



**DEFENSE INFORMATION SYSTEMS AGENCY**

**JOINT INTEROPERABILITY TEST COMMAND**  
*Indian Head, MD*



# **SOFTWARE TEST REPORT FOR THE**

## **NAVAL SEA LOGISTIC CENTER (NAVSEA)**

**Standard Labor Data Collection and  
Distribution Application  
(SLDCADA) Version 21.2**

July 6, 2001

**SOFTWARE TEST REPORT  
FOR THE**

**NAVAL SEA LOGISTIC  
CENTER (NAVSEA)**

**Standard Labor Data Collection and  
Distribution Application  
(SLDCADA) Version 21.2**

**July 6, 2001**

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## Executive Summary

The Joint Interoperability Test Command conducted a functional test of the web-based version of the Standard Labor Data Collection and Distribution Application (SLDCADA) version 21.2 for the Naval Sea Logistic Center (NAVSEA) from 29 May through 1 June 2001.

The functional test was conducted at the NAVSEA Detachment Atlantic facility in Yorktown, VA.

The SLDCADA is a timekeeping system that allows for centralized or distributed input, providing the capability to track civilian, military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

Only the functional capabilities were considered during test preparation. This effort identified 263 functional requirements for the SLDCADA application. Eight Software Test Descriptions were prepared to verify and validate 100 percent of the identified requirements for SLDCADA. However, 18.3 percent of the total requirements were not tested because of time limitations. Those requirements not tested were ranked as priority 4 and 5. There would have been no operational impact if these requirements had been tested and failed. In addition, 3.2 percent of the requirements were no longer applicable due to system changes.

The overall tested functional performance of the system was considered good. Of the remaining 78.5 percent of the total requirements, 91.79 percent were successfully demonstrated during this test.



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## Section 1. Scope

### 1.1 Identification

The Standard Labor Data Collection and Distribution Application (SLDCADA) is a Naval Sea Logistic Center (NAVSEA) developed Time and Attendance System that has recently been chosen as the Department of Navy standard.

The SLDCADA is a timekeeping system that allows for centralized or distributed input, providing the capability to track civilian, military and contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

The purpose of this document is to annotate the test results of the Joint Interoperability Test Command (JITC) Functional Qualification Test (FQT) of SLDCADA.

### 1.2 Background

The Department of the Navy chose SLDCADA as the new Time and Attendance application to be used at nearly all Navy activities. NAVSEA requested that JITC perform a Functional Qualification Test (FQT) on SLDCADA, a web-based Oracle system, before deploying it Navy wide.

JITC was responsible for the formal FQT, which validated the integrity of the application's performance by verifying documented requirements.

### 1.3 Application Overview

SLDCADA has many features to benefit the Navy's Time and Attendance capabilities. These features include a leave availability check, prior pay adjustments, exception reporting, and the ability to query Defense Civilian Payroll System (DCPS) files (Master Employee Record & Biweekly Master Employee Record) for easy access to employee information by authorized users.

The SLDCADA provides a single Time and Attendance screen for input, correction, certification, prior pays, and review, which ultimately reduces the training effort and makes user input easy. All reports are on-line, resulting in a reduction of hard-copy reports.

Interfaces are in place with the DCPS, the Department of Defense standard financial systems (Defense Information Financial Management System, Standard Accounting and Reporting System-Field Level and Standard Accounting and Reporting System-Headquarters), as well as other various local financial systems.

The SLDCADA is designed to be parameter driven; therefore it may be tailored to meet individual site requirements. By being able to customize the SLDCADA application, the site is provided with maximum flexibility, thus making it possible to satisfy a site's particular needs.

## **Section 2. Documentation Overview**

### **2.1 Test Preparation**

JITC established a structured, standardized testing process for the SLDCADA FQT. The pre-test events are the foundation for the follow-on activities.

JITC identified 263 functional requirements for the SLDCADA web-based application. The requirements were derived from the documentation obtained from the SLDCADA Program Management Office (PMO). In order to assure that full coverage of the requirements have been accomplished, JITC mapped each requirement to a step in the

Software Test Description (STD) documents. These functional requirements were tested to validate the functionality of the application.

There were eight STDs written for the web-based version of SLDCADA. The STDs are included in this test plan and can be found in Appendix C. The STDs identified for SLDCADA are summarized in paragraph 4.2. These scenarios were specific in assigning each operator input, expected results, requirement cross reference, dependencies on other test items or products, and any other critical dependencies projected to be a consideration during test. The SLDCADA functional test was conducted 29 May through 1 June, 2001.

## **2.2 Reference Documents**

- a) SLDCADA Functional Assessment Proposal, dated 31 January 2001.
- b) SLDCADA Software User's Manual (Web), dated 8 May 2001.

## **Section 3. Test Environment**

### **3.1 Hardware Considerations**

The following describes the hardware items that will be needed to conduct SLDCADA testing:

- Sun Sparc Database Server
  - 486/33 or higher processor
  - 3.5-inch high-density floppy drive

- Windows NT Workstation
  - 486/33 or higher processor

16 MB Memory  
3.5-inch high-density floppy drive

### **3.2 Software Considerations**

The following table describes the software items that will be needed to conduct SLDCADA testing:

Netscape Version 4.5 or later  
ORACLE Version 8.1.6  
Solaris Version 2.6  
SLDCADA Version 21.0 executable code

## **Section 4. Test Details**

### **4.1 Test Objectives**

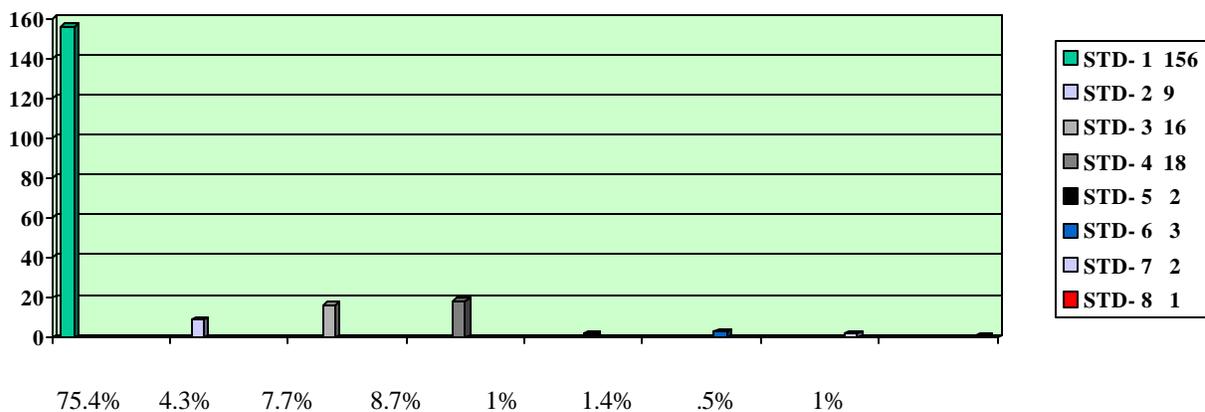
The JITC testing approach is a modified FQT that will insure that all test objectives are satisfied.

The FQT dealt primarily with the assessment of the systems' functional requirements. The functional testing approach was a comprehensive effort designed to verify and validate all of the system's functional requirements. It was conducted in a formal nature, with JITC and Subject Matter Experts (SME) working side by side. JITC, in many cases, initiated most of the button actions, as well as annotated the results or problems and made necessary changes to the STDs previously prepared by JITC. SMEs were on hand to act in a consulting capacity, utilizing their SLDCADA functional expertise as required. This procedure was done to facilitate the aggressive turn-around time for analysis and results. During the actual testing period, problems encountered, preliminary analysis of problems, and test schedule progress were made by JITC.

## 4.2 Test Summary

Each STD prepared for SLDCADA was designed with an individual objective and subset of requirements to be validated. During the test, the JITC test team annotated these STDs, with test results, to fully document the testing progress of SLDCADA.

Only the functional capabilities were considered during test preparation. This effort identified 263 functional requirements for the SLDCADA application. Eight Software Test Descriptions (STDs) were prepared to verify and validate 100 percent of the identified requirements for SLDCADA. The total percent of requirements not tested equals 21.5 percent, while 78.5 percent of the total requirements were tested. The requirements are attached to the back of each STD. The STDs are summarized below and detailed in Appendix C.



Graph 1 – SLDCADA Requirements to STD

**4.2.1 CIVILIAN SA/AL:** The Civilian SA/AL STD verifies that the user is able to access all employees and has Administrator privileges. This STD validates that SLDCADA provides the user with the ability to input, correct, certify, and review every employee's time and attendance records, through an automated web-based application.

**Disposition of Requirements: One hundred and fifty six of the testable requirements were allocated to this description. This represented 75.4 percent of the overall testable requirements.**

**Risk Analysis:** Eleven of the 156 requirements allocated to this STD resulted in a trouble report. There were seven trouble reports written for this STD. The requirements were assigned to the following Trouble Reports: SLDCADA-0001, priority 4; SLDCADA-0002, priority 3; SLDCADA-0003, priority 3; SLDCADA-0004, priority 3; SLDCADA-0005, priority 2; SLDCADA-0006, priority 1; and SLDCADA-0007, priority 3.

**Impact Statement:** Trouble Reports SLDCADA-0005 and SLDCADA-0006 resulted in operational impacts. JITC was unable to verify that the clocks worked as intended because the screen would freeze upon selection. The requirements affected were ranked a priority two by the SME. In addition, JITC was unable to

certify employees work hours. This is a primary function of SLDCADA and was ranked a priority one by the SME.

**4.2.2 MILITARY SE/SE INQUIRY ONLY:** The Military SE/SE Inquiry Only STD verifies that the user can obtain his information with read-only access. The user will not be allowed to update any information or look at any other employee's information.

**Disposition of Requirements: Nine of the testable requirements were allocated to this description. This represented 4.3 percent of the overall testable requirements.**

Risk Analysis: All requirements allocated to this STD were successfully demonstrated.

Impact Statement: There are no operational impacts associated with this STD.

**4.2.3 MILITARY SE/SE UPDATE:** The Military SE/SE Update STD verifies that the user can obtain only his information. The STD also verifies that the user can update and review any information in his record.

**Disposition of Requirements: Sixteen of the testable requirements were allocated to this description. This represented 7.7 percent of the overall testable requirements.**

Risk Analysis: One of the 16 requirements allocated to this STD resulted in a trouble report. The requirement was assigned to Trouble Report SLDCADA-0007, priority 4.

Impact Statement: There are no operational impacts associated with this STD.

**4.2.4 NON-EMPLOYEE SU/SG:** The Non-Employee SU/SG STD verifies that the user is able to access the supervisor assigned group and has Supervisor privileges. This STD validates that SLDCADA provides the Supervisor the ability to input, correct, certify, and review all of the Supervisor's assigned employee's time and attendance records through an automated web based application.

**Disposition of Requirements: Eighteen of the testable requirements were allocated to this description. This represented 8.7 percent of the overall testable requirements.**

Risk Analysis: One of the 18 requirements allocated to this STD resulted in a trouble report. The requirement was assigned to Trouble Report SLDCADA-0007, priority 4.

Impact Statement: There are no operational impacts associated with this STD.

**4.2.5 CIVILIAN TK/CC:** The Civilian TK/CC STD verifies that the user is able to access the employees in the user's shop and has Time-Keeper privileges. This STD validates that SLDCADA provides the user with the ability to input, correct, certify, and review all of the user's shop employees' time and attendance records through an automated web based application.

**Disposition of Requirements: Two of the testable requirements were allocated to this description. This represented 1.0 percent of the overall testable requirements.**

Risk Analysis: The two requirements allocated to this STD were successfully demonstrated. However, Trouble Report SLDCADA-0008 was created in reference to this STD.

Impact Statement: There are no operational impacts associated with this STD.

**4.2.6 CIVILIAN TK/XC:** The Civilian TK/XC STD verifies that the user is able to access all of the employees in the user's shop and all employees in shops that are cross-referenced to the user's shop. The STD also verifies that the user has Time-Keeper privileges. This STD also validates that SLDCADA provides the user with the ability to input, correct, certify, and review all of the user's shop employees' time and attendance records through an automated web-based application.

**Disposition of Requirements: Three of the testable requirements were allocated to this description. This represented 1.4 percent of the overall testable requirements.**

Risk Analysis: Two of the three requirements allocated to this STD resulted in a trouble report. The requirements were assigned to Trouble Report SLDCADA-0010, priority 3.

Impact Statement: There are no operational impacts associated with this STD.

**4.2.7 CIVILIAN SES SA/AL:** The Civilian SES SA/AL STD verifies that the user is able to access all employees and has Administrator privileges. The STD also verifies that SES specific codes are operational. This STD validates that SLDCADA provides the user with the ability to input, correct, certify, and review all employees' time and attendance records through an automated web-based application.

**Disposition of Requirements: Two of the testable requirements were allocated to this description. This represented 1.0 percent of the overall testable requirements.**

Risk Analysis: One of the two requirements allocated to this STD resulted in a trouble report. The requirements were assigned to Trouble Report SLDCADA-0011, priority 3. Trouble Report SLDCADA-0009 was created for this STD, however, this Trouble Report does not affect any specific requirements.

Impact Statement: There are no operational impacts associated with this STD.

**4.2.8. CIVILIAN INTERMITTENT SA/AL:** The Civilian Intermittent SA/AL STD verifies that the user is able to access all employees and has Administrator privileges. The STD also verifies that Intermittent specific codes are operational. This STD validates that SLDCADA provides the user with the ability to input, correct, certify, and review all employees' time and attendance records through an automated web-based application.

**Disposition of Requirements:** One of the testable requirements was allocated to this description. This represented .50 percent of the overall testable requirements.

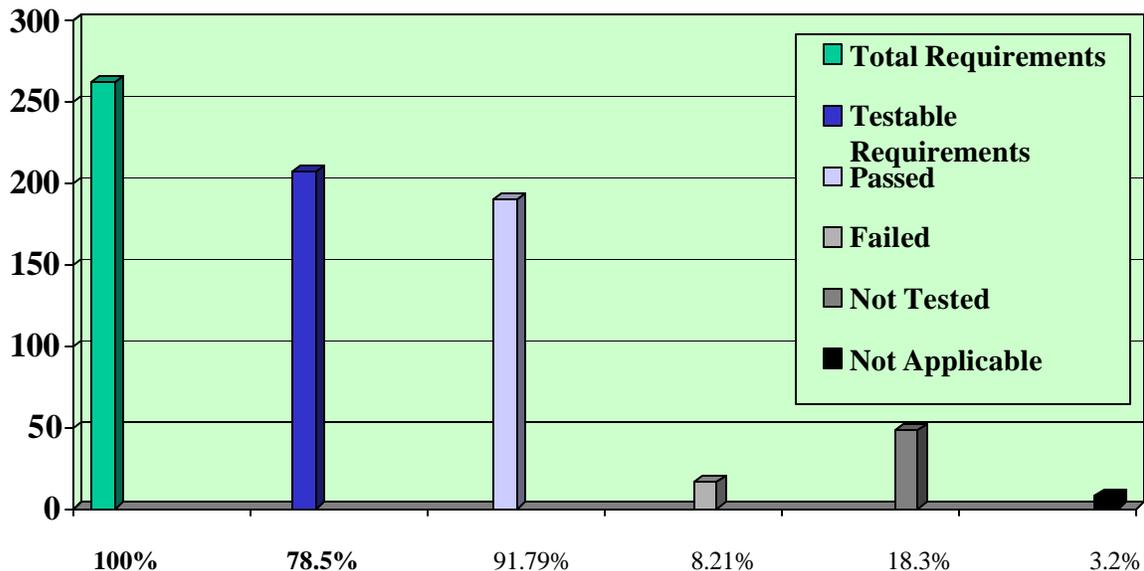
Risk Analysis: The requirement resulted in Trouble Report SLDCADA 0012, priority 3.

Impact Statement: There are no operational impacts associated with this STD.

#### 4.3 Data Analysis

The majority of the data collected was formatted and placed into a traceability database. The information was consolidated and an associated disposition regarding its status was assigned. The detailed requirement disposition listing is included as an appendix to each STD.

The requirements were sorted by percentages for those tested, failed, not tested, and no longer applicable, and are represented in the test depth and breadth SW metric shown in Graph 2.



Graph – 2 Requirement Dispositions

#### 4.4 Test Reporting

Daily Emerging Results Reports (ERRs) were submitted to and discussed with the SLDCADA PM, highlighting any issues that needed to be addressed to the SLDCADA Program Manager (PM).

This test report cross-references the requirements with any associated trouble report. There were two trouble reports that have an associated operational impact. This report also presents the results in graphs and tables, for charting purposes.

The appendices of this report include the completed STDs annotated with resulting information, the actual trouble reports, the requirements as they were allocated to each STD, and other administrative appendices to support the results.

The test report will be provided, in original form, to the PM of SLDCADA.

#### 4.5 Software Trouble Reports

Fourteen Trouble Reports were written against this version of SLDCADA. Below is a table summary of the Trouble Reports. The individual trouble reports can be found in Appendix D.

Number	Title	I	O	Requirement
SLDCADA 0001	Help>Topics	4	N	35, 258
SLDCADA 0002	EHz Codes	3	N	95
SLDCADA 0003	ND/EHz Codes	3	N	84
SLDCADA 0004	Work Schedule	3	N	109
SLDCADA 0005	Clocks 1/2	2	Y	107, 108, 110, 111
SLDCADA 0006	Certify Only	1	Y	121
SLDCADA 0007	Reference Icon	4	N	37, 178, 221
SLDCADA 0008	RG Default	N/A	N	No requirements associated with this TR.
SLDCADA 0009	Firefighter ND Code	N/A	N	No requirements associated with this TR.
SLDCADA 0010	Firefighter LU/LT Code	3	N	92, 93
SLDCADA 0011	SES B* Code	3	N	79
SLDCADA 0012	Intermittent OS, ON, OU Codes	3	N	86
SLDCADA 0013	Requirements Not Tested	4	N	See TR for Listing
SLDCADA 0014	Requirements Not Applicable	4	N	See TR for Listing

Table 1- Trouble Reports.

## **Section 5. Points of Contact**

**5.1 Task Management and Execution:** The JITC POC for the technical conduct, management, and contractor performance of this task is:

Luanne Overstreet  
ATTN: Messaging and Information Systems Division  
4481 Indian Head Highway  
Indian Head, MD 20640  
DSN: 354-2695, COM: (301) 744-2695

**5.2 Funding:** Initial and any follow-on funding to support this task should be forwarded as a Military Interdepartmental Purchase Request (MIPR) to

Ms. Dina Martinez  
ATTN: Financial Management Office (JTAF)  
Building #57305  
Fort Huachuca, Arizona, 85613  
DSN: 879-3663, COM: (520) 538-3663

**5.3 Customer Satisfaction:** Any feedback concerning JITC's performance, whether positive or negative, on this task should be made through the following POC:

Mr. Michael P. Mangan, Division Chief  
ATTN: Messaging and Information Systems Division  
101 Strauss Avenue, Bldg. 900  
Indian Head, MD 20640-5035  
DSN: 354-2604, COM: (301) 744-2604, FAX: (301) 744-2666

Appendix A  
**Points of Contact**

Name	Affiliation	DSN/ Commercial
SLDCADA PMO		
Priscilla Tillery	Naval Sea Logistic Center	(301) 744-6125
SLDCADA Technic II Support		
Natasha Mungal	Naval Sea Logistic Center	(757) 887-7824
Tim Sledge	Naval Sea Logistic Center	(757) 887-4441
Beth Abbot	Naval Sea Logistic Center	(757) 887-8145
JITC Test Team		
Luanne Overstreet	JITC	(301) 744-2695 DSN 354
Chrissy D. McMannes	TRW	(301) 744-2689 DSN 354

## Appendix B

### Acronyms

DCPS	Defense Civilian Payroll System
FQT	Functional Qualification Test
JITC	<b>Joint Interoperability Test Command</b>
NAVSEA	Naval Sea Logistic Center
PMO	Program Management Office
SLDCADA	Standard Labor Data Collection and Distribution Application
SME	Subject Matter Expert
STD	Software Test Description

## APPENDIX C

### Software Test Descriptions

APPENDIX D

**Trouble Reports**



# TROUBLE REPORT

**Prepared by:** JITC  
**TEST:** FQT 1  
**TEST SITE:** Yorktown, VA

**Form #:** SLDCADA-0002  
**Test Case ID:** STD 1-CIVILIAN  
**Priority** 3  
**OP Impact:** Y N N/A

**PLATFORM** HP SOLARIS NT

**Title** EHz Codes

**Details** The EHz Code D\* was supposed to work with certain type hour codes. Each type hour code was tested with the D\* EHz code using employee Tweety Bird. None of the type hour codes worked with the EHz Code D\*.

**Requirements** 95









# TROUBLE REPORT

**Prepared by:** JITC  
**TEST:** FQT 1  
**TEST SITE:** Yorktown, VA

**Form #:** SLDCADA-0007  
**Test Case ID:** STD 1-CIVILIAN  
**Priority** 4  
**OP Impact:** Y N N/A

**PLATFORM** HP SOLARIS NT

**Title** Reference Icon

**Details** In the Military>Employee>Field screen the reference was not displaying for all of the reference icons that were available.

**Requirements** 37, 178, 221















**Joint Interoperability Test Command**

**Software Test Description**

For the

**NAVAL SEA LOGISTIC CENTER (NAVSEA)**

**STANDARD LABOR DATA COLLECTION AND DISTRIBUTION  
APPLICATION (SLDCADA)**

**STD 1-CIVILIAN SA/AL**

**May 29, 2001**

**1. Details of Test Case: STD 1-Civilian SA/AL**

**1.1 Title:** Standard Labor Data Collection and Distribution Application (SLDCADA)

**1.2 Description:** The Standard Labor Data Collection and Distribution Application (SLDCADA) is a Naval Sea Logistic Center (NAVSEA) developed Time and Attendance System that has recently been chosen as the Department of Navy standard.

The SLDCADA is a timekeeping system that allows for centralized or distributed input, providing the capability to track civilian, military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

**1.3 Assumptions and Constraints:** SLDCADA website has been successfully accessed. The user must be logged in using the menu code SLDCADA Administrator and have access rights to All.

<b>STD 1- Civilian SA/AL</b>				
<b>Objective:</b> To assure that SLDCADA functionality's are successfully demonstrated and evaluated.				
<b>Requirements:</b> see attached listing				
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
1	Open Internet Explorer and type in the URL address.	The Security Alert window is displayed.	<b>Successful</b>	Launch (1)
2	Select Yes.	The Login Screen is displayed.		
3	Select Cancel.	The Web Login Screen closes.	<b>Successful</b>	Cancel (14)
4	Access the SLDCADA Web Login Screen.	The Web Login Screen appears.		
5	Type the following: User ID: jgordan Password: stan Then select Login.	The Login Error Message appears.	<b>Successful</b>	Invalid Login (15)
6	Type the following: User ID: jgordan Password: training_2 Then select Login.	The Login Error Message appears a second time.	<b>Successful</b>	Login Error (16)
7	Select OK and type in the following: User ID: jgordan Password: training_1 Then select Login.	The SLDCADA News screen appears.	<b>Successful</b>	User ID (13)
8	Select the Help>Help Topics from the SLDCADA Main Menu, then close the screen.	The Help menu is displayed and closed.	<b>Successful</b>  <b>Failed TR #0001 (For Req. 35 and 258)</b>	Help (35, 258) Tool Bar (27)
9	Select the Help>About from the SLDCADA Main Menu, then close the screen.	The About SLDCADA Screen appears and closes.	<b>Successful</b>	About SLDCADA (24)

Event #	Action	Expected Results	Observations	Requirements
10	Select the Tools>User Login Information from the SLDCADA Main Menu, then close the screen.	The Current screen is displayed showing the current user logged into SLDCADA, then the screen closes.	<b>Successful</b>	Current User (33) User Information (259) Current User Report (260)
11	Select the Tools>Current Week Information from the SLDCADA Main Menu, then close the screen.	The Current Week Ending Date Information screen appears showing the weekend date, then the screen closes.	<b>Successful</b>	Current Week (34) Week Ending Information (261) Current Week Ending (262)
12	Verify that the SLDCADA Status Bar is displayed at the bottom of the screen.	The Status Bar is displayed on the screen.	<b>Successful</b>	Status Bar (26)
13	Select Tools>System News from the SLDCADA Main Menu.	The System News Screen appears.		
14	Select Labor>Time and Attendance from the SLDCADA Main Menu.	The Search Window appears.	<b>Successful</b>	Menu Bar (25) Time and Attendance (Default) (69)
15	Select the Cancel button.	The SLDCADA System News Screen appears.	<b>Successful</b>	Employee Name (Cancel) (52)
16	Select Labor>Time and Attendance from the SLDCADA Main Menu.	The Search Screen appears.  Note: Searches can be performed using the Employee Name, SSN, Shop or Supervisor Assignment.	<b>Successful</b>	Time and Attendance (Search) (70)
17	Select the desired week ending date: 4-1-00.	The week ending date appears in the dialog box.		

Event #	Action	Expected Results	Observations	Requirements
18	Verify that the Shop is highlighted in the Search Criteria box, then enter the shop (ALL) into the Search Criteria Value box, then select Search.	All shop labor hours are displayed in the Time and Attendance Data Screen.  Note: A shop will default to the only shop available if it is the only one assigned.	<b>Successful</b>	Shop (Search Criteria, Default, Search) (53, 54, 55, 56)
19	Select Labor>Time and Attendance from the SLDCADA Main Menu.	The Search Screen appears.		
20	Select the desired week ending date: 4-1-00.	The week ending date appears in the dialog box.		
21	Verify that the SSN is highlighted in the Search Criteria box, select the employee's SSN (125309625) from the Search Criteria Value pull down menu, then select Search.	The employees, with that SSN, labor hours are displayed in the Time and Attendance Data Screen.	<b>Successful</b>	SSN (Search Criteria, Search) (57, 58, 59)
22	Select Labor>Time and Attendance from the SLDCADA Main Menu.	The Search Screen appears.		
23	Select the desired week ending date: 4-1-00.	The week ending date appears in the dialog box.		
24	Verify that the Supervisor Assignment is highlighted in the Search Criteria box, enter All in the Search Criteria Value box, then select Search.	All employees, with that supervisor assignment, labor hours are displayed in the Time and Attendance Data Screen.	<b>Successful</b>	Supervisor Assignment (Search Criteria, Search) (60, 61, 62)
25	Select Labor>Time and Attendance from the SLDCADA Main Menu.	The Search Screen appears.		
26	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.	<b>Successful</b>	Employee Name (Date) (49)

Event #	Action	Expected Results	Observations	Requirements
27	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Tweety Bird) into the Search Criteria Value box, then select Search.	Tweety Bird's labor hours are displayed in the Time and Attendance Data Screen.	<b>Successful</b>	Employee Name (Search Criteria, Search) (48, 50, 51)
28	Select Time and Attendance Week 1 (11-11-00) and change the hours to 10 for Wednesday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
29	Select Cancel.	The Time and Attendance Week 2 (11-18-00) window appears and changes were not saved to Week 1 (11-11-00).		
30	Select Time and Attendance Week 1 (11-11-00) and change the hours to 10 for Wednesday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
31	Select OK.	Error message is displayed stating that time was exceeded for Wednesday.		
32	Close the error message. Select Time and Attendance Week 1 (11-11-00) and change the hours to 8 for Thursday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
33	Select OK.	A message appears stating that the validation and save were successful.		
34	Close the Validation screen.	The Week 1 Time and Attendance Data Screen appears.		
35	Enter the following into the appropriate fields in the Week 1 Time and Attendance Data Screen for Tweety Bird: JON: 24681012 S Shop: No S Shop	The data is entered in the appropriate fields.  Note: These are all optional field.	<b>Successful</b>	Time and Attendance (Data, JON, S Shop) (71, 72, 74)

Event #	Action	Expected Results	Observations	Requirements
36	Enter the wrong P Shop (05) in the P Shop field. Then select the Save icon.	An error message is displayed stating which field was in error.  Note: This is a MANDATORY field.  Note: Major error for the P shop, it will not allow you to save the P shop since it is a mandatory field.	<b>Successful</b>	Incorrect Data (36) Time and Attendance (P Shop) (73)
37	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
38	Enter the correct P Shop (02) in the P Shop field.	The P Shop is entered in the appropriate field.		
39	Enter in the following: Hazard Code: BA ND: spaces TYHR: CN Then click on the Save icon.	An error message will be displayed indicating that Environmental Hazard BA cannot be used with type hour code CN.  Note: JON will default to nothing if it cannot find the JON.	<b>Successful</b>	Hz Code (75) Hz Code (D*, B*, E*, K*) (76)
40	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
41	Enter in the following: Hazard Code: EA ND: ND TYHR: OA Then click on the Save icon.	The following error messages will be displayed: Environmental Hazard Code EA and the Night Differential Code cannot be used with type hour code OA.	<b>Successful</b>	Update (42) TYHR (Environmental) (94)
42	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
43	Enter in the following: Hazard Code: BD ND: spaces TYHR: LW Then click on the Save icon.	The following error message will be displayed: Environmental Hazard Code BD cannot be used with type hour code LW.	<b>Successful</b>	Update (Error) (44) TYHR
44	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
45	Enter in the following: Hazard Code: FA ND: spaces TYHR: CT Then click on the Save icon.	The following error message will be displayed: Environmental Hazard Code FA cannot be used with type hour code CT.	<b>Successful</b>	Update (Edit) (45)
46	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
47	Enter in the following: Hazard Code: FB ND: spaces TYHR: LA Then click on the Save icon.	The following error message will be displayed: Environmental Hazard Code FB cannot be used with type hour code LA.		
48	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
49	Enter in the following: Hazard Code: FD ND: spaces TYHR: LB Then click on the Save icon.	The following error message will be displayed: Environmental Hazard Code FD cannot be used with type hour code LB.		
50	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
51	Enter in the following: Hazard Code: EC ND: ND TYHR: CA Then click on the Save icon.	The data is changed and accepted.	<b>Failed</b>  <b>TR #0003</b>	ND Code (Hz (Code) (84)
52	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
53	Enter in the following: Hazard Code: DB ND: spaces TYHR: LO Then click on the Save icon.	The data is accepted.  Note: The JON will be populated based on the other information input in the screen.	<b>Failed</b>  <b>TR #0002</b>	TYHR (Hz) (95)
54	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
55	Enter in the following: Hazard Code: DD ND: spaces TYHR: CT Then click on the Save icon.	The data is changed and accepted.	<b>Successful</b>  <b>TR #0002</b> <b>(Affecting</b> <b>Req. 95)</b>	TYHR (85)
56	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
57	Enter in the following: Hazard Code: DD ND: spaces TYHR: LB Then click on the Save icon.	The data is changed and accepted.	<b>TR #0002</b>	
58	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
59	Enter in the following: Hazard Code: DB ND: spaces TYHR: LG Then click on the Save icon.	The data is changed and accepted.	<b>TR #0002</b>	
60	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
61	Enter in the following: Hazard Code: DD ND: spaces TYHR: LP Then click on the Save icon.	The data is changed and accepted.	<b>TR #0002</b>	
62	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
63	Enter in the following: Hazard Code: DB ND: spaces TYHR: LQ Then click on the Save icon.	The data is changed and accepted.	<b>TR #0002</b>	
64	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
65	Enter in the following: Hazard Code: DA ND: spaces TYHR: OA Then click on the Save icon.	The following error message will be displayed: Environmental Hazard Code DA cannot be used with type hour code OA.	<b>TR #0002</b>	
66	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
67	Enter in the following: Hazard Code: spaces ND: ND TYHR: CC Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code CC.	<b>Successful</b>	ND Code (Type Codes) (83)
68	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
69	Enter in the following: Hazard Code: spaces ND: ND TYHR: CE Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code CE.		
70	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
71	Enter in the following: Hazard Code: spaces ND: ND TYHR: CR Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code CR.		
72	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
73	Enter in the following: Hazard Code: spaces ND: ND TYHR: OU Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code OU.		
74	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
75	Enter in the following: Hazard Code: spaces ND: ND TYHR: OC Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code OC.		
76	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
77	Enter in the following: Hazard Code: spaces ND: ND TYHR: OX Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code OX.		
78	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
79	Enter in the following: Hazard Code: spaces ND: ND TYHR: KB Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code KB.		
80	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
81	Enter in the following: TYHR: SF Then click on the Save icon.	The following error message will be displayed: Must have hours on Saturday, Sunday or Monday.		
82	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
	<b>GRADED BEGIN</b>			
83	Enter in the following: TYHR: HF Then click on the Save icon.	The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.	<b>Successful</b>	TYHR (Graded) (88)
84	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
85	Enter in the following: TYHR: HS Then click on the Save icon.	The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.		
86	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
87	Enter in the following: TYHR: HT Then click on the Save icon.	The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.		
88	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
89	Enter in the following: TYHR: RF Then click on the Save icon.	The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.		
90	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
91	Enter in the following: TYHR: RT Then click on the Save icon.	The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.		
92	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
93	Enter in the following: TYHR: RS Then click on the Save icon.	The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.		
94	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
95	Enter in the following: TYHR: SF Then click on the Save icon.	The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
96	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
97	Enter in the following: TYHR: SS Then click on the Save icon.	The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.		
98	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
99	Enter in the following: TYHR: ST Then click on the Save icon.	The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.		
100	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		
	<b>GRADED END</b>			
101	Select the following in Week 1 Time and Attendance windows: JON: 24681012 P Shop: 04 TYHR: RG	The information is displayed in the window.		
102	Change the hours to 8 for Tuesday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
103	Select OK, then close the window.	A message is displayed stating that the validation and save was successful, then closes.  Note: Save performs an actual DB update.	<b>Successful</b>	Saved (28)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
104	Select Clocks Week 1 screen: Monday: 08:00-17:00 Wednesday: 08:00- 17:00  Then select the Save Icon.	The hours are displayed.  Note: This is where the employee will be able to enter in their hours for the days they work.	<b>Failed</b>  <b>TR #0005</b>	Clocks (107)
105	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
106	Enter in Clocks Week 2 Screen: Thursday: 09:00-17:00 Friday: 09:00-17:00  Then select the Save Icon.	The hours are displayed.	<b>Failed</b>  <b>TR #0005</b>	Clocks (Week, Input, Delete) (108, 110, 111)
107	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
108	Delete the Friday times in Week 2 Time and Attendance.  Select the Save Icon.	The hours are deleted.		
109	Close the validation message.	The Week 2 Time and Attendance Data Screen appears.		
110	Select the Work Schedule.	The employees Time and Attendance Work Schedule Screen is displayed.	<b>Failed</b>  <b>TR #0004</b>	Work Schedule (109)
111	Select the Week 1 Time and Attendance (11-11-00) window.	The Week 1 Time and Attendance Data window is displayed.		
112	Enter 25 hours for Wednesday. Then select the Save icon.	An error message is displayed stating that the time entered is invalid.	<b>Successful</b>	Weekday (24 Hours) (97)
113	Close the error message.	The Week 1 Time and Attendance Data Screen appears.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
114	Enter in –10 hours for Thursday. Then click on the Save icon.	An error message is displayed stating that the hours cannot be non-negative.	<b>Successful</b>	Weekday (Non Negative) (98)
115	Close the error message.	The Week 2 Time and Attendance Data Screen appears.		
116	Enter 8 hours on a leave day (Saturday). Then click on the save icon.	An error message appears stating that the user cannot enter hours on a scheduled day off.	<b>Successful</b>	Weekday (Leave) (99)
117	Close the error message.	The Week 2 Time and Attendance Data Screen appears.		
118	Enter 8 hours for Wednesday. Then click on the Save icon.	The data is accepted.	<b>Successful</b>	Weekday Fields (96)
119	Close the validation message.	The Week 2 Time and Attendance Data Screen appears.		
120	Verify that the Overtime, Leave, Regular, Daily Total and the Grand Total of Hours can all be viewed in the Time and Attendance Data Window.	The hours will be displayed.	<b>Successful</b>	Total (101) Overtime (102) Leave (103) Regular (104) Daily Totals (105) Grand Total (106)
121	Select Certification>Correct and Certify from the SLDCADA Main Menu.	The Search Screen appears.	<b>Successful</b>	Correct & Certify (Search) (116)
122	Select the week ending date (12-3-00/12-9-00).	A statement appears stating “no values were found.”	<b>Successful</b>	Correct & Certify (Week) (117)

Event #	Action	Expected Results	Observations	Requirements
123	Select a week ending date (11-12-00/11-18-00) in the current pay period.	The week ending date appears in the dialog box.		
124	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Tweety Bird) into the Search Criteria Value box, then select Search.	The Certification Statement Window is displayed.  Note: Verify that a search can be performed by SSN, Supervisor Assignment and Shop.	<b>Successful</b>	Correct & Certify (Labor) (115)
125	Select Decline.	The Search window opens back up.	<b>Successful</b>	Correct & Certify (Decline) (113)
126	Select a week ending date (11-12-00/11-18-00) in the current pay period.	The week ending date appears in the dialog box.		
127	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Tweety Bird) into the Search Criteria Value box, then select Search.	The Certification Statement Window is displayed.		
128	Select Accept.	The Correct and Certify window is displayed with Tweety Bird's information on it.	<b>Successful</b>	Correct & Certify (Accept) (112, 114)
129	Change total hours to 8 for Monday-Thursday for Week 2 Correct and Certify Data Screen. Then select Save.	An error message is displayed stating that there are not enough hours for the days.	<b>Successful</b>	Weekday (Schedule) (100)
130	Close the error message.	The Week 2 Correct and Certify Data Screen appears.		
131	Change total hours to 9 Monday-Thursday and 8 Friday for Week 2 Correct and Certify Data Screen. Then select Save.	The data is saved.	<b>Successful</b>	Correct & Certify (View, Correct) (118, 119)
132	Close the validation message.	The Week 2 Correct and Certify Data Screen appears.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
133	Select the Clocks Week 2 tab from the Correct and Certify Data Screen, then return to the Correct and Certify Data Screen.	The Week 2 Correct and Certify Data Screen is displayed.	<b>TR #0005</b>	
134	Select the Week 1 Correct and Certify Data Screen.	The Week 1 Correct and Certify Data Screen is displayed.		
135	Change hours for Monday-Thursday to 9 hours for Week 1 Correct and Certify Data Screen. Then select Save.	The data is saved.		
136	Close the validation message.	The Week 1 Correct and Certify Data Screen appears.		
137	Select the Cert. 1 icon.	The certify button will be renamed “uncert 1.”  Note: The fields can no longer be updated unless the data is uncertified.	<b>Successful</b>	Week 1 (30) Correct & Certify (U) (120)
138	Close the validation message.	The Week 1 Correct and Certify Data Screen appears.		
139	Select the Uncert 1 button.	The data is uncertified.		
140	Close the validation message.	The Week 1 Correct and Certify Data Screen appears.		
141	Change Tuesday’s hours to 6 hours and Wednesday’s hours to 10 in the Week 1 Correct and Certify Data Screen. Then select the Save button.	An error message is displayed stating that not enough hours were entered for Tuesday and too many for Wednesday.		
142	Close the error message.	The Week 1 Correct and Certify Data Screen appears with the hours defaulted back to 9.		
143	Select the Clocks Week 1 tab from the Correct and Certify Data Screen, then return to the Week 2 Correct and Certify Data Screen.	The Week 2 Correct and Certify Data Screen is displayed.	<b>TR #0005</b>	

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
144	Select the Cert. 2 icon.	The certify buttons will be renamed "Uncert 2."  Note: The fields can no longer be updated unless the data is uncertified.	<b>Successful</b>	Week 2 (31)
145	Close the validation message.	The Week 2 Correct and Certify Data Screen appears.		
146	Select the Uncert 2 button.	The data is uncertified.		
147	Close the validation message.	The Week 2 Correct and Certify Data Screen appears.		
148	Select the Work Schedule icon.	The Work Schedule is displayed.	<b>TR #0004</b>	
149	Select Week 2 Correct and Certify Screen.	The Week 2 Correct and Certify Screen is displayed.		
150	Select the Cert. Both Icon.	Both weeks are certified.	<b>Successful</b>	Week 1 and 2 (32)
151	Close the validation message.	The Week 2 Correct and Certify Data Screen appears.		
152	Select Certification>Certify Only from the SLDCADA Main Menu.	The search screen is displayed.		
153	Select a week ending date (11-12-00/11-18-00) in the current pay period.	The week ending date appears in the dialog box.		
154	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Tweety Bird) into the Search Criteria Value box, then select Search.	The Certification Statement Window is displayed.		
155	Select Decline.	The Search window opens back up.	<b>Successful</b>	Certify (Deny) (122) Certify Only (Search) (125)

Event #	Action	Expected Results	Observations	Requirements
156	Select the week ending date 12-3-00/12-9-00.	A statement appears stating that you cannot select a week ending date that is not in the current pay period.	<b>Successful</b>	Certify Only (Week) (126)
157	Select a week ending date 11-12-00/11-18-00.	The week ending date appears in the dialog box.		
158	Verify that the SSN is highlighted in the Search Criteria box, select the employee's SSN (230665779) from the Search Criteria Value pull down menu, then select Search.	The Certification Statement Screen is displayed.  Note: Verify that searches can be performed on Employee Name, Supervisor Assignment and Shop.	<b>Successful</b>	Certify Only (Labor, View) (124, 127)
159	Select Accept.	The Certify Only screen is displayed with Tweety Bird's information on it.	<b>Successful</b>	Certify (Accept) (123)
160	Select the Clocks Week 1 tab from the Certify Only Data Screen, then return to the Week 1 Certify Only Data Screen.	The Week 1 Certify Only Data Screen is displayed.	<b>TR #0005</b>	
161	Select the Uncert 1 icon.	The uncertify buttons will be renamed "cert 1."	<b>Failed</b>  <b>TR #0006</b>	Certify Only (121)
162	Close the validation message.	The Week 2 Certify Only Data Screen appears.		
163	Select Certification>Certify Only.	The Search window is displayed.		
164	Select a week ending date (11-12-00/11-18-00) in the current pay period.	The week ending date appears in the dialog box.		
165	Verify that the Shop is highlighted in the Search Criteria box, then select ALL in the Search Criteria Value box, then select Search.	The Certification Statement Window is displayed.		

Event #	Action	Expected Results	Observations	Requirements
166	Select Accept.	The Week 2 Certify Only screen is displayed with all of the shop's information on it.		
167	Select Rusty Wallace.	Rusty Wallace's information appears on the screen.		
168	Select the Cert 2 icon.	The Certify buttons will be renamed "uncert 2."	<b>TR #0006</b>	
169	Close the validation message.	The Week 2 Certify Only Data Screen appears.		
170	Select the Clocks Week 2 tab from the Certify Only Data Screen, then return to the Week 2 Certify Only Data Screen.	The Week 2 Certify Only Data Screen is displayed.	<b>TR #0005</b>	
171	Select the Work Schedule icon.	The Work Schedule is displayed.	<b>TR #0004</b>	
172	Select the Week 1 Certify Only Data Screen.	The Week 1 Certify Only Data Screen is displayed.		
173	Select the Cert. Both Icon.	Both weeks are certified.	<b>TR #0006</b>	
174	Close the validation message.	The Week 2 Certify Only Data Screen appears.		
175	Select Certification>Correct and Certify from the SLDCADA Main Menu.	The Search Screen appears.		
176	Select a week ending date (11-12-00/11-18-00) in the current pay period.	The week ending date appears in the dialog box.		

Event #	Action	Expected Results	Observations	Requirements
177	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Tweety Bird) into the Search Criteria Value box, then select Search.	The Certification Statement Window is displayed.		
178	Select Accept.	The Correct and Certify window is displayed with Tweety Bird's information on it.		
179	Select the Uncert. Both Icon.	Both weeks are uncertified.		
180	Select Employee>Payroll from the SLDCADA Main Menu.	The Employee Search Screen is displayed.  Note: Only Employee Name and SSN are available for the search criteria.	<b>Successful</b>	Employee Maintenance (Payroll, Name, SSN, Default) (128, 129, 130, 131, 132)
181	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
182	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Tweety Bird) into the Search Criteria Value box, then select Search.	Tweety Bird's information is displayed in the Civilian Employee Payroll Data Maintenance Screen.		

Event #	Action	Expected Results	Observations	Requirements
183	Verify that the Civilian Tab is selected, then select the following: Shop: 02 Work Schedule: 1 Time & Labor: 3 Supv. Assignment: 1 Badge Revision Number: 0 Environmental Hazard: Status Code: A Union Unit Code: Union Direct/Indirect Code: Direct Saved Pay Indicator: N/A Temp Supv. Assignment: Geographic Location: 512690199 Shifts Week 1: Sunday 00 Monday-Saturday: 01 Shifts Week 2: Sunday 00 Monday-Tuesday, Friday E1 Wednesday-Thursday, Saturday U1	The information appears on the screen.  Note: The following are required fields: Employee Name, Shop, Work Schedule, Supervisor Assignment, Shift Assignment and Time and Labor Category.	<b>Successful</b>	Civilian (Select Information, Required) (133, 135, 137)
184	Select the Reference List (?) next to the each item.	The item codes are listed and described.	<b>Successful</b>  <b>Failed TR #0007 (Affects req. 37)</b>	Reference List (37) Civilian (Reference) (144)
185	Close the Reference List.	The reference list closes.		

Event #	Action	Expected Results	Observations	Requirements
186	Enter in the following information: Sub Shop: 1212 Pay Block: 4444 Army AMS Code: 23423 Stab Rate Category: Injury Date First:	The information appears on the screen.	<b>Successful</b>	Civilian (Enter Information) (134)
187	Verify that the following employee leave and HR information is displayed: Employing Activity: 000109 Full/Part Time: F Employee Type Code: R Pay Plan: GS FLSA Indicator: E Graded Ungraded Indicator: G Pay Basis Code: Per Annum Basic Hourly Rate: 28.07 Assigned Hourly Rate: 28.07 Annual Salary: 58592.00 COLA Rate: 0 WG 10/2 Hourly Rate: 0	The information is on the screen.  Note: The following are required fields: Employing Activity, Geographic Location, Full/Part Time, Pay Plan, FLSA Indicator, Pay Plan, FLSA Indicator, Graded/Ungraded Indicator and Pay Basis Code.  If Pay Basis Code is “Per Hour” these fields are mandatory: Basic Hourly Rate, and Assigned Hourly Rate.  If Pay Basis Code is “Per Annum” this field is mandatory: Annual Salary.	<b>Successful</b>	Civilian (HR) (136)
188	Select the Civilian Predetermined tab in the Civilian Employee Payroll Data Maintenance Screen.	The Civilian Employee Predetermined Payroll Data Maintenance screen appears.	<b>Successful</b>	Civilian (Predetermined , Labor Data) (140, 141)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
189	Enter the following into the Civilian Employee Predetermined Payroll Data Maintenance screen: JON: 24681012 Expiration Date: 10/30/2024 Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop: 02	The information appears on the screen.  Note: The batch process generates hours according to the hours field per day.	<b>Successful</b>	Civilian (JON, Hours Field, Expiration, Labor Hours, Shop, Codes) (142, 145, 148, 149, 150, 151)
190	Enter the following into the Civilian Employee Predetermined Payroll Data Maintenance screen: JON: 702244A Expiration Date: 10/30/2001 Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop: 04	The information appears on the screen.		
191	Enter the following into the Civilian Employee Predetermined Payroll Data Maintenance screen: JON: SFKJ Expiration Date: 03/02/2001 Hours: 24 Labor Class Codes: Operation Codes: Select the Benefiting Shop: 01	The information appears on the screen.		
192	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.	<b>Successful</b>	Add (29) Civilian (Add) (143)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
193	Enter the following into the new row: JON: 24681012 Expiration Date: 05/30/2002 Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop:  Select Save.	The information appears in the row.	<b>Successful</b>	Civilian (Work Field) (146)
194	Select the box labeled MD next to the just added row.	A check appears in the MD box.		
195	Select the save button.	A message appears stating that records are marked for deletion.  Note: The record could just be deactivated if the record being deleted is in a code table used for validation.	<b>Successful</b>	Delete (MD) (46) Civilian (MD) (147)
196	Select Cancel.	A message appears stating that the save was cancelled.		
197	Select OK.	The Civilian Predetermined Screen appears.		
198	Select Save.	A message appears stating that records are marked for deletion.  Note: Save does not have to be selected after each new row is added, only after all of the rows have been added.	<b>Successful</b>	Add (Execute, Success) (38, 39)
199	Select OK from the message.	The record is deleted from the Civilian Predetermined Screen.		
200	Select the Leave Availability Tab.	The Leave Availability for the employee is displayed.  Note: This screen can only be viewed.	<b>Successful</b>	Civilian (Leave) (152)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
201	Select the MER tab.	The Civilian Employee MER Data screen is displayed.  Note: This screen can only be viewed.	<b>Successful</b>	Civilian (MER) (153)
202	Select the BiMER (1) tab.	The Civilian Employee BiMER (1) Data screen is displayed.  Note: This screen can only be viewed.	<b>Successful</b>	Civilian (BiMER 1) (154)
203	Select the BiMER (2) tab.	The Civilian Employee BiMER (2) Data screen is displayed.  Note: This screen can only be viewed.	<b>Successful</b>	Civilian (BiMER 2) (155)
204	Select Employee>Field from the SLDCADA Main Menu.	The Employee Search Screen is displayed.  Note: Only Employee Name and SSN are available for the search criteria.  Note: If the user menu class is Self, no search windows can be accessed. The user is taken directly to the Civilian Employee Data Maintenance Screen.	<b>Successful</b>	Field Employee Maintenance (Field, SSN, Default) (186, 187, 189, 190)
205	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
206	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Tweety Bird) into the Search Criteria Value box, then select Search.	Tweety Bird's information is displayed in the Civilian Employee Payroll Data Maintenance Screen.	<b>Successful</b>	Field Employee Maintenance (Name) (188)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
207	Verify that the Civilian Tab is selected, then select the following: Shop: 02 Rotation Code: Work Schedule: 1 Time & Labor: 3 Supv. Assignment: 1 Environmental Hazard: Shifts Week 1: Sunday 00 Monday-Saturday: 01 Shifts Week 2: Sunday 00 Monday-Tuesday, Friday E1 Wednesday-Thursday, Saturday U1	The information appears on the screen.	<b>Successful</b>	Field Civilian (Select Information, Required) (191, 194, 196)
208	Select the Reference List (?) next to the items.	The item codes are listed and described.	<b>Successful</b>	Field Civilian (Reference) (203)
209	Close the Reference List.	The reference list closes.		
210	Enter in the following information: Subshop: 1212 Rotation Sequence: Injury Dates:	The information appears on the screen.  Note: Previous weeks displayed were accessed by query only.	<b>Successful</b>	Field Civilian (Query, Enter Information) (192, 193)
211	Select the Civilian Predetermined tab in the Civilian Employee Field Data Maintenance Screen.	The Civilian Employee Predetermined Field Data Maintenance screen appears.	<b>Successful</b>	Field Civilian (Predetermined ) (199)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
212	Enter the following into the Civilian Employee Predetermined Field Data Maintenance screen: JON: 24681012 Expiration Date: 10/30/2024 Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop: 02	The information appears on the screen.  Note: The batch process generates hours according to the hours field per day.	<b>Successful</b>	Field Civilian (Labor Data, JON, Hours Field, Work Field, Expiration, Labor Hours, Shop, Codes) (200, 201, 204, 205, 207, 208, 209, 210)
213	Enter the following into the Civilian Employee Predetermined Field Data Maintenance screen: JON: 702244A Expiration Date: 10/30/2001 Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop: 04	The information appears on the screen.		
214	Enter the following into the Civilian Employee Predetermined Field Data Maintenance screen: JON: SFKJ Expiration Date: 03/02/2001 Hours: 24 Labor Class Codes: Operation Codes: Select the Benefiting Shop: 01	The information appears on the screen.		
215	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.	<b>Successful</b>	Field Civilian (Add) (202)

Event #	Action	Expected Results	Observations	Requirements
216	Enter the following into the new row: JON: 24681012 Expiration Date: 05/30/2002 Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop:  Select Save.	The information appears in the row.		
217	Select the box labeled MD next to the just added row.	A check appears in the MD box.	<b>Successful</b>	Field Civilian (MD) (206)
218	Select the save button.	A message appears stating that records are marked for deletion.  Note: The record could just be deactivated if the record being deleted is in a code table used for validation.		
219	Select Cancel.	A message appears stating that the save was cancelled.		
220	Select OK.	The Civilian Predetermined Screen appears.		
221	Select Save.	A message appears stating that records are marked for deletion.  Note: Save does not have to be selected after each new row is added, only after all of the rows have been added.		
222	Select OK from the message.	The record is deleted from the Civilian Predetermined Screen.		
223	Select the Leave Availability Tab.	The Leave Availability for the employee is displayed.  Note: This screen can only be viewed.	<b>Successful</b>	Field Civilian (Leave) (211)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
224	Select the MER tab.	The Civilian Employee MER Data screen is displayed.  Note: This screen can only be viewed.	<b>Successful</b>	Field Civilian (MER) (212)
225	Select the BiMER (1) tab.	The Civilian Employee BiMER (1) Data screen is displayed.  Note: This screen can only be viewed.	<b>Successful</b>	Field Civilian (BiMER 1) (213)
226	Select the BiMER (2) tab.	The Civilian Employee BiMER (2) Data screen is displayed.  Note: This screen can only be viewed.	<b>Successful</b>	Field Civilian (BiMER 2) (214)
227	Select Reports>Cert List-Cert Emp Rpt.	The Search Screen is displayed.	<b>Successful</b>	Certified Report (247)
228	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
229	Verify that the Shop is highlighted in the Search Criteria box, then enter Employee Activity (000109) into the Search Criteria Value box, then select Search.	The Employee with Employee Activity number 000109 is listed in the Certified Employee Report. All other certified employees are also listed.		
230	Select File>Save As, then name it Certified Employees.	The Report is archived for history purposes.	<b>Successful</b>	Certified Report (Save) (248)
231	Select File>Print.	The Report is printed.	<b>Successful</b>	Certified Report (Print) (249)
232	Close the Certified Employees Report Screen.	The screen closes to the BiMER 2 Screen.		
233	Select Reports>Cert List-UnCert Emp Rpt.	The Search Screen is displayed.	<b>Successful</b>	Manual Report (250)
234	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
235	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Tweety Bird) into the Search Criteria Value box, then select Search.	The Certification Listing for Manually Certified Employees Report is displayed.		
236	Select File>Print.	The Report is printed.	<b>Successful</b>	Manual Report (Print) (251)
237	Close the Certified Employees Report Screen.	The screen closes to the BiMER 2 Screen.		
238	Select Reports>Incorrect Hours.	The Search Screen is displayed.	<b>Successful</b>	Incorrect Report (Query) (252, 253)
239	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
240	Verify that the Shop is highlighted in the Search Criteria box, then enter ALL into the Search Criteria Value box, then select Search.	The Incorrect Hours Report appears displaying employees whose daily hours do not match their work schedule.		
241	Close the Incorrect Hours Report.	The screen closes to the BiMER 2 Screen.		
242	Select Reports>Missing Timecards.	The Search Screen appears.	<b>Successful</b>	Missing Report (254)
243	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
244	Verify that the Shop is highlighted in the Search Criteria box, then enter ALL into the Search Criteria Value box, then select Search.	All of the employees with missing timecards are displayed.		
245	Close the Missing Time Cards Report.	The screen closes to the BiMER 2 Screen.		
246	Select Reports>Uncertified Employees.	The Uncertified Employees Report appears displaying all employees who have not been certified.	<b>Successful</b>	Uncertified Report (255)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
247	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
248	Verify that the UIC is highlighted in the Search Criteria box, then enter ALL into the Search Criteria Value box, then select Search.	All uncertified employees are listed in the Uncertified Employees Report.	<b>Successful</b>	UIC (Search Criteria, Search, Conduct) (63, 64, 65)
249	Close the Uncertified Employees Report.	The screen closes to the BiMER 2 Screen.		
250	Select the Exit SLDCADA from the SLDCADA Main Menu.	SLDCADA is exited and the user is returned to the Netscape browser.		
251	Select Cancel.	The screen closes to the BiMER 2 Screen.		
252	Select the Exit SLDCADA from the SLDCADA Main Menu.	SLDCADA is exited and the user is returned to the Netscape browser.	<b>Successful</b>	Exit (263)
253	Select OK.	The SLDCADA Login Screen is displayed.		
<b>Criteria Evaluating Results:</b> The only acceptable error would be the failure of the software to load properly or application failure due to core software dependencies.				

## **SLDCADA Requirements List for Test Case CIVILIAN SA/AL**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
1	4.3	Launch	Allows access to SLDCADA through Internet Explorer.	P		1
2	4.3.1	New Site	Provides the user the ability to process a New Site certificate.	NT	SLDCADA-0013	4
3	4.3.1	New Site (Bypass)	Allows the user to bypass the New Site Certificate process when you access the SLDCADA web.	NT	SLDCADA-0013	4
4	4.3.1	New Site (Accept)	Allows the user to accept the certificate for this session only.	NT	SLDCADA-0013	4
5	4.3.1	New Site (Not Accepted)	Allows the user to not accept the certificate and not connect to the web.	NT	SLDCADA-0013	4
6	4.3.1	New Site (Warn)	Allows the user to be warned before sending information to the site.	NT	SLDCADA-0013	4
7	4.3.1	New Site (Don't Warn)	Allows the user to not be alerted before information is sent to the site.	NT	SLDCADA-0013	4
8	4.3.1	Security	Provides the ability to be alerted when accessing a secure site.	NT	SLDCADA-0013	4
9	4.3.1	Security (Not Displayed)	Provides the ability to not be alerted when accessing a secure site.	NT	SLDCADA-0013	4
10	4.3.1	Security Alert	Allows the user to proceed at the Security Alert window.	NT	SLDCADA-0013	4

## SLDCADA Requirements List for Test Case CIVILIAN SA/AL

Req No	Para No	Title	Requirement	Pass/Fail	TR #	Priority
11	4.3.1	Security Alert (Proceed)	Allows the user not to proceed at the Security Alert window.	NT	SLDCADA-0013	4
12	4.3.1	Security Alert (Certificate)	Allows the user to view the certificate at the Security Alert window.	NT	SLDCADA-0013	4
13	4.3.3	User ID	Allows only users with valid usernames and passwords to proceed.	P		1
14	4.3.3	Cancel	Allows the termination of the SLDCADA at the login screen.	P		4
15	4.3.3	Invalid Login	Provides the ability to login again if an invalid login error occurs.	P		4
16	4.3.3	Login Error	Capability to display a login error message after the second time a login is attempted.	P		4
19	4.3.3	Cancel Password	Provides the user the ability to return to the login screen from the Change Password screen.	NT	SLDCADA-0013	4
24	4.4.1	About SLDCADA	Provides basic information about SLDCADA.	P		4
25	4.4.1	Menu Bar	Present all menu options that are currently available.	P		1
26	4.4.1	Status Bar	Display line for displaying prompts and informational messages.	P		4

## SLDCADA Requirements List for Test Case CIVILIAN SA/AL

Req No	Para No	Title	Requirement	Pass/Fail	TR #	Priority
27	4.4.1	Tool Bar	Allows the viewing of all icons the user has access to, displaying the Icon functions in text. (Graying out those user cannot access).	P		1
28	4.4.2	Saved	Performs a save to the database.	P		1
29	4.4.2	Add	Add a new row to the window, with the record added appearing at the end of the rest of the data.	P		1
30	4.4.2	Week 1	Provides the ability to certify or uncertify week 1 labor of the currently selected employee.	P		1
31	4.4.2	Week 2	Provides the ability to certify or uncertify week 2 labor of the currently selected employee.	P		1
32	4.4.2	Week 1 and 2	Provides the ability to certify or uncertify week 1 and 2 labor of the currently selected employee.	P		4
33	4.4.2	Current User	Provides the ability to obtain the information concerning the user logged into SLDCADA.	P		4
34	4.4.2	Current Week	Provides the ability to identify the current SLDCADA week ending date.	P		4
35	4.4.2	Help	Provides access to the online help function.	F	SLDCADA-0001	4
36	4.4.3	Incorrect Data	Provides the ability to notify the user when information is entered incorrectly, in an improper format or due to a system problem.	P		2

## SLDCADA Requirements List for Test Case CIVILIAN SA/AL

Req No	Para No	Title	Requirement	Pass/Fail	TR #	Priority
37	4.4.3	Reference List	Allows the user to access reference lists throughout the application.	F	SLDCADA-0007	3
38	4.5.1	Add (Execute)	Provide the user the ability to add a record.	P		1
39	4.5.1	Add (Success)	Provides the user the ability to know if the add was completed successfully.	P		4
40	4.5.1	Add (Error)	Provide an error message if the Add edit fails.	NT	SLDCADA-0013	3
41	4.5.1	Add (Edit)	Provide the ability to edit the error and attempt the add again.	NT	SLDCADA-0013	3
42	4.5.2	Update	Provide the user the ability to update a record.	P		1
43	4.5.2	Update (Success)	Provides the ability for the user to that the update was successful by t he record number turning green.	NT	SLDCADA-0013	4
44	4.5.2	Update (Error)	Provide an error message if the update fails and the record number turns red.	P		3
45	4.5.2	Update (Edit)	Provide the ability to edit the error and attempt the update again.	P		3
46	4.5.3	Delete (MD)	Provide the ability to delete a record.	P		1

## **SLDCADA Requirements List for Test Case CIVILIAN SA/AL**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
48	4.6.1	Employee Name	Provide the ability to use Employee Name as a search criteria.	P		3
49	4.6.1	Employee Name (Date)	Provide the ability to conduct an employee name search by the desired date.	P		1
50	4.6.1	Employee Name (Search Criteria)	Provide the ability to enter the first letter of an employee's name as a search criteria value and select the name desired.	P		4
51	4.6.1	Employee Name (Search)	Provide the user the ability to conduct a search on an employee name.	P		3
52	4.6.1	Employee Name (Cancel)	Provide the user the ability to cancel a search.	P		4
53	4.6.2	Shop	Provide the ability to use Shop as a search criteria.	P		3
54	4.6.2	Shop (Search Criteria)	Provide the ability to select a shop as a search criteria value.	P		3
55	4.6.2	Shop (Default)	Capability to default to one shop if it is the only one assigned.	P		4
56	4.6.2	Shop (Search)	Provide the user the ability to conduct a search on a shop.	P		3
57	4.6.3	SSN	Provide the ability to use Social Security Number as a search criteria.	P		3

## SLDCADA Requirements List for Test Case CIVILIAN SA/AL

Req No	Para No	Title	Requirement	Pass/Fail	TR #	Priority
58	4.6.3	SSN (Search Criteria)	Provide the ability to enter the first number of an employee's SSN as a search criteria value and select the SSN desired.	P		4
59	4.6.3	SSN (Search)	Provide the user the ability to conduct a search using the SSN.	P		3
60	4.6.4	Supervisor Assignment	Provide the ability to use Supervisor Assignment as a search criteria.	P		3
61	4.6.4	Supervisor Assignment (Search Criteria)	Provide the ability to select a Supervisor Assignment as a search criteria value.	P		3
62	4.6.4	Supervisor Assignment	Provide the user the ability to conduct a search by using the Supervisor Assignment.	P		3
63	4.6.5	UIC (Search Criteria)	Provide the ability to use UIC as a search criteria.	P		3
64	4.6.5	UIC (Search)	Provide the ability to select a UIC as a search criteria value.	P		3
65	4.6.5	UIC (Conduct)	Provide the user the ability to conduct a search by using the UIC.	P		3
69	4.7.1.1	Time & Attendance (Default)	Provide the ability for the user to be unable to access any of the search windows and be taken directly to the Time & Attendance Data Screen.	P		4
70	4.7.1.1	Time and Attendance (Search)	Allows the user to search in the Time and Attendance window by Employee Name, SSN, Shop or Supervisor Assignment.	P		3

## SLDCADA Requirements List for Test Case CIVILIAN SA/AL

Req No	Para No	Title	Requirement	Pass/Fail	TR #	Priority
71	4.7.1.2	Time & Attendance (Data)	Provide the ability to enter, edit, display an employee's labor data.	P		1
72	4.7.1.3	Time & Attendance (JON)	Provide the ability to enter, edit, display an employee's standing Job Order Number (JON).	P		1
73	4.7.1.3	Time & Attendance (P Shop)	Provide the ability to enter, edit, display an employee's Performance Shop as a mandatory field.	P		1
74	4.7.1.3	Time & Attendance (S Shop)	Provide the ability to enter, edit, display an employee's Sub shop.	P		1
75	4.7.1.3	Hz Code	Provide the ability to enter, edit, display an employee's Environmental Hazard Code.	P		1
76	4.7.1.3	Hz Code (D*, B*, E*, F*)	Capability to use Environment Hazard Codes D*, B*, E* and F* when the type hour codes = CN, CT, KA, LA, LB, LG, LP, LQ, LR, LS, or LW.	P		3
83	4.7.1.3	ND Code (Type Codes)	Capability for Night Differential Code to not be used with type hour codes = CC, CD, CE, CR, OA, OC, OU, OX or *K.	P		3
84	4.7.1.3	ND Code (Hz Code)	Allows the user to use Environmental Hazard Codes for use with Night Differential codes: EC, EH, ES, EV, EG, EQ, ET, EW, E1-6, FC, FE, FG, FQ, FR, FU, F5, F6.	F	SLDCADA-0003	3
85	4.7.1.3	TYHR	Provide the ability to enter, edit, display an employee's TYHR (Type Hour Code) as a mandatory field.	P		1
88	4.7.1.3	TYHR (Graded)	Deny Graded Type Hour Codes HG, RG, or SG to be used for ungraded employees.	P		3

## **SLDCADA Requirements List for Test Case CIVILIAN SA/AL**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
90	4.7.1.3	TYHR (Sunday)	Capability to use Sunday Type Hour Codes (S*) only when hours on Saturday, Sunday, or Monday.	NT	SLDCADA-0013	3
91	4.7.1.3	TYHR (Alternate)	Deny Alternate Work Schedule Codes 0, 6, 7, and 8 with the use of Type Hour Codes CD or CN.	NT	SLDCADA-0013	3
94	4.7.1.3	TYHR (Environmental)	Deny Environmental Hazard Code B*, E*, or F* when used with Type Hour Codes K*, L* (Except LT, LN, and LU), CA, CN, CT, OA, or ON.	P		3
95	4.7.1.3	TYHR (Hz)	Capability to use Environmental Hazard Code D* with Type Hour Codes CN, CT, KA, LA, LB, LG, LO, LP, LQ, LR, LS, and LW.	F	SLDCADA-0002	3
96	4.7.1.3	Weekday Fields	Capability to enter valid work scheduled hours in the following fields: Sun, Mon, Tue, Wed, Thu, Fri, and Sat.	P		1
97	4.7.1.3	Weekday (24 Hours)	Allows the user not to exceed 24 hours in any one day.	P		3
98	4.7.1.3	Weekday (Non Negative)	Allows the user not to enter non negative hours on any one day.	P		3
99	4.7.1.3	Weekday (Leave)	Allows the user not to enter regular or leave hours on a scheduled day off.	P		3
100	4.7.1.3	Weekday (Schedule)	Hours must total 40 or 80 hours (depending on schedule) for AWS 3, 4, 5, 7, D, or E.	P		3
101	4.7.1.3	Total	Provide the ability to view total hours by Type Hour Code.	P		4

## SLDCADA Requirements List for Test Case CIVILIAN SA/AL

Req No	Para No	Title	Requirement	Pass/Fail	TR #	Priority
102	4.7.1.3	Overtime	Provide the ability to view total overtime and comp hours earned for type hour codes CC, CD, CE, CR, HC, HF, HG, HS, HT, OA, OC, OS, OU and OX.	P		4
103	4.7.1.3	Leave	Provide the ability to view total leave hours for type hour codes CA, CN, CT, LA, LB, LC, LF, LG, LH, LI, LJ, LK, LL, LN, LP, LQ, LR, LS, LT, LU, LV, LW, LX and LY.	P		4
104	4.7.1.3	Regular	Provide the ability to view total regular hours for type hour codes RF, RG, RS, RT, RX, SF, SG, SS and ST.	P		4
105	4.7.1.3	Daily Totals	Provide the ability to view total hours per day.	P		4
106	4.7.1.3	Grand Total	Provide the ability to view total hours for the week.	P		4
107	4.7.1.2	Clocks	Allows the user to view the clock in/ out times for the first week of the pay period.	F	SLDCADA-0005	2
108	4.7.1.2	Clocks (Week)	Allows the user to view the clock in/ out times for the second week of the pay period.	F	SLDCADA-0005	2
109	4.7.1.2	Work Schedule	Allow the user to view a selected employee's work schedule.	F	SLDCADA-0004	3
110	4.7.1.4	Clocks (Input)	Allows the user to input clock in/out times for week one and week two.	F	SLDCADA-0005	2
111	4.7.1.4	Clocks (Delete)	Allows the user to delete a time from the clock screens for week one and week two.	F	SLDCADA-0005	2

## **SLDCADA Requirements List for Test Case CIVILIAN SA/AL**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
112	4.8.1	Correct & Certify	Provide the user the ability to modify the time and attendance data prior to certification.	P		3
113	4.8.1	Correct & Certify (Decline)	Provide the user the ability to decline the Certification Statement and return to the Labor Menu.	P		3
114	4.8.1	Correct & Certify (Accept)	Allow the user to enter the Correct and Certify Data Screen by accepting the Certification Statement.	P		1
115	4.8.1	Correct & Certify (Labor)	Allow the user to specify the individual or group to be certified in labor.	P		3
116	4.8.1.1	Correct & Certify (Search)	Allow the user to search for the individual by Employee Name, SSN, Shop or Supervisor Assignment.	P		3
117	4.8.1.1	Correct & Certify (Week)	Allow the user to only certify a week ending date for the current pay period.	P		4
118	4.8.1.2	Correct & Certify (View)	Allow the user to view a selected employee's labor data.	P		1
119	4.8.1.2	Correct & Certify (Correct)	Allow the user to make any corrections to the individuals hours and in/out times.	P		3
120	4.8.1.2	Correct & Certify (U)	Capability to rename the certify buttons to "UNCERT".	P		4
121	4.8.1.3	Certify Only	Allow the user to certify the labor of an individual.	F	SLDCADA-0006	1

## **SLDCADA Requirements List for Test Case CIVILIAN SA/AL**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
122	4.8.1.3	Certify (Deny)	Provide the user the ability to decline the Certification Statement and return to the Labor Menu.	P		3
123	4.8.1.3	Certify (Accept)	Allow the user to enter the Certify Only Screen by accepting the Certification Statement.	P		3
124	4.8.1.4	Certify Only (Labor)	Allow the user to specify the individual to be certified in labor.	P		3
125	4.8.1.4	Certify Only (Search)	Allow the user to specify the individual by Employee Name, SSN, Shop or Supervisor Assignment.	P		3
126	4.8.1.4	Certify Only (Week)	Allow the user to certify a week ending date for the current pay period.	P		3
127	4.8.1.4	Certify Only (View)	Allow the user to view a selected employee's labor data.	P		3
128	4.9	Employee Maintenance	Provides the ability to access payroll from the employee menu.	P		1
129	4.9.1	Employee Maintenance	Provides the ability for the user to enter and maintain payroll data for employees by the payroll office.	P		1
130	4.9.1.1	Employee Maintenance	Allows the user to specify the individual by name to be reviewed or updated through the payroll search criteria.	P		3
131	4.9.1.1	Employee Maintenance (SSN)	Allows the user to specify the individual by SSN to be reviewed or updated through the payroll search criteria.	P		3

## SLDCADA Requirements List for Test Case CIVILIAN SA/AL

Req No	Para No	Title	Requirement	Pass/Fail	TR #	Priority
132	4.9.1.1	Employee Maintenance (Default)	Capability to default the user class as self if the user is identified in a search, the user then cannot access any of the search windows.	P		4
133	4.9.1.2	Civilian	Allows the user to maintain civilian employee data.	P		1
134	4.9.1.2	Civilian (Enter Information)	Allows the user to enter the following information in the Civilian Employee Data Maintenance Screen: Sub shop, Pay block, Army AMS Code, Stab Rate Category, Injury Dates.	P		1
135	4.9.1.2	Civilian (Select Information)	Allows the user to view and select from a pull down menu in the Civilian Employee Data Maintenance Screen: Shop, Work Schedule, Time and Labor Category, Supervisor Assignment, Badge Revision Number, Environmental Hazard, Status Code, Union Unit Code, Direct/Indirect Code, Saved Pay Indicator, Temporary Supervisor Assignment and Geographic Location.	P		1
136	4.9.1.2	Civilian (HR)	Provides the ability for the user to view the Civilian Employee's Human Resource Information in the Civilian Employee Data Maintenance Screen.	P		3
137	4.9.1.2	Civilian (Required)	Allows the user to input information into the required fields: Employee Name, Geographic Location, Ship, Full/Part Time, Work Schedule, Pay Plan, Supervisor Assignment, FLSA Indicator, Shift Assignment, Graded/Ungraded Indicator, Time & Labor Category, Pay Basis code, Employing Activity.	P		3
140	4.9.1.2	Civilian (Predetermined)	Provides the ability to maintain a civilian employee's predetermined labor data.	P		3
141	4.9.1.2	Civilian (Labor Data)	Allows the user to access the Civilian Predetermined labor data.	P		3

## **SLDCADA Requirements List for Test Case CIVILIAN SA/AL**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
142	4.9.1.2	Civilian (JON)	Provides the ability to enter up to 99 Job Order Numbers for a civilian employee.	P		3
143	4.9.1.2	Civilian (Add)	Allows the user to add a row and enter the Job Order Numbers for each civilian employee.	P		3
144	4.9.1.2	Civilian (Reference)	Capability to use the reference list for the civilian Job Order Numbers and display the Job Order Numbers on the labor screens.	P		4
145	4.9.1.2	Civilian (Hours Field)	Provides the ability to generate civilian hours according to the Hours field per day.	P		3
146	4.9.1.2	Civilian (Work Field)	Provides the ability to generate civilian hours according to the work schedule.	P		3
147	4.9.1.2	Civilian (MD)	Allows the user to delete a civilian Job Order Number record.	P		3
148	4.9.1.2	Civilian (Expiration)	Allows the user to enter the civilian Job Order Number expiration date.	P		3
149	4.9.1.2	Civilian (Labor Hours)	Allows the user to enter the civilian Job Order Number labor hours.	P		3
150	4.9.1.2	Civilian (Shop)	Allows the user to choose the civilian Job Order Number's benefiting shop.	P		3
151	4.9.1.2	Civilian (Codes)	Allows the user to enter the civilian Labor Class and Operation Codes.	P		3

## **SLDCADA Requirements List for Test Case CIVILIAN SA/AL**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
152	4.9.1.2	Civilian (Leave)	Provides the ability to view data only from the Civilian Employee Leave Availability Data Maintenance Screen.	P		4
153	4.9.1.2	Civilian (MER)	Provides the ability to view data only from the Civilian Employee MER Data Screen.	P		4
154	4.9.1.2	Civilian (BiMER 1)	Provides the ability to view data only from the Civilian Employee BiMER (1) Data Screen.	P		4
155	4.9.1.2	Civilian (BiMER 2)	Provides the ability to view data only from the Civilian Employee BiMER (2) Data Screen.	P		4
186	4.9.2	Employee Maintenance (Field)	Provides the ability to access field from the employee menu.	P		3
187	4.9.2	Field Employee Maintenance	Provides the ability for the individual to enter and maintain certain payroll data for employees.	P		3
188	4.9.2.1	Field Employee Maintenance (Name)	Allows the user to specify the individual by name to be reviewed or updated through the field search criteria.	P		3
189	4.9.2.1	Field Employee Maintenance (SSN)	Allows the user to specify the individual by SSN to be reviewed or updated through the field search criteria.	P		3
190	4.9.2.1	Field Employee Maintenance (Default)	Capability to default the user class as self if the user is identified in a search, the user then cannot access any of the search windows.	P		4

## **SLDCADA Requirements List for Test Case CIVILIAN SA/AL**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
191	4.9.2.2	Field Civilian	Allows the user to maintain civilian employee data.	P		3
192	4.9.2.2	Field Civilian (Query)	Provides the ability to access all data displayed for previous weeks by query only.	P		3
193	4.9.2.2	Field Civilian (Enter Information)	Allows the user to enter the following information in the Civilian Employee Data Maintenance Screen: Sub shop and Injury Dates.	P		3
194	4.9.2.2	Field Civilian (Select Information)	Allows the user to view and select from a pull down menu in the Civilian Employee Data Maintenance Screen: Shop, Work Schedule, Time and Labor Category, Supervisor Assignment and Environmental Hazard.	P		3
196	4.9.2.2	Field Civilian (Required)	Allows the user to input information into the required fields: Work Schedule, Supervisor Assignment, Shift Assignment and Time & Labor Category.	P		3
199	4.9.2.2	Field Civilian (Predetermined)	Provides the ability to maintain a civilian employee's predetermined labor data.	P		3
200	4.9.2.2	Field Civilian (Labor Data)	Allows the user to access the Civilian Predetermined labor data.	P		3
201	4.9.2.2	Field Civilian (JON)	Provides the ability to enter up to 99 Job Order Numbers for a civilian employee.	P		3
202	4.9.2.2	Field Civilian (Add)	Allows the user to add a row and enter the Job Order Numbers for each civilian employee.	P		3

## **SLDCADA Requirements List for Test Case CIVILIAN SA/AL**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
203	4.9.2.2	Field Civilian (Reference)	Capability to use the reference list for the civilian Job Order Numbers and display the Job Order Numbers on the labor screens.	P		4
204	4.9.2.2	Field Civilian (Hours Field)	Provides the ability to generate civilian hours according to the Hours field per day.	P		3
205	4.9.2.2	Field Civilian (Work Field)	Provides the ability to generate civilian hours according to the work schedule.	P		3
206	4.9.2.2	Field Civilian (MD)	Allows the user to delete a civilian Job Order Number record.	P		3
207	4.9.2.2	Field Civilian (Expiration)	Allows the user to enter the civilian Job Order Number expiration date.	P		3
208	4.9.2.2	Field Civilian (Labor Hours)	Allows the user to enter the civilian Job Order Number labor hours.	P		3
209	4.9.2.2	Field Civilian (Shop)	Allows the user to choose the civilian Job Order Number's benefiting shop.	P		3
210	4.9.2.2	Field Civilian (Codes)	Allows the user to enter the civilian Labor Class and Operation Codes.	P		3
211	4.9.2.2	Field Civilian (Leave)	Provides the ability to view data only from the Civilian Employee Leave Availability Data Maintenance Screen.	P		4
212	4.9.2.2	Field Civilian (MER)	Provides the ability to view data only from the Civilian Employee MER Data Screen.	P		4

## **SLDCADA Requirements List for Test Case CIVILIAN SA/AL**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
213	4.9.2.2	Field Civilian (BiMER 1)	Provides the ability to view data only from the Civilian Employee BiMER (1) Data Screen.	P		4
214	4.9.2.2	Field Civilian (BiMER 2)	Provides the ability to view data only from the Civilian Employee BiMER (2) Data Screen.	P		4
247	4.10.1	Certified Report	Allows the user to view the Certification Listing for Certified Employee Report displaying the employee that were electronically certified.	P		4
248	4.10.1	Certified Report (Save)	Provides the ability to archive (save) the Certification Listing for Certified Employee Report for history purposes.	P		4
249	4.10.1	Certified Report (Print)	Provides the ability to print the Certification Listing for Certified Employee Report for history purposes.	P		4
250	4.10.2	Manual Report	Allows the user to view the Certification Listing For Manually Certified Employees Report displaying the employees that were not electronically certified.	P		4
251	4.10.2	Manual Report (Print)	Provides the ability to print the Certification Listing for Manually Certified Employee Report.	P		4
252	4.10.3	Incorrect Report	Allows the user to view the Incorrect Hours Report displaying employees with hours that do not match their scheduled hours.	P		4
253	4.10.3	Incorrect Report (Query)	Provides the ability to query the Incorrect Hours Report by Supervisor Assignment, Employee Name, SSN or Shop after all hours have been entered.	P		4
254	4.10.4	Missing Report	Allows the user to view the Missing Timecards Report displaying a list of employees for whom no labor records have	P		4

been save or have been skipped.

## **SLDCADA Requirements List for Test Case CIVILIAN SA/AL**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
255	4.10.5	Uncertified Report	Allows the user to view the Uncertified Employees Report displaying employee labor data for employees who have not been certified.	P		4
258	4.10.6	Help	Provides the user with various help information concerning SLDCADA.	F	SLDCADA-0001	4
259	4.10.7	User Information	Allows the user to view the information concerning the user logged into SLDCADA.	P		4
260	4.10.7	Current User Report	Provides the ability to close the Current User Information Screen.	P		4
261	4.10.8	Week Ending Information	Allows the user to view the current SLDCADA Week Ending Date.	P		4
262	4.10.8	Current Week Ending	Provides the ability to close the Current Week Ending Date Information Screen.	P		4
263	4.10.8	Exit	Provides the ability for the user to exit the SLDCADA and return to the Netscape browser.	P		4

# **Joint Interoperability Test Command**

## **Software Test Description**

For the

**NAVAL SEA LOGISTIC CENTER (NAVSEA)**

**STANDARD LABOR DATA COLLECTION AND DISTRIBUTION APPLICATION  
(SLDCADA)**

**STD 2-MILITARY SE/SE Inquiry Only**

**May 29, 2001**

**1. Details of Test Case: STD 2-Military SE/SE Inquiry Only**

**1.1 Title:** Standard Labor Data Collection and Distribution Application (SLDCADA)

**1.2 Description:** The Standard Labor Data Collection and Distribution Application (SLDCADA) is a Naval Sea System Command (NAVSEA) developed Time and Attendance System that has recently been chosen as the Department of Navy standard.

The SLDCADA is a timekeeping system that allows for centralized or distributed input, providing the capability to track civilian , military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

**1.3 Assumptions and Constraints:** SLDCADA website has been successfully accessed. The user must be logged in using the menu code Self and have access rights only to Self.

**STD 2-Military SE/SE Inquiry Only**

**Objective:** To assure that SLDCADA functionality's are successfully demonstrated and evaluated.

**Requirements:** see attached listing

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
1	Open Internet Explorer and type in the URL address.	The Security Alert window is displayed.		
2	Select Yes.	The Login Screen is displayed.		
3	Type the following: User ID: beverly Password: beverly_1 Then select Login.	The Password Change Utility Screen appears.		
4	Select OK and type in the following: User ID: beverly New Password: saints_1 Confirm New Password: saints_1 Then select Submit.	The Successful Password Change window appears.	<b>Successful</b>	Default Password (17) Successful Password (20)
5	Select OK.	The Employee Type Screen is displayed.		
6	Select Military and then select Submit.	SLDCADA System News Screen is displayed.  Note: A news and broadcast message appears on entry when using the SLDCADA web version.	<b>Successful</b>	Submit Password (18) Employee Type (22) System News Screen (23)
7	Select Tools>Change Password.	The password utility screen appears.		
8	Select OK and type in the following: New Password: saints_2 Confirm New Password: saints_2 Then select Submit.	The Successful Password Change window appears.	<b>Successful</b>	Password (Tool Bar) (21)
9	Select OK.	The SLDCADA News Screen appears.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
10	Select the Help>Help Topics from the SLDCADA Main Menu, then close the screen.	The Help menu is displayed and closed.	<b>TR #0001</b>	
11	Select the Help>About from the SLDCADA Main Menu, then close the screen.	The About SLDCADA Screen appears and closes.		
12	Select the Tools>User Login Information from the SLDCADA Main Menu, then close the screen.	The Current screen is displayed showing the current user logged into SLDCADA, then the screen closes.		
13	Select the Tools>Current Week Information from the SLDCADA Main Menu, then close the screen.	The Current Week Ending Date Information screen appears showing the weekend date, then the screen closes.		
14	Verify that the SLDCADA Status Bar is displayed at the bottom of the screen.	The Status Bar is displayed on the screen.		
15	Select Tools>System News from the SLDCADA Main Menu.	The System News Screen appears.		
16	Select Labor>Time and Attendance from the SLDCADA Main Menu.	The Time and Attendance Screen appears.  Note: The user is logged in as self so only the user is displayed, therefore, no search options are available.		
17	Select the Military Beverly Garland.	Military Beverly Garland is highlighted.		
18	Enter the following information: JON: 62R240Y P Shop: 03 TYHR: RG  Select Save.	The validation screen is displayed.		
19	Close the validation screen.	The Week 1 Time and Attendance screen is displayed.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
20	Select Time and Attendance Week 1 (11-11-00) and change the hours to 10 for Wednesday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
21	Select OK.	Error message is displayed stating that time was exceeded for Wednesday.		
22	Close the error message. Select Time and Attendance Week 1 (11-11-00) and change the hours to 8 for Thursday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
23	Select OK.	A message appears stating that the validation and save were successful.		
24	Close the Validation screen.	The Week 1 Time and Attendance Data Screen appears.		
	<b>MILITARY BEGIN</b>			
25	Enter in the following: Hazard Code: EA ND: spaces Then click on the Save icon.	The following error message will be displayed: Military, SES, and Firefighters cannot use Environmental Code.	<b>Successful</b>	Hz Code (Military) (77)
26	Close the error message.	The Week 1 Time and Attendance Screen is displayed.		
27	Enter in the following: Hazard Code: BA ND: spaces Then click on the Save icon.	The following error message will be displayed: Military, SES, and Firefighters cannot use Environmental Code.		
28	Close the error message.	The Week 1 Time and Attendance Screen is displayed.		
29	Enter in the following: Hazard Code: spaces ND: ND Then click on the Save icon.	The following error message will be displayed: Military (employee type = M or B) cannot use Night Differential Code.	<b>Successful</b>	ND Code (Military) (80)



<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
30	Close the error message.	The Week 1 Time and Attendance Screen is displayed.		
	<b>MILITARY END</b>			
31	Select Clocks Week 1 screen: Monday: 08:00-17:00 Wednesday: 08:00- 17:00  Then select the Save Icon.	The hours are displayed.  Note: This is where the employee will be able to enter in their hours for the days they work.	<b>TR #0005</b>	
32	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
33	Enter in Clocks Week 2 Screen: Thursday: 09:00-17:00 Friday: 09:00-17:00  Then select the Save Icon.	The hours are displayed.	<b>TR #0005</b>	
34	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
35	Select the Work Schedule.	The employees Time and Attendance Work Schedule Screen is displayed.	<b>TR #0004</b>	
36	Select Employee>Field from the SLDCADA Main Menu.	The Civilian Tab in the Employee Field is displayed.  Note: This employee is a civilian and military, therefore, the civilian tabs were bypassed since military is what needed to be tested.  Note: If the user menu class is Self, no search windows can be accessed. The user is taken directly to the Military Employee Data Maintenance Screen.		

Event #	Action	Expected Results	Observations	Requirements
37	Verify that the Military Tab is selected, then select the following: Shop: 02 Sub Shop: Rotation Code: Rotation Sequence: Work Schedule: SS Time & Labor: 5 Supv. Assignment: 01 Pay Block: 802 Badge Revision Number: 0 Union Unit Code: Unit Direct/Indirect Code: D Army AMS Code: Stab Rate Category: Temp Supervisor Assignment: Employee Activity: 000109 Full Time/Part Time: F Employee Type Code: R Pay Plan: ML Military Rank: E01 Funded/Unfunded: F Shifts Week 1 & 2: Sunday-Saturday 02	The information appears on the screen.  Note: This is set up for inquiry only.	<b>Successful</b>	Data Inquiry (47)
38	Select the Military Predetermined tab in the Military Employee Field Data Maintenance Screen.	The Military Employee Predetermined Field Data Maintenance screen appears.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
39	Verify that the following are listed in the Military Employee Predetermined Field Data Maintenance screen: JON: 62R240Y Expiration Date: 09/30/2000 Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop:	The information appears on the screen.		
40	Select Reports>Cert List-Cert Emp Rpt.	A message is displayed stating that there are no certified employees for this search name Beverly Garland.		
41	Select OK.	The Military Predetermined Screen is displayed.		
42	Select Reports>Cert List-UnCert Emp Rpt.	A message is displayed stating that there are no uncertified employees for this search name Beverly Garland.		
43	Select OK.	The Military Predetermined Screen is displayed.		
44	Select Reports>Incorrect Hours.	A message is displayed stating that there are no incorrect hours for this search.		
45	Select OK.	The Military Predetermined Screen is displayed.		
46	Select Reports>Missing Timecards.	A message is displayed stating that there are no missing timecards for this search.		
47	Select OK.	The Military Predetermined Screen is displayed.		
48	Select Reports>Uncertified Employees.	A message is displayed stating that there are no uncertified employees for this search.		
49	Select OK.	The Military Predetermined Screen is displayed.		

Event #	Action	Expected Results	Observations	Requirements
50	Select the Exit SLDCADA from the SLDCADA Main Menu.	SLDCADA is exited and the user is returned to the Netscape browser.		
51	Select OK.	The SLDCADA Login Screen is displayed.		
<b>Criteria Evaluating Results:</b> The only acceptable error would be the failure of the software to load properly or application failure due to core software dependencies.				

## **SLDCADA Requirements List for Test Case MILITARY SE/SE INQUIRY ONLY**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
17	4.3.3	Default Password	Provide the user the ability to change the default password.	P		2
18	4.3.3	Submit Password	Provides the user the ability to submit the changed password and continue in SLDCADA.	P		2
20	4.3.3	Successful Password	Provides the ability for the user to know that the password change was successful.	P		4
21	4.3.3	Password (Tool Bar)	Allows the user to change the password from the tool bar.	P		4
22	4.3.4	Employee Type	Provides the user the ability to choose an employee type for the session: Civilian, Non-Employee or Military.	P		1
23	4.3.4	System News Screen	Allows the user to view the System News Screen.	P		2
47	4.5.4	Data Inquiry	Provides the ability for users to have read only access and no save option on the screen.	P		3
77	4.7.1.3	Hz Code (Military)	Deny military the use of any environmental hazard codes.	P		3
80	4.7.1.3	ND Code (Military)	Deny Military (employee type = M or B) the use of Night Differential Code.	P		3



$$=0$$







$$=0$$



hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

- 1.3 Assumptions and Constraints:** SLDCADA website has been successfully accessed. The user must be logged in using the menu code Self and have access rights only to Self.

**STD 3-Military SE/SE Update**

**Objective:** To assure that SLDCADA functionality's are successfully demonstrated and evaluated.

**Requirements:** see attached listing

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
1	Open Internet Explorer and type in the URL address.	The Security Alert window is displayed.		
2	Select Yes.	The Login Screen is displayed.		
3	Type the following: User ID: military Password: military_1 Then select Login.	The Password Change Utility Screen appears.		
4	Select OK and type in the following: User ID: military New Password: military_3 Confirm New Password: military_3 Then select Submit.	The Successful Password Change window appears.		
5	Select OK.	SLDCADA System News Screen is displayed.		
6	Select Labor>Time and Attendance from the SLDCADA Main Menu.	The Time and Attendance Screen appears.  Note: The user is logged in as self so only the user is displayed, therefore, no search options are available.		
7	Enter the following information: JON: 1212TEST P Shop: 03 TYHR: RG  Select Save.	The validation screen is displayed.		
8	Close the validation screen.	The Week 1 Time and Attendance screen is displayed.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
9	Select Time and Attendance Week 1 (11-11-00) and change the hours to 10 for Wednesday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
10	Select OK.	Error message is displayed stating that time was exceeded for Wednesday.		
11	Close the error message. Select Time and Attendance Week 1 (11-11-00) and change the hours to 8 for Thursday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
12	Select OK.	A message appears stating that the validation and save were successful.		
13	Close the Validation screen.	The Week 1 Time and Attendance Data Screen appears.		
14	Select the Add icon.	A new row is added.		
15	Enter the following information: JON: 1212TEST P Shop: 03 TYHR: RG  Select Save.	The validation screen is displayed.		
16	Close the Validation screen.	The Week 1 Time and Attendance Data Screen appears.		
17	Select MD next to the new row, then select Save.	A message is displayed stating that you have marked records for deletion.		
18	Select OK.	The record is deleted from the Time and Attendance window.		

Event #	Action	Expected Results	Observations	Requirements
19	Select Clocks Week 1 screen: Monday: 08:00- 17:00 Wednesday: 08:00- 17:00  Then select the Save Icon.	The hours are displayed.  Note: This is where the employee will be able to enter in their hours for the days they work.	<b>TR #0005</b>	
20	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
21	Enter in Clocks Week 2 Screen: Thursday: 09:00-17:00 Friday: 09:00-17:00  Then select the Save Icon.	The hours are displayed.	<b>TR #0005</b>	
22	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
23	Select the Work Schedule.	The employees Time and Attendance Work Schedule Screen is displayed.	<b>TR #0004</b>	
24	Select Employee>Field from the SLDCADA Main Menu.	The Military Tab is in the Employee Field is displayed.  Note: Only military tabs should be displayed.  Note: If the user menu class is Self, no search windows can be accessed. The user is taken directly to the Military Employee Data Maintenance Screen.		

Event #	Action	Expected Results	Observations	Requirements
25	Verify that the Military Tab is selected, then select the following: Shop: 02 Rotation Code: Work Schedule: SS Time & Labor: 4 Supv. Assignment: 1 Badge Revision Number: 0 Union Unit Code: Unit Direct/Indirect Code: Direct Temp Supv. Assignment: Employing Activity: 000109-AOC Full/Part-Time: Full Time Military Rank: 000109-E09 Funded/Unfunded: Funded Shifts Week 1 & 2: Sunday-Saturday 0	The information appears on the screen.  Note: The following are required fields: Employee Name, Shop, Work Schedule, Supervisor Assignment and Time and Labor Category.  Note: Previous weeks displayed were accessed by query only.	<b>Successful</b>	Field Military (Query, Enter Information, Select Information) (215, 216, 217, 218)
26	Select the Reference List (?) next to the each item.	The item codes are listed and described.	<b>Failed</b>  <b>TR #0007</b>	Field Military (Reference) (221)
27	Close the Reference List.	The reference list closes.		
28	Enter in the following information: Sub Shop: Rotation Sequence: Pay Block: Army AMS Code: Stab Rate Category: Employee Type Code: R Pay Plan: ML	The information appears on the screen.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
29	Select the Military Predetermined tab in the Military Employee Field Data Maintenance Screen.	The Military Employee Predetermined Field Data Maintenance screen appears.	<b>Successful</b>	Field Military (Predetermined) (224)
30	Enter the following into the Military Employee Predetermined Payroll Data Maintenance screen: JON: 1212TEST Expiration Date: 12-31-2001 Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop:	The information appears on the screen.  Note: The batch process generates hours according to the hours field per day or the work schedule.	<b>Successful</b>	Field Military (JON, Hours Field, Work Field, Labor Data, Expiration, Labor Hours, Shop, Codes) (219, 222, 223, 225, 227, 228, 229, 230)
31	Select the Add icon.	A new row is added.	<b>Successful</b>	Field Military (Add) (220)
32	Enter the following into the Military Employee Predetermined Payroll Data Maintenance screen: JON: 1212TEST Expiration Date: 12-31-2001 Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop:  Select Save.	The information appears on the screen.		
33	Close the Validation screen.	The Military Predetermined Screen appears.		
34	Select MD next to the new row, then select Save.	A message is displayed stating that you have marked records for deletion.	<b>Successful</b>	Field Military (MD) (226)
35	Select OK.	The record is deleted from the Time and Attendance window.		
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>

36	Select Reports>Cert List-Cert Emp Rpt.	A message is displayed stating that there are no certified employees for this search name Military Mary.		
37	Select OK.	The Military Predetermined Screen is displayed.		
38	Select Reports>Cert List-UnCert Emp Rpt.	A message is displayed stating that there are no uncertified employees for this search name Military Mary.		
39	Select OK.	The Military Predetermined Screen is displayed.		
40	Select Reports>Incorrect Hours.	A message is displayed stating that there are no incorrect hours for this search.		
41	Select OK.	The Military Predetermined Screen is displayed.		
42	Select Reports>Missing Timecards.	A message is displayed stating that there are no missing timecards for this search.		
43	Select OK.	The Military Predetermined Screen is displayed.		
44	Select Reports>Uncertified Employees.	A message is displayed stating that there are no uncertified employees for this search.		
45	Select OK.	The Military Predetermined Screen is displayed.		
46	Select the Exit SLDCADA from the SLDCADA Main Menu.	SLDCADA is exited and the user is returned to the Netscape browser.		
47	Select OK.	The SLDCADA Login Screen is displayed.		

**Criteria Evaluating Results:** The only acceptable error would be the failure of the software to load properly or application failure due to core software dependencies.

## **SLDCADA Requirements List for Test Case MILITARY SE/SE UPDATE**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
156	4.9.1.3	Military	Allows the user to maintain military employee data.	NT	SLDCADA-0013	3
157	4.9.1.3	Military (Enter Information)	Allows the user to enter the following information in the Military Employee Data Maintenance Screen: Pay Block, Army AMS code, Employee Type Code, Pay Plan, Sub Shop and Stab Rate	NT	SLDCADA-0013	3
158	4.9.1.3	Military (Select Information)	Allows the user to view and select from a pull down menu in the Military Employee Data Maintenance Screen: Shop, Work Schedule, Time and Labor Category, Supervisor Assignment, Badge Revision Number, Union Unit Code, Direct/Indirect Code, Temporary Supervisor Assignment, Employee Activity, Full/Part Time Employee, Military Rank, Funded/Unfunded and daily	NT	SLDCADA-0013	3
159	4.9.1.3	Military (Predetermined)	Provides the ability to maintain a military employee's predetermined labor data.	NT	SLDCADA-0013	3
160	4.9.1.3	Military (Labor Data)	Allows the user to access the Military Predetermined labor data.	NT	SLDCADA-0013	3
161	4.9.1.3	Military (JON)	Provides the ability to enter up to 99 Job Order Numbers for a military employee.	NT	SLDCADA-0013	3
162	4.9.1.3	Military (Add)	Allows the user to add a row and enter the Job Order Numbers for each military employee.	NT	SLDCADA-0013	3
163	4.9.1.3	Military (Reference)	Capability to use the reference list for the military Job Order Numbers and display the Job Order Numbers on the labor screens.	NT	SLDCADA-0013	4
164	4.9.1.3	Military (Hours Field)	Provides the ability to generate military hours according to the Hours field per day.	NT	SLDCADA-0013	3

## **SLDCADA Requirements List for Test Case MILITARY SE/SE UPDATE**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
165	4.9.1.3	Military (Work Field)	Provides the ability to generate military hours according to the work schedule.	NT	SLDCADA-0013	3
166	4.9.1.3	Military (MD)	Allows the user to delete a military Job Order Number record.	NT	SLDCADA-0013	3
167	4.9.1.3	Military (Expiration)	Allows the user to enter the military Job Order Number expiration date.	NT	SLDCADA-0013	3
168	4.9.1.3	Military (Labor Hours)	Allows the user to enter the military Job Order Number labor hours.	NT	SLDCADA-0013	3
169	4.9.1.3	Military (Shop)	Allows the user to choose the military Job Order Number's benefiting shop.	NT	SLDCADA-0013	3
170	4.9.1.3	Military (Codes)	Allows the user to enter the military Labor Class and Operation Codes.	NT	SLDCADA-0013	3
215	4.9.2.3	Field Military	Allows the user to maintain military employee data.	P		3
216	4.9.2.3	Field Military (Query)	Provides the ability to access all data displayed for previous weeks by query only.	P		3
217	4.9.2.3	Field Military (Enter Information)	Allows the user to enter the following information in the Military Employee Data Maintenance Screen: Pay Block, Army AMS code, Employee Type Code, Pay Plan, Sub Shop and Stab Rate	P		3

## **SLDCADA Requirements List for Test Case MILITARY SE/SE UPDATE**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
218	4.9.2.3	Field Military (Select Information)	Allows the user to view and select from a pull down menu in the Military Employee Data Maintenance Screen: Shop, Work Schedule, Time and Labor Category, Supervisor Assignment, Badge Revision Number, Union Unit Code, Direct/Indirect Code, Temporary Supervisor Assignment, Employee Activity, Full/Part Time Employee, Military Rank and Funded/Unfunded.	P		3
219	4.9.2.3	Field Military (JON)	Provides the ability to enter up to 99 Job Order Numbers for a military employee.	P		3
220	4.9.2.3	Field Military (Add)	Allows the user to add a row and enter the Job Order Numbers for each military employee.	P		3
221	4.9.2.3	Field Military (Reference)	Capability to use the reference list for the military Job Order Numbers and display the Job Order Numbers on the labor screens.	F	SLDCADA-0007	4
222	4.9.2.3	Field Military (Hours Field)	Provides the ability to generate military hours according to the Hours field per day.	P		3
223	4.9.2.3	Field Military (Work Field)	Provides the ability to generate military hours according to the work schedule.	P		3
224	4.9.2.3	Field Military (Predetermined)	Provides the ability to maintain a military employee's predetermined labor data.	P		3
225	4.9.2.3	Field Military (Labor Data)	Allows the user to access the Military Predetermined labor data.	P		3
226	4.9.2.3	Field Military (MD)	Allows the user to delete a military Job Order Number record.	P		3

## **SLDCADA Requirements List for Test Case MILITARY SE/SE UPDATE**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
227	4.9.2.3	Field Military (Expiration)	Allows the user to enter the military Job Order Number expiration date.	P		3
228	4.9.2.3	Field Military (Labor Hours)	Allows the user to enter the military Job Order Number labor hours.	P		3
229	4.9.2.3	Field Military (Shop)	Allows the user to choose the military Job Order Number's benefiting shop.	P		3
230	4.9.2.3	Field Military (Codes)	Allows the user to enter the military Labor Class and Operation Codes.	P		3

# **Joint Interoperability Test Command**

## **Software Test Description**

For the

**NAVAL SEA LOGISTIC CENTER (NAVSEA)**

**STANDARD LABOR DATA COLLECTION AND DISTRIBUTION APPLICATION  
(SLDCADA)**

**STD 4- NON-EMPLOYEE SU/SG**

**May 29, 2001**

1. **Details of Test Case:** STD 4- Non-Employee SU/SG

**1.1 Title:** Standard Labor Data Collection and Distribution Application (SLDCADA)

**1.2 Description:** The Standard Labor Data Collection and Distribution Application (SLDCADA) is a Naval Sea System Command (NAVSEA) developed Time and Attendance System that has recently been chosen as the Department of Navy standard.

The SLDCADA is a timekeeping system that allows for centralized or distributed input, providing the capability to track civilian, military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

**1.3 Assumptions and Constraints:** SLDCADA website has been successfully accessed. The user must be logged in using the menu code Supervisor and have access rights only to the Supervisor Assignment Group.

**STD 4- Non-Employee SU/SG**

**Objective:** To assure that SLDCADA functionality's are successfully demonstrated and evaluated.

**Requirements:** see attached listing

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
1	Open Internet Explorer and type in the URL address.	The Security Alert window is displayed.		
2	Select Yes.	The Login Screen is displayed.		
3	Type the following: User ID: stanemp Password: stanemp_1 Then select Login.	The Password Change Utility Screen appears.		
4	Select OK and type in the following: User ID: stanemp New Password: stanemp_3 Confirm New Password: stanemp_3 Then select Submit.	The Successful Password Change window appears.		
5	Select OK.	SLDCADA System News Screen is displayed.		
6	Select Labor>Time and Attendance from the SLDCADA Main Menu.	The Search Window appears.  Note: Searches can be performed using the Employee Name, SSN, Shop or Supervisor Assignment.		
7	Select the desired week ending date: 11-12-00/11-18-00.	The week ending date appears in the dialog box.		
8	Verify that the Supervisor Assignment is highlighted in the Search Criteria box, then enter the supervisor assignment (ALL) into the Search Criteria Value box, then select Search.	All of the supervisor assignments are displayed in the Time and Attendance Data Screen.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
9	Select Micky Mouse from the list of employees in the Time and Attendance Data Screen.	Micky Mouse is highlighted.		
10	Select Time and Attendance Week 2 (11-18-00). Enter in the following: P Shop: 03 TYHR: RG Select Save.	Validation screen is displayed.  Note: If there is no JON predetermined, none will be displayed in the JON pull down.		
11	Close the validation screen.	The Week 2 Time and Attendance Data Screen is displayed.		
12	Select Time and Attendance Week 1 (11-11-00) and change the hours to 10 for Wednesday, then select Time and Attendance Week 2 (11-18-00). Select Save.	A message is displayed asking if the changes should be saved.		
13	Select OK.	Error message is displayed stating that time was exceeded for Wednesday.		
14	Close the error message. Change the hours to 8 for Thursday in Week 1 and then select the Week 2 Time and Attendance window.	A message is displayed asking if the changes should be saved.		
15	Select OK.	A message appears stating that the validation and save were successful.		
16	Close the Validation screen.	The Week 1 Time and Attendance Data Screen appears.		
17	Select Clocks Week 1 screen: Monday: 08:00- 17:00 Wednesday: 08:00- 17:00  Then select the Save Icon.	The hours are displayed.  Note: This is where the employee will be able to enter in their hours for the days they work.	<b>TR #0005</b>	
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
18	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		

19	Enter in Clocks Week 2 Screen: Thursday: 09:00-17:00 Friday: 09:00-17:00  Then select the Save Icon.	The hours are displayed.	<b>TR #0005</b>	
20	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
21	Select the Work Schedule.	The employees Time and Attendance Work Schedule Screen is displayed.	<b>TR #0004</b>	
<b>NOTE:</b>	Non-Employees will not show up in the certification screen.			
22	Select Employee>Payroll from the SLDCADA Main Menu.	The Employee Search Screen is displayed.  Note: Only Employee Name and SSN are available for the search criteria.		
23	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
24	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Micky Mouse) into the Search Criteria Value box, then select Search.	Micky Mouse's information is displayed in the Non-Employee Payroll Data Maintenance Screen.		

Event #	Action	Expected Results	Observations	Requirements
25	Verify that the Non-employee Tab is selected, then select the following: Shop: 03 Rotation Code: Work Schedule: 01 Time & Labor: 1 Supv. Assignment: 01 Temp Supv. Assignment: 01R Employing Activity: 000024-NAVSEA Shifts Week 1: Sunday 3, Monday-Saturday 1 Shifts Week 2: Sunday-Saturday 1	The information appears on the screen.  Note: The following are required fields: Employee Name, Shop, Work Schedule, Supervisor Assignment and Time and Labor Category.  Note: The employee is a non-employee and military, therefore non-employee was tested here.	<b>Successful</b>	Non-employee (Enter Information) (171, 172)
26	Select the Reference List (?) next to the each item.	The item codes are listed and described.	<b>Failed</b>  <b>TR #0007</b>	Non-Employee (Reference) (178)
27	Close the Reference List.	The reference list closes.		
28	Enter in the following information: Sub Shop: Rotation Sequence: Onboard Date: 12-22-00 NTE Date: 12-22-01 Host Company: GETRONICS Local POC: Mouse, Minnie	The information appears on the screen.	<b>Successful</b>	Non-employee (Select Information) (173)
29	Select the Non-employee Predetermined tab in the Non-employee Payroll Data Maintenance Screen.	The Non-employee Employee Predetermined Payroll Data Maintenance screen appears.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
30	Enter the following into the Non-employee Predetermined Payroll Data Maintenance screen: JON: Expiration Date: Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop: 01  Select Save.	The information appears on the screen.  Note: The batch process generates hours according to the hours field per day or work schedule.  Note: As many as 99 JONs may be entered into this screen.	<b>Successful</b>	Non-employee (Predetermined , Labor Data, JON, Hours Field, Work Schedule, Expiration, Labor Hours, Shop, Codes) (174, 175, 176, 179, 180, 182, 183, 184, 185)
31	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.	<b>Successful</b>	Non-employee (Add) (177)
32	Enter the following into the Non-employee Predetermined Payroll Data Maintenance screen: JON: Expiration Date: Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop: 01  Select Save.	The information appears on the screen.		
33	Select the box labeled MD next to the just added row.	A check appears in the MD box.	<b>Successful</b>	Non-employee (MD) (181)
34	Select the save button.	A message appears stating that records are marked for deletion.		
35	Select OK from the message.	The record is deleted from the Non-Employee Predetermined Screen.		
36	Select Reports>Cert List-Cert Emp Rpt.	The Search Screen is displayed.		
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
37	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		

38	Verify that the Employee Activity is highlighted in the Search Criteria box, then enter Employee Activity (000024) into the Search Criteria Value box, then select Search.	A message is displayed stating that there are no certified employees found for the search 000024.	<b>Successful</b>	Employing Activity (Search, Conduct) (66, 67, 68)
39	Close the Certified Employees Report Screen.	The screen closes to the Non-Employee Predetermined Screen.		
40	Select Reports>Cert List-UnCert Emp Rpt.	The Search Screen is displayed.		
41	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
42	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Micky Mouse) into the Search Criteria Value box, then select Search.	A message is displayed stating that there are no uncertified employees found for the search Micky Mouse.		
43	Close the Uncertified Employees Report Screen.	The screen closes to the Non-Employee Predetermined Screen.		
44	Select Reports>Incorrect Hours.	The Search Screen is displayed.		
45	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
46	Verify that the Shop is highlighted in the Search Criteria box, then enter ALL into the Search Criteria Value box, then select Search.	The Incorrect Hours Report appears displaying employees whose daily hours do not match their work schedule.		
47	Close the Incorrect Hours Report.	The screen closes to the Non-Employee Predetermined Screen.		
48	Select Reports>Uncertified Employees.	The Search Screen appears.		
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
49	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		

50	Verify that the Employee Name is highlighted in the Search Criteria box, then enter Micky Mouse into the Search Criteria Value box, then select Search.	A message is displayed stating that there are no uncertified employees found for the search Micky Mouse.		
51	Close the Uncertified Employees Report.	The screen closes to the Non-Employee Predetermined Screen.		
52	Select the Exit SLDCADA from the SLDCADA Main Menu.	SLDCADA is exited and the user is returned to the Netscape browser.		
53	Select OK.	The SLDCADA Login Screen is displayed.		
<b>Criteria Evaluating Results:</b> The only acceptable error would be the failure of the software to load properly or application failure due to core software dependencies.				

## **SLDCADA Requirements List for Test Case NON-EMPLOYEE SU/SG**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
66	4.6.6	Employing Activity	Provide the ability to use Employing Activity as a search criteria.	P		3
67	4.6.6	Employing Activity (Search)	Provide the ability to select a Employing Activity as a search criteria value.	P		3
68	4.6.6	Employing Activity	Provide the user the ability to conduct a search by using the Employing Activity.	P		3
171	4.9.1.4	Non-Employee	Allows the user to maintain Non-Employee data.	P		3
172	4.9.1.4	Non-Employee (Enter Information)	Allows the user to enter the following information in the Non-Employee Data Maintenance Screen: On Board Date, NTE Date, Host Company, Sub Shop and Local POC.	P		3
173	4.9.1.4	Non-Employee (Select Information)	Allows the user to view and select from a pull down menu in the Non-Employee Data Maintenance Screen: Shop, Work Schedule, Time and Labor Category, Supervisor Assignment, Temporary Supervisor Assignment and Employee Activity.	P		3
174	4.9.1.4	Non-Employee	Provides the ability to maintain a Non-Employee's predetermined labor data.	P		3
175	4.9.1.4	Non-Employee (Labor Data)	Allows the user to access the Non-Employee Predetermined labor data.	P		3
176	4.9.1.4	Non-Employee (JON)	Provides the ability to enter up to 99 Job Order Numbers for a Non-Employee.	P		3

## **SLDCADA Requirements List for Test Case NON-EMPLOYEE SU/SG**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
177	4.9.1.4	Non-Employee (Add)	Allows the user to add a row and enter the Job Order Numbers for each Non-Employee.	P		3
178	4.9.1.4	Non-Employee (Reference)	Capability to use the reference list for the Non-Employee Job Order Numbers and display the Job Order Numbers on the labor screens.	F	SLDCADA-0007	4
179	4.9.1.4	Non-Employee (Hours Field)	Provides the ability to generate Non-Employee hours according to the Hours field per day.	P		3
180	4.9.1.4	Non-Employee (Work Field)	Provides the ability to generate Non-Employee hours according to the work schedule.	P		3
181	4.9.1.4	Non-Employee (MD)	Allows the user to delete a Non-Employee Job Order Number record.	P		3
182	4.9.1.4	Non-Employee (Expiration)	Allows the user to enter the Non-Employee Job Order Number expiration date.	P		3
183	4.9.1.4	Non-Employee (Labor Hours)	Allows the user to enter the Non-Employee Job Order Number labor hours.	P		3
184	4.9.1.4	Non-Employee (Shop)	Allows the user to choose the Non-Employee Job Order Number's benefiting shop.	P		3
185	4.9.1.4	Non-Employee (Codes)	Allows the user to enter the Non-Employee Labor Class and Operation Codes.	P		3
231	4.9.2.4	Field Non-Employee	Allows the user to maintain Non-Employee data.	NT	SLDCADA-0013	3

## **SLDCADA Requirements List for Test Case NON-EMPLOYEE SU/SG**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
232	4.9.2.4	Field Non-Employee (Query)	Provides the ability to access all data displayed for previous weeks by query only.	NT	SLDCADA-0013	3
233	4.9.2.4	Field Non-Employee (Enter Information)	Allows the user to enter the following information in the Non-Employee Data Maintenance Screen: On Board Date, NTE Date, Host Company, Sub Shop and Local POC.	NT	SLDCADA-0013	3
234	4.9.2.4	Field Non-Employee (Select Information)	Allows the user to view and select from a pull down menu in the Non-Employee Data Maintenance Screen: Shop, Work Schedule, Time and Labor Category, Supervisor Assignment, Temporary Supervisor Assignment and Employee Activity.	NT	SLDCADA-0013	3
235	4.9.2.4	Field Non-Employee (JON)	Provides the ability to enter up to 99 Job Order Numbers for a Non-Employee.	NT	SLDCADA-0013	3
236	4.9.2.4	Field Non-Employee (Add)	Allows the user to add a row and enter the Job Order Numbers for each Non-Employee.	NT	SLDCADA-0013	3
237	4.9.2.4	Field Non-Employee (Reference)	Capability to use the reference list for the Non-Employee Job Order Numbers and display the Job Order Numbers on the labor screens.	NT	SLDCADA-0013	4
238	4.9.2.4	Field Non-Employee (Hours Field)	Provides the ability to generate Non-Employee hours according to the Hours field per day.	NT	SLDCADA-0013	3
239	4.9.2.4	Field Non-Employee (Work Field)	Provides the ability to generate Non-Employee hours according to the work schedule.	NT	SLDCADA-0013	3

## **SLDCADA Requirements List for Test Case NON-EMPLOYEE SU/SG**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
240	4.9.2.4	Field Non-Employee (Predetermined)	Provides the ability to maintain a Non-Employee's predetermined labor data.	NT	SLDCADA-0013	3
241	4.9.2.4	Field Non-Employee (Labor Data)	Allows the user to access the Non-Employee Predetermined labor data.	NT	SLDCADA-0013	3
242	4.9.2.4	Field Non-Employee (MD)	Allows the user to delete a Non-Employee Job Order Number record.	NT	SLDCADA-0013	3
243	4.9.2.4	Field Non-Employee (Expiration)	Allows the user to enter the Non-Employee Job Order Number expiration date.	NT	SLDCADA-0013	3
244	4.9.2.4	Field Non-Employee (Labor Hours)	Allows the user to enter the Non-Employee Job Order Number labor hours.	NT	SLDCADA-0013	3
245	4.9.2.4	Field Non-Employee (Shop)	Allows the user to choose the Non-Employee Job Order Number's benefiting shop.	NT	SLDCADA-0013	3
246	4.9.2.4	Field Non-Employee (Codes)	Allows the user to enter the Non-Employee Labor Class and Operation Codes.	NT	SLDCADA-0013	3

# **Joint Interoperability Test Command**

## **Software Test Description**

For the

**NAVAL SEA LOGISTIC CENTER (NAVSEA)**

**STANDARD LABOR DATA COLLECTION AND DISTRIBUTION APPLICATION  
(SLDCADA)**

**STD 5-CIVILIAN TK/CC**

**May 29, 2001**

1. **Details of Test Case: STD 5-Civilian TK/CC**

**1.1 Title:** Standard Labor Data Collection and Distribution Application (SLDCADA)

**1.2 Description:** The Standard Labor Data Collection and Distribution Application (SLDCADA) is a Naval Sea System Command (NAVSEA) developed Time and Attendance System that has recently been chosen as the Department of Navy standard.

The SLDCADA is a timekeeping system that allows for centralized or distributed input, providing the capability to track civilian , military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

**1.3 Assumptions and Constraints:** SLDCADA website has been successfully accessed. The user must be logged in using the menu code Timekeeper and have access rights only to those in the User's Shop.

**STD 5-Civilian TK/CC**

**Objective:** To assure that SLDCADA functionality's are successfully demonstrated and evaluated.

**Requirements:** see attached listing

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
1	Open Internet Explorer and type in the URL address.	The Security Alert window is displayed.		
2	Select Yes.	The Login Screen is displayed.		
3	Type the following: User ID: ungraded Password: ungraded_1 Then select Login.	The Password Change Utility Screen appears.		
4	Select OK and type in the following: User ID: ungraded New Password: ungraded_2 Confirm New Password: ungraded_2 Then select Submit.	The Successful Password Change window appears.		
5	Select OK.	SLDCADA System News Screen is displayed.		
6	Select Labor>Time and Attendance from the SLDCADA Main Menu.	The Time and Attendance Screen appears.		
7	Select the desired week ending date: 11-12-00/11-18-00.	The week ending date appears in the dialog box.		
8	Verify that the Shop is highlighted in the Search Criteria box, then enter the Shop (02) into the Search Criteria Value box, then select Search.	All of the people are displayed in the Time and Attendance Data Screen.  Note: Only the shop that TK/CC user is assigned to is displayed.		
9	Select Una Ungraded from the list.	Una Ungraded is highlighted.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
10	Enter the following information: JON: 1212TEST P Shop: 03 TYHR: RG (Default)  Select Save.	A message is displayed stating that there is a minor error: An ungraded employee cannot have a graded TYHR Code.	<b>TR #0008</b>	
11	Close the error screen.	The Week 2 Time and Attendance Screen is displayed.		
12	Change the TYHR Code to RF, then select Save.	The validation screen is displayed.		
13	Close the validation screen.	The Week 2 Time and Attendance screen is displayed.		
14	Select Time and Attendance Week 1 and enter the following: P Shop: 03 TYHR: RF  Select Save.	The validation screen is displayed.		
15	Close the validation screen.	The Week 1 Time and Attendance screen is displayed.		
16	Select Time and Attendance Week 1 (11-11-00) and change the hours to 10 for Wednesday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
17	Select OK.	Error message is displayed stating that time was exceeded for Wednesday.		
18	Close the error message. Select Time and Attendance Week 1 (11-11-00) and change the hours to 8 for Thursday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
19	Select OK.	A message appears stating that the validation and save were successful.		
20	Close the Validation screen.	The Week 1 Time and Attendance Data Screen appears.		
	<b>UNGRADED BEGINS</b>			
21	Enter in the following: Hazard Code: spaces ND: ND Then click on the Save icon.	The following error message will be displayed: Ungraded cannot use Night Differential Code.	<b>Successful</b>	ND Code (Ungraded) (82)
22	Close the error screen.	The Week 1 Time and Attendance Screen is displayed.		
23	Enter in the following: TYHR: HG Then click on the Save icon.	The following error message will be displayed: Graded type hour codes cannot be used for Ungraded employees.  Note: The user can still save the information since it is a minor error.	<b>Successful</b>	TYHR (Ungraded) (89)
24	Close the error screen.	The Week 1 Time and Attendance Screen is displayed.		
25	Enter in the following: TYHR: RG Then click on the Save icon.	The following error message will be displayed: Ungraded cannot use Night Differential Code.		
26	Close the error screen.	The Week 1 Time and Attendance Screen is displayed.		
27	Enter in the following: TYHR: SG Then click on the Save icon.	The following error message will be displayed: Ungraded cannot use Night Differential Code.		
28	Close the error screen.	The Week 1 Time and Attendance Screen is displayed.		
	<b>UNGRADED ENDS</b>			
29	Select the Add icon.	A new row is added.		
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>

30	Enter the following information: JON: 1212TEST P Shop: 03 TYHR: RF  Select Save.	The validation screen is displayed.		
31	Close the Validation screen.	The Week 1 Time and Attendance Data Screen appears.		
32	Select MD next to the new row, then select Save.	A message is displayed stating that you have marked records for deletion.		
33	Select OK.	The record is deleted from the Time and Attendance window.		
34	Select Clocks Week 1 screen: Monday: 08:00-17:00 Wednesday: 08:00- 17:00  Then select the Save Icon.	The hours are displayed.  Note: This is where the employee will be able to enter in their hours for the days they work.	<b>TR #0005</b>	
35	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
36	Enter in Clocks Week 2 Screen: Thursday: 09:00-17:00 Friday: 09:00-17:00  Then select the Save Icon.	The hours are displayed.	<b>TR #0005</b>	
37	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
38	Select the Work Schedule.	The employees Time and Attendance Work Schedule Screen is displayed.	<b>TR #0004</b>	
39	Select Employee>Field from the SLDCADA Main Menu.	The Search Screen is displayed.		
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
40	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		

41	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Una Ungraded) into the Search Criteria Value box, then select Search.	Una Ungraded's information is displayed in the Civilian Employee Field Data Maintenance Screen.		
42	Verify that the Civilian Tab is selected, then select the following: Shop: 02 Rotation Code: Work Schedule: SS Time & Labor: 3 Supv. Assignment: 01 Environmental Hazard: Shifts Week 1 & 2: Sunday-Saturday 00	The information appears on the screen.		
43	Select the Reference List (?) next to the items.	The item codes are listed and described.	<b>TR #0007</b>	
44	Close the Reference List.	The reference list closes.		
45	Enter in the following information: Subshop: Rotation Sequence: Injury Dates:	The information appears on the screen.  Note : Previous weeks displayed were accessed by query only.		
46	Select the Civilian Predetermined tab in the Civilian Employee Field Data Maintenance Screen.	The Civilian Employee Predetermined Field Data Maintenance screen appears.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
47	Enter the following into the Civilian Employee Predetermined Field Data Maintenance screen: JON: 1212TEST Expiration Date: 12/31/2002 Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop:	The information appears on the screen.  Note: The batch process generates hours according to the hours field per day.		
48	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.		
49	Enter the following into the new row: JON: 1212 TEST Expiration Date: 12/31/2002 Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop: 02  Select Save.	The information appears in the row.		
50	Close the Validation screen.	The Civilian Predetermined Screen is displayed.		
51	Select the box labeled MD next to the just added row.	A check appears in the MD box.		
52	Select the save button.	A message appears stating that records are marked for deletion.		
53	Select OK.	The Civilian Predetermined Screen appears.		
54	Select the Leave Availability Tab.	The Leave Availability for the employee is displayed.  Note: This screen can only be viewed.		
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
55	Select Reports>Cert List-Cert Emp Rpt.	The Search Screen is displayed.		

56	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
57	Verify that the Employee Activity is highlighted in the Search Criteria box, then enter Employee Activity (000024) into the Search Criteria Value box, then select Search.	A message is displayed stating that there are no certified employees found for the search 000024.		
58	Close the Certified Employees Report Screen.	The screen closes to the Leave Availabilty Screen.		
59	Select Reports>Cert List-UnCert Emp Rpt.	The Search Screen is displayed.		
60	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
61	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Una Ungraded) into the Search Criteria Value box, then select Search.	A message is displayed stating that there are no uncertified employees found for the search Una Ungraded.		
62	Close the Uncertified Employees Report Screen.	The screen closes to the Leave Availabilty Screen.		
63	Select Reports>Incorrect Hours.	The Search Screen is displayed.		
64	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
65	Verify that the Shop is highlighted in the Search Criteria box, then enter ALL into the Search Criteria Value box, then select Search.	The Incorrect Hours Report appears displaying employees whose daily hours do not match their work schedule.		
66	Close the Incorrect Hours Report.	The screen closes to the Leave Availabilty Screen.		
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
67	Select Reports>Uncertified Employees.	The Search Screen appears.		
68	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		

69	Verify that the Employee Name is highlighted in the Search Criteria box, then enter Una Ungraded into the Search Criteria Value box, then select Search.	A message is displayed stating that there are no uncertified employees found for the search Una Ungraded.		
70	Close the Uncertified Employees Report.	The screen closes to the Leave Availabilty Screen.		
71	Select the Exit SLDCADA from the SLDCADA Main Menu.	SLDCADA is exited and the user is returned to the Netscape browser.		
72	Select OK.	The SLDCADA Login Screen is displayed.		
<b>Criteria Evaluating Results:</b> The only acceptable error would be the failure of the software to load properly or application failure due to core software dependencies.				

## **SLDCADA Requirements List for Test Case CIVILIAN TK/CC**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
82	4.7.1.3	ND Code (Ungraded)	Deny Ungraded (Graded/Ungraded code = U) the use of Night Differential Code.	P		3
89	4.7.1.3	TYHR (Ungraded)	Deny Ungraded Type Hour Codes HF, HS, HT, RF, RS, RT, SF, SS, or ST to be used for graded employees.	P		3

# **Joint Interoperability Test Command**

## **Software Test Description**

For the

**NAVAL SEA LOGISTIC CENTER (NAVSEA)**

**STANDARD LABOR DATA COLLECTION AND DISTRIBUTION APPLICATION  
(SLDCADA)**

**STD 6-CIVILIAN TK/XC**

**May 29, 2001**

1. **Details of Test Case: STD 6-Civilian TK/XC**

**1.1 Title:** Standard Labor Data Collection and Distribution Application (SLDCADA)

**1.2 Description:** The Standard Labor Data Collection and Distribution Application (SLDCADA) is a Naval Sea System Command (NAVSEA) developed Time and Attendance System that has recently been chosen as the Department of Navy standard.

The SLDCADA is a timekeeping system that allows for centralized or distributed input, providing the capability to track civilian , military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

**1.3 Assumptions and Constraints:** SLDCADA website has been successfully accessed. The user must be logged in using the menu code Timekeeper and have access rights only to those in the User's Shop and all those Cross-Referenced to the User's Shop.

**STD 6-Civilian TK/XC**

**Objective:** To assure that SLDCADA functionality's are successfully demonstrated and evaluated.

**Requirements:** see attached listing

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
1	Open Internet Explorer and type in the URL address.	The Security Alert window is displayed.		
2	Select Yes.	The Login Screen is displayed.		
3	Type the following: User ID: freddy Password: freddy_1 Then select Login.	The Password Change Utility Screen appears.		
4	Select OK and type in the following: User ID: freddy New Password: fredy_2 Confirm New Password: fredy_2 Then select Submit.	The Successful Password Change window appears.		
5	Select OK.	SLDCADA System News Screen is displayed.		
6	Select Labor>Time and Attendance from the SLDCADA Main Menu.	The Time and Attendance Screen appears.		
7	Select the desired week ending date: 11-12-00/11-18-00.	The week ending date appears in the dialog box.		
8	Verify that the Shop is highlighted in the Search Criteria box, then enter the Shop (02) into the Search Criteria Value box, then select Search.	All of the people in the Shop are displayed in the Time and Attendance Data Screen.  Note: Only the shops that TK/XC user are assigned to is displayed.		
9	Select Freddy Firefighter from the list.	Freddy Firefighter is highlighted.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
10	Enter the following information: JON: Fire1 P Shop: 03 TYHR: RG  Select Save.	The validation screen is displayed.		
11	Close the validation screen.	The Week 2 Time and Attendance screen is displayed.		
12	Select Time and Attendance Week 1 and enter the following: JON: Fire1 P Shop: 03 TYHR: RG  Select Save.	The validation screen is displayed.		
13	Close the validation screen.	The Week 1 Time and Attendance screen is displayed.		
14	Select Time and Attendance Week 1 (11-11-00) and change the hours to 10 for Wednesday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
15	Select OK.	Error message is displayed stating that time was exceeded for Wednesday.		
16	Close the error message. Select Time and Attendance Week 1 (11-11-00) and change the hours to 8 for Thursday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
17	Select OK.	A message appears stating that the validation and save were successful.		
18	Close the Validation screen.	The Week 1 Time and Attendance Data Screen appears.		
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
	<b>FIREFIGHTER BEGINS</b>			

19	Enter in the following: Hazard Code: EA ND: spaces Then click on the Save icon.	The following error message will be displayed: Military, SES, and Firefighters cannot use Environmental Code.		
20	Close the error message.	The Time and Attendance Week 1 Screen is displayed.		
21	Enter in the following: Hazard Code: DA ND: spaces Then click on the Save icon.	An error message is displayed stating that the EHZ cannot be used with the TYHR.		
22	Close the error message.	The Time and Attendance Week 1 Screen is displayed.		
23	Enter in the following: Hazard Code: spaces ND: ND Then click on the Save icon.	The following error message will be displayed: Firefighters and SES (employee type = B or F) cannot use Night Differential Code.	<b>TR #0009</b>	
24	Close the error message.	The Time and Attendance Week 1 Screen is displayed.		
25	Enter in the following: TYHR: OS Then click on the Save icon.	The following error message will be displayed: Firefighters (employee type = F) cannot use OS type hour code.	<b>Successful</b>	TYHR (Firefighter) (87)
26	Close the error message.	The Time and Attendance Week 1 Screen is displayed.		
27	Enter in the following: HZ: BA TYHR: LU Then click on the Save icon.	A message appears stating that you have selected LU and all hours will be reset to 0.	<b>Failed</b> <b>TR #0010</b>	TYHR (Injury Date, LU) (92, 93)
28	Select OK.	The hours are all changed to 0.		
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
29	Select Save.	An error message appears stating that the user must assign an injury date.		

30	Enter in the following: HZ: B* TYHR: LT Then click on the Save icon.	The screen will inquire for an injury date.	<b>TR #0010</b>	
	<b>FIREFIGHTER ENDS</b>			
31	Select the Add icon.	A new row is added.		
32	Enter the following information: JON: Fire1 P Shop: 03 TYHR: RG  Select Save.	The validation screen is displayed.		
33	Close the Validation screen.	The Week 1 Time and Attendance Data Screen appears.		
34	Select MD next to the new row, then select Save.	A message is displayed stating that you have marked records for deletion.		
35	Select OK.	The record is deleted from the Time and Attendance window.		
36	Select Clocks Week 1 screen: Monday: 08:00-17:00 Wednesday: 08:00- 17:00  Then select the Save Icon.	The hours are displayed.  Note: This is where the employee will be able to enter in their hours for the days they work.	<b>TR #0005</b>	
37	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
38	Enter in Clocks Week 2 Screen: Thursday: 09:00-17:00 Friday: 09:00-17:00  Then select the Save Icon.	The hours are displayed.	<b>TR #0005</b>	
39	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
40	Select the Work Schedule.	The employees Time and Attendance Work Schedule Screen is displayed.	<b>TR #0004</b>	
41	Select Employee>Field from the SLDCADA Main Menu.	The Search Screen is displayed.		
42	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
43	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Freddy Firefighter) into the Search Criteria Value box, then select Search.	Freddy Firefighter information is displayed in the Civilian Employee Field Data Maintenance Screen.		
44	Verify that the Civilian Tab is selected, then select the following: Shop: 02 Rotation Code: Work Schedule: F1 Time & Labor: 4 Supv. Assignment: 1 Environmental Hazard: Shifts Week 1 & 2: Sunday-Saturday 00	The information appears on the screen.		
45	Select the Reference List (?) next to the items.	The item codes are listed and described.	<b>TR #0007</b>	
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
46	Close the Reference List.	The reference list closes.		

47	Enter in the following information: Subshop: Rotation Sequence: Injury Dates:	The information appears on the screen.  Note: Previous weeks displayed were accessed by query only.		
48	Select the Civilian Predetermined tab in the Civilian Employee Field Data Maintenance Screen.	The Civilian Employee Predetermined Field Data Maintenance screen appears.		
49	Enter the following into the Civilian Employee Predetermined Field Data Maintenance screen: JON: Helpme2 Expiration Date: 01/06/2002 Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop:	The information appears on the screen.  Note: The batch process generates hours according to the hours field per day.		
50	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.		
51	Enter the following into the new row: JON: Helpme2 Expiration Date: 01/06/2002 Hours: 0 Labor Class Codes: Operation Codes: Select the Benefiting Shop: 02  Select Save.	The information appears in the row.		
52	Close the Validation screen.	The Civilian Predetermined Screen is displayed.		
53	Select the box labeled MD next to the just added row.	A check appears in the MD box.		
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
54	Select the save button.	A message appears stating that records are marked for deletion.		
55	Select OK.	The Civilian Predetermined Screen appears.		

56	Select the Leave Availability Tab.	The Leave Availability for the employee is displayed.  Note: This screen can only be viewed.		
57	Select Reports>Cert List-Cert Emp Rpt.	The Search Screen is displayed.		
58	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
59	Verify that the Employee Activity is highlighted in the Search Criteria box, then enter Employee Activity (000024) into the Search Criteria Value box, then select Search.	The employee activity 000024 is displayed on the Certified Employees Report Screen.		
60	Close the Certified Employees Report Screen.	The screen closes to the Leave Availabilty Screen.		
61	Select Reports>Cert List-UnCert Emp Rpt.	The Search Screen is displayed.		
62	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
63	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (Freddy Firefighter) into the Search Criteria Value box, then select Search.	Freddy Firefighter is displayed in the Certification Listing for Manually Certified Employees.		
64	Close the Uncertified Employees Report Screen.	The screen closes to the Leave Availabilty Screen.		
65	Select Reports>Incorrect Hours.	The Search Screen is displayed.		

Event #	Action	Expected Results	Observations	Requirements
66	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
67	Verify that the Shop is highlighted in the Search Criteria box, then enter ALL into the Search Criteria Value box, then select Search.	The Incorrect Hours Report appears displaying employees whose daily hours do not match their work schedule.		
68	Close the Incorrect Hours Report.	The screen closes to the Leave Availabilty Screen.		
69	Select Reports>Uncertified Employees.	The Search Screen appears.		
70	Select the desired week ending date: 11-18-00.	The week ending date appears in the dialog box.		
71	Verify that the Employee Name is highlighted in the Search Criteria box, then enter Freddy Firefighter into the Search Criteria Value box, then select Search.	Freddy Firefighter is displayed in the Uncertified Employees Report.		
72	Close the Uncertified Employees Report.	The screen closes to the Leave Availabilty Screen.		
73	Select the Exit SLDCADA from the SLDCADA Main Menu.	SLDCADA is exited and the user is returned to the Netscape browser.		
74	Select OK.	The SLDCADA Login Screen is displayed.		
<b>Criteria Evaluating Results:</b> The only acceptable error would be the failure of the software to load properly or application failure due to core software dependencies.				

## **SLDCADA Requirements List for Test Case CIVILIAN TK/XC**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
87	4.7.1.3	TYHR (Firefighter)	Deny Firefighters (Employee type = F) the use of OS (Overtime scheduled) Type Hour Code.	P		3
92	4.7.1.3	TYHR (Injury Date)	Ensure Injury Date becomes a mandatory field when Type Hour Code = LT or LU.	F	SLDCADA-0010	3
93	4.7.1.3	TYHR (LU)	Capability to establish an injury date using Type Hour Code LU.	F	SLDCADA-0010	3

# **Joint Interoperability Test Command**

## **Software Test Description**

For the

**NAVAL SEA LOGISTIC CENTER (NAVSEA)**

**STANDARD LABOR DATA COLLECTION AND DISTRIBUTION APPLICATION  
(SLDCADA)**

**STD 7-CIVILIAN SES SA/AL**

**May 29, 2001**

1. **Details of Test Case: STD 7-Civilian SES SA/AL**

**1.1 Title:** Standard Labor Data Collection and Distribution Application (SLDCADA)

**1.2 Description:** The Standard Labor Data Collection and Distribution Application (SLDCADA) is a Naval Sea System Command (NAVSEA) developed Time and Attendance System that has recently been chosen as the Department of Navy standard.

The SLDCADA is a timekeeping system that allows for centralized or distributed input, providing the capability to track civilian , military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

**1.3 Assumptions and Constraints:** SLDCADA website has been successfully accessed. The user must be logged in using the menu code SLDCADA Administrator and have access rights to All.

**STD 7-Civilian SES SA/AL**

**Objective:** To assure that SLDCADA functionality's are successfully demonstrated and evaluated.

**Requirements:** see attached listing

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
1	Open Internet Explorer and type in the URL address.	The Security Alert window is displayed.		
2	Select Yes.	The Login Screen is displayed.		
3	Type the following: User ID: sammy Password: sammy_1 Then select Login.	The Password Change Utility Screen appears.		
4	Select OK and type in the following: User ID: sammy New Password: samy_1 Confirm New Password: samy_1 Then select Submit.	The Successful Password Change window appears.		
5	Select OK.	SLDCADA System News Screen is displayed.		
6	Select Labor>Time and Attendance from the SLDCADA Main Menu.	The Time and Attendance Screen appears.		
7	Select the desired week ending date: 11-12-00/11-18-00.	The week ending date appears in the dialog box.		
8	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee name (Samantha SES) into the Search Criteria Value box, then select Search.	All of the Samantha SES is displayed in the Time and Attendance Data Screen.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
9	Enter the following information: JON: 1212SES P Shop: 02 TYHR: RG  Select Save.	The validation screen is displayed.		
10	Close the validation screen.	The Week 2 Time and Attendance screen is displayed.		
11	Select Time and Attendance Week 1 and enter the following: JON: 1212SES P Shop: 02 TYHR: RG  Select Save.	The validation screen is displayed.		
12	Close the validation screen.	The Week 1 Time and Attendance screen is displayed.		
13	Select Time and Attendance Week 1 (11-11-00) and change the hours to 10 for Wednesday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
14	Select OK.	Error message is displayed stating that time was exceeded for Wednesday.		
15	Close the error message. Select Time and Attendance Week 1 (11-11-00) and change the hours to 8 for Thursday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
16	Select OK.	A message appears stating that the validation and save were successful.		
17	Close the Validation screen.	The Week 1 Time and Attendance Data Screen appears.		
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
	<b>SES BEGINS</b>			

18	Enter in the following: Hazard Code: EA ND: spaces Then click on the Save icon.	The following error message will be displayed: Military, SES, and Firefighters cannot use Environmental Code.		
19	Close the error message.	The Time and Attendance Week 1 Screen is displayed.		
20	Enter in the following: Hazard Code: BA ND: spaces Then click on the Save icon.	The data is changed and accepted.	<b>Failed</b> <b>TR #0011</b>	Hz Code (B*, D*) (79)
21	Close the validation message.	The Time and Attendance Week 1 Screen is displayed.		
22	Enter in the following: Hazard Code: spaces ND: ND Then click on the Save icon.	The following error message will be displayed: Firefighters and SES (employee type = B or F) cannot use Night Differential Code.	<b>Successful</b> <b>TR #0009</b> <b>(This does not affect any req.)</b>	ND Code (SES) (81)
23	Close the validation message.	The Time and Attendance Week 1 Screen is displayed.		
	<b>SES ENDS</b>			
24	Select the Add icon.	A new row is added.		
25	Enter the following information: JON: 1212SES P Shop: 02 TYHR: RG  Select Save.	The validation screen is displayed.		
26	Close the Validation screen.	The Week 1 Time and Attendance Data Screen appears.		

Event #	Action	Expected Results	Observations	Requirements
27	Select MD next to the new row, then select Save.	A message is displayed stating that you have marked records for deletion.		
28	Select OK.	The record is deleted from the Time and Attendance window.		
29	Select Clocks Week 1 screen: Monday: 08:00-17:00 Wednesday: 08:00- 17:00  Then select the Save Icon.	The hours are displayed.  Note: This is where the employee will be able to enter in the ir hours for the days they work.	<b>TR #0005</b>	
30	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
31	Enter in Clocks Week 2 Screen: Thursday: 09:00-17:00 Friday: 09:00-17:00  Then select the Save Icon.	The hours are displayed.	<b>TR #0005</b>	
32	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
33	Select the Work Schedule.	The employees Time and Attendance Work Schedule Screen is displayed.	<b>TR #0004</b>	
34	Select the Exit SLDCADA from the SLDCADA Main Menu.	SLDCADA is exited and the user is returned to the Netscape browser.		
35	Select OK.	The SLDCADA Login Screen is displayed.		

**Criteria Evaluating Results:** The only acceptable error would be the failure of the software to load properly or application failure due to core software dependencies.

## **SLDCADA Requirements List for Test Case CIVILIAN SES SA/AL**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
79	4.7.1.3	Hz Code (B*, D*)	Capability to allow SES and firefighters to use only B* or D* codes.	F	SLDCADA-0011	3
81	4.7.1.3	ND Code (SES)	Deny Firefighters and SES (employee type = B or F) the use of Night Differential Code.	P		3

# **Joint Interoperability Test Command**

## **Software Test Description**

For the

**NAVAL SEA LOGISTIC CENTER (NAVSEA)**

**STANDARD LABOR DATA COLLECTION AND DISTRIBUTION APPLICATION  
(SLDCADA)**

**STD 8-CIVILIAN INTERMITTENT SA/AL**

**May 29, 2001**

- 1. Details of Test Case: STD 8-Civilian Intermittent SA/AL**

**1.1 Title:** Standard Labor Data Collection and Distribution Application (SLDCADA)

**1.2 Description:** The Standard Labor Data Collection and Distribution Application (SLDCADA) is a Naval Sea System Command (NAVSEA) developed Time and Attendance System that has recently been chosen as the Department of Navy standard.

The SLDCADA is a timekeeping system that allows for centralized or distributed input, providing the capability to track civilian , military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

**1.3 Assumptions and Constraints:** SLDCADA website has been successfully accessed. The user must be logged in using the menu code SLDCADA Administrator and have access rights to All.

**STD 8-Civilian Intermittent SA/AL**

**Objective:** To assure that SLDCADA functionality's are successfully demonstrated and evaluated.

**Requirements:** see attached listing

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
1	Open Internet Explorer and type in the URL address.	The Security Alert window is displayed.		
2	Select Yes.	The Login Screen is displayed.		
3	Type the following: User ID: ingrid Password: ingrid_1 Then select Login.	The Password Change Utility Screen appears.		
4	Select OK and type in the following: User ID: ingrid New Password: ingrid_2 Confirm New Password: ingrid_2 Then select Submit.	The Successful Password Change window appears.		
5	Select OK.	SLDCADA System News Screen is displayed.		
6	Select Labor>Time and Attendance from the SLDCADA Main Menu.	The Time and Attendance Screen appears.		
7	Select the desired week ending date: 11-12-00/11-18-00.	The week ending date appears in the dialog box.		
8	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee name (Ingrid Intermittent) into the Search Criteria Value box, then select Search.	All of the Ingrid Intermittent is displayed in the Time and Attendance Data Screen.		

Event #	Action	Expected Results	Observations	Requirements
9	Enter the following information: JON: 123INTER P Shop: 02 TYHR: RG  Select Save.	The validation screen is displayed.		
10	Close the validation screen.	The Week 2 Time and Attendance screen is displayed.		
11	Select Time and Attendance Week 1 and enter the following: JON: 123INTER P Shop: 02 TYHR: RG  Select Save.	The validation screen is displayed.		
12	Close the validation screen.	The Week 1 Time and Attendance screen is displayed.		
13	Select Time and Attendance Week 1 (11-11-00) and change the hours to 8 for Thursday. Then select the Time and Attendance Week 2 (11-18-00).	A message is displayed asking if the user wants to save changes.		
14	Select OK.	A message appears stating that the validation and save were successful.		
15	Close the Validation screen.	The Week 1 Time and Attendance Data Screen appears.		
<b>INTERMITTENT BEGINS</b>				
16	Enter in the following: TYHR: OS Then click on the Save icon.	The following error message will be displayed: Intermittent employees cannot use ON, OS, or OU type hour codes.	<b>Failed</b>  <b>TR #0012</b>	TYHR (Intermittent) (86)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
17	Close the validation message.	The Time and Attendance Week 1 Screen is displayed.		
18	Enter in the following: TYHR: ON Then click on the Save icon.	The following error message will be displayed: Intermittent employees cannot use ON, OS, or OU type hour codes.	<b>TR #0012</b>	
19	Close the validation message.	The Time and Attendance Week 1 Screen is displayed.		
20	Enter in the following: TYHR: OU Then click on the Save icon.	The following error message will be displayed: Intermittent employees cannot use ON, OS, or OU type hour codes.	<b>TR #0012</b>	
21	Close the validation message.	The Time and Attendance Week 1 Screen is displayed.		
	<b>INTERMITTENT ENDS</b>			
22	Select the Add icon.	A new row is added.		
23	Enter the following information: JON: 123INTER P Shop: 02 TYHR: RG  Select Save.	The validation screen is displayed.		
24	Close the Validation screen.	The Week 1 Time and Attendance Data Screen appears.		
25	Select MD next to the new row, then select Save.	A message is displayed stating that you have marked records for deletion.		
26	Select OK.	The record is deleted from the Time and Attendance window.		

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Observations</b>	<b>Requirements</b>
27	Select Clocks Week 1 screen: Monday: 08:00-17:00 Wednesday: 08:00- 17:00  Then select the Save Icon.	The hours are displayed.  Note: This is where the employee will be able to enter in their hours for the days they work.	<b>TR #0005</b>	
28	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
29	Enter in Clocks Week 2 Screen: Thursday: 09:00-17:00 Friday: 09:00-17:00  Then select the Save Icon.	The hours are displayed.	<b>TR #0005</b>	
30	Close the validation message.	The Week 1 Time and Attendance Data Screen appears.		
31	Select the Work Schedule.	The employees Time and Attendance Work Schedule Screen is displayed.	<b>TR #0004</b>	
32	Select the Exit SLDCADA from the SLDCADA Main Menu.	SLDCADA is exited and the user is returned to the Netscape browser.		
33	Select OK.	The SLDCADA Login Screen is displayed.		

**Criteria Evaluating Results:** The only acceptable error would be the failure of the software to load properly or application failure due to core software dependencies.

## **SLDCADA Requirements List for Test Case CIVILIAN INTERMITTENT SA/AL**

<b>Req No</b>	<b>Para No</b>	<b>Title</b>	<b>Requirement</b>	<b>Pass/Fail</b>	<b>TR #</b>	<b>Priority</b>
86	4.7.1.3	TYHR (Intermittent)	Deny Intermittent employees the use of ON, OS or OU Type Hour Codes.	F	SLDCADA-0012	3