ID: UC-001

Use case name: Record Employee Attendance

Primary Actor: Employee, Manager

Supporting Actor: System

Preconditions: The employee is scheduled to work.

Postconditions: The employee's attendance record is updated in the system.

Main Success Scenario:

1. The employee arrives at the workplace.
2. The employee logs into the attendance recording system.
3. The manager marks the employee's attendance.
4. The employee begins work.

Extensions:

2a. If the employee encounters technical issues while logging in:

1. The employee notifies the manager.
2. The manager manually records the employee attendance.

2b. If the employee forgets to log in:

1. The manager is alerted to the missing entry.
2. The manager manually records the employee's entry time.

ID: UC-002

Use case name: View Attendance History

Primary Actor: Manager

Supporting Actor: System

Preconditions: Manager has valid credentials, and the attendance records are available in the system.

Postconditions: Manager views the selected employee's attendance history.

Main Success Scenario:

1. Manager logs in to the attendance management system.
2. The system validates the credentials and grants access.
3. Manager selects the "View Attendance History" option.
4. The system presents a list of employees.
5. Manager selects a specific employee.
6. The system retrieves and displays the attendance history of the selected employee.

Extensions:

2a. Invalid Credentials:

1. If the entered credentials are invalid, the system notifies the Manager and prompts them to enter valid credentials.
2. Return to step 3.

4a. No Employees Listed:

1. If there are no employees in the list, the system notifies the Manager that there are no records available.

ID: UC-003

Use case name: Manage Employee Leaves

Primary Actor: Manager, Employee

Supporting Actor: System

Preconditions: An employee has requested time off.

Postconditions: The employee's absence/leave is accurately reflected in the attendance system.

Main Success Scenario:

1. The employee submits a leave request to the manager.
2. The manager reviews and approves the request.
3. The attendance database is updated to reflect the approved absence.

Extensions:

2a. If the leave request is denied:

1. The HR manager communicates the decision to the employee.
2. The employee's attendance record remains unchanged.

2b. If the employee fails to submit a leave request:

1. The manager follows up with the employee to address the absence.
2. The absence is recorded as unauthorized in the attendance system.