# Casual Use Case Specification: UC7 Maintain list of employees

**Brief Description: This use case enables the Finance Manager to maintain the list of employees**

# Section 1: Business Rule(s):

BR 21: Every employee must have first name, last name, address, SIN # equals 9 digits, valid date of birth, first date of work, id.

BR 22: In order to update employee’s information, the financial manager must choose the employee first name from the list.

BR 23: Every request for generating or updating the employee’s information must be approved by the manager.

# Section 2: Scenarios (HD):

**Scenario 1: Add a new employee**

# Preconditions: The finance manager must be logged into the system, and the main menu is available

| **Step#** | **Actor (Financial manager)** | **System** | **Data Used** |
| --- | --- | --- | --- |
| 1 | Select “employees” section | System displays the options for section “employees” |  |
| 2 | Select “add employee” request option | Prompts user to enter first name, last name, address, SIN #, date of birth, first date of work | Employee’s information: first name, last name, address, SIN #, date of birth, first date of work |
| 3 | Inserts employees information: first name, last name, address, SIN #, date of birth, first date of work | Validates that fields with first name and last name have at least one character, SIN # =9 digits, date of birth and first date of work were inserted. Displays the list of position, prompts for addition. | List of positions |
| 4 | Chooses the position | System prompts for entering the rate per hour | Hourly rate |
| 5 | Enters the rate per hour | System prompts to enter indexed and unindexed amount for tax credit for current year |  |
| 6 | Enters the tax credit amounts | Displays the entered information. Prompts for confirmation |  |
| 7 | Finishes entering required information, review it, confirms adding new employee | Generate employee’s id, saves new employee’s record in the list of employees. Displays main menu | List of employees |

**Successful Post-Conditions: The new employee is added in the system**

**Scenario 2: Update an existing employee’s information**

# Preconditions: The finance manager must be logged into the system, and the main menu is available.

The employee’s initial information is entered

| **Step#** | **Actor (Financial manager)** | **System** | **Data Used** |
| --- | --- | --- | --- |
| 1 | Select “employees” section | System displays the options for section “employees” |  |
| 2 | Selects “find employee” request option | Displays the list of employee’s first names and prompts to select. | List of employees |
| 3 | Chooses the employee | Displays the employee record with options |  |
| 4 | Chooses “update” option | Open the employee in update mode |  |
| 6 | Changes address of employee | Validates that all fields must be entered. Prompts to save changes | Employee’s address |
| 7 | Saves the updated record | Displays main menu |  |

**Successful Post-Conditions: The employee’s information is successfully updated**