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| **Use Case Name:** Generate Pay Period Report | | | **ID:** UC-5 | | **Priority:** High | |
| **Brief Description:**  This use case describes how the system will create a bi-weekly report that shows how many and what type of hours employees have worked during the pay period, as well as their gross pay for the period. | | | | | | |
| **Actor:** Manager | | | | | | |
| **Trigger:** Pay Period coming to an end  **Type** ◻ External x Temporal | | | | | | |
| **Preconditions:**  1. Employees must have punched in and out for the past pay period  2. Daily log report must have been completed  3. All hour wages have been specified | | | | | | |
| **Normal Course**  1. System will query all daily reports in order to generate hours worked 2. System will sort all hours, and will calculate the classification of earnings based upon employee records. (Overtime, Vacation, Regular time, etc...) 3. System will present the bi-weekly report with hours worked and gross pay for each employee. 4. Manager approves bi-weekly report. 5. The system takes the confirmed report, and forwards it to the payroll company. | | | | **Information for Steps**  <-------- Queried Information    <--------Employee Records  --------->Pay Period Report  <-------- Report Confirmation  --------->Confirmed Report | | |
| **Postconditions:**  1. The confirmed report is sent to the payroll company. 2. The confirmed report is logged for internal records. | | | | | | |
| **Summary:**  **Inputs Source Outputs Destination** | | | | | | |
| Queried Information  Employee Records  Report Confirmation | Daily Log Database  Employee Database  Manager | Pay Period Report  Confirmed Report | | | | Manager  Payroll Company |