## Use Case Descriptions

Notes:

* For all use cases, the system will assume that the authentication and authorization are handled by the interface collecting data (not part of this system).

### Add Employee

|  |  |
| --- | --- |
| Use Case Name: | Add Employee |
| Use Case Persona: | Human Resources Administrator |
| Summary: | This use case allows a human resources administrator to add a new employee to the system. |
| Basic Flow: | 1. Administrator opens form to add new employee (form is EXTERNAL to this system)    1. Enter Employee Name (Title, First, Middle, Last, Suffix)    2. Enter Employee SSN    3. Enter Employee Type (Salaried or Hourly)    4. Enter Employee Start Date    5. Enter Employee Annual Salary or Hourly Rate (depends upon employee type)    6. Add Employee Dependents       1. Dependent name       2. Dependent SSN       3. Dependent type (spouse or child)    7. Enter Employee Health Plan Choice 2. Submit all data from populated form 3. Validate data    1. All required fields defined    2. Confirm employee is NEW (i.e., SSN does not already exist in system)    3. Confirm that start date is > current date 4. Insert Employee (Employee ID assigned) |
| Alternative Flows: | Step 3b:   * If employee is NOT new then administrator is informed that employee already exists and existing employee ID is provided. * Administrator shifts to the Edit Employee use case. |
| Extension Points: | New Employee Data Entry Form |
| Preconditions: | * Employee type and salary/hourly rate has been defined. * Employee has provided all personal information (including a list of all dependents and health plan choice). |
| Postconditions: | Employee can clock in (if hourly) and will be included in payroll reports issued after start date. |
| Business Rules: | * All employees and dependents are fundamentally identified using their social security number (SSN) to avoid entering the same employee (or dependent) into the system more than one time. * Employees must choose from available health plans. * Salaried employees have an annual salary. * Hourly employees have an hourly rate. * Employees cannot be both hourly and salaried at the same time. * Employees can be converted from hourly to salaried using the Edit Employee use case.   + Effective date of conversion MUST be the first day of the month (new pay period) |