

Application/Module	EmpowHR	Test Script Author	Adrian Connerty
Test Phase	FLETC Customer Acceptance Testing	Test Executed By	
Test Case ID	FLETC_5.04	Execution Date(s)	
Test Case Description	PAR Processing - Rollback hire action including payroll documents	Test Script Execution Status	PASS or FAIL
Requirements for Testing	<p>This test requires using an employee who has been hired and has payroll documents that are eligible to be rolled back.</p> <p>The PAR action must meet the following criteria:</p> <p>The current date is before 4pm CT on the day of the first pass of PAYE (2nd Thursday of the active pay processing cycle); the transaction status is Applied or Automatic Action; the effective date of the action is within the current pay period</p> <p>OR</p> <p>The current date is before PAYE Thursday; the transaction status is Applied or Automatic Action; the transaction was transmitted and applied in the current pay period, but the effective date is for a prior pay period.</p>		

Test Step #	Test Step Description	Expected Results	Pass/Fail	Comments
5.04.001	Log on to the EmpowHR test environment with the userid and password that you've been assigned.	The user sees the EmpowHR test environment home page.		
5.04.002	Select the PAR Processing link and then the HR Processing link from the menu in the left column.	The HR Processing USF search screen appears.		
5.04.003	Enter search criteria (Emplid) for test case provided and select the Search button.	The employee record is displayed. The Data Control tab appears by default.		
5.04.004	If necessary, scroll to the hire PAR.	The action appears.		
5.04.005	Select the 'Correct History' button.	The row is in correct history mode.		
5.04.006	On the Data Control screen, enter a checkmark in the 'Rollback Indicator' checkbox.	A checkmark is inserted.		
5.04.007	Select the 'Save' button.	<p>The action is saved.</p> <p>The following pop-up message appears: PAR Action(s) Successfully Saved for Emplid: XXXXXX (where XXXXXX is the emplid).</p> <p>The Transaction Status field value is automatically updated to 'NFC Ready'.</p> <p>After the user selects OK, this secondary message is displayed:</p> <p>The following PAR Actions are marked 'NFC Ready' for Emplid: XXXXXX Effdt: YYYY-MM-DD Seq: XX NOA: XXX (99999,999)</p>		
5.04.008	Sign out of EmpowHR and close the browser window.	The user is not logged on to the system anymore.		

TO BE EXECUTED THE FOLLOWING BUSINESS DAY				
5.04.009	Log on to the EmpowHR test environment with the userid and password that you've been assigned.	The user sees the EmpowHR test environment home page.		
5.04.010	Select the PAR Processing link and then the HR Processing link from the menu in the left column.	The HR Processing USF search screen appears.		
5.04.011	Search for and retrieve the employee used for this test case.	The employee record is retrieved successfully.		
5.04.012	Verify the Transaction Status of the hire action is set to 'Rolled Back'.			
5.04.013	Verify the View Current SING Errors link appears. Select the link.	The View Current SING Errors page appears. In the NFC Error Messages section, error code 025 with the following description: IN SING DUE TO ROLLBACK - TAKE APPROPRIATE ACTION.		
5.04.014	Go to the payroll documents that have been rolled back along with the PAR action. Verify the Transaction Status of the payroll document is 'Rolled Back'.			