**Text Definition**

**Entity**

* Employee - A person who checks in for a scheduled shift or checks out at the end of their shift
* Manager - A person who oversees the system and be able to manage the employees or edit the schedules.
* Payroll Company - The company that receives pay period report from the system

**Process**

* Managing Employees - describes how managers can alter employee records drawn from the employee database when employee records need to be updated
* Shift Schedule Input - describes how the manager will input the upcoming schedule into the timekeeping system when manager needs to create or change schedule
* Check-in/Check-out for Employees - describes when the employee checks in or checks out, the system will request the time to date from the database and records the employee time to database
* Getting Daily Log Reports - Describes the process where system provides daily log to the manger with managerial confirmation and employee times from time database.
* Generating Pay Period Report - Describe the process of creating 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 when the pay period comes to an end.

**Datestore**

* Employee Records - Stores any updates to employee records like their name, address, position, and etc, and provide employee records upon request.
* Schedule Database - Stores information about employee shift edited from managers and provides employee’s schedules upon request
* Time-Record Database - Stores time of check in and out of employees and provides time and dates of each employees upon request

**Data flow**

* Manager Authentication - Manager provides the managerial access to the system for authentication
* Access Confirmation - The system provide the confirmation if the manager has the access or not
* Search Criteria - Manager gives criteria of employee(s) to the system to look up on database
* Employee Records - Employee Database provides records of employee(s)
* Employee Information - Manager gives updated employee information to the system like employees name, ID, social security, and etc.
* Updated Employee Record - With the given employee information from the manager, the system updates the database
* Schedule Query - Request of employee schedules from the manager
* Employee Schedule - The System retrieve the schedule and presents it to manager
* Edited Schedule - Manager’s input of date, shifts, assigned employees to shift, and any overtime
* Schedule Confirmation - Confirmed input from the manager about the updated schedule
* Employee Authentication - Employee provides the employee access to the system for authentication
* Authentication Confirmation - The system provide the confirmation if the employee has the access or not.
* Employee Time - Employee time of checked in and checked out
* Employee Time-to-date - Total number of hours worked from last pay period to current date
* Daily Log - Information about employees time log by daily
* Managerial Confirmation - Any special case that the manager wants to create Daily Log Report
* Queried Information - System’s requested information on all daily log report for pay period
* Pay Period Report - bi-weekly report with hours worked and gross pay for each employee to managerial use and confirmation.
* Report Confirmation - Confirmed input from the manager about the pay period report
* Confirmed Report - Finalized version of Pay Period Report about employees and their gross pay