

## **Human Resources – Stories**

### **Maintenance**

As an employee of Human Resources, I am able to assign a manager or director and a second manager for the review.

I am able to maintain and create the new documents for the manager, director and employee, after the review.

### **Permissions**

As an employee of Human Resources, I am able to give permission to give a manager permission to read a Termination record.

I am able to set, modify or remove permissions in regards to accessing termination records.

### **Permissions 2**

As an employee of Human Resources I am only able to read annual reviews even after they have been signed and dated

The annual reviews must be signed and dated by the person being reviewed and their reviewers

## **General – Stories**

### **Wage Increase**

As a director of a department I want to be able to confirm salary increase requests for a member of staff, based on the Annual review of that member of staff.

I am able to sign documents to confirm that permission is granted for a salary increase

### **Reviewee**

As an employee I should not be able to modify my annual review after it has been signed.

Human resources manages the permissions for files, employees are not allowed to read or modify the annual reviews

### **New Employee**

As a member of Human Resources I am able to create new documents for a new hire.

Personal detail documents and initial employment details are created as newly hired employees are placed in the system...

Personal details include name, date of birth, address and next of kin. Initial employment details include an account of their job interview, interviews, section, initial role, initial salary and the start date.

### **Dismissed Employee**

As a member of the Human Resources department I should be able to create and modify based on recommendations made in annual reviews a termination record... However I should not be able to confirm the termination of an employee without the approval of the director of Human resources... This records can be read by an employee's manager or by another manager if they have the permission of human resources.

## Probation Records

As member of the Human Resources, I should be able to create and modify, probation records based on the recommendations from annual reviews and I cannot confirm the probation without permission from the director of the department which the employee resides in.