Employee Module — Rule-wise QA Test Cases

Source: `EMPLOYEE_MODULE_GUIDE.md` / PDF
Style: □□□□□□□□ job card / section → **What you can do + Rules → Test cases** (input □□□□ behave □□□□)
Permission / role □□□□□ □□□ □□□□ □□□ (□□□□) — □□□□□ □□□ □□□ business rule verify □□□□

Marks: ☐ Pass · ❌ Fail · N/A

Card 0 — Prerequisites (Guide §3, §11)

What must exist first

- Active employee-type user (login) in the company
- Configuration masters: Departments, Designations, Employment types, Salary structures, Document types

Rules → Test cases

ID	Rule	Test case (input → expected)	☐
TC-0.1	Setup needs an eligible user	User missing / inactive / not `employee` type → not selectable or save rejected with clear message	
TC-0.2	User already linked	User already has a profile in this company → cannot create second profile	
TC-0.3	Department master required	No active department → organization assign fails / empty list	
TC-0.4	Designation master required	No active designation → organization assign fails	
TC-0.5	Employment type required	No active employment type → employment save fails	
TC-0.6	Salary structure required	No active structure → salary create fails	

ID	Rule	Test case (input → expected)	☐
TC-0.7	Document type required	No active document type → document upload fails	
TC-0.8	Company scope	Data of company A never appears in company B	

Card 1 — Screens (Guide §4)

What you can do

- Browse **Employee list**
- **Setup / Create** new profile
- **View** profile (read-only)
- **Edit** profile (sections/tabs)

Rules → Test cases

ID	Rule	Test case	☐
TC-1.1	List is searchable	Search by name / employee_no returns matching rows only	
TC-1.2	View is read-only	On `/view`, no save; fields not editable	
TC-1.3	Edit allows changes	On edit route, permitted fields save successfully	
TC-1.4	Tabs = sections	Each section opens its own tab content	

Card 2 — New employee setup (Guide §5)

What you can do

1. Pick unlinked company login
2. Fill Personal → Contact → Address → Identities → Employment → Organization
3. Optionally: bank, salary, tax, education, experience, documents, assets, managers, notes

Rules → Test cases

ID	Rule	Test case	☐
TC-2.1	Happy path order	Complete core sections in order → profile created and editable	
TC-2.2	Completion % rises	After each core section save, % increases	
TC-2.3	Optional can wait	Skip bank/salary → still can finish core file	
TC-2.4	Partial save	Stop after personal+contact → employee appears in list; % incomplete	
TC-2.5	Import alternate path	Valid CSV/XLSX creates rows; invalid rows fail with downloadable errors	

Card 3 — Profile completion % (Guide §6)

What counts

Core (counts): Personal, Contact, Address, Identities, Employment, Organization
Helpful (not required for core): Bank, Salary
Does not count: Education, Documents

Rules → Test cases

ID	Rule	Test case	☐
TC-3.1	Core raises %	Fill only personal → % > 0; fill all six core → high/complete	

ID	Rule	Test case	☐
TC-3.2	Missing one core	Leave Identities empty → % stays incomplete	
TC-3.3	Education ignored	Add education only → % does **not** rise for completion formula	
TC-3.4	Documents ignored	Upload documents only → % unchanged for core formula	
TC-3.5	Bank/salary optional	Add bank/salary without claiming they are required for “core complete”	

Card 4 — Personal information (Guide §7.1)

What you can do

- Link a login user
- Set employee number, names, status, photo
- See profile completion %

Rules → Test cases

ID	Rule	Test case (input → expected)	☐
TC-4.1	Employee number unique in company	Same `employee_no` twice → **rejected**	
TC-4.2	Unique employee number OK	New unique `employee_no` → **accepted**	
TC-4.3	One login = one profile	Link user already tied to a profile → **rejected**	
TC-4.4	Linked user must be active employee-type	Inactive / wrong type user → **rejected**	

ID	Rule	Test case (input → expected)	☐
TC-4.5	Photo allowed types	jpg / png / webp ≤ ~2MB → **accepted**	
TC-4.6	Photo rejected	>2MB or unsupported type → **rejected**	
TC-4.7	Remove photo	Remove → photo cleared	
TC-4.8	DOB not in future	Future date of birth → **rejected**	
TC-4.9	DOB today/past	Valid past/today DOB → **accepted**	
TC-4.10	Employee number immutable on edit	Edit mode: `employee_no` disabled / change attempt ignored or rejected	
TC-4.11	Own profile cannot change status	Self-update: status field blocked or stripped on save	
TC-4.12	Required name fields	Empty required name → **rejected**	

Card 5 — Contact information (Guide §7.2)

What you can do

- Maintain official/personal email, mobiles, emergency contact

Rules → Test cases

ID	Rule	Test case	☐
TC-5.1	Only one contact per employee	Second contact create → **rejected**	

ID	Rule	Test case	☐
TC-5.2	Official email unique	Duplicate official email in company → **rejected**	
TC-5.3	Mobile unique (usual rule)	Duplicate mobile → **rejected**	
TC-5.4	Emergency ≠ own mobile	Emergency phone = employee mobile → **rejected**	
TC-5.5	Valid contact	Unique emails/phones, emergency different → **accepted**	
TC-5.6	Update existing	Change email/phone on the single record → **accepted**	

Card 6 — Addresses (Guide §7.3)

What you can do

- Create **Present** address
- Create **Permanent** address
- Copy present → permanent (“same as present”)

Rules → Test cases

ID	Rule	Test case	☐
TC-6.1	Only one present	Second present → **rejected**	
TC-6.2	Only one permanent	Second permanent → **rejected**	
TC-6.3	Address line 1 required	Empty line 1 → **rejected**	

ID	Rule	Test case	☐
TC-6.4	Line 1 filled	Valid present with line 1 → **accepted**	
TC-6.5	Same as present	Create present + same-as-present, no permanent yet → permanent **created as copy**	
TC-6.6	Same as present when permanent exists	Behaviour: no illegal duplicate permanent	
TC-6.7	Both types	One present + one permanent → both stored	

Card 7 — Identities (Guide §7.4)

What you can do

- Add NID / Passport / Birth certificate / Driving license
- Attach scan
- Remove/archive identity

Rules → Test cases

ID	Rule	Test case	☐
TC-7.1	Types available	Each of the four types can be created	
TC-7.2	Doc number unique per type in company	Same type + same number twice → **rejected**	
TC-7.3	Different type same number	Allowed if product only uniques per type (verify)	
TC-7.4	Expiry before issue	Expiry < issue date → **rejected**	

ID	Rule	Test case	☐
TC-7.5	Expiry on/after issue	Valid range → **accepted**	
TC-7.6	Attachment allowed	pdf / image attach → **accepted**	
TC-7.7	Bad attachment	Invalid type / oversize → **rejected**	
TC-7.8	Remove archives	Delete/remove → archived/history kept (not silent hard wipe)	

Card 8 — Employment (Guide §7.5)

What you can do

- Create the single employment record
- Set status: Probation (default), Confirmed, Active, Resigned, Terminated
- Set work mode: Onsite, Remote, Hybrid
- Set joining, confirmation, probation

Rules → Test cases

ID	Rule	Test case	☐
TC-8.1	One employment only	Second employment create → **rejected**	
TC-8.2	Default status	New employment defaults to Probation (or configured default)	
TC-8.3	Confirmation ≥ joining	Confirmation before joining → **rejected**	
TC-8.4	Confirmation on/after joining	Valid → **accepted**	

ID	Rule	Test case	☐
TC-8.5	Probation end ≥ joining	Probation end before joining → **rejected**	
TC-8.6	Probation calculated	Enter period (days/weeks/months) → end date computed from joining	
TC-8.7	Employment type from active master	Inactive type → not selectable / **rejected**	
TC-8.8	Active type OK	Active employment type → **accepted**	
TC-8.9	Own edit cannot change status	Self-update changes status → **blocked/stripped**	
TC-8.10	Status change audited	HR changes Probation→Confirmed → activity/history recorded	
TC-8.11	Work modes	Onsite / Remote / Hybrid each save correctly	

Card 9 — Organization assignment (Guide §7.6)

What you can do

- **Create** first placement (department + designation + effective dates)
- **Transfer** later (new dept/title, date, reason)
- Keep history of old placements

Rules → Test cases

ID	Rule	Test case	☐
TC-9.1	Department required	Missing department → **rejected**	
TC-9.2	Designation required	Missing designation → **rejected**	

ID	Rule	Test case	☐
TC-9.3	First create OK	No current assignment → Create succeeds; is current	
TC-9.4	No second current	Current exists + Create again → **rejected**; message points to Transfer	
TC-9.5	Transfer closes old	Transfer → old `is_current=false` / ended; new is current	
TC-9.6	Transfer reason required	Empty reason → **rejected**	
TC-9.7	Transfer date ≥ current start	Date before current start → **rejected**	
TC-9.8	Same-day transfer	Transfer date = current start → **accepted**	
TC-9.9	History kept	After transfer, old placement still visible in history	
TC-9.10	Inactive masters	Inactive dept/designation → **rejected**	

Card 10 — Reporting managers & team leads (Guide §7.7)

Who the employee reports to

Two relationship types

Type	Meaning
Reporting Manager	Formal line manager
Team Lead	Team lead (more flexible)

What you can do

- **Assign** a manager / team lead
- **Change** the current one
- **End** the relationship without replacing
- View **current** and **past** history

Rules → Test cases

ID	Rule	Test case (input → expected)	☐
TC-10.1	Same company only	Manager from another company → **rejected**	
TC-10.2	Same company OK	Manager in same company → **accepted**	
TC-10.3	Cannot be own manager	Select self as manager → **rejected**	
TC-10.4	No circular reporting	A reports to B, then B reports to A → **rejected**	
TC-10.5	Deeper cycle	A→B→C→A → **rejected**	
TC-10.6	End date before start	End < start → **rejected**	
TC-10.7	End date on/after start	Valid range → **accepted**	
TC-10.8	Change: new manager must differ	Change to same manager → **rejected**	
TC-10.9	Change: date ≥ current start	Change date before current relationship start → **rejected**	
TC-10.10	Change: valid new manager + date	Different manager, valid date → old ended, new current	
TC-10.11	Only one current reporting manager	Second **Assign** while current RM exists → **rejected** (must use Change)	

ID	Rule	Test case (input → expected)	☐
TC-10.12	Use Change not Assign	When RM exists, Change succeeds; Assign fails	
TC-10.13	Assign when none	No current RM → Assign succeeds	
TC-10.14	Multiple team leads allowed	Second Team Lead while one exists → **accepted** (per config)	
TC-10.15	End without replace	End current RM → no current RM; history retained	
TC-10.16	Timeline on Assign	Assign → timeline event created	
TC-10.17	Timeline on Change	Change → timeline event created	
TC-10.18	Timeline on End	End → timeline event created	
TC-10.19	History view	Past + current relationships both visible	
TC-10.20	Team Lead vs RM	Creating Team Lead does not block / replace Reporting Manager (independent types)	

Card 11 — Bank accounts (Guide §7.8)

What you can do

- Add bank accounts (name, branch, account, routing, mobile banking, primary)
- Set primary
- Update / delete

Rules → Test cases

ID	Rule	Test case	☐
TC-11.1	First account auto-primary	First create with no primary flag → becomes primary	
TC-11.2	Set primary clears others	Mark B primary → A no longer primary	
TC-11.3	Only one primary	After any set-primary, exactly one primary remains	
TC-11.4	Delete primary promotes another	Delete primary while others exist → another becomes primary	
TC-11.5	Delete last account	Last account delete → no accounts left	
TC-11.6	Account number masked	UI shows masked number (not full cleartext)	
TC-11.7	Approval on (if enabled)	Create/update/delete → **pending**; not final until approved	
TC-11.8	Approval off	Create/update/delete → immediate final	
TC-11.9	Reject approval	Pending change rejected → original data unchanged	

Card 12 — Salary (Guide §7.9)

What you can do

- Create salary against active structure
- Types: Gross, Basic, Hourly, Contract
- Frequencies: Daily, Weekly, Bi-weekly, Monthly
- Activate / deactivate

Rules → Test cases

ID	Rule	Test case	☐
TC-12.1	Needs active structure	Inactive / missing structure → **rejected**	
TC-12.2	Structure requires basic	`requires_basic` + empty basic → **rejected**	
TC-12.3	Basic ≤ gross	Basic > gross → **rejected**	
TC-12.4	Amounts positive	Zero/negative amount where required → **rejected**	
TC-12.5	Valid amounts	Basic > 0 and ≤ gross → **accepted**	
TC-12.6	Effective date ≥ joining	Effective before joining → **rejected**	
TC-12.7	Employment must exist	No employment → salary create **rejected**	
TC-12.8	One Active only	Create new Active while one Active exists → previous becomes Inactive	
TC-12.9	Explicit deactivate	Deactivate Active → status Inactive	
TC-12.10	Types / frequencies / currency	Each allowed value saves; default currency BDT	

Card 13 — Tax profile (Guide §7.10)

What you can do

- Create TIN / zone / circle / exemption / remarks once
- Later update same record

Rules → Test cases

ID	Rule	Test case	☐
TC-13.1	Only one tax profile	Second create → **rejected**	
TC-13.2	Create then update	First create OK; later update edits same row	
TC-13.3	Fields persist	TIN, zone, circle, exemption, remarks round-trip correctly	

Card 14 — Education (Guide §7.11)

What you can do

- Add degrees/certificates with optional PDF

Rules → Test cases

ID	Rule	Test case	☐
TC-14.1	Passing year not future	Future year → **rejected**	
TC-14.2	Passing year past/current	Valid year → **accepted**	
TC-14.3	Attachment PDF ~2MB	Valid PDF → **accepted**	
TC-14.4	Bad attachment	Non-PDF or >2MB → **rejected**	
TC-14.5	Does not raise core %	After add, completion % formula unchanged	

Card 15 — Experience (Guide §7.12)

What you can do

- Add previous jobs with optional PDF

Rules → Test cases

ID	Rule	Test case	☐
TC-15.1	Resignation ≥ joining	Resignation before joining → **rejected**	
TC-15.2	Valid date range	Resignation on/after joining → **accepted**	
TC-15.3	Attachment PDF ~2MB	Same as education limits	

Card 16 — Documents (Guide §7.13)

What you can do

- Upload, preview, download
- Replace (versioning)
- See version history
- Delete a version

Rules → Test cases

ID	Rule	Test case	☐
TC-16.1	Active document type only	Inactive type → **rejected**	
TC-16.2	Expiry required when type says so	`requires_expiry` + empty expiry → **rejected**	
TC-16.3	Expiry provided	Required expiry filled → **accepted**	
TC-16.4	Restricted without permission	Restricted type without special perm → **denied/filtered**	
TC-16.5	Restricted with permission	With restricted perm → can view/upload	
TC-16.6	Replace only current	Replace current → new current; old kept in history	
TC-16.7	Delete current promotes previous	Delete current → latest remaining becomes current	

ID	Rule	Test case	☐
TC-16.8	File type/size	pdf / image / Word ≤ ~5MB → OK; else **rejected**	
TC-16.9	Preview / download	Current (and allowed versions) open/download	
TC-16.10	Does not raise core %	Upload alone does not complete profile %	

Card 17 — Assets (Guide §7.14)

What you can do

- Assign asset(s) (name, code, assigned date)
- Return as returned / damaged / lost (+ remarks)

Rules → Test cases

ID	Rule	Test case	☐
TC-17.1	Unique assignment of code	Same asset code already assigned to someone → **rejected**	
TC-17.2	Assign free code	Unassigned code → **accepted**	
TC-17.3	Assigned date not future	Future date → **rejected**	
TC-17.4	Assigned date today/past	Valid → **accepted**	
TC-17.5	Only current can return	Return already-returned asset → **rejected**	
TC-17.6	Return statuses	returned / damaged / lost each succeed with remarks	

ID	Rule	Test case	☐
TC-17.7	Inventory freed	After return, same code assignable again	
TC-17.8	Timeline	Assign and return each create timeline events	

Card 18 — Notes (Guide §7.15)

What you can do

- Create internal notes with visibility + optional attachment
- Edit/delete (author / HR rules)

Visibility

Visibility	Who can read
Private	Only author
HR	Author + users with employee create or update
Manager	Author + users with employee update

Rules → Test cases

ID	Rule	Test case	☐
TC-18.1	Private isolation	Other user cannot read Private note	
TC-18.2	HR visibility	User with create/update can read HR notes	
TC-18.3	Manager visibility	User with update can read Manager notes; create-only may not	

ID	Rule	Test case	☐
TC-18.4	Create → timeline	New note creates timeline event	
TC-18.5	Author edit/delete	Author can edit/delete own note	
TC-18.6	Non-author blocked	Other employee cannot edit/delete author's note	
TC-18.7	Attachment limits	pdf/image/Word ≤ ~5MB OK; else rejected	

Card 19 — Timeline (Guide §7.16)

What you can do

- See chronological HR events
- Add manual events (title, type, date)

Event types

Join, Confirmation, Transfer, Promotion, Manager Change, Document Upload, Note Created, Asset Assigned, Asset Returned, Resignation, Termination, Other

Rules → Test cases

ID	Rule	Test case	☐
TC-19.1	Auto from manager	Assign/change/end manager → Manager Change (or equivalent) appears	
TC-19.2	Auto from asset	Assign/return → Asset events appear	
TC-19.3	Auto from note	Note create → Note Created appears	

ID	Rule	Test case	☐
TC-19.4	Manual requires title+type+date	Missing any → **rejected**	
TC-19.5	Manual complete	All required filled → **accepted**	
TC-19.6	Chronological	Events ordered by date	

Card 20 — Day-to-day workflows (Guide §8)

□□□□□ multi-step E2E — □□□□□ card rules □□□□□□□

WF-A — Transfer employee

ID	Step / rule	Test case	☐
TC-WF-A1	Prerequisite	Current org assignment exists	
TC-WF-A2	Transfer	New dept + designation + date + reason → success	
TC-WF-A3	History	Old closed; new current	

WF-B — Change reporting manager

ID	Step / rule	Test case	☐
TC-WF-B1	None → Assign	Assign works	
TC-WF-B2	Exists → Change	Change works; Assign fails	
TC-WF-B3	End	End leaves no current	
TC-WF-B4	Timeline	Each action logged	

WF-C — Change salary

ID	Step / rule	Test case	☐
TC-WF-C1	Joining exists	Employment present	
TC-WF-C2	New Active	Previous Active → Inactive	
TC-WF-C3	Deactivate	Active → Inactive without replacement	

WF-D — Replace document

ID	Step / rule	Test case	☐
TC-WF-D1	Upload	Against correct type	
TC-WF-D2	Replace	New current; old in history	

WF-E — Assign & return asset

ID	Step / rule	Test case	☐
TC-WF-E1	Assign	With date	
TC-WF-E2	Return	Status + remarks; code free	

WF-F — Bank with approval

ID	Step / rule	Test case	☐
TC-WF-F1	Submit	Pending if approval on	
TC-WF-F2	Approve	Change becomes final	
TC-WF-F3	Reject	Change not applied	

WF-G — New joiner checklist (Guide §14)

ID	Check	☐
TC-WF-G1	Active user exists	

ID	Check	☐
TC-WF-G2	Personal + unique employee_no	
TC-WF-G3	Contact + address + identities	
TC-WF-G4	Employment	
TC-WF-G5	Dept + designation	
TC-WF-G6	Reporting manager (if needed)	
TC-WF-G7	Bank + salary (if payroll ready)	
TC-WF-G8	Required documents	
TC-WF-G9	Assets (if any)	
TC-WF-G10	Profile % reviewed	

WF-H — Leave / exit (Guide §14)

ID	Check	☐
TC-WF-H1	Employment → Resigned / Terminated	
TC-WF-H2	End/change manager	
TC-WF-H3	Return assets	
TC-WF-H4	Documents + timeline intact	

Card 21 — Common problems (Guide §12) — reproduce & confirm message

ID	Symptom	Reproduce	Expected meaning	☐
TC-21.1	Cannot find user in setup	Inactive / wrong type / already linked	Clear reason	
TC-21.2	Cannot save dept/designation	Master missing/inactive	Clear reason	
TC-21.3	Cannot create org again	Current exists	Use Transfer	
TC-21.4	Cannot assign RM	Current exists / self / circular	Use Change or fix relation	
TC-21.5	Salary date rejected	Before joining / no employment	Clear validation	
TC-21.6	Document rejected	Type/size/expiry/restricted	Clear validation	
TC-21.7	Bank not visible yet	Approval pending	Pending state shown	
TC-21.8	Profile % stuck low	Core incomplete	Missing section identifiable	

Appendix — Permission / role checks (secondary)

[illegible] **suite** — business rule cards [illegible]

ID	Check	☐
PERM-01	Without `employee.menu-view` → module hidden / denied	
PERM-02	Setup/import need `employee.create`	
PERM-03	Most mutations need `employee.update`	

ID	Check	☐
PERM-04	Bank section needs `employee.view-bank`	
PERM-05	Salary section needs `employee.view-salary`	
PERM-06	Documents need `employee.view-documents`	
PERM-07	Restricted docs need `employee.view-restricted-documents`	
PERM-08	`update-own-profile`: own personal/employment only; **no status**	
PERM-09	Status dropdown in UI: `administrator` role slug	
PERM-10	View-only role: all mutate APIs 403	
PERM-11	Cross-company IDOR blocked	

Detail matrix: `ROLE_BASED_QA_CHECKLIST.md`

Suggested run order

1. Card 0 prerequisites
2. Cards 4–10 **core rules** (especially Card 10 reporting — example style)
3. Cards 11–19 supporting sections
4. Card 20 workflows
5. Card 21 common problems
6. Appendix permissions

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