Use Cases

For

Personnel Management System

01-04 , 2023

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

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| ID and Name: | **UC-1 Login** | | |
| Created By: | Khai Ngo | Date Created: | 01-04-23 |
| Primary Actor: | Employee, HR, Accounting | 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 be an official employee of this company to 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 enters the account information correctly.  2. PMS sends an OTP to verify the account to User's email.  3. PMS requires User to enters OTP.  4. User enters OTP correctly.  5. PMS announces that User have successfully logged in.  6. PMS confirms the User's account type in one of the following type : Employee, HR, Accounting. | | |
| Alternative Flows: | None | | |
| Exceptions: | **1.0.E1 Some information is incorrect**  1. PMS announces User that some information is incorrect.  2a. If User re-enters the account information and they’re correct, then return to step 2 of normal flow.  2b. If User choose forget password, then PMS sends an email containing a new password to User’ email and restart use case.  **1.0.E4 User enters wrong OTP**  4. PMS reports an error and return to step 3 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: | Employee | Secondary Actors: | Personnel Management System |
| Description: | An employee needs to change email in their account. | | |
| Trigger: | Employee want to change email in their account information screen. | | |
| Preconditions: | PRE-2. Employee is loggin to PMS. | | |
| Postconditions: | POST-3. Employee successfully changed email.  POST-4. PMS updates Employee email. | | |
| Normal Flow: | **2.0 Change email**  1. Employee accesses the account information screen.  2. Employee chooses change email.  3. PMS requires Employee to enter their password.  4. Employee enters password correctly.  5. PMS sends verification mail to Employee’s current email.  6. Employee clicks verify in the mail.  7. PMS requires Employee to enter their new email.  8. Employee enters new email.  9. PMS announces successful email change and sends notification to Employee’s new email. | | |
| Alternative Flows: | None | | |
| Exceptions: | **2.0.E4 Employee enters wrong password**  4. PMS announces an error and return to step 3 of normal flow.  **2.0.E6 Employee did not choose verify within 10 minutes from step 5 of normal flow**  6. Employee 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: | Employee | Secondary Actors: | Personnel Management System |
| Description: | An employee needs to change their account’s password. | | |
| Trigger: | Employee want to change password in their account information screen. | | |
| Preconditions: | PRE-2. Employee is loggin to PMS. | | |
| Postconditions: | POST-5. Employee successfully changed password.  POST-6. PMS updates Employee password. | | |
| Normal Flow: | **3.0 Change password**  1. Employee accesses the account information screen.  2. Employee chooses change password.  3. PMS requires Employee to enter their current password.  4. Employee enters password correctly.  5. PMS sends warning mail to Employee’s email.  6. PMS requires Employee to enter their new password and re-enters it .  7. Employee enters new password and re-enter it.  8. PMS reports successful password change and sends notification to Employee’s email. | | |
| Alternative Flows: | None | | |
| Exceptions: | **3.0.E4 Employee 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-7. PMS updates timekeeping information. | | |
| Normal Flow: | **4.0 Update timekeeping**  1. HR accesses the timekeeping screen.  2. HR searches for employee information 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-8. 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 choose 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-9. 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 profile. | | |
| Preconditions: | PRE-2. HR is loggin to PMS. | | |
| Postconditions: | POST-10. Candidate's profile is added to the company's employee profile. | | |
| 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 employee 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-11. 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 Attach 'Resignation decision'** | | |
| 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, a ‘resignation decision’ is signed by the director. This is a document confirming the termination of employee status at the company. | | |
| Trigger: | HR want to attach ‘resignation decision’ to delete an employee record. | | |
| Preconditions: | PRE-2. HR is loggin to PMS. | | |
| Postconditions: | POST-12. Document ‘resignation decision’ is attached. | | |
| Normal Flow: | **9.0 Attach 'Resignation decision'**  1. HR accesses the employee screen.  2. HR searches for an employee who they want to attach ‘resignation decision’ on their record.  3. HR chooses attaching file and chooses where they saved ‘resignation decision’ on their device.  4. HR confirms attaching file.  5. PMS announces attached successfully. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | Medium | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-10 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 employee 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-13. Employee record is deleted. | | |
| Normal Flow: | **10.0 Delete employee record**  1. HR accesses the employee screen.  2. HR searches for an employee who they want to delete their record.  3. HR chooses delete employee record.  4. PMS displays confirmation message.  5. HR confirms delete employee record.  6. PMS announces successful deletion. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | Medium | | |
| 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 employee’s payroll in a excel file. | | |
| Trigger: | Accouting want to export payroll to excel. | | |
| Preconditions: | PRE-2. Accounting is loggin to PMS. | | |
| Postconditions: | POST-14. 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. HR confirms export.  5. Accounting chooses a place where they will save excel file on their device.  6. PMS announces successful implementation. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | Medium | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-12 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 employee. | | |
| Trigger: | Board of Director want to request payroll. | | |
| Preconditions: | PRE-4. Board of Director’s information must be add to PMS by Admin. | | |
| Postconditions: | POST-15. Board of Director receive a payroll record. | | |
| Normal Flow: | **12.0 Request payroll**  1. Board of Director accesses the PMS.  2. Board of Director chooses request payroll.  3. PMS displays verify identity message and sends a verification mail to their email.  4. Board of Director clicks verify in the mail.  5. PMS displays an excel file of payroll record and download it to their device. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Priority: | High | | |
| Business rule: | None | | |
| Other Information: | None | | |

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| ID and Name: | **UC-13 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-16. Permission changed. | | |
| Normal Flow: | **13.0 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 | | |