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| Use Case Name: | Manage employee details | |
| Scenario: | Admin wants to create employee details | |
| Triggering Event: | Generates Employee’s Complete Information | |
| Brief Description: | Admin wants to add or create new Employee details. Then the employee can view or edit the information in the system. | |
| Actors: | Admin, Employee | |
| Related Use Case: | Includes: Edit and view employee details. | |
| Stakeholders: | None | |
| Preconditions: | HR admin should receive employee information via resume or application form | |
| Postconditions: | Employee should exist in the company. | |
| Flow of Activities: | Actor | System |
| 1. Admin receives employees resume and information 2. Creates Employee details 3. Employee views and edits personal details | 2.1 Generates employee details  3.1 Update employee details |
| Exception Conditions: | 1. 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: | Manage salary details | |
| Scenario: | Admin wants to create salary details for Employee | |
| Triggering Event: | Generates Employee’s Salary Details | |
| Brief Description: | Admin will create Salary details for Employee to view the details in the system. | |
| Actors: | Admin, Employee | |
| Related Use Case: | Includes: View Salary | |
| Stakeholders: | Employee: To view their salary information | |
| Preconditions: | Employee must exist.  Employee must be informed about the salary given. | |
| Postconditions: | Employee details must be created for the employee | |
| Flow of Activities: | Actor | System |
| 1. After making Employee details has been made 2. Admin will create salary details 3. Employee will view salary information | 2.1 Generates salary information  3.1 Display salary information |
| Exception Conditions: | 1. If new employee doesn’t exist, then this use case will not add new add salary details and will manage existing. | |

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| Use Case Name: | Input employee leave record | |
| Scenario: | Employee wants to apply for leave | |
| Triggering Event: | Employee leave record | |
| Brief Description: | If employee wants to apply for leave he/she will create a leave record for the admin to verify and manage. | |
| Actors: | Admin, Employee | |
| Related Use Case: | Includes: Manage employee leave details | |
| Stakeholders: | Admin: To verify and manage employee leave details. | |
| Preconditions: | Employee must exist.  Leave types and leave record forms should exist. | |
| Postconditions: | Admin should very and manage the leave record | |
| Flow of Activities: | Actor | System |
| 1. Employee wants to apply for leave 2. Employee inputs leave record 3. Admin verifies and manage leave record | * 1. Generate leave record   3.1 Display leave record |
| Exception Conditions: |  | |

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| Use Case Name: | View salary | |
| Scenario: | Employee wants to view Salary details | |
| Triggering Event: | Salary Inquiry | |
| Brief Description: | Admin will create Salary details for Employee to view the details in the system. | |
| Actors: | Admin, Employee | |
| Related Use Case: | Includes: Manage salary details | |
| Stakeholders: | Employee: To manage their leave details  Admin: Check employee details | |
| Preconditions: | Employee must exist.  leave details must be created | |
| Postconditions: | None | |
| Flow of Activities: | Actor | System |
| 1. Employee apply for leave 2. Admin check leave details | 1.1 Generates leave details  2.1 Display leave details |
| Exception Conditions: | 1. If leave details is not created, then this use case cannot display leave details. | |

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| Use Case Name: | Manage Employee Leave Details | |
| Scenario: | Employee Leaves Details | |
| Triggering Event: | Employee leave inquiry | |
| Brief Description: | Admin will check the employee leaves details in system. | |
| Actors: | Admin, Employee | |
| Related Use Case: | Includes: Manage leave details | |
| Stakeholders: | Employee: To view their salary information  Admin: Manages salary details | |
| Preconditions: | Employee must exist.  Salary details must be created | |
| Postconditions: | None | |
| Flow of Activities: | Actor | System |
| 1. Admin creates Employee salary 2. Employee wants to view salary details | 1.1 Generates salary information  2.1 Display salary information |
| Exception Conditions: | 1. If new employee details is not created, then this use case cannot display salary details and will manage existing. | |

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| Use Case Name: | View or Edit Employee Details | |
| Scenario: | Employee Details | |
| Triggering Event: | Employee Inquiry | |
| Brief Description: | Employee will edit or view their information in system. | |
| Actors: | Admin, Employee | |
| Related Use Case: | Includes: Manage Employee details | |
| Stakeholders: | Employee: To view or edit their information  Admin: Manage Employee Information | |
| Preconditions: | Admin must exist.  Employee information must be created | |
| Postconditions: | None | |
| Flow of Activities: | Actor | System |
| 1. Employee will edit or view their details 2. Admin will manage employee information | 1.1 Generates Employee information  2.1 Display Employee information |
| Exception Conditions: | 1. If new employee details not created, then this use case cannot display employee details and will manage existing. | |