

Use Case 1: Run Payroll

Actors: Payroll Admin, Batch Payroll System

Goal: To process payroll for all eligible employees based on their employment type and pay schedule.

Preconditions:

- Employee records, timecards, and sales receipts are already submitted.
- System date matches a scheduled pay date.
- Payroll system is powered on and accessible.

Postconditions:

- Employee payments are calculated and processed.
- Deductions (union dues, service charges) are applied.
- Reports are generated and stored in the system.

Main Flow:

1. Payroll Admin selects **Run Payroll** option.
2. System retrieves employee records and determines who needs to be paid on the current date.
3. System calculates each employee's pay (including overtime or commission, if applicable).
4. System deducts union dues and service charges where necessary.
5. System generates payments through the selected method (bank deposit, mail, or pickup).
6. System generates a payroll summary report.
7. Payroll Admin confirms completion of the payroll process.

Alternative Flow:

- If any employee data (e.g., missing timecard or sales record) is incomplete, the system displays an error message and skips that employee's payment until the data is corrected.

Use Case 2: Submit Timecard

Actors: Hourly Employee, Batch Payroll System

Goal: To record the hours worked by an hourly employee for payroll calculation.

Preconditions:

- Employee is registered in the payroll system.
- The pay period is open for timecard submission.

Postconditions:

- Timecard is successfully stored in the database.
- Employee's worked hours are available for payroll processing.

Main Flow:

1. Hourly Employee logs in or accesses the timecard submission interface.
2. System prompts for the date and number of hours worked.
3. Employee enters the required details and submits the timecard.
4. System validates the data and saves the timecard record.
5. System displays confirmation of successful submission.

Alternative Flow:

- If the entered hours exceed allowed limits or are invalid, the system shows an error message and requests correction before saving.