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| Use Case Name: | Update Personal information | |
| Scenario: | Employee or Admin updates Personal Information | |
| Triggering Event: | Generates Employee’s Complete Information | |
| Brief Description: | Admin wants to View Personal details in the PIM module. Then the employee can view or edit the information in the Myinfo tab. | |
| Actors: | Admin, Employee | |
| Related Use Case: | Includes: View employee details. | |
| Stakeholders: | Employee | |
| Preconditions: | Admin should receive employee information via resume or application form | |
| Post conditions: | Employee should exist in the company. | |
| Flow of Activities: | Actor | System |
| 1. Admin receives employees resume and information 2. Creates Employee details 3. HR Employee views Employee personnel details 4. Employee Updates Personal Details | 2.1 Generates employee details  3.1 Updated employee details  4.1 Updated Personal Details |
| Exception Conditions: | If new employee doesn’t exist, then this use case will not add new employee details and will manage existing. | |

Use Case for PIM

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| Use Case Name: | Terminate Employee | |
| Scenario: | Admin will Terminate Employee | |
| Triggering Event: | Terminates Employee from the system | |
| Brief Description: | Admin will terminate specific employee because of resignation or for private reasons | |
| Actors: | Admin, Employee | |
| Related Use Case: | Includes: none | |
| Stakeholders: | Employee | |
| Preconditions: | Employee must be leaving the company for personal reasons | |
| Post conditions: | Employee should exist in the company. | |
| Flow of Activities: | Actor | System |
| 1. Admin searches for Employee’s 2. Admin Terminates specific employee | 1.1 Generates list of Employees  1.1 Employee is Terminated. |
| Exception Conditions: | If employee doesn’t exist, then this use case will not add new employee details and will manage existing. | |

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| Use Case Name: | View Personal Details | |
| Scenario: | Employee or Admin Views Personal Information | |
| Triggering Event: | Generates Employee’s Complete Information | |
| Brief Description: | Admin wants to View Personal details in the PIM module. Then the Employee can view or edit the information in the Myinfo tab. | |
| Actors: | Admin, Employee | |
| Related Use Case: | Includes: Update Personal Information | |
| Stakeholders: | Employee | |
| Preconditions: | Employee Personal Information must be created | |
| Post conditions: | Employee should exist in the company. | |
| Flow of Activities: | Actor | System |
| 1. Admin view specific Employee Personal Information in the PIM module 2. Employee views Employee Personal details in Myinfo tab | 1.1 Generates Personal details  1.1 Generates Personal details |
| Exception Conditions: | If employee doesn’t exist, then this use case will not add new employee details and will manage existing. | |

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| Use Case Name: | Manage Employee Details | |
| Scenario: | Admin Manages Employee Details | |
| Triggering Event: | Generates Employee’s Complete Information | |
| Brief Description: | Admin wants search, delete or add new Employee Personal Information | |
| Actors: | Admin | |
| Related Use Case: | Includes: none | |
| Stakeholders: | Employee | |
| Preconditions: | Must be admin in this process | |
| Post conditions: | none | |
| Flow of Activities: | Actor | System |
| 1. Admin search Employee Personal Information 2. Admin will manage existing Employee details 3. Admin will add new Employee Information | 1.1 Search employee’s   * 1. Deletes Employee Information from database   2. New Employee will be added to the database.   3. New Employee information |
| Exception Conditions: | none | |

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| Use Case Name: | Apply for Leave | |
| Scenario: | Employee applies for leave in the system | |
| Triggering Event: | Update or Create Leave Details | |
| Brief Description: | If there is a pending request form the HR employee for leave the admin will manage or verify leave details. | |
| Actors: | Employee | |
| Related Use Case: | Includes: Manage employee Leave | |
| Stakeholders: | Admin: To verify and manage employee leave details. | |
| Preconditions: | Employee must exist.  Leave types and leave record forms should exist. | |
| Post conditions: | Admin should verify and manage the leave record | |
| Flow of Activities: | Actor | System |
| 1. Employee wants to apply for leave 2. Employee checks leave details 3. Employee inputs new leave record | 2.1 Display record of leaves   * 1. Updated new leave record   4.1 Display updated leave record |
| Exception Conditions: |  | |

Use Case for Leave Module

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| Use Case Name: | Check leave Details | |
| Scenario: | Employee wants to view his/her Leave Details | |
| Triggering Event: | Employee leave inquiry | |
| Brief Description: | or the Admin will check the employee leaves details in the system. | |
| Actors: | Employee | |
| Related Use Case: | None | |
| Stakeholders: | Employee: To View Leave Details | |
| Preconditions: | Employee must exist.  Leave details must be created | |
| Post conditions: | None | |
| Flow of Activities: | Actor | System |
| 1. HR Employee wants to view Leave Details | 1.1 Display record of leaves  2.1 Display updated leave record |
| Exception Conditions: | If leave details is not created, then this use case cannot display leave details. | |

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| Use Case Name: | Assign Leave | |
| Scenario: | Admin assigns leave for Employees | |
| Triggering Event: | Leave details updates | |
| Brief Description: | Admin will assign employees leaves. | |
| Actors: | Admin | |
| Related Use Case: | Includes: Manage Leave Details | |
| Stakeholders: | Employee: Receive updated or new Leave details | |
| Preconditions: | Admin must exist.  Leave information must be created | |
| Post conditions: | None | |
| Flow of Activities: | Actor | System |
| 1. Admin will view Leave Details 2. Admin will create Leave and assign to specific Employees | 1.1 Generates Leave Details   * 1. New Leave Details Created.   2. Updated to the HR employee Account. |
| Exception Conditions: | If specific Employee doesn’t exist Admin cannot assign leave records. | |

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| Use Case Name: | Manage Leave details | |
| Scenario: | Admin Manages Leave details for Employees | |
| Triggering Event: | Configure Leave Entitlements and details | |
| Brief Description: | Admin will manage or update leave configuration | |
| Actors: | Admin | |
| Related Use Case: | Includes: none | |
| Stakeholders: | Employee: Receive updated or new Leave details | |
| Preconditions: | Admin must exist.  Leave information must be created | |
| Post conditions: | None | |
| Flow of Activities: | Actor | System |
| 1. Admin will configure Leave Entitlements 2. Admin will update Leave details and configuration 3. Admin will approve, cancel or reject leaves | 1.1 Update Leave Entitlements  2.1 Updated Leave details and configuration.  3.1 |
| Exception Conditions: | None | |