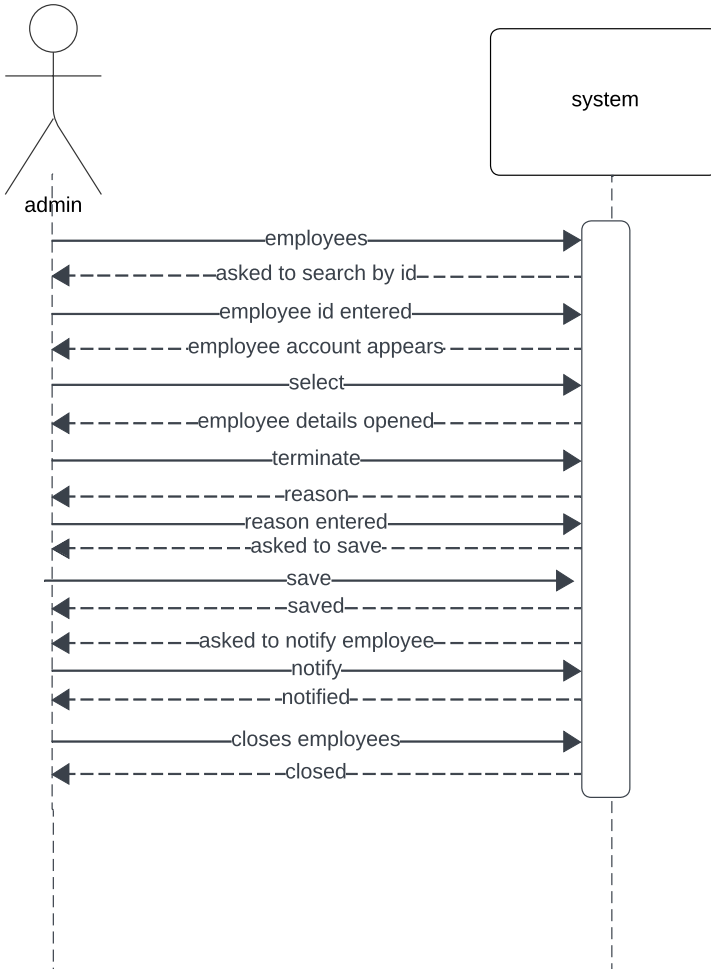
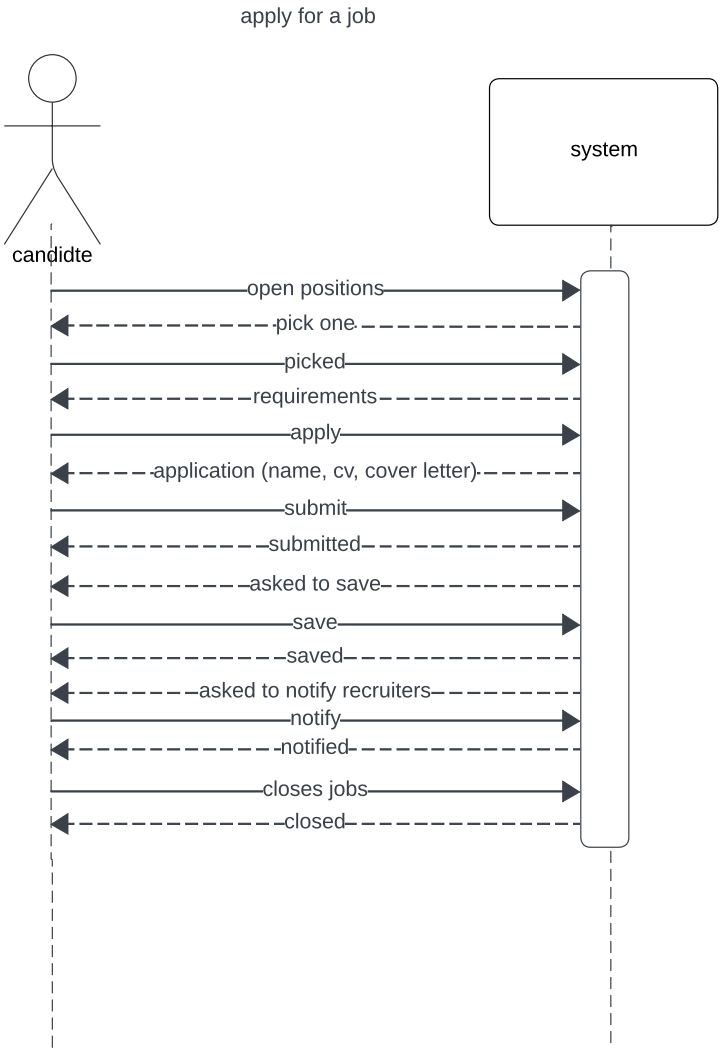
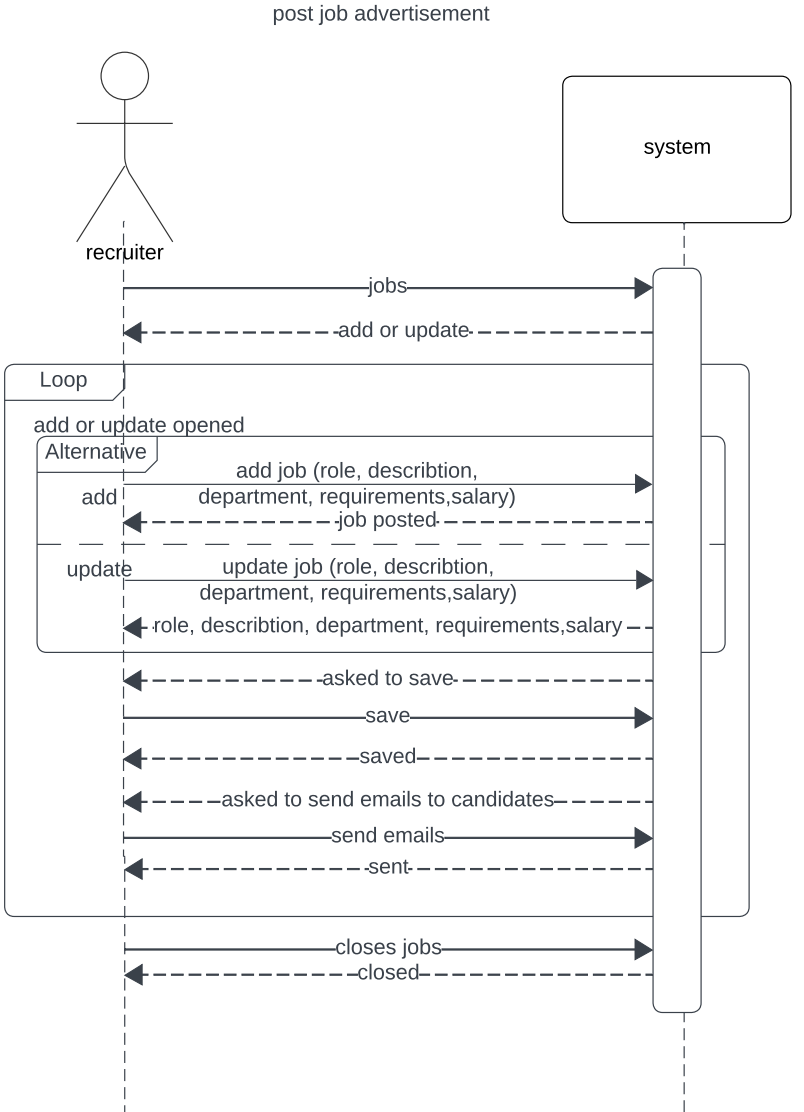
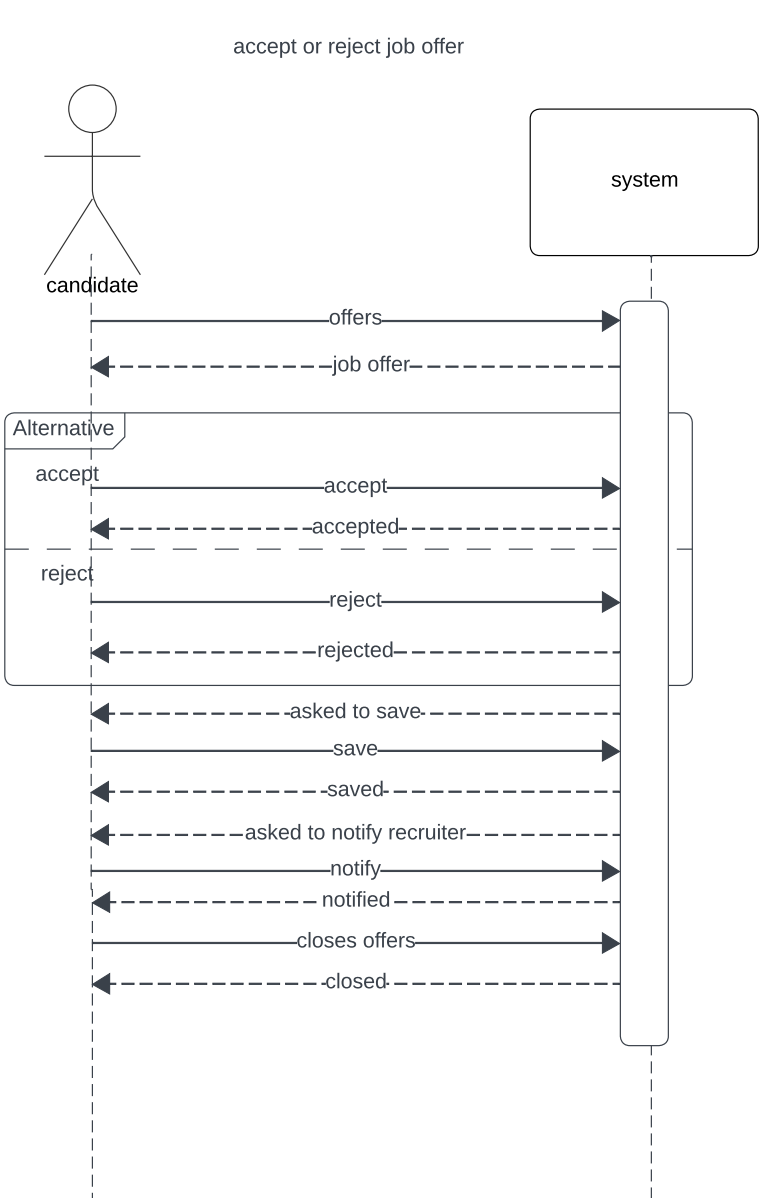
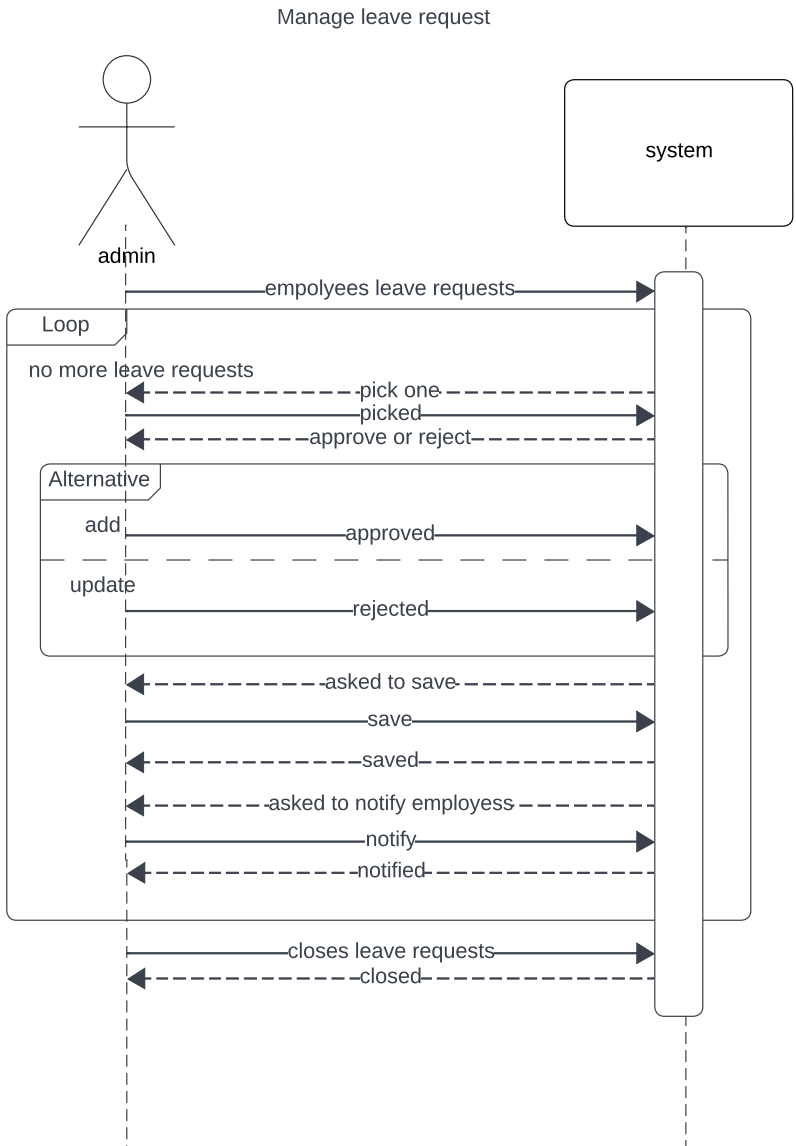
terminate employment

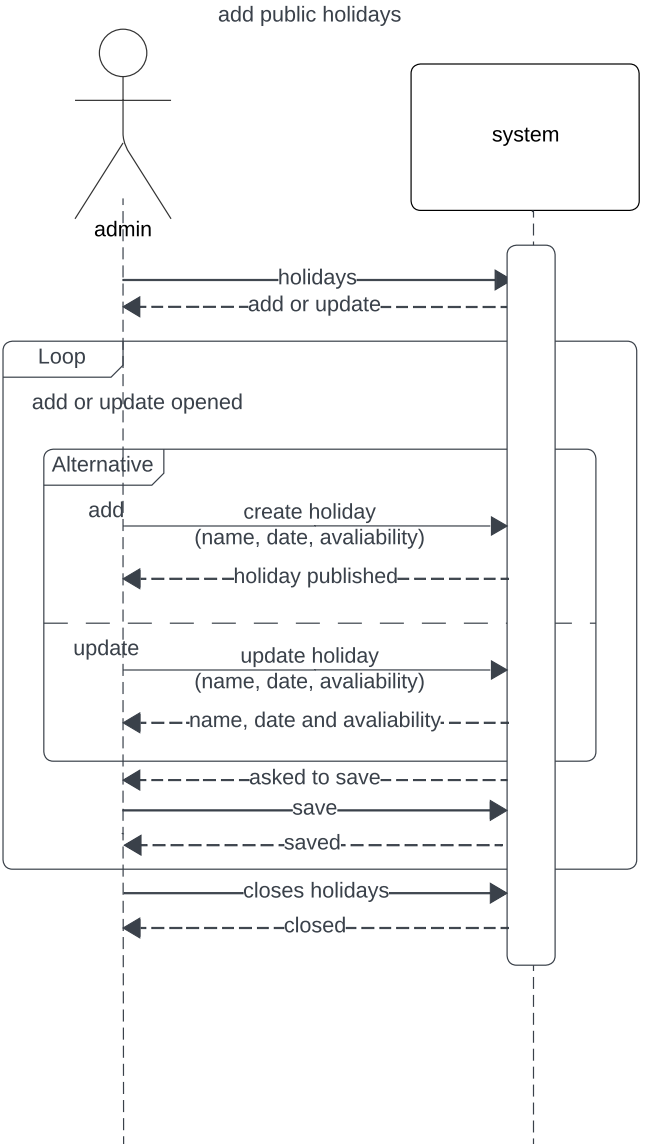


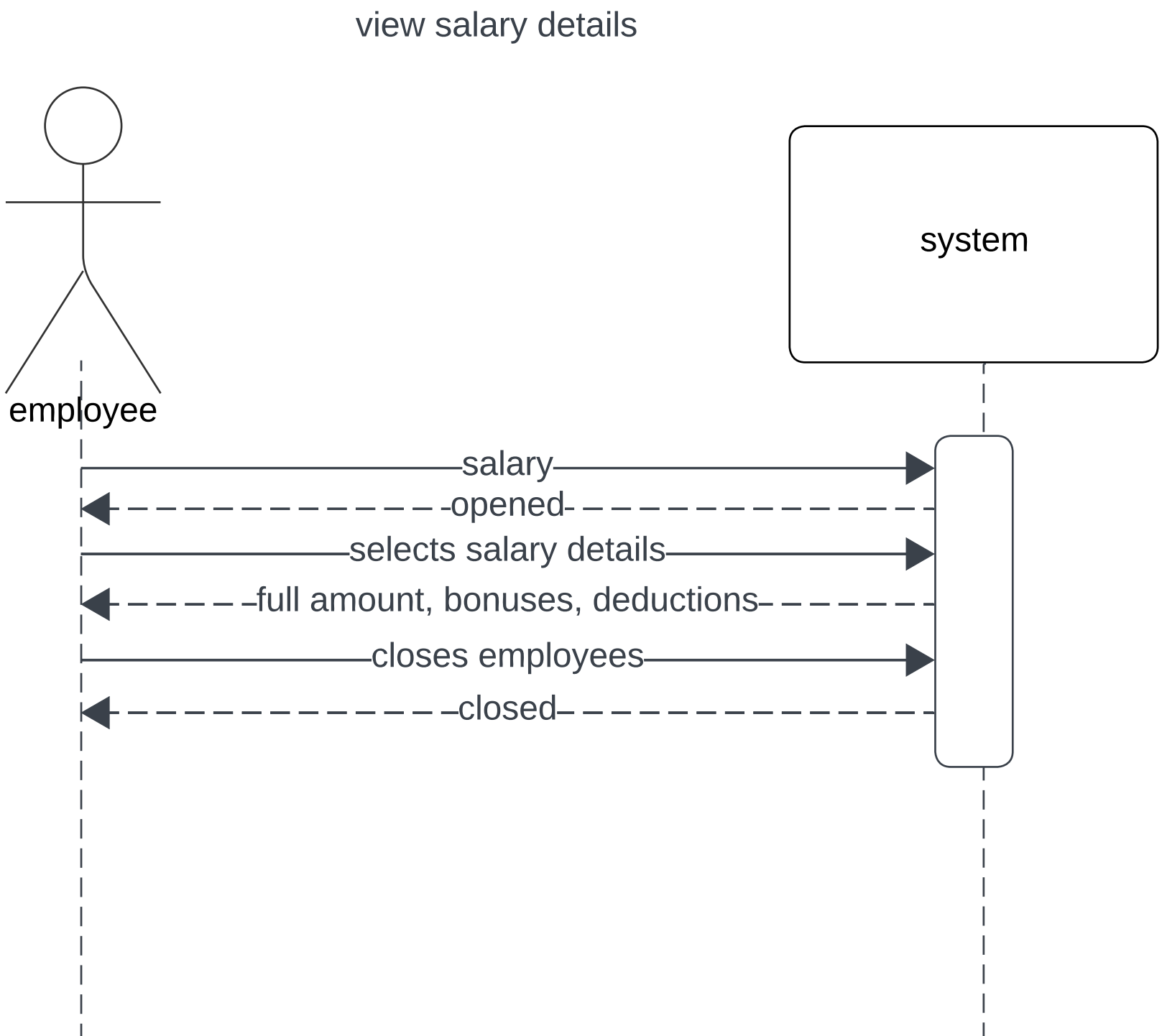

apply for a job
system
candidte
open positions
pick one
picked
requirements
apply
application (name, cv, cover letter)
submit
submitted
asked to save
save
saved
asked to notify recruiters
notify
notified
closes jobs
closed

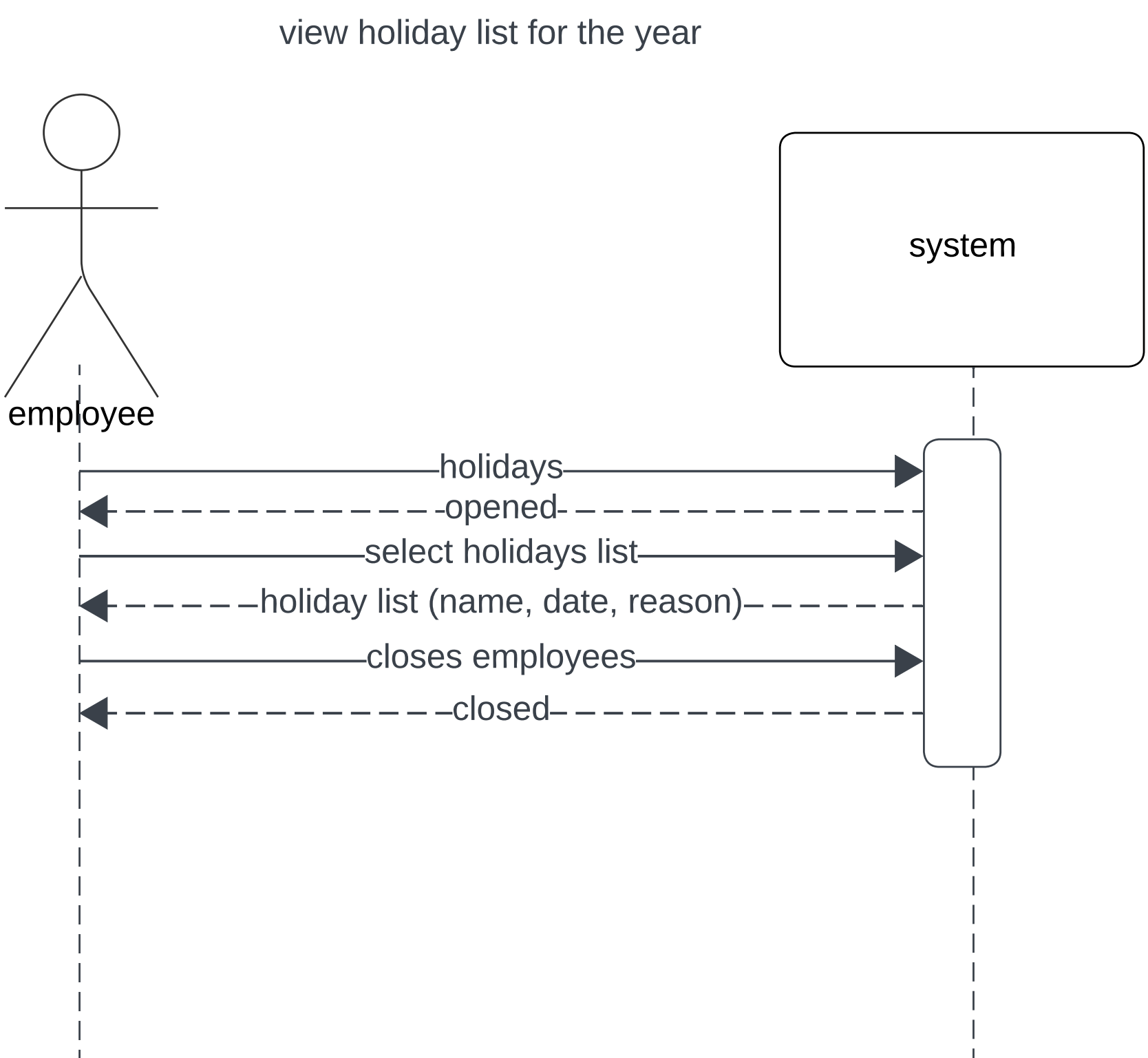

post job advertisement
recruiter
system
jobs
add or update
Loop
add or update opened
Alternative
add
add job (role, describtion, department, requirements,salary)
job posted
update
update job (role, describtion, department, requirements,salary)
role, describtion, department, requirements,salary
asked to save
save
saved
asked to send emails to candidates
send emails
sent
closes jobs
closed

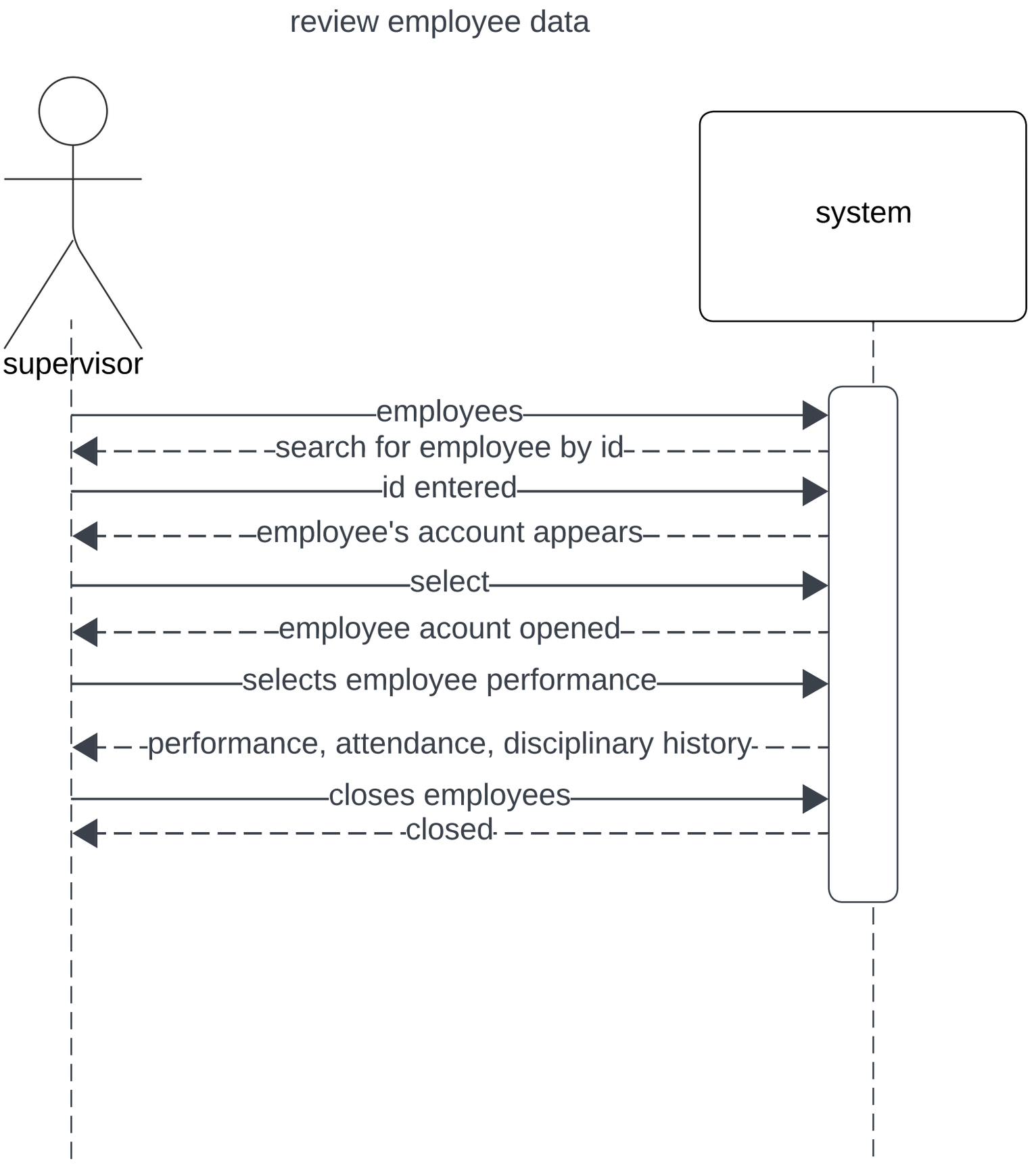

accept or reject job offer
system
candidate
offers
job offer
Alternative
accept
accept
accepted
reject
reject
rejected
asked to save
save
saved
asked to notify recruiter
notify
notified
closes offers
closed


Manage leave request
admin
system
empolyees leave requests
Loop
no more leave requests
pick one
picked
approve or reject
Alternative
add
approved
update
rejected
asked to save
save
saved
asked to notify employess
notify
notified
closes leave requests
closed

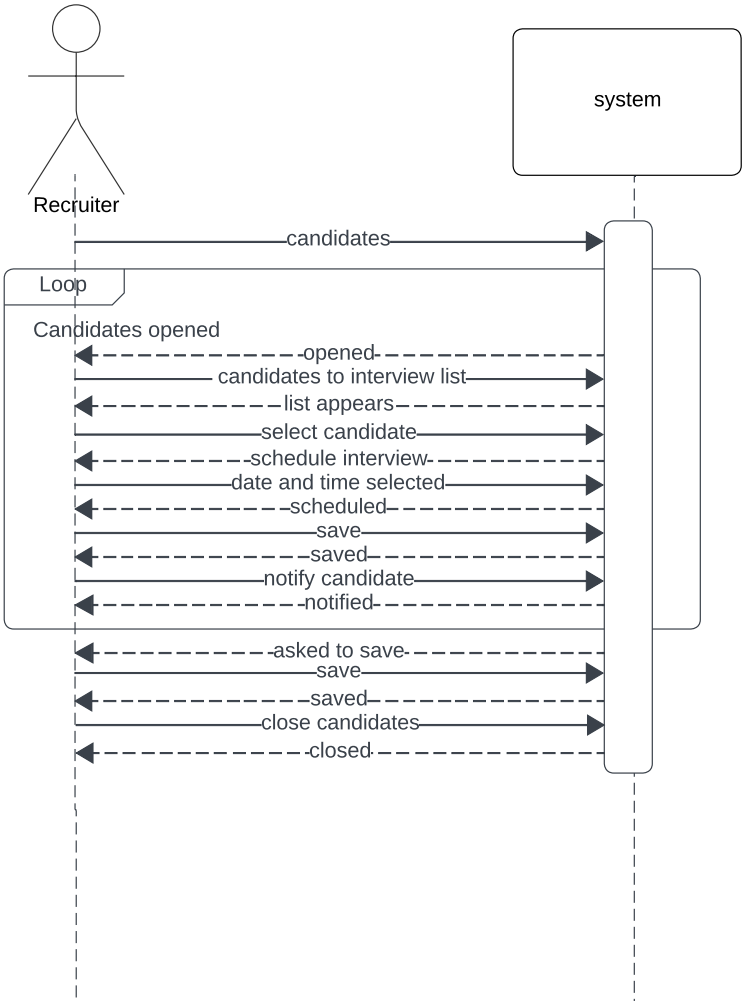

add public holidays
admin
system
holidays
add or update
Loop
add or update opened
Alternative
add
create holiday
(name, date, avaliability)
holiday published
update
update holiday
(name, date, avaliability)
name, date and avaliability
asked to save
save
saved
closes holidays
closed


view salary details
employee
system
salary
opened
selects salary details
full amount, bonuses, deductions
closes employees
closed

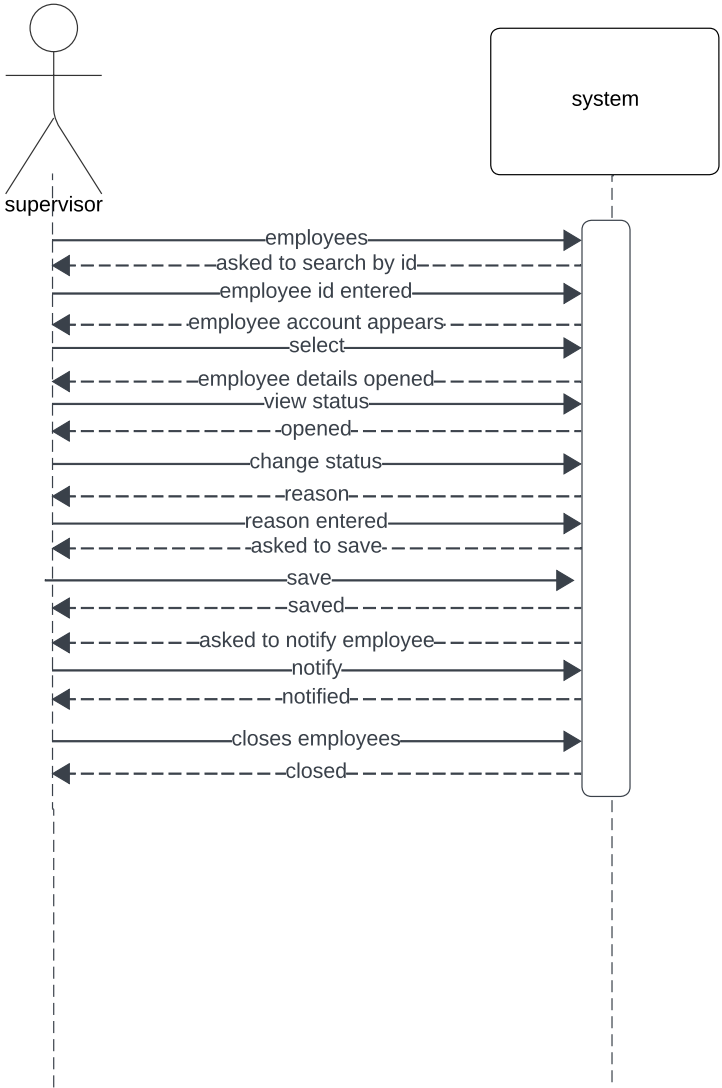

view holiday list for the year
employee
system
holidays
opened
select holidays list
holiday list (name, date, reason)
closes employees
closed

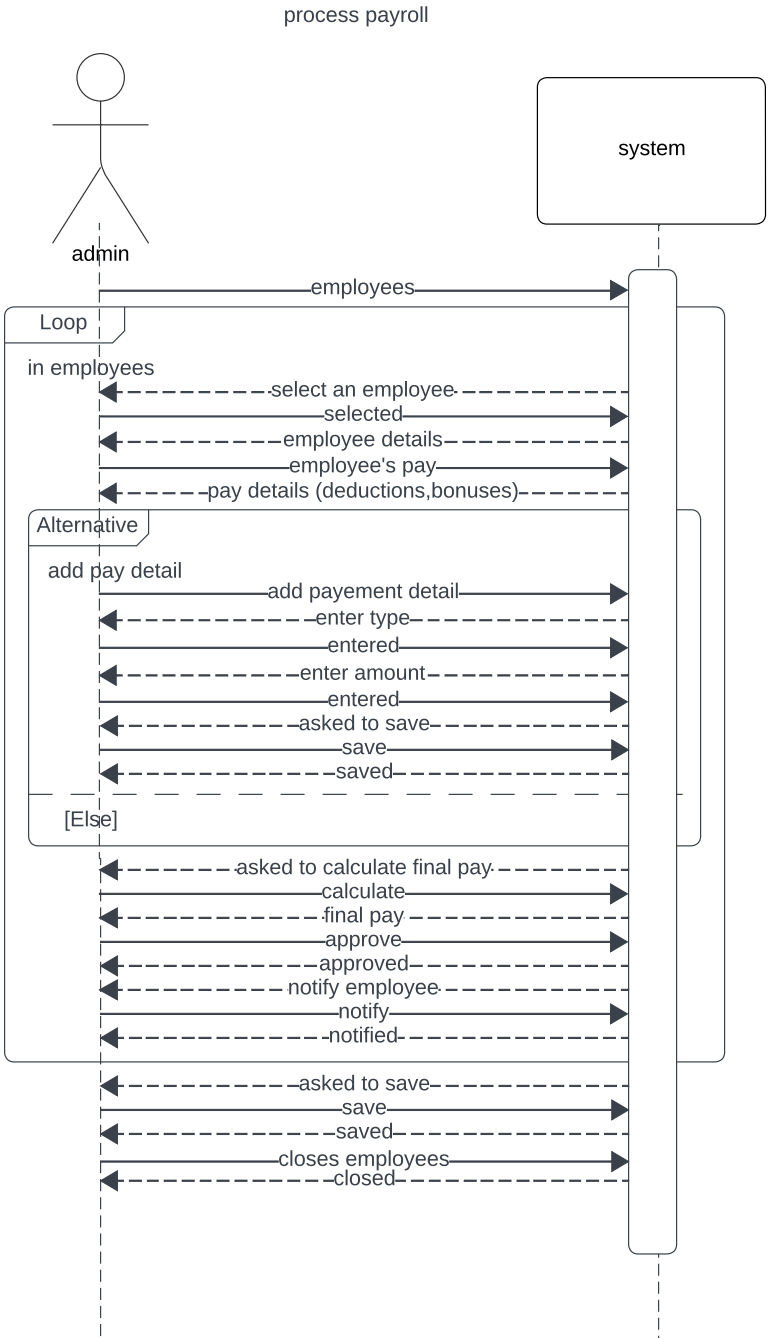

review employee data
supervisor
system
employees
search for employee by id
id entered
employee's account appears
select
employee acount opened
selects employee performance
performance, attendance, disciplinary history
closes employees
closed

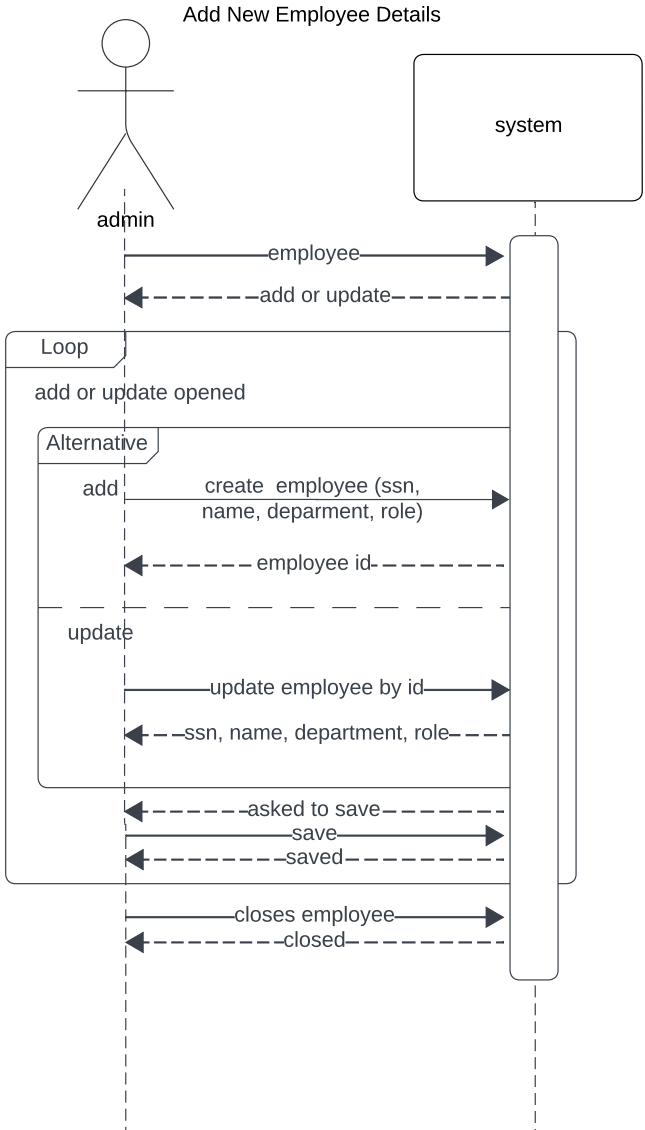
Schedule Interviews

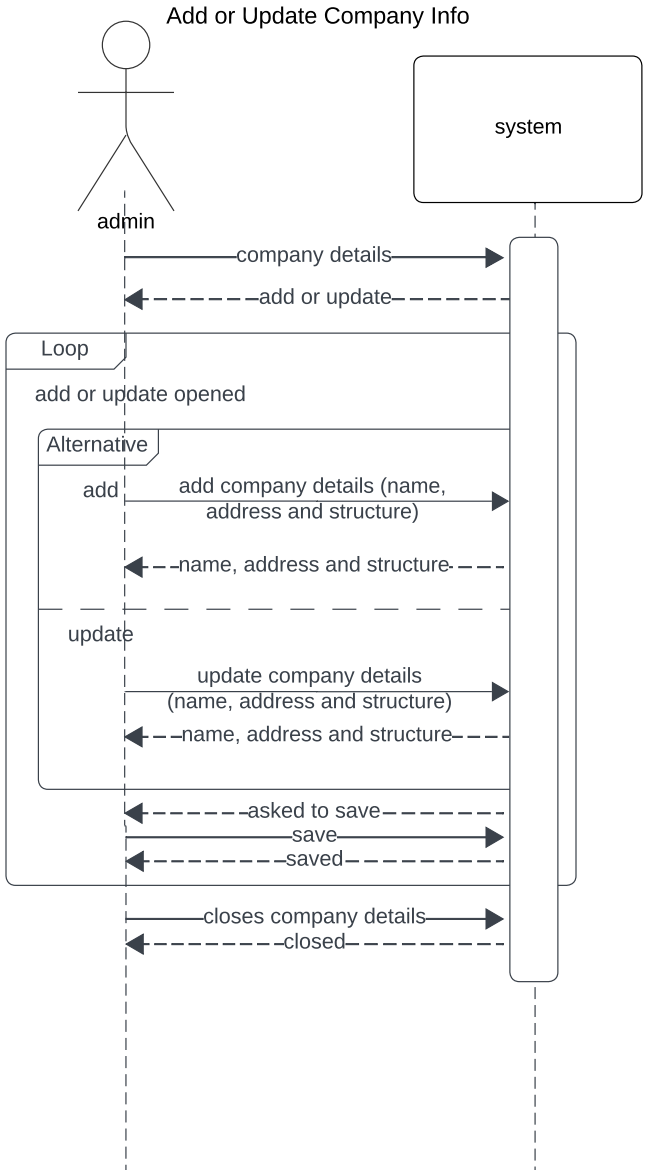


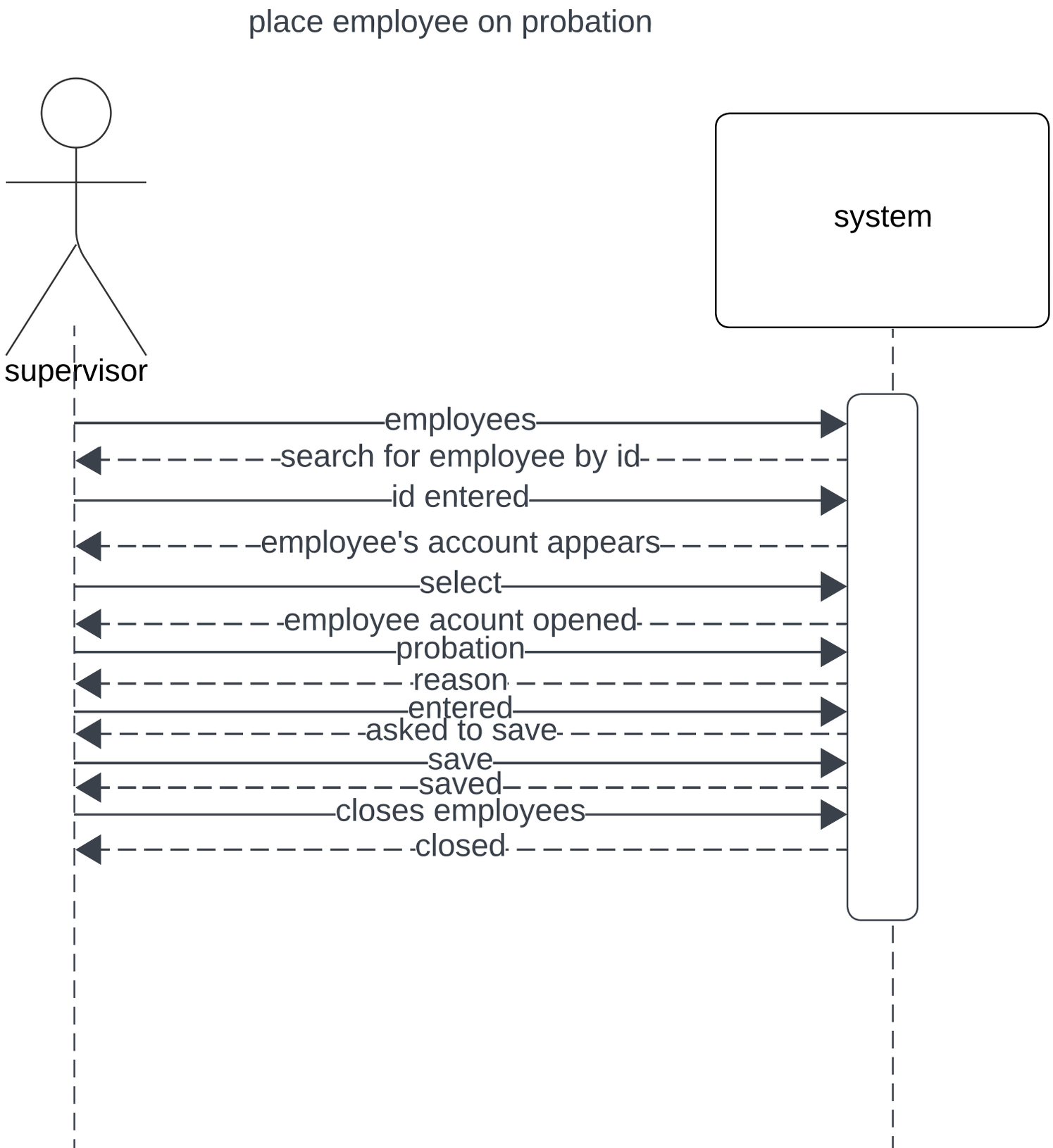
update employee status



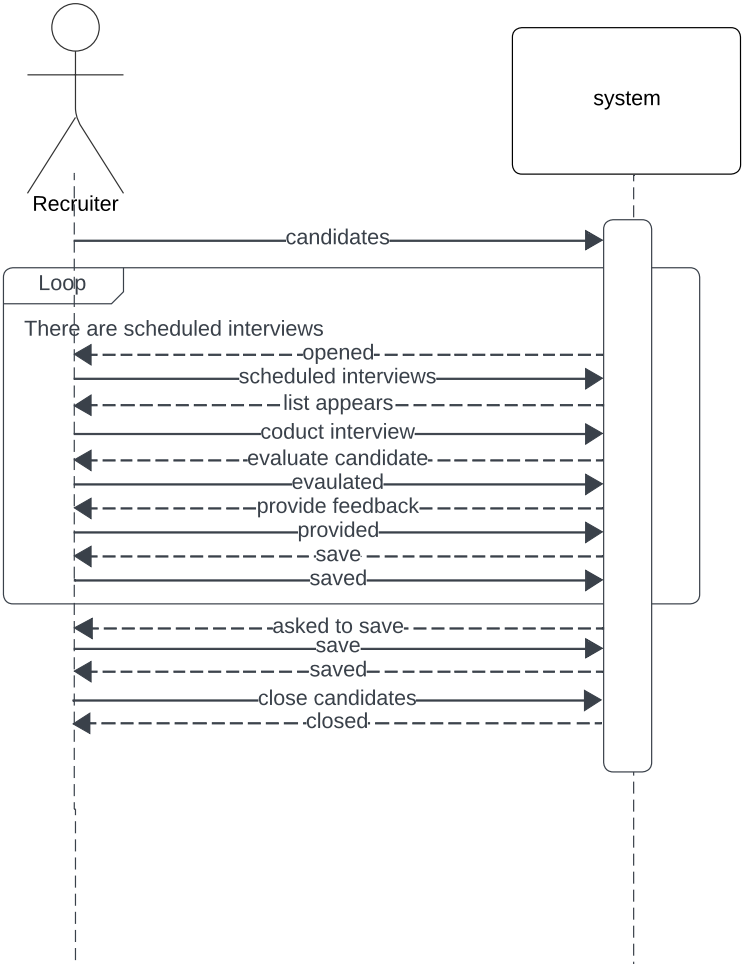

process payroll
admin
system
employees
Loop
in employees
select an employee
selected
employee details
employee's pay
pay details (deductions,bonuses)
Alternative
add pay detail
add payement detail
enter type
entered
enter amount
entered
asked to save
save
saved
[Else]
asked to calculate final pay
calculate
final pay
approve
approved
notify employee
notify
notified
asked to save
save
saved
closes employees
closed


Add New Employee Details
admin
system
employee
add or update
Loop
add or update opened
Alternative
add
create employee (ssn, name, deparment, role)
employee id
update
update employee by id
ssn, name, department, role
asked to save
save
saved
closes employee
closed

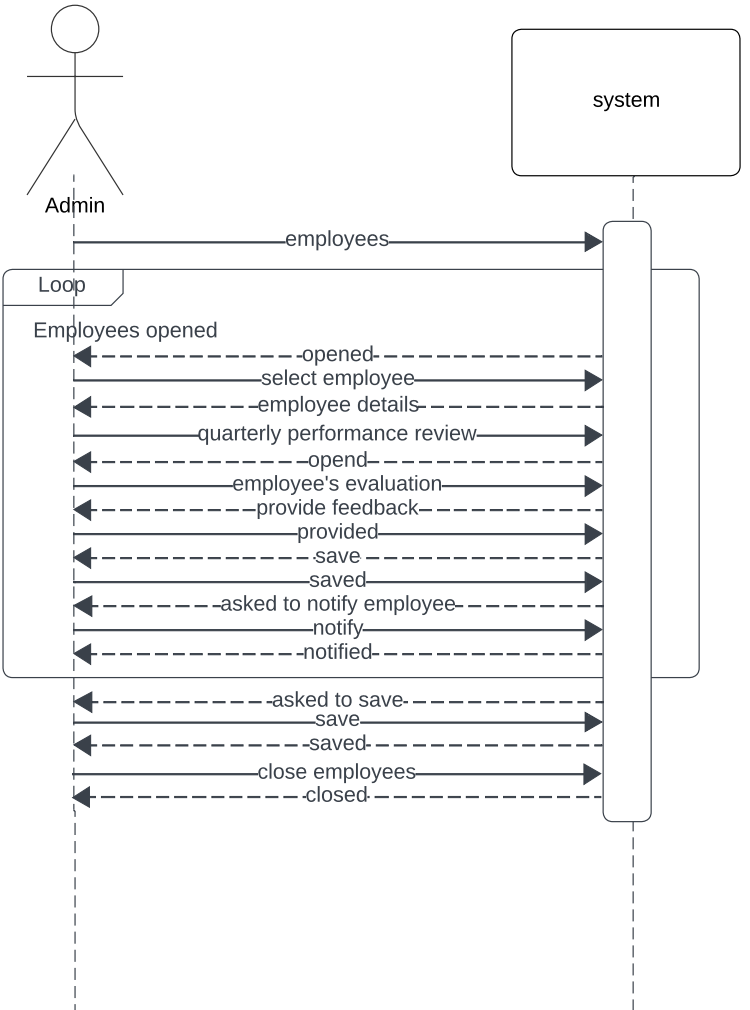

Add or Update Company Info
admin
system
company details
add or update
Loop
add or update opened
Alternative
add
add company details (name, address and structure)
name, address and structure
update
update company details (name, address and structure)
name, address and structure
asked to save
save
saved
closes company details
closed

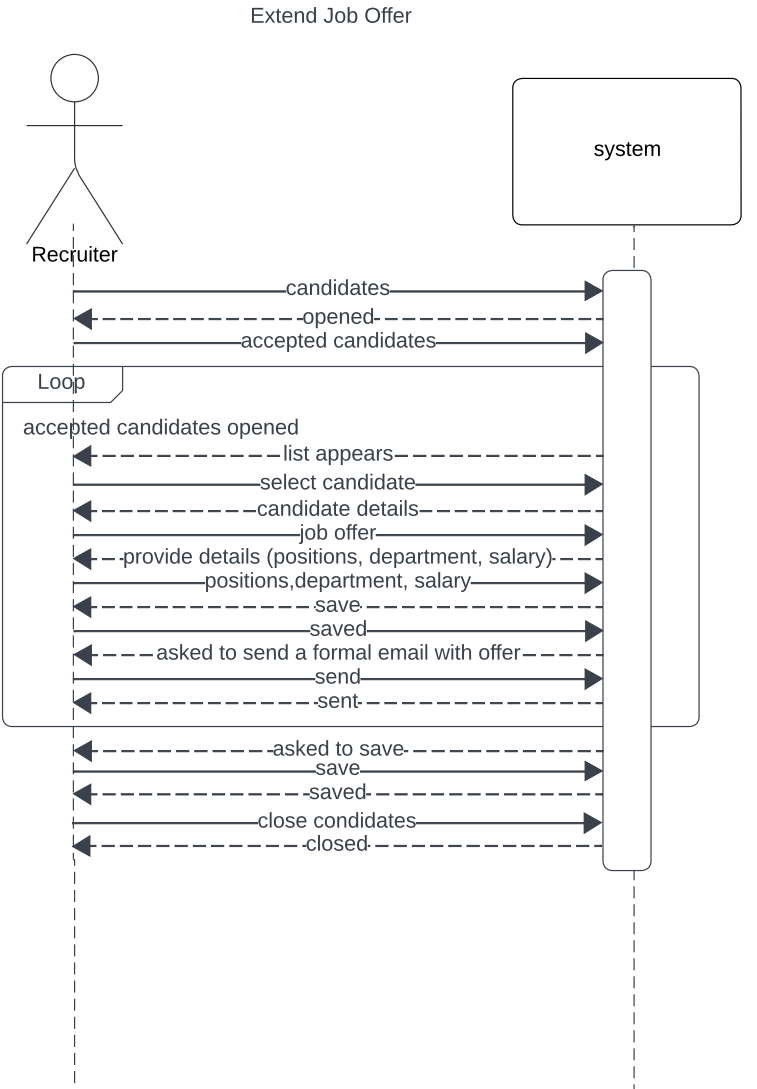

place employee on probation
supervisor
system
employees
search for employee by id
id entered
employee's account appears
select
employee acount opened
probation
reason
entered
asked to save
save
saved
closes employees
closed

conduct Interviews

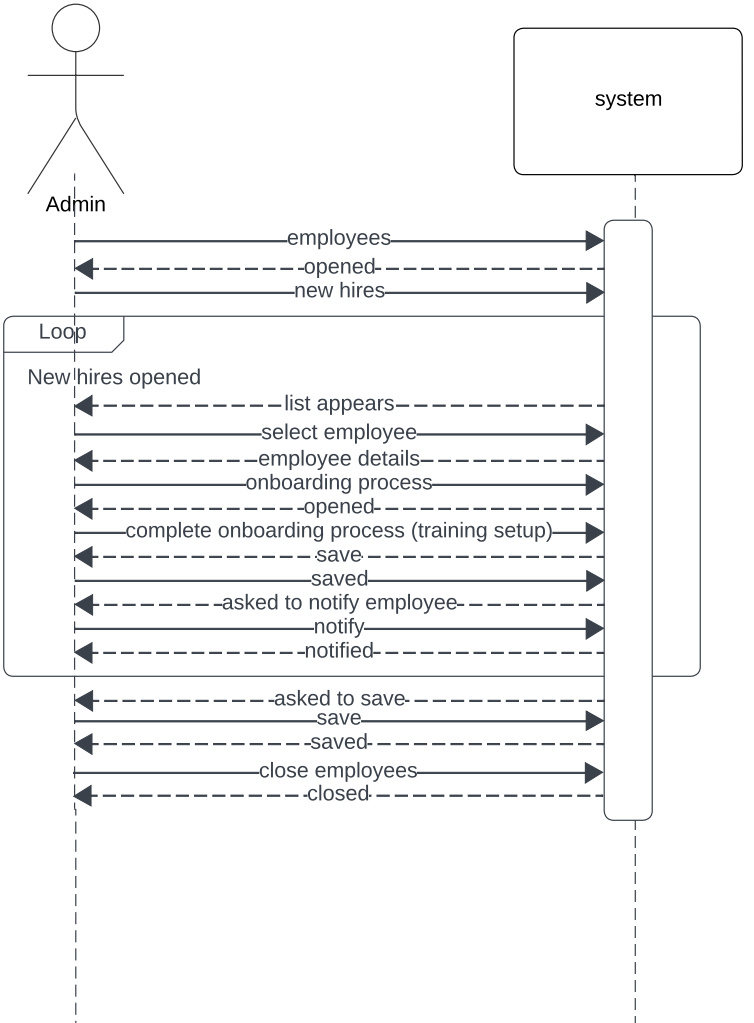


Conduct Performance review

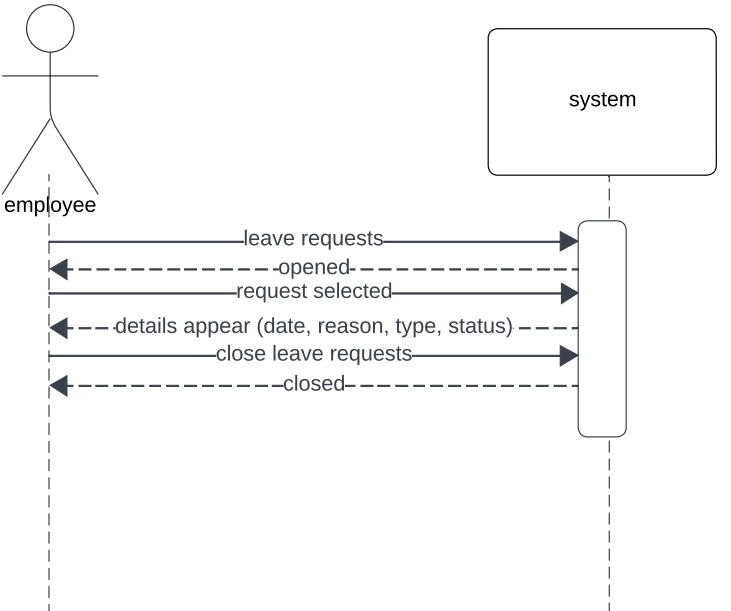



Extend Job Offer
system
Recruiter
candidates
opened
accepted candidates
Loop
accepted candidates opened
list appears
select candidate
candidate details
job offer
provide details (positions, department, salary)
positions,department, salary
save
saved
asked to send a formal email with offer
send
sent
asked to save
save
saved
close condidates
closed

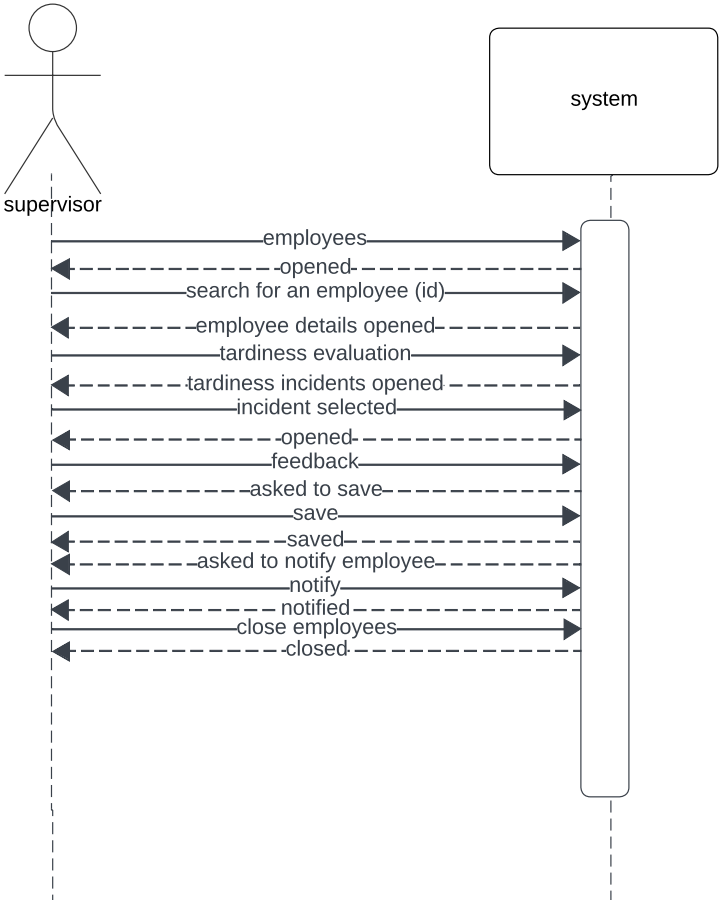
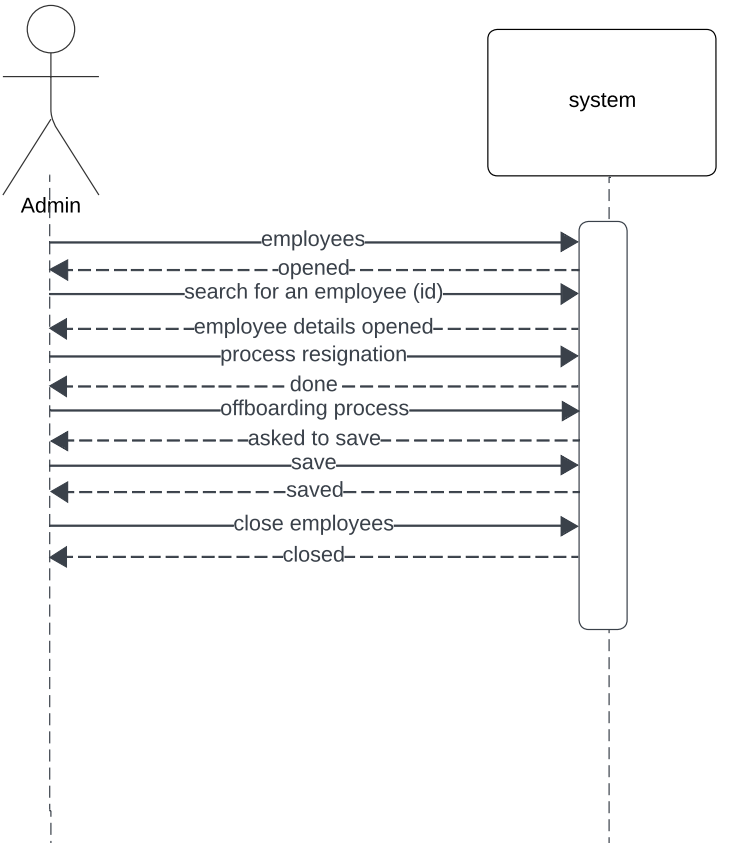
Complete Onboarding



Notify Leave Status Change



Investigate Tardiness



Process Resignation