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| **Use Case Name** | Review Fund Request | |
| **Scenario** | Accounting and Finance Department review fund request | |
| **Triggering Event** | Another department send a fund request | |
| **Brief Description** | The accounting and finance department, together with the manager, will review the fund request to be accepted, rejected, or revised | |
| **Actors** | Accounting and Finance Department, Manager | |
| **Related Use Cases** | None | |
| **Stakeholders** | Another department | |
| **Precondition** | There is a fund request | |
| **Postcondition** | The related department receives notification about the result | |
| **Flow of Events** | **Actor** | **System** |
| 1. The accounting and finance department together with the manager review the fund request to be accepted, rejected, or revised.  2. The accounting and finance department input the result to the system | 2.1. The system asks for confirmation before finalizing the result  2.2. The system will notify the result to the related department |
| **Exception Condition** |  | |

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| **Use Case Name** | Review Resignation | |
| **Scenario** | The manager decides whether the employee is allowed to resign or not | |
| **Triggering Event** | The employee submitted a resignation letter | |
| **Brief Description** | The manager will decide whether the employee is allowed to resign or not based on the contract and resignation letter that has been submitted at least two months before the resignation | |
| **Actors** | Manager | |
| **Related Use Cases** | View Employee | |
| **Stakeholders** | Employee | |
| **Precondition** | Employee, contract, and resignation letter must exist | |
| **Postcondition** | The employee receives notification about the result | |
| **Flow of Events** | **Actor** | **System** |
| 1. The manager decides whether the employee is allowed to resign or not based on the contract and resignation letter  2. The manager input the result to the system | 2.1. The system asks for confirmation before finalizing the result  2.2. The system will notify the result to the employee |
| **Exception Condition** |  | |

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| **Use Case Name** | Review Dismissal | |
| **Scenario** | The manager decides whether the employee will be fired or not | |
| **Triggering Event** | The employee receives more than three warning letters | |
| **Brief Description** | The manager decides whether the employee will be fired or not based on the employee’s performance | |
| **Actors** | Manager | |
| **Related Use Cases** | View Employee | |
| **Stakeholders** | Employee | |
| **Precondition** | Employee, contract, and warning letter must exist  There are more than three warning letters | |
| **Postcondition** | The employee receives notification about the result | |
| **Flow of Events** | **Actor** | **System** |
| 1. The manager decides whether the employee will be fired or not based on the employee’s performance  2. The manager input the result to the system | 2.1. The system asks for confirmation before finalizing the result  2.2. The system will notify the result to the employee |
| **Exception Condition** |  | |

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| **Use Case Name** | Review Employee Personal Leave Request | |
| **Scenario** | The Human Resource Department review employee’s personal leave request | |
| **Triggering Event** | The employee submitted a personal leave request | |
| **Brief Description** | The Human Resource Department decides whether the employee’s personal leave request will be approved or not | |
| **Actors** | The Human Resource Department | |
| **Related Use Cases** | None | |
| **Stakeholders** | Employee | |
| **Precondition** | Employee and personal leave request must exist | |
| **Postcondition** | The employee receives notification about the result | |
| **Flow of Events** | **Actor** | **System** |
| 1. The manager decides whether the employee’s personal leave request will be approved or not  2. The manager input the result to the system | 2.1. The system asks for confirmation before finalizing the result  2.2. The system will notify the result to the employee |
| **Exception Condition** |  | |

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| **Use Case Name** | Adjust Salary | |
| **Scenario** | The Human Resource Department prepares a list of employees who will receive a salary change | |
| **Triggering Event** | The Human Resource Department wants to adjust employee’s salary | |
| **Brief Description** | The Human Resource Department prepares a list of employees who will receive a salary change and inputs it to the system to be furtherly discussed with the manager | |
| **Actors** | Human Resource Department | |
| **Related Use Cases** | Approve Salary Adjustment | |
| **Stakeholders** | Employee | |
| **Precondition** | Employee must exist | |
| **Postcondition** | The manager will receive the list of the employee whose salary will be adjusted | |
| **Flow of Events** | **Actor** | **System** |
| 1. The Human Resource Department decides which employees will receive salary adjustment  2. The Human Resource Department inputs the result to the system | 2.1. The system asks for confirmation before finalizing the list  2.2. The system will send the list to the manager |
| **Exception Condition** |  | |

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| **Use Case Name** | Approve Salary Adjustment | |
| **Scenario** | The manager and the Human Resource Department review the list of the employee whose salary will be adjusted | |
| **Triggering Event** | The Human Resource Department and the manager want to review the list of the employee whose salary will be adjusted | |
| **Brief Description** | The manager and the Human Resource Department review the list of the employee whose salary will be adjusted and input the final decision to the system so that the employees will be notified about the salary adjustment | |
| **Actors** | Manager, Human Resource Department | |
| **Related Use Cases** | Adjust Salary | |
| **Stakeholders** | Employee | |
| **Precondition** | Employee and the list of the employees whose salary will be adjusted must exist | |
| **Postcondition** | The employees will receive notification about the salary adjustment | |
| **Flow of Events** | **Actor** | **System** |
| 1. The Human Resource Department and manager discuss whether the employees’ salary adjustment will be approved or not  2. The Human Resource Department and manager input the result to the system | 2.1. The system asks for confirmation before finalizing the result  2.2. The system will notify the result to the employee |
| **Exception Condition** |  | |

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| **Use Case Name** |  | |
| **Scenario** |  | |
| **Triggering Event** |  | |
| **Brief Description** |  | |
| **Actors** |  | |
| **Related Use Cases** |  | |
| **Stakeholders** |  | |
| **Precondition** |  | |
| **Postcondition** |  | |
| **Flow of Events** | **Actor** | **System** |
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| **Exception Condition** |  | |

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| **Use Case Name** |  | |
| **Scenario** |  | |
| **Triggering Event** |  | |
| **Brief Description** |  | |
| **Actors** |  | |
| **Related Use Cases** |  | |
| **Stakeholders** |  | |
| **Precondition** |  | |
| **Postcondition** |  | |
| **Flow of Events** | **Actor** | **System** |
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| **Exception Condition** |  | |