Use Cases for Project

Use Case Name and Identifier: UC01: Employee Clock In/Out

Use Case 1: Employee Clock In/Out

Brief Description: This use case allows employees to clock in and out of work, recording their time worked accurately. The system also allows the manager to review the employee's clock in/out time for accuracy.

Primary Actors: *New Employee, Current Employee, Registered Employee*
Secondary Actor: *Managers*

Pre-Conditions: *The employee must have an active account with the company and be scheduled to work. The manager must have access to the system and be authorized to review employee clock in/out times. The system must be functioning properly and accessible to both the employee and the manager.*

1. The employee logs into the system.
2. The employee selects the "Clock In" or "Clock Out" button, depending on their current status.
3. The system records the employee's clock in/out time and updates their status.
4. The employee is presented with a confirmation message.
5. The manager can review the employee's clock in/out time in the system.

Alternate Paths:

1. If the employee forgets to clock in/out, they can select the "Edit" button and adjust their time.
2. If the employee experiences technical issues, they can contact the IT support team for assistance.
3. If the manager notices an error in the employee's clock in/out time, they can select the "Edit" button and adjust the time or approve the employee's requested edit.
4. If the manager needs to update an employee's schedule, they can do so in the system and notify the employee of the change.
5. If the employee is new and needs to register, they must click the "register" button that will be displayed for them to registers.
   - Can't access the system without being registered.

Post-Conditions: *The employee's clock in/out time is accurately recorded, and the manager can review it for accuracy. The system updates the employee's status accordingly. Any edits or schedule changes made by the manager are recorded in the system.*

Summary:

The Employee Clock In/Out use case enables employees to record their working hours accurately. The system allows managers to review and verify employee clock in/out times, ensuring that the company maintains accurate records of hours worked. The main purpose of this use case is to ensure that employees receive fair compensation for their work and that the company complies with labor laws. Before the employee can clock in/out, they must have an active account with the company and be scheduled to work. The manager must have access to the system and be authorized to review employee clock in/out times. The system must be functioning properly and accessible to both the employee and the manager.

When a new employee joins the company, they will typically receive an onboarding package that includes information on how to set up their employee account in the system. This may include a link to the employee portal or instructions for accessing the system through the company. If the employee finds themselves access the system before making an account, there will be a register button displayed on the front page of the system. When that button is clicked the system will provide information on how to register for an account as well and navigate the window into the registration page. Once the employee is registered and is able to login, they are able to use the system to:

1. The employee can select the "Clock In" or "Clock Out" button.
2. The employee can edit their timecards and await approval of the edit.
3. The employee can see their previous punches in the day.
4. The employee can see their available schedules.

Overall, the Employee Clock In/Out use case is an important tool for ensuring transparency and fairness in the workplace. It allows employees to record their working hours accurately, and managers can review and verify any edits and further issues that may arise. By using a reliable and efficient system, the company can avoid errors and disputes related to employee working hours, leading to a more productive work environment.

Use Case 2: Manager Time Punch Editing

Brief Description: This use case enables the manager to access and modify the time records of an employee in the system. The manager can edit the employee's clock in/out time records to reflect any changes that need to be made. The purpose of this use case is to ensure that the employee's time records are accurate and up to date.

Primary Actor: *New Manager, Current and Existing Manager, Registered Manager*
Secondary Actor: *IT Support Team (in case the manager reports an issue with the time records).*

Pre-Conditions: *The manager must have a valid account in the system. The manager must be authorized to access and modify employee time records.*

1. The manager logs into the system using their credentials.
2. The manager navigates to the employee time records section.
3. The manager selects the record to be edited.
4. The manager makes the necessary changes to the employee's time records.
5. The manager confirms the changes, and the system saves the edits made.

Alternate Paths:

1. If the manager notices an error in the employee's time records that cannot be edited, the manager can select the "Report Issue" button to notify the IT support team. The IT support team will then review and resolve the issue.
2. If the manager needs to approve time off requests, they can navigate to the employee's schedule and adjust accordingly. This may involve modifying the employee's time records to reflect the approved time off.
3. If the manager attempts to edit an employee's time records outside the permissible time frame, the system will display a warning message to inform the manager that the edit may not be valid. The manager must confirm the edit before the system makes any changes.
4. If the manager does not confirm the changes made, the system will not save the edits made, and the employee's time records will remain unchanged.

Post-Conditions: *The manager's edits must be saved in the system. The employee's time records must be updated accordingly.*

Linked Use-Cases: UC01, Employee Clock In/Out.

Summary:

The Manager Time Punch Editing use case is an essential tool for managers to access and modify employee time records in the system. This use case enables managers to ensure the accuracy of employee time records and make necessary changes to reflect any updates or corrections. By using this use case, managers can maintain accurate records of employee working hours, which is beneficial for both the employees and the company.

After logging into the system, the manager can navigate to the employee time records section to select the record they need to edit. Let's say the manager is reviewing an employee's time records and notices that there is a problem in the recorded time. The manager tries to edit the record but finds that the edit cannot be made, they can select the "Report Issue" button to notify the IT support team. The "Report Issue" button will trigger a notification to the IT support team, indicating the issue that needs to be resolved. The IT support team will review the issue and take the steps needed to resolve the issue, such as correcting the system error or contacting the employee to resolve any variances. Once the issue is resolved, the IT support team will send an email update to the manager on the status of the issue. The ability to report issues through the system ensures that the company maintains accurate and reliable employee time records, reducing the number of errors in payroll and ensures the company is following labor laws.

The Manager Time Punch Editing use case is crucial to maintaining accurate records of employee working hours. It allows managers to access and modify employee time records to show any updates or corrections and have the ability to report issues to the IT support team. Managers can also approve time-off requests from employees and if any invalid entries or timecard edits have occurred, they will be notified. By using this use case, the company can avoid any errors related to employee working hours, leading to a more productive and efficient work environment. This use case is linked to the Employee Clock In/Out use case, which ensures that employees record their working hours accurately, and managers can review and verify these records for accuracy.

Manager Time Punch Editing

Manager

login

Clock in

Clock out

Edit punches → Timecard not editable

Accepted edited timecards

fix issue

"Report Issue" Button

IT Department