# Use Case

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| 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) |

# Add Employee Use Case Notes

New employees are added to the system by an HR administrator.

The following data must be specified for any new employee:

* First name
* Last name
* SSN
* BirthDate
* EmploymentStartDate
  + Must coincide with the start of a pay period
* EmploymentEndDate (NULL for new employees)
  + Must coincide with the end of a pay period
* CurrentHourlyRate (for hourly employees)
* CurrentAnnualSalary (for salaried employees)
* CurrentHealthPlanSID
* Dependents

Dependents fall into one of two categories: Spouse or Child. The following data must be specified for any new dependent:

* First name
* Last name
* SSN
* BirthDate
* Category (Spouse or Child)

## General 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)

# Edit Employee Use Case

Employee personal details can be edited at any time.

EmploymentStartDate must conicide with the start of a pay period.

EmploymentEndDate must coincide with the end of a pay period.

Active employees have a current start date on or prior to the current date and a current end date that is either NULL or on or after the current date.

Changes to salary, or hourly rate applied during any pay period will affect the entire pay period (even if entered on the final day of the pay period). This is because the payroll process uses the current rates to calculate payroll.