

Use Case ID	UC-LOC007
Module	Locations - Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Box (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.
Sub Module	
Summary	Location Payroll
Description	System shall have ability for user to make payments to locations. The payee and amounts are generated from Location module to create a payment file which shall be sent to the Auditor Controller for processing. System shall have a process to import Postback file from the Auditor and update System with payments information.
Precondition	User has required Security Level in Location module to update payment amounts and approve payment. Location Fees shall be set up in System by staff. Location calenda/schedule shall be used as a reference to calculate payments. Staff shall approve payroll payments for each location's record.
Expected Result	<ul style="list-style-type: none"> • System shall allow staff to create a file of approved Location Payments from system in .txt format specified by the Auditor Controller. • System shall allow staff to import and post Payroll Information into system using Auditor Controller' Postback file.
Detailed Process Flow	<ol style="list-style-type: none"> 1. System shall provide a screen for user to find matching location record after entering data in search fields, including option of location type (e.g. vote center, VBM drop off, check in center or training center) 2. User shall select/open location within location module. 3. User shall select Payment Tab. 4. Staff shall update payee and payment amount information into system 5. System shall calculate all the fees based on the requirements 6. System shall calculate a subtotal fee for each day and a grand total fee for entire period location is used. 7. System shall generate a text file of location payment in the format required by the LA County Auditor Controller. 8. Supervisor with required security level shall approve payments. 9. Supervisor shall generate Payroll Report to review approved warrants. 10. Supervisor shall generate Payroll file and validate totals using the report. 11. Supervisor shall upload and send the payroll file to the Auditor Controller via MFT. 12. Auditor Controller shall process file and generate and mail payments. 13. Supervisor shall retrieve a Postback file from the Auditor Controller MFT site one day after submitting file. 14. Supervisor shall import Postback file into system's location module. 15. System shall update the location payees with the Payment date, payment amount and warrant numbers from the Postback upload and make it available for users to view if needed. 16. End of Payroll Process - complete.
Alternate Flow	
Parent	
Requirements	<p>UC-LOC007-01 - The system shall have a Payment Module (Tab) to allow staff to add payees and payments for location(s) used in an election.</p> <p>UC-LOC007-02 - The system shall calculate the total payments amount for each payee (location's owner).</p>

	<p>UC-LOC007-03 - The system shall allow staff to create a payroll file, designated by County for approved records in txt format.</p> <p>UC-LOC007-04 - The system shall provide report of approved records ready for payroll</p> <p>UC-LOC007-05 - The system shall allow users to import Postback file from the Auditor Controller back into the system and update information for each location's record payments.</p> <p>UC-LOC007-06 - The system shall allow supplemental payments (multiple) payments to be generated, as long as it's not on the same day.</p> <p>UC-LOC007-07 - The system shall provide a report to confirm the successful and unsuccessful updates of the payroll Postback file.</p> <p>UC-LOC007-08 – The system shall post history of payment(s) for payees.</p>
Requirement ID	
Risk	
Actors	[List of Risk IDs] Without this feature, the Users shall not be able to submit payment request to the Auditor Controller and the Location Owners shall not get paid.
Documents	[Actors that use Use Case]
Author	[List of documentation name, Link or location]
Signoff	Carolynn Vu-Tran Revised 04/15/21
Date	Election operations management
Use Case ID	[Date Signed off as Complete]