UseCaseID	UC-PW012
Module	Election Worker
SubModule	
Summary	Provide Work Schedule Calendar for each Election Worker
Description	EMS will provide a calendar scheduler to allow Users to create group of fixed schedules for workers. This schedule will be a group of days that the worker is expected to show up at the assigned location.
Precondition	User has required Security Level in Election Worker module
ExpectedResult	Election Worker will be assigned to schedule(s). System to validate dates and hours to make sure there are no overlap of schedules and that Election Workers are not overbooked. The selection will validate and sync with the Service Area Schedule. Example: You cannot book a 5 day work schedule to a location that only opens 4 days.
DetailedProcessFlow	1. EMS User will have an Assign Election Worker Assignment in the Worker Module. 2. Each time a Election Worker is assigned to a Location there will be an option to select from a drop down list; job title and a schedule. 3. Users will be able to view all the assignments of the Election Worker with job title, Vote Center) and date and time.
AlternateFlow	
Parent	
Requirements	UC-PW012-01 The system should provide a calendar driven form to allow users to set up the calendar schedule every election. UC-PW012-02 When setting up the election, include voting period, size & worker schedules by job title. Management will create worker schedules by job title, size and voting period (i.e. Schedule A, Schedule B & etc..) in election set up. UC-PW012-03 Staff will only have the ability to click predetermined schedules if available. Staff will no not have an option to click each day or alter schedule. UC-PW012-04 System shall have a function to copy requirements from one service area to another. UC-PW012-05 The drop down list of schedule will only show the groups that fall within the Vote Center's operational days. UC-PW012-06 When Election Workers are assigned to a location with the Schedule, it should count as fulfilled job_title requirement for each day. UC-PW012-07 The system should display a Calendar to show WHERE, WHEN and who are the the PW's assigned every day. UC-PW012-08 The system shall provide the ability for staff to view a calendar in different views for example daily or entire days the vote center is open and display the all the workers assigned. UC-PW012-09 The system shall provide an alert if Users try to double book an Election Worker. System should not allow Election Worker to work in the same date/time. UC-PW012-010 The system shall have the ability to display information in the calendar including name, Job title, language etc. UC-PW012-011 EMS shall allow Admin user to create customized schedule for special projects. UC-PW012-012 The system shall be able to provide report of the Work Schedule by service area in detail and summary.

Sample of Work Schedule for Community Clerk/Vote CenterClerk:

NOVEMBER 3, 2020
PRESIDENTIAL GENERAL ELECTION
ELECTION WORKER SCHEDULES - COMMUNITY CLERKS/ML CLERKS

11 DAY SCHEDULE - COMMUNITY CLERKS　　　　　　　　　　　　　　　　1 of 2

LARGE

Schedule C 10 Days Clerks Needed: 9	Saturday 24-Oct	Sunday 25-Oct	Monday 26-Oct	Tuesday OFF	Wednesday 28-Oct	Thursday 29-Oct	Friday 30-Oct	Saturday 31-Oct	Sunday 1-Nov	Monday 2-Nov	Tuesday 3-Nov
Schedule D 10 Days Clerks Needed: 9	Saturday 24-Oct	Sunday 25-Oct	Monday 26-Oct	Tuesday 27-Oct	Wednesday OFF	Thursday 29-Oct	Friday 30-Oct	Saturday 31-Oct	Sunday 1-Nov	Monday 2-Nov	Tuesday 3-Nov
Schedule E Day Clerks Needed: 1	Tuesday 3-Nov										
Schedule V 6 Days Clerks Needed: 4	Monday 26-Oct	Tuesday 27-Oct	Wednesday 28-Oct	Thursday 29-Oct	Friday 30-Oct	Monday 2-Nov					

MEDIUM

Schedule C 10 Days Clerks Needed: 6	Saturday 24-Oct	Sunday 25-Oct	Monday 26-Oct	Tuesday OFF	Wednesday 28-Oct	Thursday 29-Oct	Friday 30-Oct	Saturday 31-Oct	Sunday 1-Nov	Monday 2-Nov	Tuesday 3-Nov
Schedule D 10 Days Clerks Needed: 5	Saturday 24-Oct	Sunday 25-Oct	Monday 26-Oct	Tuesday 27-Oct	Wednesday OFF	Thursday 29-Oct	Friday 30-Oct	Saturday 31-Oct	Sunday 1-Nov	Monday 2-Nov	Tuesday 3-Nov
Schedule E Day Clerks Needed: 1	Tuesday 3-Nov										

0/6/20

RequirementID	
Risk	[List of Risk IDs] Without this feature, the EW can potentially be overbooked or underbook PW at the Vote Centers. This feature allows the Users to manage EW's assignments. It also eliminates the steps of going to each days and assigning the workers.
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Amelia Bartolome 02122019 modified 5/2/19 mod 4/10/21 mod 5/28/21 ab
Signoff	Election operations management Blanca Lopez and Keysa Rancharan
Date	[Date Signed off as Complete] 5/26/21