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| Use Case Name: | Admin wants to manage Employee Details | |
| Scenario: | Manage employee details | |
| Triggering Event: | Generates Employee’s Complete Information | |
| Brief Description: | Admin wants to add or create new Employee details. Then the HR employee can view or edit the information in the system. | |
| Actors: | Admin, HR Employee | |
| Related Use Case: | Includes: View employee details. | |
| Stakeholders: | HR Employee | |
| Preconditions: | HR 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 | 2.1 Generates employee details  3.1 Updated employee details |
| Exception Conditions: | If new 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: | Admin wants to manage HR employee leaves | |
| Scenario: | Admin manages Employee leaves | |
| Triggering Event: | Employee leave record | |
| Brief Description: | If there is a pending request form the HR employee for leave the admin will manage or verify leave details. | |
| Actors: | Admin, HR Employee | |
| Related Use Case: | Includes: Manage employee leave details | |
| Stakeholders: | Admin: To verify and manage HR employee leave details. | |
| Preconditions: | HR 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. HR Employee wants to apply for leave 2. HR Employee checks leave details 3. HR Employee inputs new leave record 4. Admin verifies and manage leave record | 2.1 Display record of leaves   * 1. Updated new leave record   4.1 Display updated leave record |
| Exception Conditions: |  | |

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| Use Case Name: | HR Employee wants to apply for leave | |
| Scenario: | HR Employee applies for leave | |
| Triggering Event: | Employee leave inquiry | |
| Brief Description: | Admin will check the employee leaves details in system. | |
| Actors: | Admin, HR Employee | |
| Related Use Case: | Includes: Admin wants to manage HR employee leaves | |
| Stakeholders: | HR Employee: To apply for leave  Admin: Manages and verifies leave details | |
| Preconditions: | HR Employee must exist.  Leave details must be created | |
| Post conditions: | None | |
| Flow of Activities: | Actor | System |
| 1. HR Employee wants to apply for leave 2. HR Employee checks leave details 3. HR Employee inputs new leave record 4. Admin verifies and manage leave record | 2.1 Display record of leaves   * 1. Updated new leave record   4.1 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: | HR Employee wants to View Employee Personnel Information | |
| Scenario: | Employee Details | |
| Triggering Event: | Employee Inquiry | |
| Brief Description: | Employee will view the 201 or Employee Personnel Information | |
| Actors: | Admin, Employee | |
| Related Use Case: | Includes: Manage Employee Personnel Information | |
| Stakeholders: | Employee: To view Employee Personnel information  Admin: Manage Employee Information | |
| Preconditions: | Admin must exist.  Employee information must be created | |
| Post conditions: | None | |
| Flow of Activities: | Actor | System |
| 1.HR Employee will view Employee Personnel Information   1. Admin will manage employee information | 1.1 Generates Employee Personnel information  2.1 Display Employee Personnel information |
| Exception Conditions: |  | |