**Use Scenario 1: Add Employee to Records**

Manager wants to add an employee.

1. Manager authenticates into the system.
2. Manager will select **Employee Management**
3. Manager will select **Add New Employee** from list of current employees.
4. Manager will add employee information into the system utilizing the New Employee Form
5. Manager will confirm and save employee record.
6. System will add employee records to data store, and will make employee available in scheduling feature.

**Use Scenario 2: Employee Clock-In**

Employee wants to clock-in for their shift.

1. Employee authenticates into the system.
2. Employee will select **Clock-In** from .
3. Employee will input their employee and will verify using biometric scanner.
4. System will confirm to the employee that they have clocked in and begin recording time worked.

**Use Scenario 3: Checking Pay Period Report**

Manager wants to check the weekly report for discrepancies

1. System produces automated report, sends to manager for verification.
2. Manager authenticates with system.
3. Manager selects **Check Period Report**
4. Manager looks for incorrect records or notices of lateness throughout the pay period.
5. Manager makes necessary corrections.
6. Manager confirms pay period report.
7. System sends pay period report to third-party payroll company.