

Number	Use Case #03	
Use Case Name:	Create Payroll Record	
Actor(s):	Admin	
Basic Flow:	Actor Action	System Response
	<p>Step 1: Admin Logins in the system.</p> <p>Step 4: The Admin will click the <i>“Menu”</i> from the tab <i>in the system</i>.</p> <p>Step 6: The Admin will click the <i>“Payroll Records”</i> from the left corner of the <i>“Records”</i> Menu</p> <p>Step 8: The Admin will click the <i>“Create Employees Payroll”</i> from the right corner of the <i>Employee’s page</i>.</p> <p>Step 10: Admin Select a payroll from the dropdown menu.</p>	<p>Step 2: System will verify the login.</p> <p>Step 3: System displays the profile page.</p> <p>Step 5: System displays the menu page.</p> <p>Step 7: System displays the Employee page.</p> <p>Step 9: The system will display the create page of employee.</p>

	<p>Step 11: Admin select an Employee from the dropdown menu</p> <p>Step 12: Admin will click the create button to create the <i>Payroll Records</i></p>	<p>Step 13: System updates the database.</p>
Alternative Flow	<p>1. At Step 10:</p> <p>If the Admin does not want to choose from the dropdown menu of payroll number.</p> <p>2. At Step 11:</p> <p>If the admin does not want to choose from the dropdown menu of Employee.</p> <p>3. At Step 10 & 11</p> <p>If user missed all to fill out a required field/s</p>	<p>System Displays an error message</p> <p>Please fix the following input errors:</p> <ul style="list-style-type: none"> Payroll Number cannot be blank. <p>System Displays an error message</p> <p>Please fix the following input errors:</p> <ul style="list-style-type: none"> Employee cannot be blank. <p>System Displays an error message</p>

	<p>4. At Step 10:</p> <p>If the admin want to re-select from dropdown menu of the payroll number, just click the payroll number's dropdown.</p> <p>5. At Step 11:</p> <p>If the admin want to re-select from dropdown menu of the Employee, just click the Employee's dropdown.</p>	<p>Please fix the following input errors:</p> <ul style="list-style-type: none"> • Payroll Number cannot be blank. • Employee cannot be blank. <p>System will display the dropdown menu of Payroll Number.</p> <p>System will display the dropdown menu of Employee.</p>
Pre-condition	User is logged in as Admin.	
Post-condition		
Special Requirements	Fields required: <i>"Payroll Number"</i> and <i>"Employee"</i> .	

Number	Use Case #05	
Use Case Name:	New Personnel Claim Amount	
Actor(s):	Admin	
Basic Flow:	Actor Action	System Response
	<p>Step 1: Admin Logins in the system.</p> <p>Step 4: The Admin will click the <i>"Menu"</i> from the tab <i>in the system</i>.</p> <p>Step 6: The Admin will click the <i>"Transaction"</i> from the left corner of the <i>"Claim Transaction"</i> Menu</p> <p>Step 8: The Admin will click <i>"Mange Transaction"</i> Menu from right corner.</p> <p>Step 10: The Admin will click edit <i>"like a pencil"</i> in <i>"Mange Transaction"</i> page</p>	<p>Step 2: System will verify the login.</p> <p>Step 3: System displays the profile page.</p> <p>Step 5: System displays the menu page.</p> <p>Step 7: System displays the Transaction page.</p> <p>Step 9: System displays the Mange Transaction page.</p>

	<p>Step 12: User updates field/s.</p> <p>Step 13: User clicks the <i>"Save" button</i>.</p>	<p>Step 11: The System will display the update transaction of employee.</p> <p>Step 14: System redirects user to the <i>"Transaction"</i>.</p> <p>Step 15: System updates the database.</p>
Alternative Flow	<p>1) At Step 10:</p> <p>Admin will click the back button.</p> <p>2) At Step 12:</p> <p>If the user missed to fill out a required field/s.</p>	<p>System ignores changes and redirects user to <i>"Manage Transaction List"</i>.</p> <p>System will Display an error Message.</p>
Pre-condition	User is logged in as Admin.	
Post-condition	User updates selected file/s	
Special Requirements	Fields required: <i>"Transaction Number"</i> , <i>"Payroll Number"</i> , <i>"Employee"</i> , <i>"Particular"</i> , <i>"Status"</i> , <i>"Period From"</i> , <i>"Period to"</i> , <i>"Department"</i> , <i>"Date Received"</i> , <i>"Date Submitted"</i> and <i>"Amount"</i>	