

Submit Timesheet

System Use Case Specification Version 1.2

eTimeManager

Revision History

Date	Version	Description	Author
11/13/2004	1.2	Detailed	Chris Armstrong
9/21/2003	0.3	Outlined	
9/15/2003	0.2	Described	
9/12/2003	0.1	Identified	

Table of Contents

Description	2
Basic Flow	2
1 Request to submit timesheet	2
2 Verify consultant identity	2
3 Select timesheet	2
4 Update timesheet	2
5 Submit timesheet	2
Alternate Flows	2
1 Invalid credentials	2
2 Update existing timesheet	2
3 No assigned projects	2
4 Save timesheet	3
5 Invalid timesheet entries	3
6 Cancel timesheet entry	3
7 Print timesheet	3
Special Requirements	3
Comments and Questions	3

Description

Allows consultant to enter their time on a daily basis against specific projects.

Basic Flow

1 Request to submit timesheet

⇒ Begins when Consultant requests to submit their timesheet

2 Verify consultant identity

- ✓ System requests consultant to identify themselves
- ⇒ Consultant enters authentication information
- ⇒ Consultant submits authentication information
- ✓ System verifies consultant's identity

3 Select timesheet

- ✓ System displays list of open timesheets
- ⇒ Consultant selects timesheet for current billing period
- ✓ System displays current timesheet

4 Update timesheet

- For each date worked in the billing period
- For each project worked on for each date
- ⇒ Consultant enters daily work information
 - Repeat for each project
 - Repeat for each date

5 Submit timesheet

- ⇒ Consultant submits timesheet entries
- ✓ System validates timesheet entries
- ✓ System saves timesheet entries
- ✓ System marks timesheet as submitted
- ✓ System displays message indicating timesheet was submitted successfully
- Use case ends

Alternate Flows

1 Invalid credentials

- ✦ In Verify consultant identity [Step 2], system determines that the specified user name or password is invalid
- ✓ System displays message that login failed
- Continue with Request to submit timesheet [Step 1]

2 Update existing timesheet

- ✦ In Select timesheet [Step 3], system retrieves existing time entries for the selected timesheet
- ✓ System displays existing time entries
- ⇒ Consultant modifies existing entries
- Continue with Update timesheet [Step 4]

3 No assigned projects

- ✦ In Update timesheet [Step 4], there are no projects assigned to the consultant
- Use case ends

4 Save timesheet

- ✦ In Submit timesheet [Step 5], Consultant selects to save timesheet without submitting it for approval
- ✓ System validates timesheet entries
- ✓ System saves timesheet entries
- Use case ends

5 Invalid timesheet entries

- ✦ In Submit timesheet [Step 5], system determines timesheet entries are invalid
- ✓ System displays message that entries are invalid
- ✓ System displays original entries with invalid entries identified
- Continue with Update timesheet [Step 4]

6 Cancel timesheet entry

- ✦ At any time before Submit timesheet [Step 5], Consultant chooses to abandon timesheet entries
- ✓ System requests confirmation from Consultant
- ⇒ Consultant confirms cancellation
- Use case ends

7 Print timesheet

- ✦ After Submit timesheet [Step 5], Consultant chooses to print timesheet
- ✓ System prints timesheet entries
- Use case ends

Special Requirements

1. Authentication information
 - 1.1. User name
 - 1.2. Password
2. Consultant daily work information
 - 2.1. Work date
 - 2.2. Project
 - 2.3. Hours worked
 - 2.4. Type of work
 - 2.5. Notes
3. Work type
 - 3.1. Administration
 - 3.2. Coaching
 - 3.3. Consulting
 - 3.4. Development
 - 3.5. Marketing
 - 3.6. Sales
 - 3.7. Vacation / Sick
4. Timesheet validation rules
 - 4.1. Hours entered must be positive numbers in 0.25 hour increments
 - 4.2. Hours entered for one day may not exceed 24 hours
5. Timesheet status
 - 5.1. Open
 - 5.2. Submitted – cannot be edited again by Consultant
 - 5.3. Adjusted – can only be done by Timesheet Administrator
 - 5.4. Billed
6. Allow timesheet entries to be sorted by any column

Comments and Questions

1. None

This page left intentionally blank, again.