# Add Employee Use Case

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.