

UseCaseID	UC-PW011
Module	Election Worker
SubModule	
Summary	UC-PW011 - Attendance Management
Description	An attendance management module is needed to keep track of attendance and source or proof of attendance. The supervisor will approve before sending the records for payroll for payments.
Precondition	<ol style="list-style-type: none"> <li>1. User has required Security Level in Election Worker module.</li> <li>2. Election Worker Fees will be auto populated some fields pre-defined based on job title, training, bonus etc...</li> <li>4. EMS will interface with ePollbook to track attendance, hours and days served. The ePollbook has capability for Election Workers to check in and out every time they work at the Vote Centers. Check in and out will be captured, data will be transferred into EMS.</li> <li>5. <b>OR</b> EMS shall have an app for workers to check in and out.</li> </ol>
ExpectedResult	Workers will have records to show their attendance and approved before record is pushed into payroll module.
DetailedProcessFlow	<ol style="list-style-type: none"> <li>1. ePulse (ePollbook) will interface EMS and update the Election worker attendance on a daily basis OR EMS will have app for workers to check in and out.</li> <li>2. Operations will also use stipend cards and other means of communication to update worker attendance in EMS.</li> <li>3. Supervisors will approve payroll.</li> <li>4. User will select which type of workers to generate payroll for.</li> <li>5. Supervisor will review Payroll Exception Report.</li> <li>6. Supervisor will validate counts and amounts from Report.</li> <li>7. Supervisor will approve and send records to payroll for processing.</li> </ol>
ReadyAlternateFlow	
Parent	
Requirements	<p>UC-PW011-01 EMS shall have API connection with ePulse (ePollbook) or an app for workers to check in/out.</p> <p>UC-PW011-02 If the source was imported from ePollbook check in, it shall be considered approved by Supervisor and record should be moved to payroll if there is a pay amount.</p> <p>UC-PW011-03 System shall require Supervisor to approve records if source is not ePollbook.</p> <p>UC-PW011-04 System shall require Managers approval to approve records when amount exceeds threshold set for the job title. The threshold shall be set on the Job Title settings.</p> <p>UC-PW011-05 Records that marked Payroll Ready or Payroll Complete should be in different color so that users can tell right away that it is complete.</p> <p>UC-PW011-06 EMS to provide Payroll Exception Report. This report shall list records with anomaly that will require review.</p> <p>UC-PW011-07 EMS to provide Payroll Summary Counts. This report will be used to validate # of records and total amount from the file.</p> <p>UC-PW011-08 EMS shall display the detailed pay such as base pay, training, bonus etc. including total.</p> <p>UC-PW011-09 When the Users approved to send to payroll EMS shall calculate all the fees based on the requirement, sum all the fees for each worker and produce a file containing</p>

	<p>1 record for each worker (even if Election Worker worked in multiple Vote Centers) if their records have a value of Ready in the Payroll Status.</p> <p>UC-PW011-010 EMS shall allow workers such as County Employees even without payments to create a history as having served for the election as long as there is an attendance record.</p> <p>UC-PW011-011 After a record has been approved EMS will mark a field in each of the election worker record to "attendance approved".</p> <p>UC-PW011-012 EMS shall provide exception reports</p> <p>UC-PW011-013 EMS shall allow supplemental payments for a worker within the same election.</p> <p>UC-PW011-014 EMS shall keep historical records of all payments for IRS 1099 or W2 reporting.</p> <p>UC-PW011-015 EMS shall allow to generate on demand Timecard like report for County Employees for attendance even without pay.</p> <p>UC-PW011-016 EMS shall allow search by: Workers No Pay, Attendance Verified and Unverified, approved, name, no fee, stipend and source.</p> <p>UC-PW011-017 EMS shall have 3 Tabs:</p> <ol style="list-style-type: none"> <li>a. Unverified Tab -If worker is missing Sign-in/Sign-out on any date assigned, changed name or address via ePollbook this worker should be placed in sub tab "Unverified".</li> <li>b. Once worker information has been verified, there should be an option to move record to either "Verified" tab or "Workers No Pay" tab.</li> <li>c. No Pay Tab - County Worker or No Pay Workers Sign-in/Sign-out on all dates assigned with no corrections via ePollbook these workers should be placed in sub tab "Workers No Pay" in Worker Attendance.</li> </ol> <p>UC-PW011-018 EMS shall provide a report that can be generate by Individual Worker, Department and/or Source and/or provide data source for report.</p>
RequirementID	
Gap	ePulse (ePoll Book) will need API connection with EMS for attendance.
Risk	[List of Risk IDs] This feature is necessary to pay Election Workers.
Actors	RRCC Staff
Documents	[List of documentation name, Link or location]
Author	Amelia Bartolome 02122019 mod 4/17/21 ab 5/28/21 ab
Signoff	Election operations management Blanca Lopez and Keysa Rancharan.
Date	[Date Signed off as Complete] 5/26/21