

### **UseCase Request Time Off**

If an employee is permitted a period of vacation time, they will be able to send requests to their supervisor to schedule their vacations. This feature can also be used to request time off outside of vacations, such as a sabbatical or emergency leave.

### **UseCase Review Employee Requests**

Supervisors will receive employee requests. If approved, the requests will be taken into account in any future generated schedules and the employee will be notified. This includes requests for shift changes, vacation time, or time off outside of vacations.

### **UseCase Review Generated Schedule**

There may be some situations where a generated schedule does not meet the requirements of a Supervisor. If needed, they will be able to modify the schedule, or create a new schedule manually.

### **UseCase Send Emergency Notifications to Supervisor**

Used if in an accident, family death, act of god or other event occurs that will prevent that employee from coming in to work.

### **UseCase Send Internal Announcements to Staff**

Custom announcements can be created that will be sent to specific employees, employee types, or all employees working under the supervisor.

### **UseCase System Usage Report**

System usage reports will allow supervisors to view statistics on employee use of the system.

### **UseCase Update Employee Information**

Accurate information for each employee must be provided, including shift availability and min/max required hours of work per week.

### **UseCase Update Shift Availability**

Employee information can be updated to include when an employee is and is not able to work. This will prevent shifts from being assigned at times where the employee is unavailable.

### **UseCase Update Supervisor Permissions**

Supervisors can be removed by disabling them in the system, or by demoting them to employee status.

### **UseCase View All Schedules**

Managers will be able to view the shift schedules for all employees and groups, outside of the employees they are directly responsible for.

### **UseCase View Workgroup Schedule**

Supervisors will be able to view not only their personal schedules, but also the full schedules of all employees that they are in charge of.