Use Cases

For

Personnel Management System

01-04 , 2023

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| **Primary Actor** | **Use case** |
| HR | 1. Login 2. Change email 3. Change password 4. Update timekeeping 5. Export timekeeping report 6. Add candidate profile 7. Approve candidate 8. Recject candidate 9. Delete employee record 10. Update employee record |
| Accounting | 1. Login 2. Change email 3. Change password 4. Export payroll to excel 5. Process request |
| Board of Director | 1. Request payroll |
| Admin | 1. Login 2. Change email 3. Change password 4. Manage access permission 5. Delete account |

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| ID and Name: | **UC-1 Login** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | HR, Accounting, Admin | Secondary Actors: | Personnel Management System |
| Description: | An user accesses the Personnel Management System from corporate intranet or from home by their account. | | |
| Trigger: | An user accesses PMS. | | |
| Preconditions: | PRE-1. User must have an account. | | |
| Postconditions: | POST-1. User is loggin to PMS.  POST-2. PMS displays a home screen suitable for each type of account. | | |
| Normal Flow: | **1.0 Login**  1. User requires to login.  2. PMS displays login screen and requires user to enter their account data.  3. User enters the account data correctly.  4. PMS announces that User have successfully logged in.  5. PMS confirms the User's account type in one of the following type : HR, Accounting, Admin. | | |
| Alternative Flows: | **1.1 Forget password**  1. User forgot their password.  2. PMS requires user to enter their login email.  3. User enters the email correctly.  4. PMS sends a new password to their email.  5. PMS requires user to enters their new password.  6. User enters new password correctly.  7. PMS announces that User have successfully logged in.  8. PMS confirms the User's account type in one of the following type : HR, Accounting, Admin. | | |
| Exceptions: | **1.0.E3 Some information is incorrect**  1. PMS announces User that some information is incorrect.  2. User re-enters the account information and they’re correct, then return to step 2 of normal flow. | | |
| Priority: | High | | |
| Business rules: | BR-1: When User enters wrong account information 5 times , PMS temporarily deactivate User access for 5 minutes and sends warning mail to User’s email. | | |
| Other Information: | None | | |

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| ID and Name: | **UC-2 Change email** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | HR, Accounting, Admin | Secondary Actors: | Personnel Management System |
| Description: | An user needs to change email in their account. | | |
| Trigger: | User want to change email in their account information screen. | | |
| Preconditions: | PRE-2. User is loggin to PMS. | | |
| Postconditions: | POST-3. PMS updates user email. | | |
| Normal Flow: | **2.0 Change email**  1. User accesses the account information screen.  2. User chooses change email.  3. PMS requires user to enter their password.  4. User enters password correctly.  5. PMS sends verification mail to user’s current email.  6. User clicks verify in the mail.  7. PMS requires user to enter their new email.  8. User enters new email.  9. PMS announces successful email change and sends notification to user’s new email. | | |
| Alternative Flows: | None | | |
| Exceptions: | **2.0.E4 User enters wrong password**  4. PMS announces an error and return to step 3 of normal flow.  **2.0.E6 User did not choose verify within 10 minutes from step 5 of normal flow**  6. User chooses re-send verification email, then return to step 5 of normal flow. | | |
| Priority: | High | | |
| Business rule: | BR-1 | | |
| Other Information: | None | | |

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| ID and Name: | **UC-3 Change password** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | HR, Accounting, Admin | Secondary Actors: | Personnel Management System |
| Description: | An user needs to change their account’s password. | | |
| Trigger: | User want to change password in their account information screen. | | |
| Preconditions: | PRE-2. User is loggin to PMS. | | |
| Postconditions: | POST-4. PMS updates User password. | | |
| Normal Flow: | **3.0 Change password**  1. User accesses the account information screen.  2. User chooses change password.  3. PMS requires User to enter their current password.  4. User enters password correctly.  5. PMS requires User to enter their new password and re-enters it .  6. User enters new password and re-enter it.  7. PMS reports successful password change and sends notification to User’s email. | | |
| Alternative Flows: | **UC-1.1 Forgot password.** | | |
| Exceptions: | **3.0.E4 User enters wrong password**  4. PMS announces an error and return to step 3 of normal flow. | | |
| Priority: | High | | |
| Business rule: | BR-1 | | |
| Other Information: | None | | |

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| ID and Name: | **UC-4 Update timekeeping** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | HR | Secondary Actors: | Personnel Management System |
| Description: | HR needs to change timekeeping when detecting a mistake. | | |
| Trigger: | HR want to changes the employee's timekeeping type for each day of the month. | | |
| Preconditions: | PRE-2. HR is loggin to PMS. | | |
| Postconditions: | POST-5. PMS updates timekeeping information. | | |
| Normal Flow: | **4.0 Update timekeeping**  1. HR accesses the timekeeping screen.  2. HR searches for employee id or name that needs to be updated timekeeping.  3. In the row just found, HR finds a date they needs to update.  4. HR selects a type of timekeeping that needs to update.  5. PMS display a message confirming the change.  6. HR confirms the change. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | High | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-5 Export timekeeping report** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | HR | Secondary Actors: | Personnel Management System |
| Description: | HR needs a timekeeping report at the end of each month. | | |
| Trigger: | HR want to export timekeeping report. | | |
| Preconditions: | PRE-2. HR is loggin to PMS. | | |
| Postconditions: | POST-6. The report is exported successful. | | |
| Normal Flow: | **5.0 Export timekeeping report**  1. HR accesses the timekeeping screen.  2. HR selects the month that needs to report.  3. HR chooses export the report.  4. HR chooses a location where they want to save the report on their device.  5. PMS exports the report and announces successful file export. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | High | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-6 Add candidate profile** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | HR | Secondary Actors: | Personnel Management System |
| Description: | HR throught reviewing CVs, decided to add candidate profiles to the system waiting for interview. | | |
| Trigger: | HR want to add candidate profile to the Personnel Management System. | | |
| Preconditions: | PRE-2. HR is loggin to PMS. | | |
| Postconditions: | POST-7. Candidate’s profile is added successful. | | |
| Normal Flow: | **6.0 Add candidate profile**  1. HR accesses the candidate screen.  2. HR chooses to add profile.  3. HR enters all information of candidate.  4. PMS announces that the candidate profile has been successfully added. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | High | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-7 Approve candidate** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | HR | Secondary Actors: | Personnel Management System |
| Description: | HR through reviewing CVs and interviews, finally decided to hire some candidates. | | |
| Trigger: | HR want to approve candidate profile to add them to employee data. | | |
| Preconditions: | PRE-2. HR is loggin to PMS. | | |
| Postconditions: | POST-8. Candidate's profile is added to the company's employee data. | | |
| Normal Flow: | **7.0 Approve candidate**  1. HR accesses the candidate screen.  2. HR choose approve candidate who their want to hire.  3. PMS displays a confirmation message.  4. HR confirms hiring that candidate.  5. PMS announces successful recruitment.  6. PMS adds the profile of the newly recruited candidate to the company's user profile. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | High | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-8 Reject candidate** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | HR | Secondary Actors: | Personnel Management System |
| Description: | HR through reviewing CVs and interviews, finally decided to reject some candidates. | | |
| Trigger: | HR want to reject candidate profile to delete their profile. | | |
| Preconditions: | PRE-2. HR is loggin to PMS. | | |
| Postconditions: | POST-9. Candidate's profile is deleted. | | |
| Normal Flow: | **8.0 Approve candidate**  1. HR accesses the candidate screen.  2. HR choose reject candidate who their don’t want to hire.  3. PMS displays a confirmation message.  4. HR confirms rejecting that candidate.  5. PMS announces successful rejection.  6. PMS deletes that candidate profile. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | High | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-9 Delete employee record** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | HR | Secondary Actors: | Personnel Management System |
| Description: | When an employee wants to quit or be fired and ‘resignation decision’ has been attached in the system. HR can delete that user record. | | |
| Trigger: | HR want to delete an employee record. | | |
| Preconditions: | PRE-2. HR is loggin to PMS.  PRE-3. Document ‘resignation decision’ is attached. | | |
| Postconditions: | POST-10. Employee record is deleted. | | |
| Normal Flow: | **9.0 Delete user record**  1. HR accesses the employee screen.  2. HR searches for an employee who they want to delete their record.  3. PMS displays employee's personal information screen.  4. HR chooses delete employee record.  5. PMS displays confirmation message.  6. HR confirms delete employee record.  7. PMS announces successful deletion. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | High | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-10 Update employee record** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | HR | Secondary Actors: | Personnel Management System |
| Description: | When one or some information of an employee is found to be incorrect, HR wants to change them.Or it could be that an employee changes their salary coefficient and HR needs to update it. | | |
| Trigger: | HR want to update employee record. | | |
| Preconditions: | PRE-2. HR is loggin to PMS. | | |
| Postconditions: | POST-11. The employee record has been updated successfully. | | |
| Normal Flow: | **9.0 Delete user record**  1. HR accesses the employee screen.  2. HR searches for an employee who they want to update information.  3. PMS displays employee's personal information screen.  4. HR changes some fields of information that need to be updated and save.  4. PMS displays confirmation message.  5. HR confirms the change.  6. PMS announces update successful. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | High | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-11 Export payroll to excel** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | Accounting | Secondary Actors: | Personnel Management System |
| Description: | When accounting department want to see all user’s payroll in a excel file. | | |
| Trigger: | Accouting want to export payroll to excel. | | |
| Preconditions: | PRE-2. Accounting is loggin to PMS. | | |
| Postconditions: | POST-12. Payroll is exported. | | |
| Normal Flow: | **11.0 Export payroll to excel**  1. Accounting accesses the payroll screen.  2. Accounting chooses export.  3. PMS displays confirmation message.  4. Accounting confirms export.  5. Accounting chooses a place where they will save excel file on their device.  6. PMS exports payroll to excel and saves it on Accounting device.  6. PMS announces successful implementation. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | High | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-12 Process request** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | Accounting | Secondary Actors: | Personnel Management System |
| Description: | When the Board of Directors requests to view the payroll, the accounting department needs to send the payroll to the Board of Directors. | | |
| Trigger: | Accouting want to send the payroll to the BODs. | | |
| Preconditions: | PRE-2. Accounting is loggin to PMS. | | |
| Postconditions: | POST-13. The payroll has been sent successfully. | | |
| Normal Flow: | **12.0 Process request**  1. Accounting accesses the request screen.  2. Accounting selects 'send' to handle each request.  3. PMS displays confirmation message.  4. HR confirms send.  5. PMS exports payroll to excel and sends it to BOD’s email who requested it.  6. PMS announces successful implementation. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | High | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-13 Request payroll** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | Board of Director | Secondary Actors: | Personnel Management System |
| Description: | When board of director want to see payroll record of all user. | | |
| Trigger: | Board of Director want to request payroll. | | |
| Preconditions: | PRE-4. Board of Director must have an account (but don’t need a password). | | |
| Postconditions: | POST-14. Board of Director receive a payroll record. | | |
| Normal Flow: | **13.0 Request payroll**  1. Board of Director accesses the PMS.  2. Board of Director chooses request payroll.  3. PMS requests BOD to select a month and enter a message.  4. Board of Director selects a month of payroll what they want and leave a message to Accounting Department.  5. PMS sends a verification code to their email and requests to enter this code.  6. Board of Director checks mail and enter verificartion code.  7. PMS displays an excel file of payroll record and download it to their device.  8. PMS announces successful implementation. | | |
| Alternative Flows: | None | | |
| Exceptions: | **13.0.E4 Verification code is incorrect.**  6. PMS announces an error and request to re-enter. | | |
| Priority: | High | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-14 Manage access permission** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | Admin | Secondary Actors: | Personnel Management System |
| Description: | When admin want to set some permission for user. | | |
| Trigger: | Admin want to set permission for user. | | |
| Preconditions: | PRE-2 Admin is loggin to PMS. | | |
| Postconditions: | POST-15. Permission changed successfully. | | |
| Normal Flow: | **14.0 Manage access permission**  1. Admin accesses the permission screen.  2. Admin chooses an user they want to change permission.  3. PMS displays a list of permission.  4. Admin chooses a permission that they want to change.  5. PMS announces successful implementation. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | High | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-15 Delete account** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | Admin | Secondary Actors: | Personnel Management System |
| Description: | When admin want to delete an account. | | |
| Trigger: | Admin want to delete an account. | | |
| Preconditions: | PRE-2 Admin is loggin to PMS. | | |
| Postconditions: | POST-16. The account has been successfully deleted | | |
| Normal Flow: | **15.0 Delete account**  1. Admin accesses the permission screen.  2. Admin finds an account that they want to delete.  3. Admin chooses delete.  3. PMS displays confirmation message.  4. Admin confirms delete.  5. PMS announces successful implementation. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | High | | |
| Business rule: | None | | |
| Other Information: | None | | |