

UAT Test Cases – Employee Leave & Attendance Management System

Prepared By: Himanshu Shukla

UAT Test Case Format

Each test case validates that the system works as expected from a **user & business** point of view.

Fields Used:

- Test Case ID
- Related User Story ID
- Scenario
- Pre-Conditions
- Test Steps
- Expected Result

TC01 – Submit Leave Request

Test Case ID: TC01

User Story: US01 – Apply for Leave

Scenario: Employee submits a leave request

Pre-Conditions:

- Employee is logged into the system
- Leave balance is available

Test Steps:

1. Navigate to “Apply Leave” page
2. Select leave type (e.g., Casual Leave)
3. Select From Date and To Date
4. Enter reason for leave
5. Click on “Submit”

Expected Result:

- Leave request should be saved with status “**Pending Approval**”
- Request should appear in employee’s **My Leave Requests** list
- Manager should receive a notification of the new request

TC02 – View Leave Balance

Test Case ID: TC02

User Story: US02 – View Leave Balance

Scenario: Employee views current leave balance

Pre-Conditions:

- Employee is logged in
- Employee has existing leave balance data

Test Steps:

1. Navigate to “Leave Balance” page
2. Observe displayed leave balances

Expected Result:

- System should display total, used, and remaining leaves correctly

TC03 – Cancel Leave Request

Test Case ID: TC03

User Story: US03 – Cancel Leave Request

Scenario: Employee cancels a previously applied leave

Pre-Conditions:

- Employee has at least one **Pending or Approved** leave request

Test Steps:

1. Navigate to “My Leave Requests”
2. Select an upcoming leave
3. Click “Cancel Leave”
4. Confirm cancellation

Expected Result:

- Leave status should change to **“Cancelled”**
- Manager should receive a notification about the cancellation

TC04 – Approve Leave Request (Manager)

Test Case ID: TC04

User Story: US06 – Approve or Reject Leave

Scenario: Manager approves a leave request

Pre-Conditions:

- Employee leave request exists with status **“Pending Approval”**
- Manager is logged in

Test Steps:

1. Navigate to “Pending Approvals”
2. Open a pending leave request
3. Click “Approve”
4. Optionally add a comment
5. Submit

Expected Result:

- Leave status should change to **“Approved”**
- Employee should receive approval notification
- Leave balance should be reduced accordingly

TC05 – Reject Leave Request (Manager)

Test Case ID: TC05

User Story: US06 – Approve or Reject Leave

Scenario: Manager rejects a leave request

Pre-Conditions:

- Employee leave request exists with status **“Pending Approval”**

Test Steps:

1. Navigate to “Pending Approvals”
2. Open a pending leave request
3. Click “Reject”
4. Add rejection comment
5. Submit

Expected Result:

- Leave status should change to “Rejected”
- Employee should receive rejection notification
- Leave balance should remain unchanged

TC06 – View Team Leave Calendar**Test Case ID:** TC06**User Story:** US07 – View Team Leave Calendar**Scenario:** Manager views team leave schedule**Pre-Conditions:**

- Manager has team members with approved leaves

Test Steps:

1. Navigate to “Team Leave Calendar”
2. Select a date range/month

Expected Result:

- System should display team members’ leaves by date and type
- Manager should see overlapping leaves for planning

TC07 – HR Generates Monthly Leave & Attendance Report**Test Case ID:** TC07**User Story:** US12 – Monthly Leave & Attendance Report**Scenario:** HR exports monthly report for payroll**Pre-Conditions:**

- Attendance and leave data exist for the selected month
- HR user is logged in

Test Steps:

1. Navigate to “Reports”
2. Select month and year
3. Click “Generate Report”
4. Click “Export to Excel/PDF”

Expected Result:

- System should generate a report with employee-wise leave and attendance summary
- Report should download in selected format (Excel/PDF)

TC08 – HR Updates Leave Policy**Test Case ID:** TC08**User Story:** US10 – Manage Leave Policies**Scenario:** HR modifies leave rules

Pre-Conditions:

- HR user is logged in
- Existing leave policy is present

Test Steps:

1. Navigate to “Leave Policy Settings”
2. Change annual leave limit for a specific role/grade
3. Save changes

Expected Result:

- Updated policy should be saved
- New leave requests should follow updated rules

TC09 – Attendance Sync

Test Case ID: TC09

User Story: US14 – Attendance Sync

Scenario: System syncs daily attendance data

Pre-Conditions:

- Attendance file/integration available for the day

Test Steps:

1. Trigger daily attendance sync (manual or scheduled)
2. Wait for sync completion

Expected Result:

- Attendance logs should be updated for all employees
- No error entries should appear for valid records

TC10 – Audit Trail View

Test Case ID: TC10

User Story: US15 – Audit Trail

Scenario: Leadership views audit trail of leave changes

Pre-Conditions:

- Some leave records have been updated (approved/rejected/modified)

Test Steps:

1. Login as leadership user
2. Navigate to “Audit Log”
3. Filter by date or employee

Expected Result:

- System should show who changed what and when
- Audit trails should include old and new values where applicable