**Stakeholders & Onion Diagram**

1. Employees.
2. Managers and Supervisors.
3. Human Resources (HR) Department.
4. IT Department.
5. Payroll and Accounting.
6. Senior Leadership

Senior Leadership.

Payroll and Accounting.

(HR) Department.

IT Department.

Managers and Supervisors.

**User stories**

1. Employee :

* **As an** employee, **I want** to be able to view my personal information in the system **so that** I can ensure that it is accurate and up-to-date.
* **As an** employee, **I want** to be able to track my time and attendance in the system **so that** I can ensure that I am accurately paid for my work hours.
* **As an** employee, **I want** to be able to submit feedback and suggestions to my manager in the system **so that** I can share my ideas and contribute to the success of the team and the organization.

1. Managers and Supervisors :

* **As a** manager, **I want** to be able to view and update my team's performance goals and metrics in the system **so that** I can track their progress and provide feedback and coaching.
* **As a** supervisor, **I want** to be able to assign tasks and projects to my team members in the system **so that** I can manage their workload and ensure that projects are completed on time.
* **As a** manager**, I want** to be able to view my team's time and attendance data in the system **so that** I can ensure that they are following the company's attendance policies.
* **As a** manager, **I want** to be able to generate reports and analyze data on my team's productivity and performance in the system **so that** I can make informed decisions about resource allocation and process improvements.

1. (HR) Department :

* **As an** HR specialist, **I want** to be able to manage employee benefits and payroll information in the system **so that** I can ensure that employees are receiving the appropriate compensation and benefits.
* **As an** HR manager, **I want** to be able to manage the employee offboarding process in the system **so that** I can easily collect company property and exit interviews, and ensure that access to systems and data is revoked in a timely manner.
* **As an** HR manager, **I want** to be able to access employee performance data in the system **so that** I can provide feedback and coaching to managers, and identify training and development needs.

1. Payroll and Accounting :

* **As an** accountant, **I want** to be able to manage and reconcile bank transactions in the system **so that** I can ensure that the company's financial records are accurate.
* **As a** payroll administrator, **I want** to be able to manage and process employee tax information in the system **so that** tax returns are accurately filed and employees are accurately withheld and paid
* **As an** accountant, **I want** to be able to manage and generate financial reports in the system **so that** I can analyze financial performance and inform strategic decision making.

**Requirements**

1. Employee

Functional requirements :

* Access to personal information.
* Ability to submit time and attendance data.
* Ability to view pay stubs and other compensation information.
* Can update personal information.

Non-Functional requirements :

* Usability
* Security
* Privacy

Technical requirements:

* Compatibility with various devices and operating systems .
* Ability to integrate with other systems .

1. Managers and supervisors

Functional requirements:

* Access to team member information.
* Ability to set and track performance goals.
* Assign and manage tasks and projects.

Non-Functional requirements :

* Usability.
* Security.
* Privacy.
* performance.

Technical requirements:

* Ability to scale to accommodate large teams and complex data sets.
* Compatibility with various devices and operating systems.
* Integrate with other systems (e.g. time and attendance, payroll).

1. HR department

Functional requirements:

* Manage recruitment and onboarding process.
* Access to employee information.
* Generate HR metrics and reports.

Non-Functional requirements:

* Usability.
* Security.
* Privacy.
* Performance.

Technical requirements:

* Ability to scale to accommodate large number of employees and complex data sets.

1. Payroll and accounting

Functional requirements:

* Ability to process payroll.
* Manage and process accounts payable and receivable.
* Generate financial reports.

Non-Functional requirements:

* Usability.
* Security.
* Privacy.
* Accuracy.

Technical requirements

* Ability to integrate with other systems.

**Use case diagram**

**Diagram

Description automatically generated**

**Use-case Scenario**

|  |  |  |
| --- | --- | --- |
| **Number** | 01 | |
| **Name** | Apply leave | |
| **Summary** | An employee can apply for leaves | |
| **Priority** | 04 | |
| **Preconditions** | The employee must have available leave days to apply for | |
| **Postconditions** | The employee may receive a notification or confirmation that their leave request has been received and is being reviewed. | |
| **Primary Actor(s)** | Employee | |
| **Trigger** | Employee has three casual leave for a month. | |
| **Main Scenario** | **Step** | **Action** |
|  | 1 | logs into the employee management system using her login credentials. |
|  | 2 | Navigating to the leave application page. |
|  | 3 | Selecting the leave type and date. |
|  | 4 | Check the leaves are available. |
|  | 5 | Submits the leave application through the system. |
|  | 6 | Leave application is now in the system, awaiting approval from her manager or supervisor. |
|  | 7 | Receiving approval. |
|  | 8 | takes her approved leave and enjoys her time off, knowing that her leave was approved and accounted for in the company's system. |
| **Extensions** | **Step** | **Branching Action** |
|  | 4a | if exceed three leave in a month, you can't apply leave more. |