|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Use Case Name:** Check-In/Check-Out for employee | | | **ID:** UC-3 | | **Priority:**High | |
| **Brief Description:**  This use case describes how the employee will be given the option of checking in for a scheduled shift or checking out at the end of their day. | | | | | | |
| **Actor:** Employee | | | | | | |
| **Trigger:** Employee wishes to clock-in or clock-out.  **Type**  **External** ◻ Temporal | | | | | | |
| **Preconditions:**   1. Employee must be present at a sign-in terminal 2. Employee must be scheduled for a shift or otherwise authorized to work that day. 3. Employee must be in the system (Have personal information stored in system.) | | | | | | |
| **Normal Course**   1. Employee authenticates at sign in terminal 2. System confirms authentication, notifies user    1. If correct, process continues.    2. If incorrect, process repeats from step one. 3. The system will check to see if the user is scheduled. 4. User selects from one of three options    1. If selects “Punch-In”, timekeeping for the shift will begin    2. If selects “Punch-Out”, timekeeping will end, and shift time will be recorded.    3. If selects “View time-to-date”, system will display total number of hours worked from last pay period to current date. | | | | **Information for Steps**  <---------Employee auth.  --------->Confirmed Auth.  --------->Schedule Request  ←-------Schedule  <--------- Employee Time  ←------- Time-to-Date Request  <--------- Employee Time-to-Date  ---------> Employee Time-to-date | | |
| **Alternative Course(s):**  3.2a. If employee is late, timekeeping will begin, and a flag will be added to their log for manager confirmation/approval. The system will log the time the employee was late and will add it to their record. | | | | | | |
| **Exceptions:**  3.2a If employee is not scheduled or authorized to work for that day, system will notify user and will not allow to punch-in. | | | | | | |
|  | | | | | | |
| **Summary:**  **Inputs Source Outputs Destination** | | | | | | |
| 1. Employee Auth.  2. Employee Time  3. Employee Time-to-date  4. Schedule  5. Time-to-Date Request | 1.Employee  2. Employee Punch-Out  3.Time-record database  4. Schedule Database  5. Employee | 1.Confirmed Auth.  2.Employee Time  3.Employee Time-to-date  4. Schedule Request | | | | 1.Employee  2.Time Record-Database  3.Employee  4. Schedule Database |