

# HR Management Software

## Use Case Specification: log in

**Version <1.0>**

### Revision History

Date	Version	Description	Author
31/03/2014	1.0	all	Szymon Wójcik

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1. Use Case Name
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2. Flow of Events
  - 2.1 Basic Flow
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3. Preconditions
4. Post Conditions

# Use Case Specification: log in

## 1. Use Case Name: log in

### 1.1 Brief Description

Scope: System

Primary actor: employee

We use this option, when we want to be authorize and authenticate.

## 2. Flow of Events

### 2.1 Basic Flow

- employee write login and password,
- system check login and password,
- HRMS authorize and authenticate the employee

### 2.2 Alternative Flows

#### 2.2.1 *bad login or password*

This alternate occurs if employee write wrong login or password.

- HRMS informs employee that he write wrong login or password,
- repeat actions describe in basic flow

#### 2.2.2 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

## 3. Preconditions

3.1 not logged in

3.2 logout

## 4. Post Conditions

4.1 online (log in)



# HR Management Software

## Use Case Specification: log out

**Version <1.0>**

### Revision History

Date	Version	Description	Author
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1. Use Case Name
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4. Post Conditions

## Use Case Specification: log out

### 1. Use Case Name: log out

#### 1.1 Brief Description

Scope: System

Primary actor: employee

We use this option, when we want log out.

### 2. Flow of Events

#### 2.1 Basic Flow

- employee choose option logout,
- system logout user

#### 2.2 Alternative Flows

##### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

### 3. Preconditions

#### 3.1 log in

### 4. Post Conditions

#### 4.1 log out

#### 4.2 offline

# HR Management Software

## Use Case Specification: entering new employee data

**Version <1.0>**

### Revision History

Date	Version	Description	Author
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1. Use Case Name
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3. Preconditions

# Use Case Specification: entering new employee data

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

## 2. Flow of Events

### 2.1 Basic Flow

- HRMS prompts the personnel for write some information about new employee,
- the personnel write and confirm the data,
- HRMS saves the data in the database

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *the employee already exist*

The employee exist in the database system.

- check correctness of the data,
- enter correct data to the database or ignore

## 3. Preconditions

### 3.1 online

### 3.2 log in

# HR Management Software

## Use Case Specification: editing/deletion existing employee data

Version <1.0>

### Revision History

Date	Version	Description	Author
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1. Use Case Name
  - 1.1 Brief Description
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3. Preconditions



# Use Case Specification: editing/deletion existing employee data

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option edit/delete employee,
- HRMS occurs to write information, which we want change,
- the personnel confirm the data,
- HRMS saves the data in the database

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

## 3. Preconditions

### 3.1 log in

### 3.2 online

# HR Management Software

## Use Case Specification: archiving past employees data

Version <1.0>

### Revision History

Date	Version	Description	Author
31/03/2014	1.0	all	Szymon Wójcik

### Table of Contents

1. Use Case Name
  - 1.1 Brief Description
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  - 2.2 Alternative Flows
3. Preconditions

# Use Case Specification: archiving employees data

## 1. Use Case Name

### 1.1 Brief Description

The personnel use this option, when he want do backup of data.

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option archive data,
- HRMS occurs to write some parameters to define type of data which we want to archive,
- the personnel write the parameters and confirm,
- HRMS create new backup

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

## 3. Preconditions

### 3.1 log in

### 3.2 online

# HR Management Software

## Use Case Specification: assigning employees to projects

Version <1.0>

### Revision History

Date	Version	Description	Author
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### Table of Contents

1. Use Case Name
  - 1.1 Brief Description
2. Flow of Events
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  - 2.2 Alternative Flows
3. Preconditions

# Use Case Specification: assigning employees to projects

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

User use this option, when he want assigning employees to projects.

## 2. Flow of Events

### 2.1 Basic Flow

- The personnel choose split assigning employees,
- HRMS ask where we want add employee/s (project, department),
- The personnel choose correct option,
- HRMS occurs the user to write data this employees,
- The user confirm changes,
- HRMS saves the information in the database

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *the employee does not exist*

This occurs if we have deficiencies in the database.

- add the employee to the database,
- repeat action describe in basic flow

## 3. Preconditions

### 3.1 log in

# HR Management Software

## Use Case Specification: assigning employees to departments

Version <1.0>

### Revision History

Date	Version	Description	Author
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1. Use Case Name
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  - 2.2 Alternative Flows
3. Preconditions

# Use Case Specification: assigning employees to departments

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

User use this option, when he want assigning employees to departments.

## 2. Flow of Events

### 2.1 Basic Flow

- The personnel choose split assigning employees,
- HRMS ask where we want add employee/s (project, department),
- The personnel choose correct option,
- HRMS occurs the user to write data this employees,
- The user confirm changes,
- HRMS saves the information in the database

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *the employee does not exist*

This occurs if we have deficiencies in the database.

- add the employee to the database,
- repeat action describe in basic flow

## 3. Preconditions

### 3.1 log in





# HR Management Software

## Use Case Specification: current employees

Version <1.0>

### Revision History

Date	Version	Description	Author
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### Table of Contents

1. Use Case Name
  - 1.1 Brief Description
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  - 2.1 Basic Flow
  - 2.2 Alternative Flows
3. Preconditions

# Use Case Specification: current employees

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

We use this option, when we want to see list of current employees

## 2. Flow of Events

### 2.1 Basic Flow

- The personnel choose option “current employees - reports”,
- HRMS occurs to write some parametres,
- The personnel write the parametres,
- HRMS display a report

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

## 3. Preconditions

### 3.1 log in

# HR Management Software

## Use Case Specification: average wages

Version <1.0>

### Revision History

Date	Version	Description	Author
31/03/2014	1.0	all	Sandra Lewandowska

### Table of Contents

1. Use Case Name
  - 1.1 Brief Description
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  - 2.2 Alternative Flows
3. Preconditions

# Use Case Specification: average wages

## 1. Use Case Name

### 1.1 Brief Description

We use this option when we want to see how much earn some employee or we want change salary or add some bonus.

## 2. Flow of Events

- The personnel check how much earn employees,
- The user can choose employees with selected department, employees which salary is in some interval or employees on some position,
- Authorized user can change wages or add bonus,
- The user confirm changes,
- HRMS saves the information in the database

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *the employee does not exist*

This occurs if we have deficiencies in the database.

- add the employee to the database,
- repeat action describe in basic flow

## 3. Preconditions

### 3.1 log in

# HR Management Software

## Use Case Specification: departments statistics

Version <1.0>

### Revision History

Date	Version	Description	Author
13/04/2014	1.0	all	Szymon Wójcik

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1. Use Case Name
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3. Preconditions

# Use Case Specification: departments statistics

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

We use this option when we want to see statistics some department.

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option departments statistics,
- HRMS prompts the personnel for departments want to make an inquiry,
- the personnel indicates departments selection criteria,
- HRMS prompts the personnel for some kind of calculations on the data,
- the personnel indicates require data,
- HRMS display result

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *bad calculations*

This occurs if the personnel write bad condition/s of calculations.

- HRMS informs the personnel about calculations error,
- the personnel correct mistake,
- repeat actions describe in basic flow

## 3. Preconditions

### 3.1 log in



# HR Management Software

## Use Case Specification: productivity measurements

Version <1.0>

### Revision History

Date	Version	Description	Author
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### Table of Contents

1. Use Case Name
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3. Preconditions



# Use Case Specification: productivity measurements

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

We use this option, when we want to know more about productivity measurements.

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option productivity measurements,
- HRMS prompts the personnel for criteria of productivity measurements(i.e. time of work by employee, number of completed tasks per hour, etc.),
- the personnel indicates the criteria,
- HRMS prompts the personnel for type of chart (bar, pie etc.) or choose text mode,
- the personnel indicates type of chart or text mode,
- HRMS display result

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *bad criteria*

This occurs if the personnel prompts bad criteria of creating productivity measurements.

- HRMS informs the personnel about bad criteria,
- the user prompts correct criteria,
- repeat actions describe in basic flow

## 3. Preconditions

### 3.1 log in

# HR Management Software

## Use Case Specification: qualifications tree

**Version <1.0>**

### Revision History

Date	Version	Description	Author
13/04/2014	1.0	all	Szymon Wójcik

### Table of Contents

1. Use Case Name
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3. Preconditions

# Use Case Specification: qualifications tree

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

We use this option when we want display qualifications of staff in a predetermined form.

## 2. Flow of Events

### 2.1 Basic Flow

- The personnel choose option “qualifications tree”,
- HRMS create employees tree of qualifications with predefined algorithm (tree is a kind of graph)

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

## 3. Preconditions

### 3.1 log in

# HR Management Software

## Use Case Specification: project views

Version <1.0>

### Revision History

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# Use Case Specification: project views

## 1. Use Case Name

### 1.1 Brief Description

We use this option when we want to see company projects

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option “project views”,
- HRMS display list of current, archive projects,
- the personnel select projects that interest him,
- HRMS ask to confirm,
- the personnel get sort list of projects with details

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *no project available*

This occurs if database does not have any project.

- HRMS inform the personnel that fact,
- the personnel check correctness of prompts data,
- repeat actions describe in basic flow

## 3. Preconditions

### 3.1 log in

# HR Management Software

## Use Case Specification: legal acts

**Version <1.0>**

### Revision History

Date	Version	Description	Author
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1. Use Case Name
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3. Preconditions

# Use Case Specification: legal acts

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

We use this option, when we want to operating on legal acts.

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option legal acts,
- HRMS prompts the personnel for type of legal acts (employ, wages, etc.),
- the personnel select interesting act/s,
- HRMS display text field,
- the personnel fill the text field,
- HRMS save the data in the database and display it

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *bad data*

This occurs if the personnel write bad data.

- HRMS informs the personnel about this error,
- the personnel correct text fields with errors,
- repeat actions describe in basic flow

## 3. Preconditions

### 3.1 log in

# HR Management Software

## Use Case Specification: hidden labor costs

Version <1.0>

### Revision History

Date	Version	Description	Author
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1. Use Case Name
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3. Preconditions



# Use Case Specification: hidden labor costs

## 1. Use Case Name

### 1.1 Brief Description

We use this option when we want to know about hidden labor costs

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option “hidden labor costs”,
- HRMS ask the user about some parametres (i.e min, max, <=, >=)
- HRMS create a detailed report which contain all hidden labor costs (i.e taxes)

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *bad parameter*

This occurs if user write bad parameter/s.

- user correct the parameter/s,
- HRMS check the parameter/s
- repeat actions describe in basic flow

## 3. Preconditions

### 3.1 log in

# HR Management Software

## Use Case Specification: most valuable activities

Version <1.0>

### Revision History

Date	Version	Description	Author
13/04/2014	1.0	all	Szymon Wójcik

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1. Use Case Name
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3. Preconditions

# Use Case Specification: most valuable activities

## 1. Use Case Name

### 1.1 Brief Description

We use this option when we want to see most valuable activities.

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option “most valuable activities”,
- HRMS ask user about some criteria (i.e kind of activities),
- the personnel write the criteria,
- HRMS show this report in graphical form (ready to print)

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *bad data*

This occurs if the personnel write bad data.

- HRMS informs the personnel about this error,
- the personnel corrects errors,
- repeat actions describe in basic flow

## 3. Preconditions

### 3.1 log in

# HR Management Software

## Use Case Specification: most valuable professionals

Version <1.0>

### Revision History

Date	Version	Description	Author
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1. Use Case Name
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  - 2.1 Basic Flow
  - 2.2 Alternative Flows
3. Preconditions

# Use Case Specification: most valuable professionals

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

We use this option, when we want to see most valuable professionals.

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option “most valuable professionals”,
- HRMS ask user about some criteria (i.e kind of professionals),
- the personnel write the criteria,
- HRMS show this report in graphical form (ready to print)

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *bad data*

This occurs if the personnel write bad data.

- HRMS informs the personnel about this error,
- the personnel corrects errors,
- repeat actions describe in basic flow

## 3. Preconditions

### 3.1 online

# HR Management Software

## Use Case Specification: contribution in project

Version <1.0>

### Revision History

Date	Version	Description	Author
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1. Use Case Name
  - 1.1 Brief Description
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  - 2.2 Alternative Flows
3. Preconditions

# Use Case Specification: contribution in project

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

We use this option, when we want to determine contribution in project.

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option "contribution in project"
- HRMS prompts the personnel for the employee data,
- the personnel indicates the data,
- HRMS prompts the personnel for percent contribution in project of the employee,
- the personnel indicates the data,
- HRMS saves the data in the database

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *bad employee data*

This occurs if user indicates bad employee data.

- HRMS informs the user about this error,
- the user corrects errors,
- repeat actions describe in basic flow

#### 2.2.3 *bad value of percent*

This occurs if user indicates bad value of percent.

- HRMS informs the user about this error,
- the user corrects errors,
- repeat actions describe in basic flow

### **3.                   Preconditions**

#### **3.1           log in**



# HR Management Software

## Use Case Specification: participations in company gains

Version <1.0>

### Revision History

Date	Version	Description	Author
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1. Use Case Name
  - 1.1 Brief Description
2. Flow of Events
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  - 2.2 Alternative Flows
3. Preconditions

# Use Case Specification: participation in company gains

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

We use this option, when we want operating participation in company gains.

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option “participation in company gains”,
- HRMS prompts the personnel for determine participation in company gains for individual people or for display data,
- if the personnel choose first option, the personnel indicates require data,
- HRMS display in graph form and saves the data in the database

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *bad data*

This occurs if the user indicates bad data.

- HRMS informs the user about this error,
- the user correct errors,
- repeat actions describe in basic flow

## 3. Preconditions

### 3.1 log in

# HR Management Software

## Use Case Specification: adding new training

Version <1.0>

### Revision History

Date	Version	Description	Author
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  - 2.1 Basic Flow
  - 2.2 Alternative Flows
3. Preconditions

# Use Case Specification: adding new training

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

We use this option, when we want to add a new training.

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option “adding new training”,
- HRMS prompts the personnel for name of the new training,
- the personnel indicates data,
- HRMS prompts the personnel for duration of the new training,
- the personnel indicates data,
- HRMS prompts the personnel for employees involved in training,
- the personnel indicates data,
- HRMS saves the data in the database

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *training exist*

This occurs if training actually exist in the database.

- check correctness of the data,
- repeat actions describe in basic flow or ignore

## 3. Preconditions

### 3.1 log in

# HR Management Software

## Use Case Specification: editing existing training

Version <1.0>

### Revision History

Date	Version	Description	Author
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3. Preconditions

# Use Case Specification: editing existing training

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

We use this option, when we want to modify existing training.

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option “editing existing training”,
- HRMS prompts the personnel for name of the new training,
- the personnel indicates data,
- HRMS prompts the personnel for duration of the new training,
- the personnel indicates data,
- HRMS prompts the personnel for employees involved in training,
- the personnel indicates data,
- HRMS saves the data in the database

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

## 3. Preconditions

### 3.1 log in

# HR Management Software

## Use Case Specification: generating forms for ZUS

Version <1.0>

### Revision History

Date	Version	Description	Author
14/04/2014	1.0	all	Szymon Wójcik

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1. Use Case Name
  - 1.1 Brief Description
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3. Preconditions

# Use Case Specification: generating forms for ZUS

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

We use this option, when we want to generate form for ZUS.

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option “generating forms for ZUS”,
- HRMS prompts the personnel for address(electronic or physical) of ZUS department,
- the personnel indicates this address,
- HRMS prompts the personnel for employee data,
- the personnel indicates the data,
- HRMS generate form and saves address of ZUS department,
- HRMS prompts the personnel for send the form to ZUS,
- the personnel confirm

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *wrong employee data*

This occurs if the user indicates wrong data.

- correctness the data,
- if employee does not exist, use option “entering new employee data”,
- repeat actions describe in basic flow

#### 2.2.3 *wrong address of ZUS department*

This occurs if the user indicates wrong address.

- correctness the data,
- repeat actions describe in basic flow



### **3.                   Preconditions**

#### **3.1           log in**

# HR Management Software

## Use Case Specification: generating forms for US

Version <1.0>

### Revision History

Date	Version	Description	Author
14/04/2014	1.0	all	Szymon Wójcik

### Table of Contents

1. Use Case Name
  - 1.1 Brief Description
2. Flow of Events
  - 2.1 Basic Flow
  - 2.2 Alternative Flows

# Use Case Specification: generating forms for US

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

We use this option, when we want to generate form for US.

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option “generating forms for US”,
- HRMS prompts the personnel for address(electronic or physical) of US department,
- the personnel indicates this address,
- HRMS prompts the personnel for require data (company data, CIT, PIT for employees, etc.),
- the personnel indicates the data,
- HRMS generate form and saves address of US department,
- HRMS prompts the personnel for send the form to US,
- the personnel confirm

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *wrong data*

This occurs if the user indicates wrong data.

- correctness the data,
- repeat actions describe in basic flow

#### 2.2.3 *wrong address of US department*

This occurs if the user indicates wrong address.

- correctness the data,
- repeat actions describe in basic flow



# HR Management Software

## Use Case Specification: generating forms for GUS

Version <1.0>

### Revision History

Date	Version	Description	Author
14/04/2014	1.0	all	Szymon Wójcik

### Table of Contents

1. Use Case Name
  - 1.1 Brief Description
2. Flow of Events
  - 2.1 Basic Flow
  - 2.2 Alternative Flows

# Use Case Specification: generating forms for GUS

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: personnel

We use this option, when we want to generate form for GUS.

## 2. Flow of Events

### 2.1 Basic Flow

- the personnel choose option “generating forms for GUS”,
- HRMS prompts the personnel for address(electronic or physical) of GUS department,
- the personnel indicates this address,
- HRMS prompts the personnel for require data,
- the personnel indicates the data,
- HRMS generate form and saves address of GUS department,
- HRMS prompts the personnel for send the form to GUS,
- the personnel confirm

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *wrong employee data*

This occurs if the user indicates wrong data.

- correctness the data,
- repeat actions describe in basic flow

#### 2.2.3 *wrong address of GUS department*

This occurs if the user indicates wrong address.

- correctness the data,
- repeat actions describe in basic flow

# HR Management Software

## Use Case Specification: reporting the presence at workplace

Version <1.0>

### Revision History

Date	Version	Description	Author
14/04/2014	1.0	all	Szymon Wójcik

### Table of Contents

1. Use Case Name
  - 1.1 Brief Description
2. Flow of Events
  - 2.1 Basic Flow
  - 2.2 Alternative Flows
3. Preconditions

# Use Case Specification: reporting the presence at workplace

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: employee

We use this option, when we want to report the presence at workplace.

## 2. Flow of Events

### 2.1 Basic Flow

- the employee choose option “reporting the presence at workplace”,
- HRMS prompts the employee for start work,
- the employee signing correct answer,
- HRMS prompts the employee for sign hour of start work,
- the employee indicates correct answer,
- HRMS saves changes in the database

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *wrong hour*

This occurs if the employee indicates wrong hour of start work.

- HRMS informs the employee about wrong hour of start work,
- HRMS indicates current time as default,
- the employee confirm change,
- HRMS saves the change in the database

## 3. Preconditions

### 3.1 log in



# HR Management Software

## Use Case Specification: reporting leaving of workplace

**Version <1.0>**

### Revision History

Date	Version	Description	Author
14/04/2014	1.0	all	Sandra Lewandowska

### Table of Contents

1. Use Case Name
  - 1.1 Brief Description
2. Flow of Events
  - 2.1 Basic Flow
  - 2.2 Alternative Flows
3. Preconditions
4. Post Conditions

# Use Case Specification: reporting leaving of workspace

## 1. Use Case Name

### 1.1 Brief Description

Scope: system

Primary actor: employee

We use this option, when we want to report the leaving of workplace.

## 2. Flow of Events

### 2.1 Basic Flow

- the employee choose option “reporting leaving of workplace”,
- HRMS prompts the employee for end work,
- the employee signing correct answer,
- HRMS prompts the employee for sign hour of end work,
- the employee indicates correct answer,
- HRMS saves changes in the database

### 2.2 Alternative Flows

#### 2.2.1 *no connection with the database*

This occurs if connection with database is broken.

- HRMS informs employee about no connection with the database system,
- report a problem with the network administrator and wait for repair,
- repeat actions describe in basic flow

#### 2.2.2 *wrong hour*

This occurs if the employee indicates wrong hour of start work.

- HRMS informs the employee about wrong hour of end work,
- HRMS indicates current time as default,
- the employee confirm change,
- HRMS saves the change in the database

**3.                   Preconditions**

**3.1           log in**

**4.                   Post Conditions**

**4.1           log out**

# HR Management Software

## Use Case Specification: applying for holiday

Version <1.0>

### Revision History

Date	Version	Description	Author
14/04/2014	1.0	all content	Wojciechowski Piotr

### Table of Contents

1. Use Case Name
  - 1.1 Brief Description
2. Flow of Events
  - 2.1 Basic Flow
  - 2.2 Alternative Flows
3. Preconditions

# Use Case Specification: applying for holiday

## 1. Use Case Name

### 1.1 Brief Description

Scope: System

Actor: Employee

This feature's purpose is to allow employee to add holiday request to the system with all needed details, like date.

## 2. Flow of Events

### 2.1 Basic Flow

- employee starts planner module
- employee runs applying for holiday option
- employee fill needed data in a form
- employee submit the form
- all data from form is processed and added to main database
- administrators and HR personnel now are able to generate adequate application

### 2.2 Alternative Flows

#### 2.2.1 *Not completely filled form*

- employee starts planner module
- employee fill some, but not all data in a form
- employee submit the form
- program returns error information and suggest to complete forms

#### 2.2.2 *Employee has no more available vacation days*

- employee starts planner module
- employee fill all data in a form
- employee submit the form
- program checks if user has enough vacation days and returns error information

## 3. Preconditions

### 3.1 employee account exists on server

Employee has access to his account with valid authentication data.

### 3.2 server application is working correctly

Server is powered on and software works properly

# HR Management Software

## Use Case Specification: reporting of compensation

Version <1.0>

### Revision History

Date	Version	Description	Author
14/04/2014	1.0	all content	Wojciechowski Piotr

### Table of Contents

1. Reporting compensation
  - 1.1 Brief Description
2. Flow of Events
  - 2.1 Basic Flow
  - 2.2 Alternative Flows
3. Preconditions

# Use Case Specification: reporting of compensation

## 1. Reporting of compensation

### 1.1 Brief Description

Scope: System

Actor: Employee

This feature's purpose is to create adequate report of compensation for chosen employee. Employee is submitting all needed data.

## 2. Flow of Events

### 2.1 Basic Flow

- employee starts compensation module
- employee fill needed data in a form
- employee submit the form
- all data from form is processed and added to main database
- administrators and HR personnel is able to generate adequate application

### 2.2 Alternative Flows

#### 2.2.1 *Not completely filled form*

- employee starts compensation module
- employee fill some, but not all data in a form
- employee submit the form
- program returns error information and suggest to complete forms

## 3. Preconditions

### 3.1 employee account exists on server

Employee has access to his account with valid authentication data.

### 3.2 server application is working correctly

Server is powered on and software works properly