

Time-Off Manager Pro

1. Employee

1.1 Home Page

- When I log into the system as an employee, I can view the following:
 - Home page icon titled "Time-Off Manager Pro"
 - "New Request", "My Time-Off Balance" and "Learn more" Links
 - Navigation list with 2 sections: "My Time-Off" and "Current Time-Off"
 - "My current Time-Off" table
 - "Welcome username" on the top right of the screen

1.2 New Request

1.2.1 Fields validations

- When I click on "New Request" link from the home page, I can navigate successfully to the next page titled "Create New Time-Off Request". The following fields are displayed and are all Mandatory:
 - Request Type: DDL to choose from and has the items: "Full Day" only -> Default value: "Full Day"
 - Time-Off type: DDL to choose from and has the items: "Annual", "Casual", "Sick", "Maternity" -> Default value: Empty
 - Start and End Dates of type date format-> Default value: Empty & accept only weekdays (Sunday to Thursday)
 - 2 Buttons "Submit Request" and "Cancel"
 - Button "Submit Request" used to send any request and waiting for the acceptance from the manger and have status pending.
 - Button "Cancel" used to cancel the time-off request at any time.

1.2.2 Time-off Types

- When I choose "Time-Off Type" as "Sick", another mandatory field will be displayed "Attachments"
- When I choose "Time-Off Type" as "Casual", another mandatory field of type "text field" will be displayed "Reason"
- When I choose "Time-Off Type" as "Annual", only default fields are still displayed
- When I choose "Time-Off Type" as "Maternity", only default fields are still displayed

Balance

- Annual Leave Balance = 21 Days
- Casual Leave Balance = 7 Days (Deduct from Annual Balance)
- Sick Leave Balance = No Balance (Unlimited)
- Maternity Leave Balance = No Balance (Unlimited)

1.2.3 Submitting requests

- Employee must fill in all the mandatory fields and can then either click on “Cancel” to return back to home page or “Submit Request” to submit successfully.
- For any missing mandatory fields (Not entered), a validation message will be displayed under the respective field.
- When user submits request successfully (state changed to pending approval unless Casual leave), he is navigated to “Request Details” screen, and user can review his time-off request as submitted, an email is sent to the employee’s manager for approval. The employee can cancel the request from the “Cancel Request” button, or “Add to Outlook”
- User can cancel his request (only before the leave starts) by clicking on “Cancel Request”, a pop-up message is displayed for confirmation. After confirmation, “Request successfully cancelled” message is displayed, and a notification is sent to the employee’s manager.
- If the request type is “Sick” or “Annual”, an email is sent to the employee after manager’s approval or rejection (with the reason for the rejection)
- An employee can always check the status of his request from the home page under “My current Time-Off” section.
- User cannot add leaves on public holidays

1.2.4 My Time-Off Balance

- As an employee, I can check my available time-off balance anytime by navigating to “My Time-Off Balance” from the home page.
The table displayed shows the “Time-Off Type”, “Initial Balance”, “Used” and “Available”