**Employee Leave Management System**

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| **1.Use Case Name** | **Login** |
| Description | A user login into the system to perform their job. |
| Actors | Employee, Manager, HR, System Admin. |
| Pre-Condition | User devices must be connected to the internet. |
| Post-Condition | After successful login, actors can see their dashboard and action menu based on their role. |
| Main Scenarios | 1. Enter Username and Password. 2. Validate Username and Password. 3. Show the Dashboard based on user role. |
| Extensions | 1. Invalid Username - System shows an error message. 2. Invalid Password - System shows error message. 3. No more associated with the company |

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| **2. Use Case Name** | **Change Password** |
| Description | A user can change their login password. |
| Actors | Employee, Manager, HR, System Admin. |
| Pre-Condition | Users must login into the system with valid credentials. |
| Post-Condition | User password will change and in subsequent login users should use the new password to login into the system. |
| Main Scenarios | 1. Login into the system 2. Click on the menu link ‘Change Password’. 3. Fill the required information. 4. Submit the changed password. |
| Extensions | 1. Password rules may not match.user must enter the new password by following the rules for the security purpose. |

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| **3. Use Case Name** | **Profile Change** |
| Description | A user can change their profile information like Address, and Mobile Number. Users should not be allowed to change their email address. |
| Actors | Employee, Manager, HR, System Admin. |
| Pre-Condition | Users must login into the system with valid credentials. |
| Post-Condition | Profile change will update in the next pay stub. |
| Main Scenarios | 1. Login into the system 2. Click on menu link ‘Account’ 3. Fill the required information. 4. Submit the form. |
| Extensions | 1. Updates may not be saved to the database. Developer will fix the issue. |

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| **4. Use Case Name** | **Manage Holidays** |
| Description | Shows all the holidays list in the current year. |
| Actors | HR, System Admin. |
| Pre-Condition | Users must login into the system with valid credentials and the user must be HR, System Admin. |
| Post-Condition | All the listed holidays will be displayed to all the employees. |
| Main Scenarios | 1. Login into the system 2. Click on menu link ‘Manage Holidays’ in the menu’ 3. Shows all the holidays list in tabular format with edit and delete buttons for each record. |
| Extensions | 1. Holidays list may not display. Developer will fix the issue. |

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| **5. Use Case Name** | **Add Holiday** |
| Description | HR or System Admin will create a new record for a holiday for a certain day(s). |
| Actors | HR, System Admin. |
| Pre-Condition | User must login into the system with valid credentials and user must be HR or System Admin |
| Post-Condition | Listed holiday will be displayed to all the employees and these day(s) will be exclude if any employee applied for leave |
| Main Scenarios | 1. Login into the system. 2. Click on menu link ‘Create Leave Type’ 3. Fill the required information. 4. Submit the Leave Type. |
| Extensions | 1. Data is not saved to the database. Developer will fix the issue. |

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| **6. Use Case Name** | **Manage Leave Types** |
| Description | Shows all the leave types like Sick, Casual, Maternity etc. Users can edit or delete the existing list. |
| Actors | HR, System Admin |
| Pre-Condition | Users must login into the system with valid credentials, users must be HR or System Admin. |
| Post-Condition | List will be available to all the employees while they apply for leave. |
| Main Scenarios | 1. Login into the system. 2. Click the ‘Manage Leave Types’ link in the menu. 3. Shows all the leave types list in a tabular format with action buttons like Edit, Delete for each leave type. |
| Extensions | 1. Leave types list may not display.   Developer will fix the issue. |

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| **7. Use Case Name** | **Add Leave Type** |
| Description | HR or System Admin will create a new record for leave type. |
| Actors | HR, System Admin. |
| Pre-Condition | User must login into the system with valid credentials and user must be HR or System Admin |
| Post-Condition | Leave type will be available to the leave requester while applying the leave to select what type of leave is applying. |
| Main Scenarios | 1. Login into the system. 2. Click on menu link ‘Create Leave Type’ 3. Fill the required information. 4. Submit the Leave Type. |
| Extensions | 1. Data is not saved to the database. Developer will fix the issue. |

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| **8. Use Case Name** | **Manage Employees** |
| Description | Shows all the employees for HR or System Admin to edit or delete an employee with a search option. |
| Actors | HR, System Admin |
| Pre-Condition | Actors must be logged into the system with valid credentials, users must be HR or System Admin. |
| Post-Condition | Actors can select an employee and perform edit or delete. |
| Main Scenarios | 1. Login into the system. 2. Click the ‘Manage Employees’ link in the menu. 3. Shows all the employees list in a tabular format with edit and delete buttons for each employee. |
| Extensions | 1. Employee list may not display.   Developer will fix the issue. |

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| **9. Use Case Name** | **Create Employee** |
| Description | HR or System Admin will create a new record for the newly joined employee to manage leaves. |
| Actors | HR, System Admin |
| Pre-Condition | Users must be logged into the system with valid credentials and users must be HR or System Admin. |
| Post-Condition | Create a database record and notify the login details to newly joined employees. |
| Main Scenarios | 1. Login into the system. 2. Click the ‘Manage Employees’ link in the menu and click ‘Create Employee’ link. 3. Fill the newly joined employee information like First Name, Last Name, Email Address and Password, Address, Mobile Number and role etc. 4. Submit the filled information to the database. 5. Notify the employee about login details through email. |
| Extensions | 1. An employee is already available with the same Email Address. Email address needs to change for the new employee. |

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| **10. Use Case Name** | **Delete Employee** |
| Description | HR or System Admin will delete an employee record if an employee left the organization. |
| Actors | HR, System Admin |
| Pre-Condition | Users must be logged into the system with valid credentials and users must be HR or System Admin. |
| Post-Condition | Deletes all the information regarding the deleted employee. |
| Main Scenarios | 1. Login into the system. 2. Click the ‘Manage Employees’ link in the menu. 3. Find the employee. 4. Click the ‘Delete’ button. |
| Extensions | 1. Employee information may show in different functions. Developer needs to find dependencies and fix the issue. |

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| **11. Use Case Name** | **Apply Leave** |
| Description | An employee will apply for the leave for a certain date. |
| Actors | Employee, Manager, HR, System Admin |
| Pre-Condition | Users must login into the system with valid credentials. |
| Post-Condition | Sends a notification to the actor manager and the status is pending. |
| Main Scenarios | 1. Login into the system 2. Click on menu link ‘Apply Leave’ 3. Fill the required information. 4. Submit the Leave request. |
| Extensions | 1. Form is not loaded properly. Developer will fix the issue. 2. Notification not sent to the actor manager. Developer will fix the issue. |

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| **11. Use Case Name** | **My Leaves** |
| Description | An employee can see all his/her leaves for the current year. |
| Actors | Employee, Manager, HR, System Admin |
| Pre-Condition | Users must login into the system with valid credentials. |
| Post-Condition | An employee can edit the pending leaves. |
| Main Scenarios | 1. Login into the system 2. Click on menu link ‘My Leaves’ 3. Displays all leave for that employee. |
| Extensions | 1. Employees may not see the completed leaves. |

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| **13. Use Case Name** | **Manage Pending Leaves** |
| Description | Manager can see all the pending requested leaves that come under him/her. |
| Actors | Manager |
| Pre-Condition | Users must login into the system with valid credentials and users should have privilege to handle leaves. |
| Post-Condition | Actors can check each request from the employees. |
| Main Scenarios | 1. Login into the system with valid credentials. 2. Click the ‘Pending Request Leaves’ link in the menu. 3. Display all pending request leaves in a tabular format. |
| Extensions | 1. Actors don't see any requests if no one applied for the leaves. |

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| **14. Use Case Name** | **Leave Approve/Reject** |
| Description | Manager will check the received leave request and approve/reject based on the decision. |
| Actors | Manager |
| Pre-Condition | Users must login into the system with valid credentials. |
| Post-Condition | Leave status will update and notify the employee. |
| Main Scenarios | 1. Login into the system with valid credentials. 2. Check the received notifications for the requested leaves. 3. Click the click here link to see the complete request information. 4. Verify the employee information like available leaves and other information. 5. Based on the decision to approve or reject the leave request. |
| Extensions | 1. System may not update the status properly in the database. Developer will check the issue and address it. |

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| **15. Use Case Name** | **Employee Leave Report** |
| Description | HR can generate monthly employees leave reports. |
| Actors | HR |
| Pre-Condition | Users must login into the system with valid credentials and the user must be HR. |
| Post-Condition | Report will help to calculate the employee's salary. |
| Main Scenarios | 1. Login into the system with valid credentials. 2. Click the ‘Generate Employee Report’ link in the menu. 3. Select month. 4. Generates all the employees' leave reports. |
| Extensions | 1. Report may not generate. |