

## Use Cases Classification:

### Admin Use Cases

1. **Add or update company details**
  - **Complex**
  - Reason: Involves multiple fields (name, address, structure), immediate reflection across the system, and system logging.
2. **Add or update employee information**
  - **Moderate**
  - Reason: Updating fields and notifying departments involves manageable interactions.
3. **Review and manage employee leave requests**
  - **Moderate**
  - Reason: Approving/rejecting requests with comments and updating leave balances requires moderate system logic.
4. **Add, remove, or update public holidays**
  - **Simple**
  - Reason: Adding/removing holidays and notifying employees involves straightforward operations.
5. **Process monthly payroll**
  - **Complex**
  - Reason: Payroll involves calculations (deductions, taxes), generating records/pay slips, and notifying employees.
6. **Complete onboarding process for new hires**
  - **Moderate**
  - Reason: Involves tracking tasks, notifications, and account setup, which requires workflow management.
7. **Process employee resignations**
  - **Moderate**
  - Reason: Updating status, generating tasks, and sending notifications involves defined steps.
8. **Terminate an employee's position**
  - **Moderate**
  - Reason: Finalizing and documenting termination with notifications is a defined but sensitive process.

## 9. Conduct quarterly performance reviews

- **Complex**
- Reason: Scheduling, feedback collection, and saving results in the system requires multiple interactions.

## Recruiter Use Cases

### 1. Post job openings

- **Simple**
- Reason: Creating, editing, and removing job ads with analytics tracking is straightforward.

### 2. Schedule interviews with shortlisted candidates

- **Simple**
- Reason: Scheduling interviewers, and notifying candidates require system updates.

### 3. Conduct Interviews

- **Moderate**
- Reason: Reviewing profiles, selecting a candidate, and notifying HR involves multiple but straightforward steps.

### 4. Extend job offers to selected candidates

- **Moderate**
- Reason: Creating, sending, and tracking responses to job offers involves notifications and status updates.

## Candidate/Employee Use Cases

### 1. Submit a job application

- **Simple**
- Reason: Filling out forms, uploading documents, and receiving confirmation are straightforward.

### 2. Accept or reject a job offer

- **Simple**
- Reason: Viewing and responding to an offer triggers onboarding but remains simple.

### 3. Check status of leave requests

- **Simple**
- Reason: Viewing statuses and notifications is minimal interaction.

4. **View salary breakdown, including deductions**

- **Simple**
- Reason: Accessing monthly salary records is a simple retrieval process.

5. **View company holiday list**

- **Simple**
- Reason: Accessing real-time updates of holidays requires minimal system complexity.

6. **Submit a resignation**

- **Moderate**
- Reason: Submitting the resignation and notifying HR requires updates to workflows and employee status.

**Supervisor Use Cases**

1. **Investigate tardiness incidents**

- **Moderate**
- Reason: Viewing tardiness history, saving results, and marking the investigation as complete requires system logic.

2. **Review employee history**

- **Simple**
- Reason: Accessing attendance, performance, and disciplinary records involves data retrieval.

3. **Place an employee on probation for attendance issues**

- **Moderate**
- Reason: Updating probation status and notifying HR and employees involves system updates.

4. **Offer counseling or resources to improve performance**

- **Moderate**
- Reason: Recording details, notifying employees, and tracking acceptance or decline involves system workflow.

## Summary of Classification

- **Simple:**
  - Add, remove, or update public holidays.
  - Post job openings.
  - Schedule interviews.
  - Submit a job application.
  - Accept/reject job offers.
  - Check leave request statuses.
  - View salary breakdown.
  - View company holiday list.
  - Review employee history.
- **Moderate:**
  - Add or update employee information.
  - Review and manage leave requests.
  - Complete onboarding.
  - Process employee resignations.
  - Terminate employee positions.
  - Conduct interviews.
  - Extend job offers.
  - Investigate tardiness.
  - Place employees on probation.
  - Offer counseling/resources.
- **Complex:**
  - Add or update company details.
  - Process monthly payroll.
  - Conduct quarterly performance reviews.