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| Use Case Name: | Manage Employee Leave | |
| Scenario: | Employee’s wants to apply leave or check leave schedules. | |
| Triggering Event: | Employee sends request for leave details from the system | |
| Brief Description: | When employees apply for leave, the system admin checks the leave details and schedules and gives the details for the employees and HR managers. | |
| Actors: | Employees, HR admin, HR manager | |
| Related Use Case: | Includes: None | |
| Stakeholders: | HR manager to verify and approve leave details. | |
| Preconditions: | HR Admin should verify leave details from HR manager | |
| Postconditions: | Employee details and Schedules must exist already. | |
| Flow of Activities: | Actor | System |
| 1. Employee view leave details. 2. Employee applies for leave. 3. Admin verifies for leave details and schedules. 4. HR manager to generate leave entitlements 5. HR manager approves leaves to employees 6. Admin sends leave details to employee. | 1.1 Display employee leave details  3.1 Display employee leave schedules.  4.1 Modify leave details  5.1 Approve leave details.  6.1 Finalize Leave details |
| Exception Conditions: | HR admin can’t assign leave schedules without HR manager’s verification. | |

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| Use Case Name: | Manage Employee Timesheets and Attendance | |
| Scenario: | Employee wants to submit Timesheets for projects. | |
| Triggering Event: | Submit Timesheets | |
| Brief Description: | When employees submit timesheet projects to the HR system, the Admin modifies and edits timesheets. The admin also configures Attendance settings for employee | |
| Actors: | Employee, HR admin, HR manager | |
| Related Use Case: | Includes: Verify Attendance | |
| Stakeholders: | HR manager to approve Timesheet projects.  HR manager to check Attendance. | |
| Preconditions: | Timesheets must be created and submitted.  Attendance must be updated. | |
| Postconditions: | Timesheets must be verified by HR manager. | |
| Flow of Activities: | Actor | System |
| 1. Employee enters punch in/out time. 2. Employee modify and submit personal timesheets. 3. Admin manages timesheets 4. Admin manages attendance 5. HR manager manages timesheet 6. HR manager views Employee attendance | * 1. Attendance updated and recorded   2.1 Creates Timesheet  2.2 Submits Timesheet  3.1 Display Timesheets  3.2 Edit timesheets  4.1 Displays Attendance list  4.2 Configure Attendance list  5.1 Displays timesheets  5.2 Edit timesheets  6.1 Displays Attendance |
| Exception Conditions: |  | |

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| Use Case Name: | Manage Employee Salary and other Information | |
| Scenario: | Employee wants to enter personal data | |
| Triggering Event: | Generate Details | |
| Brief Description: | When the employee enters the data to the HR system, the admin will manage the salary and other information of the employee. | |
| Actors: | Employee, HR admin | |
| Related Use Case: | Includes: None | |
| Stakeholders: | HR admin to manage the information and salary. | |
| Preconditions: | Salary and Information must be updated. | |
| Postconditions: | Data must be verified by HR admin. | |
| Flow of Activities: | Actor | System |
| 1. Employee enters information and salary 2. Admin manages the data 3. Admin views Employee Data | * 1. Information and salary updated and recorded   2.1 Display Data  2.2 Display Data |
| Exception Conditions: |  | |

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| Use Case Name: | Admin Creates Organization Information | |
| Scenario: | Admin wants to create organization information | |
| Triggering Event: | Generate Information | |
| Brief Description: | Admin will create organizations information. | |
| Actors: | HR admin | |
| Related Use Case: | Includes: Organization | |
| Stakeholders: | HR admin to manage organization. | |
| Preconditions: | Information must be updated. | |
| Postconditions: | Data must be created by admin. | |
| Flow of Activities: | Actor | System |
| 1. Admin will create organization 2. Admin will input organization information 3. Admin views Organization. | * 1. Create organization   2.1 Display Organization Information  2.2 Display Organization |
| Exception Conditions: |  | |

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| Use Case Name: | Admin Generate Performance Review | |
| Scenario: | Admin create performance reviews | |
| Triggering Event: | Generate Performance Review | |
| Brief Description: | Admin will create performance reviews | |
| Actors: | HR admin, HR Manager | |
| Related Use Case: | Includes: None | |
| Stakeholders: | HR admin to generate performance review | |
| Preconditions: | Performance must provide by HR Manager | |
| Postconditions: | Performance must review by admin | |
| Flow of Activities: | Actor | System |
| 1. HR Manager must provide performance review 2. Admin look for performance review 3. Admin will review the performance. | * 1. Submit performance review   2.1 View performance  2.2 Display performance |
| Exception Conditions: |  | |

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| Use Case Name: | Apply for leave | |
| Scenario: | Admin and HR manager configure and verifies leave details | |
| Triggering Event: | Generate schedules and leave details | |
| Brief Description: | Admin and HR manager will provide leave details for employees to view their leave schedules. | |
| Actors: | HR admin, HR manager, Employees | |
| Related Use Case: | Includes: Manage Employee Leave | |
| Stakeholders: | Must be created for employees to view leave details. | |
| Preconditions: | Leave details must exist. | |
| Postconditions: | Schedules and leave details must be accurate for every type of employee | |
| Flow of Activities: | Actor | System |
| 1. HR manager and Admin creates leave entitlements and manage leave details. 2. Employees view leave details. 3. Employee applies for leave. | 1.1Leave details created.  2.1 Display Leave details. |
| Exception Conditions: |  | |

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| Use Case Name: | Manage Vacancies  And view employee applications | |
| Scenario: | Create job Vacancies | |
| Triggering Event: | Admin add vacancies and view candidate applications | |
| Brief Description: | Admin will create job vacancies for applicants to recruit. | |
| Actors: | Admin, HR manager | |
| Related Use Case: | Includes: None | |
| Stakeholders: | HR manager to handles new applicants. | |
| Preconditions: | Job vacancies must exist.  Candidate application details must exist. | |
| Postconditions: | Candidates gets schedules for interviews. | |
| Flow of Activities: | Actor | System |
| 1. Admin creates job vacancies. 2. Admin and HR manager views candidate application details. | * 1. Job slot is created.   2.1 Display candidate application detail |
| Exception Conditions: |  | |