

Description

Use Case	View Profile
Summary	HR and Employee both can view their profile.
Actors	HR, Employee
Pre-Condition	HR and Employee profile related data already available or inserted inside the database
Description	HR and employees both can view their profile as well as modify few things as well.

Use Case	Payroll Activities
Summary	HR does all the payroll activities which includes all salary related tasks.
Actors	HR
Pre-Condition	HR have the right permission to do this task and proper dataset on which they can do the task.
Description	HR will manage all employee salary related tasks here. Can make a list of employees with monthly salary that will be given to the employee with other information as well like growth, bonus, penalty etc. total amount of salary that is paid to the employee and salary status which is either paid or not in the current running month.

Use Case	Manage Leaves
Summary	HR manages all leaves that come from the employee side and provide proper response.
Actors	HR
Description	HR can see all leave notes came from the employees and give proper acknowledgement to the employee about their leave note.

Use Case	Analyze Performance
Summary	HR can add data related to particular employee performance.
Actors	HR
Pre-Condition	HR has analyzed performance by themselves to get appreciation of employees from higher authority.
Description	HR analyze employee's technical skills, their soft skills like communication, time management, critical thinking, authoritativeness, intuitiveness, listening skills, etc

Use Case	Vacancy & Recruitment
Summary	HR will add vacancy data and according to that vacancy recruitment will be done.
Actors	HR
Pre-Condition	HR got permission from higher authority for publishing vacancy and relevant data of recruitment criteria.
Description	HR manages all vacancy information of the company and based on that HR will do applicant appeal for vacancy post, shortlist few appropriate received applications and then do joining tasks.

Use Case	Log In
Summary	HR and Employee both can log in into the system.
Actors	HR, Employee
Description	HR and employees both can enter into the system by providing user id and password.

Use Case	Manage Employee
Summary	HR manages all employee access as well as their detailed data.
Actors	HR
Description	HR can add, remove, update data of employees as well as generate user id and password for employees and also be able to block access of employees.

Use Case	Apply Leaves
Summary	Employees can apply for leaves with appropriate messages.
Actors	Employee
Pre-Condition	Employee added into the system
Description	Employees can request for leave and give proper reason for leave and also able to see acknowledgement that comes.

Use Case	Request to fulfill requirements
Summary	Employees can send request notes.
Actors	Employee
Description	Employees can send their needs or things they require, workspace related query etc. to the HR.

Use Case	Add HR
Summary	Admin will add HR to the system so they can enter into the system.
Actors	Admin / Higher Authority
Pre-Condition	HR and Employee profile related data already available or inserted inside the database
Description	At first the system working hierarchy starts from ADMIN. Admin will add HR first to the system and the whole system starts working accordingly.