

II. User Stories

System Analyst

User story 1 :

As a system analyst, I want to gather detailed information from all stakeholders so that I can accurately understand their requirements for the Employee Management System.

Acceptance Criteria:

- Conduct interviews with HR, admins, employees, and management to identify key HR and operational functions.
- Document HR processes (e.g., payroll, leave, hiring) for clarity.
- Distribute surveys to employees to gather feedback on current HR workflows and desired system improvements.
- Compile findings into a report detailing system functionalities and areas for improvement.

User Story 2

As a system analyst, I want to document functional and non-functional requirements for employee data, payroll, and HR processes so that developers can implement features accurately.

Acceptance Criteria:

- Identify functional requirements (e.g., employee record management, payroll processing).
- Define non-functional requirements like data security and privacy standards.
- Review use cases with stakeholders to ensure alignment with organizational needs.

User story 3

As a system analyst, I want to prioritize core HR functions based on stakeholder input, so that development focuses on high-impact features.

Acceptance Criteria:

- Rank requirements based on stakeholder feedback and project scope.
- Confirm priority list with HR and management to ensure alignment with organizational goals.
- Review priorities with stakeholders periodically to incorporate any changes.

User story 4

As a system analyst, I want to present the EMS requirements to stakeholders for final review, so that all needs are confirmed before development.

Acceptance Criteria:

- Schedule a requirements review meeting with key stakeholders.
- Document any additional needs or corrections during feedback.
- Conduct a final review to confirm all requirements meet user needs.

Admin

User Story 1

As an Admin, I want to add or update company details so that accurate information is available for all employees.

Acceptance Criteria:

- Admin can add or update fields like company name, address, and organizational structure.
- Changes to company information are reflected immediately across the system.

- System logs updates with timestamps.

User Story 2

As an Admin, I want to add or update employee information so that records remain accurate and current.

Acceptance Criteria:

- Admin can enter fields such as name, role, and contact information.
- Changes are saved and accessible in the employee's profile.
- Notification is sent to relevant departments when new records are created.

User Story 3

As an Admin, I want to review and manage employee leave requests so that employee absences are tracked and approved appropriately.

Acceptance Criteria:

- Admin can approve or reject leave requests and add comments.
- System updates leave balances accordingly.
- Notification is sent to employees upon request status change.

User Story 4

As an Admin, I want to add, remove, or update public holidays to ensure that holiday schedules are accurate.

Acceptance Criteria:

- Admin can add, update, or remove holiday entries.
- Employees receive notifications of updated holiday schedules.
- Holiday changes are reflected in the calendar and scheduling system.

User Story 5

As an Admin, I want to process monthly payroll to ensure employees are paid accurately and on time.

Acceptance Criteria:

- Admin can calculate payroll, including deductions and taxes.
- System generates payroll records and pay slips for employees.

- Notifications are sent to employees once payroll is completed.

User Story 6

As an Admin, I want to complete the onboarding process for new hires to ensure they are set up for success.

Acceptance Criteria:

- Admin can track and complete onboarding tasks.
- Onboarding tasks include setting up accounts and initial training.
- Notifications are sent to relevant departments.

User Story 7

As an Admin, I want to process employee resignations efficiently.

Acceptance Criteria:

- Admin can update employee status to "Resigned."
- System generates exit tasks and notifications for HR.
- Employee receives confirmation of resignation processing.

User Story 8

As an Admin, I want to terminate an employee's position if attendance corrective actions fail.

Acceptance Criteria:

- Admin can finalize and document termination.
- Termination notification is sent to HR and affected departments.
- Termination details are recorded in the employee's profile.

User Story 9

As an Admin, I want to conduct quarterly performance reviews to evaluate employee performance.

Acceptance Criteria:

- Admin can schedule and conduct reviews with structured feedback sections.
- Review results are saved in the employee's record.

- Employees are notified of their review outcome.

Recruiter

User Story 1

As a Recruiter, I want to post job openings to attract candidates.

Acceptance Criteria:

- Recruiter can create and publish job ads.
- Recruiter can edit or remove ads as needed.
- Ad analytics are tracked, including views and applications received.

User Story 2

As a Recruiter, I want to schedule interviews with shortlisted candidates for hiring consideration.

Acceptance Criteria:

- Recruiter can set interview times and assign interviewers.
- Candidates are notified of interview schedules.
- System updates candidate status to "Interview Scheduled."

User Story 3

As a Recruiter, I want to conduct interviews to select the best candidate for open roles based on qualifications.

Acceptance Criteria:

- Recruiter can review candidate profiles and qualifications.
- System records the selected candidate in the hiring record.
- Notification is sent to HR upon candidate selection.

User Story 4

As a Recruiter, I want to extend a job offer to selected candidates.

Acceptance Criteria:

- Recruiter can create and send an official offer.
- System tracks the candidate's response.

- HR is notified when an offer is accepted or declined.

Candidate/ Current Employee

User Story 1

As a Candidate, I want to submit a job application to be considered for open positions.

Acceptance Criteria:

- Candidates can fill out the application form and upload documents.
- System confirms receipt of the application.
- Candidate receives an application status update.

User Story 2

As a Candidate, I want to reject or accept a job offer to start my employment with the company.

Acceptance Criteria:

- Candidates can view and formally accept/decline the offer within the system.
- System triggers the onboarding process if accepted.
- Offer response is confirmed with HR.

User Story 3

As an Employee, I want to check the current status of my leave requests to stay informed.

Acceptance Criteria:

- Employees can view the current status of leave requests.
- System logs leave request statuses.
- Notifications are sent on status change.

User Story 4

As an Employee, I want to view my salary breakdown, including deductions.

Acceptance Criteria:

- Employees can access a detailed salary breakdown.
- Deductions, taxes, and allowances are clearly listed.
- Records are updated monthly.

User Story 5

As an Employee, I want to view the company's holiday list.

Acceptance Criteria:

- Employees can view upcoming public holidays.
- Holiday updates are reflected in real-time.
- System displays the holiday list for the current year.

User Story 6

As an Employee, I want to submit a resignation if I wish to leave the company.

Acceptance Criteria:

- Employees can submit a formal resignation notice.
- System updates the employee's status.
- HR is notified of the resignation.

Supervisor

User Story 1

As a Supervisor, I want to investigate tardiness incidents to identify trends and reasons for delays.

Acceptance Criteria:

- Supervisor can view tardiness history for employees.
- Investigation results are saved in the employee record.
- Supervisor can mark the investigation as completed.

User Story 2

As a Supervisor, I want to review employee history for decision-making.

Acceptance Criteria:

- Supervisor can access attendance, performance, and disciplinary records.
- Supervisor's notes are saved in the employee's performance review.

User Story 3

As a Supervisor, I want to place an employee on probation for attendance issues to encourage improvement.

Acceptance Criteria:

- Supervisor can mark the employee as "On Probation."
- Probation status is updated in the system.
- Notifications are sent to HR and the employee.

User Story 4

As a Supervisor, I want to offer counseling or resources to improve employee performance

Acceptance Criteria:

- The counseling session details (e.g., type, date) can be recorded.
- The employee receives a notification with the details of the counseling offer.
- The employee can accept or decline the counseling offer in the system.