**Northeastern Illinois University**

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**Use Cases Document**

**Timesheet & Leave Management System**

#### Anusha Bestha

#### Jyoti Behera

#### Lakshmi Vasundhara Tammisetty

#### Sumanth Tadikonda

#### Sushma Adepu

DOCUMENT RELEASE NOTICE

**Document Details:**

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| **Name** | **Version No.** | **Description** |
| Use Cases Document | 0.1 | This document for **Timesheet & Leave Management System** Of **Northeastern Illinois University** includes the use cases of all the use case diagrams. |

**Revision Details**

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## Module 0 – Student Worker Profile

### Usecase 0- Create Student Worker Profile

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 0 | | |
| Use Case Name: | Create Student Worker Profile | | |
| Use Case Diagram Reference: | Module 0 – Student Worker Profile | | |
| Date Created: | 11/06/2014 | Date Last Updated: | N/A |
| Actors: | Manager | | |
| Description: | Manager of a particular student worker creates a profile with basic details that are mentioned below  First Name  Last Name  NEIU ID  NEIU Username  NEIU Email Id  Role | | |
| Preconditions: | Manager has to be logged into the system using username and password. | | |
| Post conditions: | After creating this profile manager provides a default password to the student worker to be used for the first time access to the system. | | |
| Normal Flow: | 1.0.Create Student Profile   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Student profile menu item 3. In the drop down click on “Create Profile”. 4. Enter all the required fields like Name, NEIU ID etc. 5. If you are satisfied or completed with filling details, click on “Save Profile”. 6. Else click on Reset to clear all the fields. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Includes: | None | | |
| Priority: | High | | |
| Frequency of Use: | Not more frequently (Assumption 2 per day).Depends on the hiring people for that department. | | |
| Business Rules: | None | | |
| Special Requirements: | None | | |
| Assumptions: | 1. Manager profiles are created already by an administrator i.e. his/her username and password are set. 2. Student worker is hired by that department manager according to the department hiring requirements. | | |
| Notes and Issues: | None | | |

### Usecase 1- View Student Worker Profile

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 1 | | |
| Use Case Name: | View Student Worker Profile | | |
| Use Case Diagram Reference: | Module 0 – Student Worker Profile | | |
| Date Created: | 11/06/2014 | Date Last Updated: | N/A |
| Actors: | 1. Manager 2. Student Worker | | |
| Description: | Manager or a student worker can view profile created by manager at any time they want. | | |
| Preconditions: | Manager or a student worker has to be logged into the system using username and password. | | |
| Post conditions: | After logging to the system, either student worker or manager can view student worker profile | | |
| Normal Flow: | 1.0.View Student Profile - Manager   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Student profile menu item 3. In the drop down click on “View Profile”. 4. Displays the entire student workers profile list. 5. Click on any individual profile to see it.   1.1. View Student profile – Student worker   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Student profile menu item 3. In the drop down click on “View Profile”. 4. Displays the student worker profile. | | |
| Alternative Flows: | 1.2.View Student Profile - Manager   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Student profile menu item 3. In the drop down click on “View Profile”. 4. Enter Student first name in the “Search by First name”. 5. Displays the student worker profile. | | |
| Exceptions: | **1.2.E.1 if Student profile is not available**   1. System informs the user that no student profile is available with that first name. 2. Use case terminates. | | |
| Includes: | None | | |
| Priority: | Low | | |
| Frequency of Use: | Not more frequently (Assumption 2 per day). | | |
| Business Rules: | None | | |
| Special Requirements: | None | | |
| Assumptions: | 1. Manager profiles are created already by an administrator i.e. his/her username and password are set. 2. Student worker profile is created by Manager. | | |
| Notes and Issues: | None | | |

### Usecase 2- Edit Student Worker Profile

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 2 | | |
| Use Case Name: | Edit Student Worker Profile | | |
| Use Case Diagram Reference: | Module 0 – Student Worker Profile | | |
| Date Created: | 11/06/2014 | Date Last Updated: | N/A |
| Actors: | 1. Manager 2. Student Worker | | |
| Description: | Manager or a student worker can edit profile created by manager at any time they want. | | |
| Preconditions: | Manager or a student worker has to be logged into the system using username and password. | | |
| Post conditions: | After logging to the system, either student worker or manager can edit student worker profile | | |
| Normal Flow: | 1.0.Edit Student Profile - Manager   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Student profile menu item 3. In the drop down click on “View Profile”. 4. Displays the entire student workers profile list. 5. Click on any individual profile to see it. 6. Displays the student worker profile. 7. Click on “Edit” option. 8. Modify the details and 9. Click on “Update”.   1.1. Edit Student profile – Student worker   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Student profile menu item 3. In the drop down click on “View Profile”. 4. Displays the student worker profile. 5. Click on “Edit” option. 6. Modify the details and 7. Click on “Update”. | | |
| Alternative Flows: | 1.2.Edit Student Profile - Manager   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Student profile menu item 3. In the drop down click on “View Profile”. 4. Enter Student first name in the “Search by First name”. 5. Displays the student worker profile. 6. Click on “Edit” option. 7. Modify the details and 8. Click on “Update”. | | |
| Exceptions: | None | | |
| Includes: | None | | |
| Priority: | Low | | |
| Frequency of Use: | Not more frequently (Assumption 2 per day).Depends on the hiring people for that department. | | |
| Business Rules: | None | | |
| Special Requirements: | None | | |
| Assumptions: | 1. Manager profiles are created already by an administrator i.e. his/her username and password are set. 2. Student worker profile is created by Manager. | | |
| Notes and Issues: | Only few details of student worker profile can be edited by him like name, email id, phone number etc.,.Other details like role, funding, organization id are disabled | | |

### Usecase 3- Activate Student Worker Profile

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 3 | | |
| Use Case Name: | Activate Student Worker Profile | | |
| Use Case Diagram Reference: | Module 0 – Student Worker Profile | | |
| Date Created: | 11/06/2014 | Date Last Updated: | N/A |
| Actors: | Manager | | |
| Description: | Manager can activate a student worker profile from deactivation state. | | |
| Preconditions: | 1. Manager has to be logged into the system using username and password. 2. Student worker has to inform the manager that he is returning to work and request for activation of profile through email or personally. | | |
| Post conditions: | Student worker profile gets activated form deactivated state and use the system by logging in. | | |
| Normal Flow: | 1.0.Activate Student Profile   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Student profile menu item 3. In the drop down click on “View Profile”. 4. Displays the entire student workers profile list. 5. Click on any individual profile to see it. 6. Displays the student worker profile. 7. Click on “Activate Profile”. | | |
| Alternative Flows: | 1.1.Activate Student Profile - Manager   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Student profile menu item 3. In the drop down click on “View Profile”. 4. Enter Student first name in the “Search by First name”. 5. Displays the student worker profile. 6. Click on “Activate Profile”. | | |
| Exceptions: | None | | |
| Includes: | None | | |
| Priority: | Medium | | |
| Frequency of Use: | Not more frequently (Assumption 2 per day).Depends on the hiring people for that department. | | |
| Business Rules: | None | | |
| Special Requirements: | None | | |
| Assumptions: | 1. Student worker is hired by that department manager according to the department hiring requirements. 2. During Deactivation state student worker is not authorized to use the Timesheet & Leave management system as he is not working for a particular period of time. | | |
| Notes and Issues: | 1. Activation State: Student worker is working 2. Deactivation State: Student worker is not working for a particular period of time like summer session and willing to work after that period of time. | | |

### Usecase 4- Deactivate Student Worker Profile

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 4 | | |
| Use Case Name: | Deactivate Student Worker Profile | | |
| Use Case Diagram Reference: | Module 0 – Student Worker Profile | | |
| Date Created: | 11/06/2014 | Date Last Updated: | N/A |
| Actors: | Manager | | |
| Description: | Manager can activate a student worker profile from deactivation state. | | |
| Preconditions: | 1. Manager has to be logged into the system using username and password. 2. Student worker has to inform the manager that he is not going to work for a particular period of time through email or personally. | | |
| Post conditions: | Student worker profile gets deactivated form activated state and user cannot use the system for that period of time of deactivation. | | |
| Normal Flow: | 1.0.Activate Student Profile   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Student profile menu item 3. In the drop down click on “View Profile”. 4. Displays the entire student workers profile list. 5. Click on any individual profile to see it. 6. Displays the student worker profile. 7. Click on “Deactivate Profile”. | | |
| Alternative Flows: | 1.1.Activate Student Profile - Manager   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Student profile menu item 3. In the drop down click on “View Profile”. 4. Enter Student first name in the “Search by First name”. 5. Displays the student worker profile. 6. Click on “Deactivate Profile”. | | |
| Exceptions: | None | | |
| Includes: | None | | |
| Priority: | Medium | | |
| Frequency of Use: | Not more frequently (Assumption 2 per day).Depends on the hiring people for that department. | | |
| Business Rules: | None | | |
| Special Requirements: | None | | |
| Assumptions: | 1. Student worker is hired by that department manager according to the department hiring requirements. 2. During Deactivation state student worker is not authorized to use the Timesheet & Leave management system as he is not working for a particular period of time. | | |
| Notes and Issues: | 1. Activation State: Student worker is working 2. Deactivation State: Student worker is not working for a particular period of time like summer session and willing to work after that period of time. | | |

## Module 1– Login

### Usecase 5- Login

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 5 | | |
| Use Case Name: | Login | | |
| Use Case Diagram Reference: | Module 1- Login | | |
| Date Created: | 11/06/2014 | Date Last Updated: | N/A |
| Actors: | 1. Manager 2. Student Worker | | |
| Description: | 1. Manager: Manager can use designated username and password that are already set to access the system. 2. Student worker: Student worker can use his/her NEIU port username and a default password that will be sent to him by manager for the first time access. After that he can change the password using “Change Password “feature in student worker profile. | | |
| Preconditions: | 1. Manager profiles are created already by an administrator i.e. his/her username and password are set. 2. Student worker is hired by that department manager according to the department hiring requirements and default password is sent to him/her for the first time users. 3. Student worker profile is created and has his/her own user name and password. | | |
| Post conditions: | After logging to the system successfully, users are redirected to their specific home pages with menu intended to them according to the operations that can perform using the system. | | |
| Normal Flow: | 1.0.Login   1. Go to the system home page, where login is provided. 2. Enter Username 3. Enter Password 4. Click on “Submit”. | | |
| Alternative Flows: | None | | |
| Exceptions: | 1.0.E.1.Invalid username   1. System informs user if the username is incorrect or unavailable. 2. Returns to the login page (Step 1) by resetting the fields.   1.0.E.1.Invalid password   1. System informs user if the password is incorrect. 2. Returns to the login page (Step 1) by resetting the fields. | | |
| Includes: | None | | |
| Priority: | High | | |
| Frequency of Use: | Frequently (Assumption 100 per day). | | |
| Business Rules: | None | | |
| Special Requirements: | None | | |
| Assumptions: | 1. Manager profiles are created already by an administrator i.e. his/her username and password are set. 2. Student worker is hired by that department manager according to the department hiring requirements and a profile is created for hm/her by the manager.. | | |
| Notes and Issues: | None | | |

### Usecase 6- Forget password

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 6 | | |
| Use Case Name: | Forget password | | |
| Use Case Diagram Reference: | Module 1 - Login | | |
| Date Created: | 11/06/2014 | Date Last Updated: | N/A |
| Actors: | 1. Manager 2. Student Worker | | |
| Description: | Both the student worker and manager can use this feature to reset their passwords if they forgot at any time. which should follow below restrictions: | | |
| Preconditions: | For this they have to provide their NEIU Username which is unique. | | |
| Post conditions: | New Password is updated and user can login using new password. | | |
| Normal Flow: | 1.0.Forgot Password   1. Go to the system home page, where login is provided. 2. Click on “Forgot Password” link. 3. In the new window enter username. 4. Click on “Submit”. 5. If the user name is available, user is asked to enter new password and confirm new password. 6. After entering the new password, click on “Submit” | | |
| Alternative Flows: | None | | |
| Exceptions: | 1.0.E.1.Invalid username   1. System informs user if the username is incorrect. 2. Returns to the forgot password page (Step 3) by resetting the fields.   1.0.E.2.Invalid password   1. System informs user if the password does not meet the system criteria. 2. Returns to the reset password page (Step 5) by resetting the fields. | | |
| Includes: | None | | |
| Priority: | Medium | | |
| Frequency of Use: | Moderate Frequently (Assumption 20 per day). | | |
| Business Rules: | None | | |
| Special Requirements: | User has to give the password based on the following conditions:  1) Password  1. a) Minimum of seven characters  1. b) Must contain at least one number and one special character (i.e.: #, &, $, etc.) | | |
| Assumptions: | 1. Manager profiles are created already by an administrator i.e. his/her username and password are set. 2. Student worker is hired by that department manager according to the department hiring requirements and a profile is created for him/her by the manager. | | |
| Notes and Issues: | None | | |

### Usecase 7- Change password

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 7 | | |
| Use Case Name: | Change password | | |
| Use Case Diagram Reference: | Module 1 - Login | | |
| Date Created: | 11/06/2014 | Date Last Updated: | N/A |
| Actors: | 1. Manager 2. Student Worker | | |
| Description: | After logging in to the system both the student worker and manager can use this feature to change their passwords if they want at any time. | | |
| Preconditions: | Manager or a student worker has to be logged into the system using username and password. | | |
| Post conditions: | New Password is updated and user can login using new password. | | |
| Normal Flow: | 1.0.Change Password   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Click on “Change Password” link. 3. A new window is displayed asking user to enter new password and confirm new password. 4. After entering the new password, click on “Submit” | | |
| Alternative Flows: | None | | |
| Exceptions: | 1.0.E.1.Invalid password   1. System informs user if the password does not meet the system criteria. 2. Returns to the reset password page (Step 3) by resetting the fields. | | |
| Includes: | None | | |
| Priority: | Medium | | |
| Frequency of Use: | Moderate Frequently (Assumption 20 per day). | | |
| Business Rules: | None | | |
| Special Requirements: | User has to give the password based on the following conditions:  1) Password  1. a) Minimum of seven characters  1. b) Must contain at least one number and one special character (i.e.: #, &, $, etc.) | | |
| Assumptions: | 1. Manager profiles are created already by an administrator i.e. his/her username and password are set. 2. Student worker is hired by that department manager according to the department hiring requirements and a profile is created for him/her by the manager. | | |
| Notes and Issues: | None | | |

## Module 2 – Student Timesheets

### Usecase 8 – Submit Timehseets

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 8 | | |
| Use Case Name: | Submit TimeSheet | | |
| Use Case Diagram Reference: | Module 2 –Timesheet | | |
| Date Created: | 06/10/2014 | Date Last Updated: | 06/11/2014 |
| Trigger: | User Invokes Submit Timesheet module. | | |
| Actors: | Student Employee | | |
| Description: | A user access TLM system via Web Browser and requests a timesheet to submit for a particular pay period. User can Save for later submission or submit it or Delete. | | |
| Preconditions: | User is logged into TLM system | | |
| Post conditions: | Based on User Actions the status of timesheet is changed to Saved, Deleted or Submitted. | | |
| Normal Flow: | 1. User requests to submit timesheet. 2. System displays all timesheets currently unsubmitted. 3. User selects timesheet to be submitted or create new timesheet. 4. User confirms or cancels timesheet submission. (Return to Step 2) 5. Updates status for selected timesheet to status “submitted” or “Unsubmitted”. | | |
| Alternative Flows: | 1. User selects multiple Timesheet to submit. 2. Return to step 4. | | |
| Exceptions: | 1. System informs user if there are no timesheets to be submit. 2. System provides option to create new Timesheet. | | |
| Includes: | Create Timesheet, View Timesheet, Edit Timesheet | | |
| Priority: | High | | |

### Usecase 9 – Create Timehseets

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 9 | | |
| Use Case Name: | Create Timesheet | | |
| Use Case Diagram Reference: | Module 2 –Timesheet | | |
| Date Created: | 06/10/2014 | Date Last Updated: | 06/11/2014 |
| Trigger: | User Invokes Create Timesheet. | | |
| Actors: | Student Employee | | |
| Description: | A user access TLM system via Web Browser and requests create timesheet. | | |
| Preconditions: | User is logged into TLM system | | |
| Post conditions: | Based on User Action the status of timesheet is changed to Saved or Submitted. | | |
| Normal Flow: | 1. User creates a new Time sheet 2. User fills in the hours. 3. User confirms or can save for later submission or cancels timesheet submission. (Return to Step 1) 4. Updates timesheet to status “submitted” or “Unsubmitted”. | | |
| Alternative Flows: | 1. If user deletes the timesheet.  2. Return to Create Timesheets. | | |
| Exceptions: | 1. System informs user if he cancels Timesheet submission to save or delete. 2. System return to Step 1. | | |
| Includes: | Submit Timesheet. | | |
| Priority: | High | | |
| Assumptions: | User Job code and University Id generated automatically directly. | | |

### Usecase 10 – Edit Timehseets

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 10 | | |
| Use Case Name: | Edit Timesheet | | |
| Use Case Diagram Reference: | Module 2 - Timesheet | | |
| Date Created: | 06/10/2014 | Date Last Updated: | 06/11/2014 |
| Trigger: | User Invokes View Timesheet. | | |
| Actors: | Student Employee | | |
| Description: | A user access TLM system via Web Browser and requests View timesheet. | | |
| Preconditions: | User is logged into TLM system | | |
| Post conditions: | Based on User Action the information of timesheet is changed and status is changed to Saved or Submitted. | | |
| Normal Flow: | 1. User invokes View timesheet. 2. User Selects Timesheet for a particular Week. 3. User updates information in Timesheet. 4. User confirms or cancels timesheet Changes. (Return to Step 1) 5. System confirms Timesheet updated and status to Saved. | | |
| Priority: | High | | |

### Usecase 11– View Timehseets

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 11 | | |
| Use Case Name: | View Timesheet | | |
| Use Case Diagram Reference: | Module 2 - Timesheet | | |
| Date Created: | 06/10/2014 | Date Last Updated: | 06/11/2014 |
| Trigger: | User Invokes View Timesheets. | | |
| Actors: | Student Employee | | |
| Description: | A user access TLM system via Web Browser and requests view timesheet. | | |
| Preconditions: | User is logged into TLM system. User has atleast one day loged Timesheet time. | | |
| Post conditions: | User has been displayed selected timesheet information. | | |
| Normal Flow: | 1. User requests to view timesheet for particular week. 2. System displays timesheet for selected week with total hours and Timesheet status of Approved, Unsubmitted or Rejected. | | |
| Alternative Flows: | None | | |
| Exceptions: | 1. User Selects Invalid Week. 2. System informs User that there is no Time Sheet associated with selected week. | | |
| Includes: | Submit Timesheet | | |
| Priority: | High | | |

### Usecase 12 – Delete Timehseets

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 12 | | |
| Use Case Name: | Delete Timesheet | | |
| Use Case Diagram Reference: | Module 2 -Timesheet | | |
| Date Created: | 06/10/2014 | Date Last Updated: | 06/11/2014 |
| Trigger: | User Invokes View Timesheet. | | |
| Actors: | Student Employee | | |
| Description: | A user access TLM system via Web Browser and requests View timesheet. | | |
| Preconditions: | User is logged into TLM system. | | |
| Post conditions: | Based on User Action the information of timesheet is deleted. | | |
| Normal Flow: | 1. User requests View Time sheet for a specific Week. 2. System Displays all Saved/Submitted Timesheet. 3. User requests to delete specific Timesheet. 4. User confirms or cancels timesheet deletion. (Return to Step 1) 5. System deletes Timesheet. | | |
| Alternative Flows: | 1. If user Selects multiple timesheet. 2. Return to Step 4. | | |
| Exceptions | 1. User selects the timesheet to delete which is approved. 2. System prompts user Approve Timesheet cannot be deleted. 3. System terminates the use case. | | |
| Priority: | High | | |

## Module 4 – Leave Request

### Usecase 13 – Request New Leave

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Use Case ID:** | 13 | | |  |
| Use Case Name: | Request New Leave | | |  |
| Date Created: | 06/11/14 | Date Last Updated | N/A | |
| Actors: | Student Workers | | |  |
| Description: | Student Workers use this feature to raise a leave request to their manager. They can apply a single day leave or multiple days leave by selecting the from and to dates in the calender displayed below and have to specify the reason behind the leave. And the request will be then sent to the manager for approval after submitting it. | | |  |
| Preconditions: | * The student must be a student worker. * The student should log-in successfully by providing the user name and password.. | | |  |
| Post conditions: | * After filling the leave request page, it must be submitted without any fail so that it is sent for manager's approval. * The request can also be saved by opting the save option and later submitted for sending it to the manager for approval. | | |  |
| Normal Flow: | * User requests the page to apply for leave. * System displays the form for leave application. * After the form is filled,user submits it so that it is sent for manager's approval. | | |  |
| Alternative Flows: | None | | |  |
| Exceptions: | None | | |  |
| Includes: | None. | | |  |
| Priority: | Medium | | |  |
| Frequency of Use: | Unlimited. | | |  |
| Business Rules: | None | | |  |
| Special Requirements: | None | | |  |
| Assumptions: | None | | |  |
| Notes and Issues: | None | | |  |

### Usecase 14 – View Leave Request

|  |  |  |  |
| --- | --- | --- | --- |
| **Use Case ID:** | 14 | | |
| Use Case Name: | View Leave Request | | |
| Date Created: | 06/11/14 | Date Last Updated | N/A |
| Actors: | Student Workers | | |
| Description: | Student Workers use this feature to view the leave requested by them. They can view the status of all the leave requested by them whether they are approved, rejected or pending. | | |
| Preconditions: | * The student should log-in successfully by providing the user name and password. * The student must have applied for leave at least once. | | |
| Post conditions: | None | | |
| Normal Flow: | * User requests the page to view the leave. * System displays the status of leave application whether it is approved,rejected or pending. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Includes: | None. | | |
| Priority: | Low | | |
| Frequency of Use: | Unlimited. | | |
| Business Rules: | None | | |
| Special Requirements: | None | | |
| Assumptions: | None | | |
| Notes and Issues: | None | | |

### Usecase 15 – Edit leave Request

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Use Case ID:** | 15 | | |  |
| Use Case Name: | Edit Leave Request | | |  |
| Date Created: | 06/11/14 | Last Created By | N/A | |
| Actors: | Student Workers, Time sheet and Leave Management System | | |  |
| Description: | Student workers can edit the time sheet   * If they are not yet sent for the manager approval. * When a leave request is rejected by the manager and manager indicates some changes. * When the leave request is pending. | | |  |
| Preconditions: | * The student must be a student worker. * The student should log-in successfully by providing the user name and password. * The student must have at least one unapproved leave request. | | |  |
| Post conditions: | * After editing the leave request, it must be saved or submitted for manager's approval. | | |  |
| Normal Flow: | * User requests the page to view the particular leave. * User chooses the edit option for editing the leave dates, reasons etc. * After the form is filled, it is submitted to the manager for his approval. | | |  |
| Alternative Flows: |  | | |  |
| Exceptions: | None | | |  |
| Includes: | None. | | |  |
| Priority: | Medium | | |  |
| Frequency of Use: | Unlimited. | | |  |
| Business Rules: | None | | |  |
| Special Requirements: | None | | |  |
| Assumptions: | None | | |  |
| Notes and Issues: | None | | |  |

## Module 4 – Approve/Reject Timesheets

### Usecase 16– Approve Timehseets

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 16 | | |
| Use Case Name: | Approve Timesheets | | |
| Use Case Diagram Reference | Module 4 – Approve/Reject Timesheets | | |
| Date Created: | June 10th 2014 | Date Last Updated: | N/A |
| Actors: | Student worker, Manager | | |
| Description: | Manager logs on to his account via a web browser and approves timesheets of student workers. | | |
| Preconditions: | Manager is logged on. | | |
| Postconditions: | The timeheets selected will be approved and reflected in student worker’s record. | | |
| Normal Flow: | **Approve timesheets**   1. Manager logs on to his account. 2. He selects the Approve/Reject Timesheets option from his homepage. 3. He then selects the timesheets he wants to approve. 4. He clicks on Approve button. | | |
| Alternative Flows: | **Approve Timesheets**   1. Manager logs on to his account. 2. He selects the Approve/Reject Timesheets option from his homepage. 3. He selects Timesheet for a particular student worker. 4. He reviews the detailed information. 5. He then selects the timesheets he wants to approve. 6. He clicks on Approve button. | | |
| Exceptions: | There are no timehseets to be approved. | | |
| Includes: | None | | |
| Priority: | High | | |
| Frequency of Use: | Biweekly | | |
| Business Rules: | None | | |
| Special Requirements: | None | | |
| Assumptions: | There is atleast one timesheet submitted to be approved by student worker. | | |
| Notes and Issues: | None | | |

### 

### Usecase 17 – Reject Timesheets

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 17 | | |
| Use Case Name: | Reject Timesheet | | |
| Use Case Diagram Reference | Module 4 – Approve/Reject Timesheets | | |
| Date Created: | June 10th 2014 | Date Last Updated: | N/A |
| Actors: | Student worker, Manager | | |
| Description: | Manager logs on to web browser to his account and rejects student worker’s timesheets. | | |
| Preconditions: | Manager is logged on | | |
| Postconditions: | The timeheet selected will be rejected and reflected in student worker’s record. | | |
| Normal Flow: | Reject Timesheet  1. Manager logs on to his account.  2. He selects the Approve/Reject Timesheets option from his homepage.  3. He then selects the timesheet he wants to reject.  4. He enters comments for rejecting that particular timesheet.  5. He clicks on reject button. | | |
| Alternative Flows: | Reject Timesheet  1. Manager logs on to his account.  2. He selects the Approve/Reject Timesheets option from his homepage.  3. He selects timesheet for a particular student worker  4. He reviews the detailed information  5.He then selects the timesheet he wants to reject.  6. He enters comments for rejecting that particular timesheet.  7. He clicks on reject button. | | |
| Exceptions: | There are no timehseets to be approved. | | |
| Includes: | None | | |
| Priority: | High | | |
| Frequency of Use: | Biweekly | | |
| Business Rules: | None | | |
| Special Requirements: | None | | |
| Assumptions: | There is atleast one timesheet submitted by the student worker. | | |
| Notes and Issues: | None | | |

### Usecase 18 - Review Timesheets

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Use Case ID: | | 18 | | | |
| Use Case Name: | | Review TimeSheet | | | |
| Use Case Diagram Reference | | Module 4 – Approve/Reject Timesheets | | | |
| Date Created: | | June 10th 2014 | Date Last Updated: | N/A | |
| Actors: | | Student worker, Manager | | | |
| Description: | | Manager logs on to his account via a web browser and views the timesheet of an student worker. | | | |
| Preconditions: | | Manager is logged on . | | | |
| Postconditions: | | None | | | |
| Normal Flow: | | **View Timehseet.**   1. Manager logs on to his account. 2. He selects Approve/reject Timesheets option from his home page. 3. Timehsheets to be approved are displayed. 4. He clicks on a particular timesheet he wants to view. 5. Detailed timesheet is displayed. | | | |
| Alternative Flows: | | **None** | | | |
| Exceptions: | | None | | | |
| Includes: | None | | | |
| Priority: | High | | | |
| Frequency of Use: | Very less. | | | |
| Business Rules: | None | | | |
| Special Requirements: | None | | | |
| Assumptions: | There is atleast one timesheet submitted to be approved. | | | |
| Notes and Issues: | None | | | |

## Module 5 – Approve/Reject Leave Requests

### Usecase 19 - Approve Leave Requests

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 19 | | |
| Use Case Name: | Approve Leave Requests | | |
| Use Case Diagram Reference: | Approve/Reject Leave Requests | | |
| Date Created: | 11/06/2014 | Date Last Updated: | N/A |
| Actors: | Manager | | |
| Description: | Mangers are provided with options to either approve or reject the leave requests by selecting particular leave request or all of them. | | |
| Preconditions: | Manager has to be logged into the system using username and password. | | |
| Post conditions: | Approval:   1. After approval of leave request, the row with this leave request disappears from the manager list of leave requests. 2. In student profile the status of this leave request changes to approved. | | |
| Normal Flow: | 1.0.Approve Leave Request   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Leave Requests menu item. 3. This displays all the leave requests from all the students. 4. Click on any individual request to view it. 5. Click on approve. | | |
| Alternative Flows: | 1.1.Approve Leave Request   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Leave Requests menu item. 3. This displays all the leave requests from all the students. 4. Select all of them. 5. Click on approve. | | |
| Exceptions: | None | | |
| Includes: | None | | |
| Priority: | High | | |
| Frequency of Use: | Frequently (Assumption 10 per day). | | |
| Business Rules: | None | | |
| Special Requirements: | None | | |
| Assumptions: | Leave requests need to be approved before the date of expiry of the request. | | |
| Notes and Issues: | None | | |

### Usecase 20 - Reject Leave Requests

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: | 20 | | |
| Use Case Name: | Reject Leave Requests | | |
| Use Case Diagram Reference: | Approve/Reject Leave Requests | | |
| Date Created: | 11/06/2014 | Date Last Updated: | N/A |
| Actors: | Manager | | |
| Description: | Mangers are provided with options to either approve or reject the leave requests by selecting particular leave request or all of them. | | |
| Preconditions: | Manager has to be logged into the system using username and password. | | |
| Post conditions: | Rejection:   1. After rejection, the status of this leave request changes to rejected in student profile. | | |
| Normal Flow: | 1.0.Reject Leave Request   1. Login to the Timesheet & Leave Management system using username and password provided to the manager. 2. Go to Leave Requests menu item. 3. This displays all the leave requests from all the students. 4. Click on any individual request to view it. 5. Click on reject. 6. In the new window enter the reason for rejection. 7. Click on Submit. | | |
| Alternative Flows: | None | | |
| Exceptions: | None | | |
| Includes: | None | | |
| Priority: | High | | |
| Frequency of Use: | Frequently (Assumption 10 per day). | | |
| Business Rules: | None | | |
| Special Requirements: | While rejecting a leave request managers have to enter comments describing the reason for rejection. | | |
| Assumptions: | Leave requests need to be rejected before the date of expiry of the request. | | |
| Notes and Issues: | None | | |