | employee got promotion | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**    **Step 1:**HR will give promotion and raise in salary to employee through system | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail  **Step 4**: Confirmation of Promotion | |
| CONCLUSION | This use case will be conclude when employee got promotion. | | |

employee

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| --- | --- | --- | --- |
| USE CASE NAME | Demotion | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Employee, | | |
| DESCRIPTION | This use case describes that demotion of employees in the system | | |
| PRE CONDITION |  | | |
| TRIGGER | employee got demotion | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**    **Step 1:**HR will give demotion and raise in salary to employee through system | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail  **Step 4**: Confirmation of demotion | |
| CONCLUSION | This use case will be conclude when employee got demotion. | | |

employee

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| --- | --- | --- | --- |
| USE CASE NAME | loan | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Employee, | | |
| DESCRIPTION | This use case describes amount of loan for the employees in the system | | |
| PRE CONDITION |  | | |
| TRIGGER | employee apply for loan | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**    **Step 1:**HR will give permission to grant loan for employee through system | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail  **Step 4**: loan granted | |
| CONCLUSION | This use case will be conclude when employee apply for loan. | | |

admin

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| USE CASE NAME | History Transfer | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Admin, | | |
| DESCRIPTION | This use case describes that all history transfer can be managed by Admin in the system | | |
| PRE CONDITION |  | | |
| TRIGGER | Admin update history and transfer it. | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**HR will transfer history through system | **SYSTEM RESPONSE**  **Step 2**: System shows detail | |
| CONCLUSION | This use case will be conclude when admin will manage history records | | |

admin

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| USE CASE NAME | Termination | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Admin, | | |
| DESCRIPTION | This use case describes that admin can terminatein the system | | |
| PRE CONDITION |  | | |
| TRIGGER | When admin terminate | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**HR will do termination through system | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail | |
| CONCLUSION | This use case will be conclude when admin will do termination. | | |

Admin,employee

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| USE CASE NAME | Leaves | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Employee, Admin | | |
| DESCRIPTION | This use case describes that employeesand admins can take leaves | | |
| PRE CONDITION |  | | |
| TRIGGER | Employee and admin apply for leaves | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**HR will give permission for leaves and deduct salary if exceed the limit through system | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail  **Step 4**: Confirmation of leaves | |
| CONCLUSION | This use case will be conclude when employee and admin got leaves | | |

employee

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| --- | --- | --- | --- |
| USE CASE NAME | Yearly Increment | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Employee, | | |
| DESCRIPTION | This use case describes that in the end of the whole year. yearly increment will be added to their salaries | | |
| PRE CONDITION |  | | |
| TRIGGER | employee got increment | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**    **Step 1:**HR will give yearly increment at the end of year and add in salary to employee through system | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail  **Step 4**: Confirmation of Promotion | |
| CONCLUSION | This use case will be concluded when employee got yearly increment. | | |

Admin,employee

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| USE CASE NAME | Provident Fund | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Admin,Employee, | | |
| DESCRIPTION | This use case describes that provident fund will be received in the end of retirement. | | |
| PRE CONDITION |  | | |
| TRIGGER | employee got provident fund | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**HR will give provident fund to employee through system | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail  **Step 4**: Confirmation of Provident fund. | |
| CONCLUSION | This use case will be conclude when employee got provident fund. | | |

Admin,Employee

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| --- | --- | --- | --- |
| USE CASE NAME | Bonus | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Employee, | | |
| DESCRIPTION | This use case describes that employees will get bonus in the system | | |
| PRE CONDITION |  | | |
| TRIGGER | employee got bonus | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**HR will give bonus and raise in salary to employee through system | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail  **Step 4**: Confirmation of bonus | |
| CONCLUSION | This use case will be conclude when employee got bonus. | | |

admin

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| --- | --- | --- | --- |
| USE CASE NAME | Leave Encashment | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Employee, | | |
| DESCRIPTION | This use case describes that employee will get leave encashment through the system | | |
| PRE CONDITION |  | | |
| TRIGGER | employee got leave encashment | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**    **Step 1:**HR will give leave encashment to the employee through system | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail  **Step 4**: Confirmation of Leave Encashment | |
| CONCLUSION | This use case will be conclude when employee got encashment. | | |

Admin, employee

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| USE CASE NAME | Attendance Record | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Employee, | | |
| DESCRIPTION | This use case describes about the attendance records of employees in the system | | |
| PRE CONDITION |  | | |
| TRIGGER | Employee attendance deatails | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**    **Step 1:**Admin will update attendance of employee through system | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail | |
| CONCLUSION | This use case will be conclude when HR collect the attendance history of employees. | | |

admin

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| USE CASE NAME | Card Swipe | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Employee, | | |
| DESCRIPTION | This use case describes the card swipe details of employees in the system | | |
| PRE CONDITION |  | | |
| TRIGGER | When employee swipe the card | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**HR will ask for card swipe details of employee through system | **SYSTEM RESPONSE**  **Step 2**:System will check for information  **Step 3**: System shows detail | |
| CONCLUSION | This use case will be conclude when employee swipe the card | | |

admin

|  |  |  |  |
| --- | --- | --- | --- |
| USE CASE NAME | Late Swipe | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Employee, | | |
| DESCRIPTION | This use case describes when employee is somehow, swipe his card late | | |
| PRE CONDITION |  | | |
| TRIGGER | employee late card swipe | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**HR will deduct salary of employee through system | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail  **Step 4**: Confirmation of late swipe | |
| CONCLUSION | This use case will be conclude when employee swipe the card late | | |

admin

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| --- | --- | --- | --- |
| USE CASE NAME | overtime | | Use Case Type |
| PRIORITY | High | |
| PRIMARY BUSINESS ACTOR | Employee, | | |
| DESCRIPTION | This use case describes the overtime of employees in the system | | |
| PRE CONDITION |  | | |
| TRIGGER | Overtime by employee | | |
| TYPICAL COURSE OF EVENT | **ACTOR ACTION**  **Step 1:**HR will pay for the overtime to employee through the system | **SYSTEM RESPONSE**  **Step 2**:System will check for information that is valid or not  **Step 3**: System shows detail  **Step 4**: Confirmation of overtime hours | |
| CONCLUSION | This use case will be conclude when employee do overtime | | |