### ****Use Case Specifications****

### ****1. Log Work Hours****

* **Actor**: Employee
* **Description**: Employees can log their work hours for tracking purposes.
* **Preconditions**: Employee must be logged in.
* **Post-conditions**: Work hours are saved in the system.
* **Basic Flow**:
  1. Employee navigates to "Log Hours" page.
  2. Employee enters start and end time.
  3. Employee submits the entry.
  4. System saves the data.
  5. System displays a confirmation message.
* **Alternative Flow**:
  1. If the entry overlaps with an existing record, the system shows an error message.
  2. If required fields are missing, the system prompts the employee to complete them.

### ****2. Approve/Reject Work Hours****

* **Actor**: Manager
* **Description**: Managers approve or reject employee-submitted work hours.
* **Preconditions**: Employee must have submitted hours for approval.
* **Post-conditions**: Hours are approved or sent back for correction.
* **Basic Flow**:
  1. Manager navigates to "Pending Approvals".
  2. Manager reviews employee-submitted work hours.
  3. Manager selects "Approve" or "Reject".
  4. System updates the status accordingly.
  5. Employee is notified of the decision.
* **Alternative Flow**:
  + If hours are rejected, the system asks for a reason and notifies the employee.

### ****3. Generate Reports****

* **Actor**: Employee, Manager
* **Description**: Allows users to generate reports based on work hours.
* **Preconditions**: The user must be logged in.
* **Post-conditions**: A report is generated and displayed.
* **Basic Flow**:
  1. User selects a date range and report type.
  2. User clicks "Generate Report".
  3. System fetches the relevant data.
  4. System displays the report.
* **Alternative Flow**:
  + If no data is found, system displays "No records available".

### ****4. Export Payroll Data****

* **Actor**: HR
* **Description**: Exports payroll data for salary processing.
* **Preconditions**: Approved work hours must be available.
* **Post-conditions**: A payroll file is generated.
* **Basic Flow**:
  1. HR selects a payroll period.
  2. HR clicks "Export Payroll".
  3. System compiles approved work hours into a structured file.
  4. System provides a downloadable file.
* **Alternative Flow**:
  + If no approved hours exist, system displays an error message.

### ****5. Edit Time Entries****

* **Actor**: Employee, Manager
* **Description**: Allows users to edit previously logged work hours.
* **Preconditions**: The user must have an existing entry.
* **Post-conditions**: Updated time entry is saved.
* **Basic Flow**:
  1. User selects an existing entry.
  2. User modifies start/end time.
  3. User clicks "Save".
  4. System updates the entry.
* **Alternative Flow**:
  + If the entry is already approved, system prevents editing.

### ****6. Set Work Schedules****

* **Actor**: Admin
* **Description**: Admins can configure work schedules for employees.
* **Preconditions**: The admin must have the required privileges.
* **Post-conditions**: New schedules are saved.
* **Basic Flow**:
  1. Admin selects an employee.
  2. Admin sets workdays and shift hours.
  3. Admin clicks "Save".
  4. System updates the schedule.
* **Alternative Flow**:
  + If invalid shift times are entered, system prevents submission.

### ****7. Send Notifications****

* **Actor**: System
* **Description**: The system sends reminders and alerts.
* **Preconditions**: Events (e.g., missing time entry) must occur.
* **Post-conditions**: Notifications are sent to relevant users.
* **Basic Flow**:
  1. System checks for pending approvals or missing entries.
  2. System triggers an email or in-app notification.
* **Alternative Flow**:
  + If email sending fails, retry after 10 minutes.

### ****8. Manage Users****

* **Actor**: Admin
* **Description**: Allows admins to add, edit, or remove users.
* **Preconditions**: Admin must be logged in.
* **Post-conditions**: User details are updated.
* **Basic Flow**:
  1. Admin navigates to "User Management".
  2. Admin selects "Add", "Edit", or "Delete".
  3. Admin enters/modifies user details.
  4. System saves changes.
* **Alternative Flow**:
  + If an employee is deleted, their work hours are archived.

