



EmpowHR 9.0 Upgrade

Test Case Best Practices

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1. Test Case Design Best Practices

Effective testing and test case development is critical to the success of the 9.0 upgrade project. Well-designed test cases lead to effective and efficient testing in all stages (unit, system and user acceptance testing) of a software development project; as a corollary, effective and efficient testing leads to successful product implementation. This document discusses test case design best practices and provides examples of both well-designed and poorly-designed test cases.

1.1. Defining a Test Case

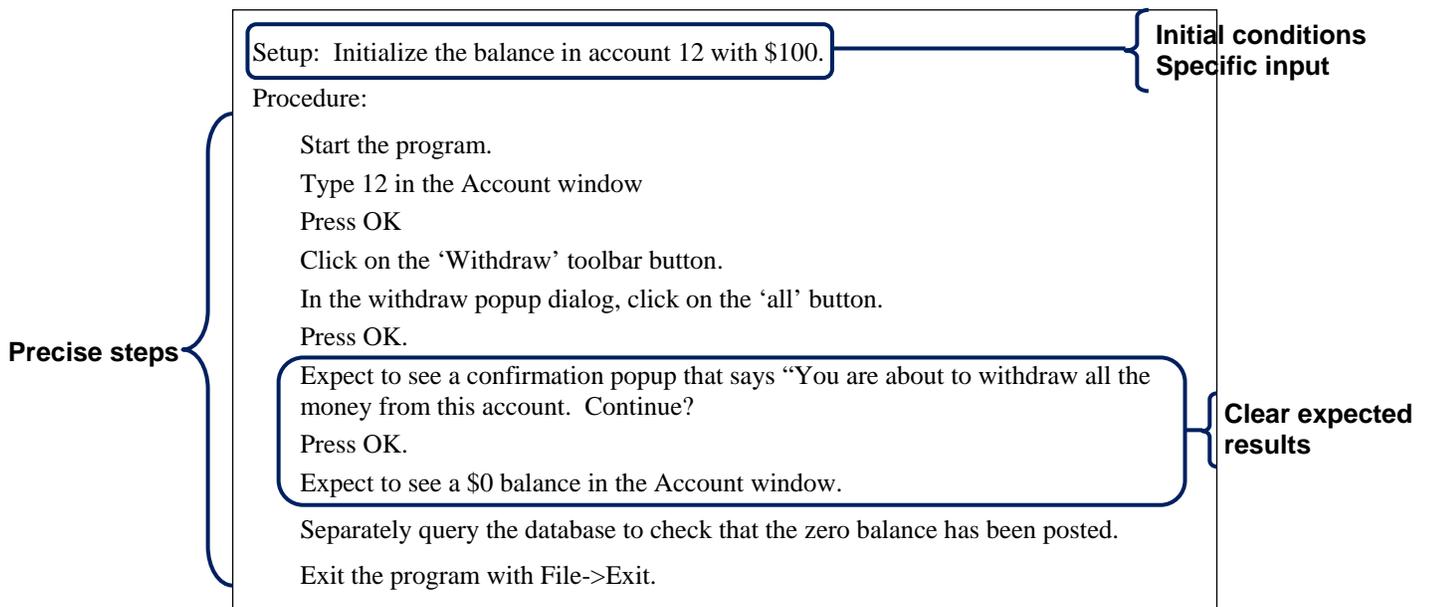
According to the Software Engineering Institute (SEI), a test case is defined as follows:

*A test case has three parts: **initial conditions**, the **input values**, and the **expected results**. The initial conditions define the state of the artifact prior to the application of the test inputs. The input values provide a specific configuration of values that are associated with a specific set of behaviors given the specified initial state. The expected result portion of the test case describes how the artifact should respond to the stimulus given the specified initial state.¹*

1.2. Simple Test Case Examples

Take a look at Test Case 1 below. It is a straightforward, but well-designed test case that incorporates the 3 essential elements described in the previous section.

Test Case 1



¹ McGregor, John D. *Testing a Software Product Line*. Page 9. Pittsburgh, PA: Software Engineering Institute, Carnegie Mellon University, December 2001.

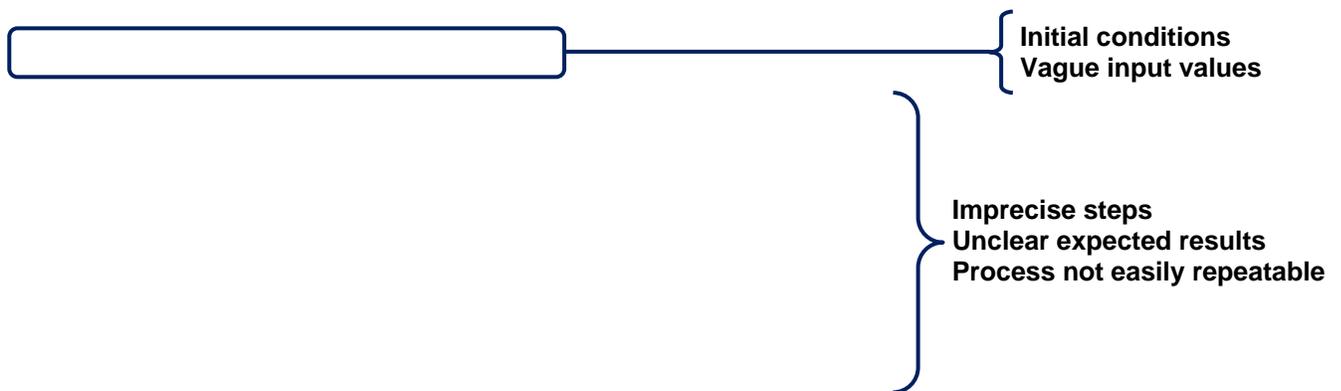


Although it is simple, the structure and format of Test Case 1 provides numerous benefits:

1. The test is specific enough that it can always be run in the same manner; therefore, a tester would be more likely to reproduce a defect and/or bug²
2. It details all of the expected results to validate; “imprecise expected results make failures hard to notice”³
3. It defines all the input values⁴

In contrast to Test Case 1, the next example, Test Case 2 demonstrates a poorly-designed test case constructed to examine the same features in Design 1.

Test Case 2



There are a number of deficiencies in Test Case 2:

1. Test Case 2 allows for testers to run the test in various ways; therefore, he or she may not be able to easily reproduce a defect and/or bug⁵
2. Unlike Test Case 1, the tester will not always know what precise outcomes to expect - Does the Toolbar even work? Does the tester get to the “Withdraw” dialog?⁶
3. Test Case 2 does not define any input values; all test cases should include “explicit tests for boundary and special values”⁷

² Marick, Brian. *Classic Testing Mistakes? Page 12.* Testing Foundations.

³ Marick, Brian. *Classic Testing Mistakes? Page 12.* Testing Foundations.

⁴ Marick, Brian. *Classic Testing Mistakes? Page 12.* Testing Foundations.

⁵ Marick, Brian. *Classic Testing Mistakes? Page 12.* Testing Foundations.

⁶ Marick, Brian. *Classic Testing Mistakes? Page 12.* Testing Foundations.

⁷ Marick, Brian. *Classic Testing Mistakes? Page 12.* Testing Foundations.



1.3. Additional Elements of a Well-Designed Test Case

To supplement the three test case parts described in the previous section, SEI identifies additional elements that comprise a well-constructed test case. These are:

1. A test case must be associated with a specific component or components⁸
2. A test case must include failure scenarios as well as success scenarios⁹
3. The number of scenarios derived for a test case must be based on the priority and/or importance of the feature being tested¹⁰
4. Each item of a test case must have perceivable pass and failure results - “reasonably capable of revealing information”¹¹
5. Representative of events more likely to be encountered by the customer / tester¹²

2. EmpowHR Test Case Example

To demonstrate how the best practices described in the first section can be implemented; the following pages contain a test case from EmpowHR. This test case contains scenarios devised to test the Employee Self-Service (ESS) Leave Without Pay (LWOP) feature and its associated approval steps. This example contains 2 components:

Test Script – Lists steps to follow to set up the necessary the test conditions.

Test Scenarios – Lists the steps required to test the actions and/or various approval processes that could occur based on the test conditions setup in the Test Script

It is possible to have a test script without test scenarios but test scenarios must have an underlying test script.

Please note that this test case was designed to test LWOP in the EmpowHR 8.8 development environment and will not work in the production or test environments.

⁸ McGregor, John D. *Testing a Software Product Line. Page 10.* Pittsburgh, PA: Software Engineering Institute, Carnegie Mellon University, December 2001.

⁹ McGregor, John D. *Testing a Software Product Line. Page 28.* Pittsburgh, PA: Software Engineering Institute, Carnegie Mellon University, December 2001.

¹⁰ McGregor, John D. *Testing a Software Product Line. Page 28.* Pittsburgh, PA: Software Engineering Institute, Carnegie Mellon University, December 2001.

¹¹ Kaner, Cem. *What is a Good Test Case? Page 2.* Department of Computer Science, Florida Institute of Technology, May 2003.

¹² Kaner, Cem. *What is a Good Test Case? Page 5.* Department of Computer Science, Florida Institute of Technology, May 2003.



-----ESS LWOP Test Case-----

Test Script 1: LWOP with NTE date less than 1 year but outside of 4 months, all effects questions are “no”.

I. Test ESS LWOP

A = Leave Without Pay 30+ PAR Page
 E = Effects of Extended LWOP document

Employee: NB102637
 Manager: MS102644
 HR Processor: DP031864
 ASC Benefits: NB102637

Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	A1	Login as an Employee. Navigate to the Employee Self Service > Tasks > Personnel Actions Click on 'Request PAR' Enter Proposed Effective Date: 10/11/2007 Select PAR Category: Placement in NonPay Status Select PAR Action: LWOP 30+ days	If employee selects this type of action, display employee’s version of “Effect of Extended Leave Without Pay” document.	
	E1	Select Do you have Federal Employees Health Insurance (FEHB)?: No	Ask Y/N question: Do you have Federal Employees Health Insurance (FEHB)? If selected yes, display “Notification of Option to continue FEHB Coverage” document. If selected no, do nothing. Field entry is required.	



Req #.	Test Condition #	Steps	Expected result	Pass/ Fail
	E2	Select Do you currently have an outstanding TSP loan? No	<p>Ask Y/N question: Do you currently have an outstanding TSP loan? Place text next to “yes” option stating ‘Payment on your TSP Loan will be suspended until you return’. Place additional verbiage below this question and answer stating: For information on the effects of LWOP/Nonpay status on your TSP Participation go to http://www.tsp.gov/forms/oc95-4w.pdf</p> <p>Field entry is required.</p>	
	E3	Select Do you have a Flexible Spending Account? No	<p>Ask Y/N question: “Do you have a Flexible Spending Account?” Place text next to “yes” option stating “See very important information below”. Field entry is required.</p>	
	E4	Select Do you have FEDVIP Vision Insurance and/or Dental Insurance? No	<p>Ask Y/N question: “Do you have FEDVIP Vision Insurance and/or Dental Insurance?”</p> <p>Place text next to “yes” option stating “See information below”. Field entry is required.</p>	
	E5	Select Do you have Long Term Care Insurance? No	<p>Ask Y/N question: “Do you have Long Term Care Insurance?” Place text next to “yes” option stating “See information below”. Field entry is required.</p>	
	E6	Select Will your address change during this period of nonpay/lwop? No	<p>Ask Y/N question: “Will your address change during this period of nonpay/lwop?”</p> <p>If yes, ask: What address should we use? and have space for employee to fill in their address. Once complete, address info gets entered with remark code M67 on the PAR action.</p> <p>If no, do nothing.</p>	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	E7	<p>Notice verbiage containing “Print this SF-8 and take it with you if you file a claim for unemployment compensation.” Provide a hyperlink for SF-8 form.</p> <p>Upon selection, the SF-8 hyperlink will link to the form on the EmpowHR* Data Base.</p>		
	E8	Click on OK button.	User is returned back to PAR page	
	E9	Notice document contains grid of Types of Benefit/Program information and explanation to be additionally displayed on page. See document for details.		
	A2	Select dropdown for Legal Authority Code: DAK	Dropdown contains choices: Other, IPA, Declined Offer, During RIF Notice Period. The authority code will populate based on the user’s selection.	
	A3	Enter NTE Date: 11/15/2007	Display error message to employee that “A personnel action (PAR) is not required for requests of 30 days or less. Submit SF-71 to immediate supervisor for approval.” Do not allow the data to be saved. The user must cancel out of the screen.	
	A4	Enter NTE Date: 12/1/2008	Display error to employee that “Initial requests for LWOP may not exceed 1 year. Please change date to proceed.” Allow data to be saved and entered into workflow as long as the NTE date is less than or equal to 1 year from proposed effective date.	
	A4	Enter NTE Date: 1/1/2008	No errors occur	
	A6	<p>Enter Justificataion: Test</p> <p>Click Submit button</p>	Worklist from Employee to manager to ASC/HR; Email to employee if denied by manager or HR. Employee should receive email confirming approval.	



Test Scenario 1.1: Manager Approves PAR request

Step	Test Condition	Expected Result	Pass/ Fail
1	Login as the Manager of the manager listed in Scenario 1, Step 1. Click on the Worklist link	Worklist item appears with PAR action just entered	
2	Select link contained in the PAR action worklist item	PAR request page appears with information containing the PAR action submitted by the employee. Proposed Effective date field is grayed out.	
3	Select action status of Approve	PAR Tracking Data page appears	
4	Enter Comment. Click on OK button.	PAR request page appears	
5	Click the Submit button	You should receive a message that says: "PAR Action successfully saved for Emplid..". Approval email is generated containing proposed effective date to all users who entered and approved the PAR request. Worklist item is generated for HR.	

Test Scenario 1.2: HR Processes PAR request

Step	Test Condition	Expected Result	Pass/ Fail
1	Login as the HR Processor of the manager listed in Scenario2, Step 1. Click on the Worklist link	Worklist item appears with PAR action just entered	
2	Select link contained in the PAR action worklist item	HR Processing page appears with information containing the PAR action submitted by the employee. Authority Code DAK is populated.	
3	Process the request.		
4	Save the page.	Confirmation email is generated containing effective date to all users who entered and approved the PAR request.	



Test Scenario 1.3: HR returns PAR request

Step	Test Condition	Expected Result	Pass/Fail
1	Login as the HR Processor of the manager listed in Scenario 2, Step 1. Click on the Worklist link	Worklist item appears with PAR action just entered	
2	Select link contained in the PAR action worklist item	HR Processing page appears with information containing the PAR action submitted by the employee	
3	Return the request.		
4	Save the page.	Denial email is generated containing proposed effective date to all users who entered and previously approved the PAR request.	

Test Scenario 1.4: Manager Disapproves PAR request

Step	Test Condition	Expected Result	Pass/Fail
1	Login as the Manager of the employee listed in Scenario 1, Step 1. Click on the Worklist link	Worklist item appears with PAR action just entered	
2	Select link contained in the PAR action worklist item	PAR request page appears with information containing the PAR action submitted by the employee. Proposed Effective date field is grayed out.	
3	Select action status of Disapprove	PAR Tracking Data page appears	
4	Enter Comment. Click on OK button.	PAR request page appears	
5	Click the Submit button	You should receive a message that says: "PAR Action successfully saved for Emplid..". Denial email is generated containing proposed effective date to all users who entered and previously approved the PAR request.	



Test Script 2: One or more effects questions are blank.

I. Test ESS LWOP

A. = Leave Without Pay 30+ PAR Page

E. = Effects of Extended LWOP document

Employee: NB102637

Manager: MS102644

HR Processor: DP031864

ASC Benefits: NB102637

Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	A1	Login as an Employee. Navigate to the Employee Self Service > Tasks > Personnel Actions Click on 'Request PAR' Enter Proposed Effective Date: 10/11/2007 Select PAR Category: Placement in NonPay Status Select PAR Action: LWOP 30+ days	If employee selects this type of action, display employee's version of "Effect of Extended Leave Without Pay" document.	
	E8	Leave one or more of the following questions blank: Do you have Federal Employees Health Insurance (FEHB)? Do you currently have an outstanding TSP loan? Do you have a Flexible Spending Account? Do you have FEDVIP Vision Insurance and/or Dental Insurance? Do you have Long Term Care Insurance? Will your address change during this period of nonpay/lwop?	After employee selects this PAR Action, do not allow them to process page unless they answer all questions on the Effect of Extended Leave Without Pay document.	
	E8	Click on OK button.	Error displays "Please answer all questions."	



Test Script 3: LWOP with NTE date less than 1 year and inside of 4 months, effects questions for TSP loan is “yes”. Change in Address question is “yes”. All other questions are “no”.

I. Test ESS LWOP

A. = Leave Without Pay 30+ PAR Page

E. = Effects of Extended LWOP document

Employee: NB102637

Manager: MS102644

HR Processor: DP031864

ASC Benefits: NB102637

Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	A1	Login as an Employee. Navigate to the Employee Self Service > Tasks > Personnel Actions Click on ‘Request PAR’ Enter Proposed Effective Date: 12/11/2007 Select PAR Category: Placement in NonPay Status Select PAR Action: LWOP 30+ days	If employee selects this type of action, display employee’s version of “Effect of Extended Leave Without Pay” document.	
	E1	Select Do you have Federal Employees Health Insurance (FEHB)? No	Ask Y/N question: Do you have Federal Employees Health Insurance (FEHB)? If selected yes, display “Notification of Option to continue FEHB Coverage” document. If selected no, do nothing. Field entry is required.	
	E2	Select Do you currently have an outstanding TSP loan? Yes	Ask Y/N question: Do you currently have an outstanding TSP loan? Place text next to “yes” option stating ‘Payment on your TSP Loan will be suspended until you return’. Place additional verbiage below this question and answer stating: For information on the effects of LWOP/Nonpay status on your TSP Participation go to http://www.tsp.gov/forms/oc95-4w.pdf . Field entry is required.	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	E3	Select Do you have a Flexible Spending Account? No	Ask Y/N question: "Do you have a Flexible Spending Account?" Place text next to "yes" option stating "See very important information below". Field entry is required.	
	E4	Select Do you have FEDVIP Vision Insurance and/or Dental Insurance? No	Ask Y/N question: "Do you have FEDVIP Vision Insurance and/or Dental Insurance?" Place text next to "yes" option stating "See information below". Field entry is required.	
	E5	Select Do you have Long Term Care Insurance? No	Ask Y/N question: "Do you have Long Term Care Insurance?" Place text next to "yes" option stating "See information below". Field entry is required.	
	E6	Select Will your address change during this period of nonpay/lwop? Yes	Ask Y/N question: "Will your address change during this period of nonpay/lwop?" If yes, ask: What address should we use? And have space for employee to fill in their address. Once complete, address info gets entered with remark code M67 on the PAR action. If no, do nothing.	
	E6	Leave Address blank. Click OK.	Error displays "Address is required"	
	E6	Enter address information. Click OK.	User is returned back to PAR page	
	A2	Select dropdown for Legal Authority Code: IPA	Dropdown contains choices: Other, IPA, Declined Offer, During RIF Notice Period. The authority code will populate based on the user's selection.	
	A3	Enter NTE Date: 02/15/2008	No Errors occur	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	A6	Enter Justificataion: Test Click Submit button	Worklist from Employee to manager to ASC/HR; Email to employee if denied by manager or HR. Employee should receive email confirming approval.2 Emails to ASC Benefits. One stating employee has a TSP loan. One stating LWOP request is within 4 months of last LWOP.	
	E6	Login as HR. Navigate to PAR Processing>HR Processing. Select employee in test scenario 7. Find PAR action entered in test scenario 7. Select PAR Remarks link.	M67 remark is entered with address info	

Test Script 4: LWOP with NTE date less than 1 year but outside of 4 months, FEHB effects question is “yes”. Remaining effects questions are “no”. FEHB option selected to terminate.

I. Test ESS LWOP

- A. = Leave Without Pay 30+ PAR Page
- E. = Effects of Extended LWOP document
- F. = Options for FEHB document

Employee: NB102637
 Manager: MS102644
 HR Processor: DP031864
 ASC Benefits: NB102637



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	A1	<p>Login as an Employee.</p> <p>Navigate to the Employee Self Service > Tasks > Personnel Actions</p> <p>Click on 'Request PAR'</p> <p>Enter Proposed Effective Date: 10/11/2007</p> <p>Select PAR Category: Placement in NonPay Status</p> <p>Select PAR Action: LWOP 30+ days</p>	<p>If employee selects this type of action, display employee's version of "Effect of Extended Leave Without Pay" document.</p>	
	E1	<p>Select Do you have Federal Employees Health Insurance (FEHB)? Yes</p>	<p>Allow employee to answer rest of Effects questions</p>	
	E2	<p>Select Do you currently have an outstanding TSP loan? No</p>	<p>Ask Y/N question: Do you currently have an outstanding TSP loan? Place text next to "yes" option stating 'Payment on your TSP Loan will be suspended until you return'. Place additional verbiage below this question and answer stating: For information on the effects of LWOP/Nonpay status on your TSP Participation go to http://www.tsp.gov/forms/oc95-4w.pdf.</p> <p>Field entry is required.</p>	
	E3	<p>Select Do you have a Flexible Spending Account? No</p>	<p>Ask Y/N question: "Do you have a Flexible Spending Account?" Place text next to "yes" option stating "See very important information below".</p> <p>Field entry is required.</p>	
	E4	<p>Select Do you have FEDVIP Vision Insurance and/or Dental Insurance? No</p>	<p>Ask Y/N question: "Do you have FEDVIP Vision Insurance and/or Dental Insurance?"</p> <p>Place text next to "yes" option stating "See information below".</p> <p>Field entry is required.</p>	
	E5	<p>Select Do you have Long Term Care Insurance? No</p>	<p>Ask Y/N question: "Do you have Long Term Care Insurance?" Place text next to "yes" option stating "See information below".</p> <p>Field entry is required.</p>	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	E6	Select Will your address change during this period of nonpay/lwop? No	<p>Ask Y/N question: "Will your address change during this period of nonpay/lwop?"</p> <p>If yes, ask: What address should we use? and have space for employee to fill in their address. Once complete, address info gets entered with remark code M67 on the PAR action.</p> <p>If no, do nothing.</p>	
	E1	Click on OK button.	<p>Display "Notification of Option to continue FEHB Coverage" document.</p> <p>Verbiage and question on page:</p> <p>Employee must select from one of the following options:</p> <ul style="list-style-type: none"> - - Terminate FEHB (text disclaimer "You must re-enroll in FEHB upon your return from LWOP") - -Defer Premium Payments (incur a debt) - -Pay NFC Directly (on a current basis) 	
	F1	Click OK button.	Error displays "Please answer all questions."	
	F1	Select Terminate FEHB. Click OK.	User is returned to PAR page	
	A2	Select dropdown for Legal Authority Code: DAK	Dropdown contains choices: Other, IPA, Declined Offer, During RIF Notice Period. The authority code will populate based on the user's selection.	
	A3	Enter NTE Date: 11/15/2007	Display error message to employee that "A personnel action (PAR) is not required for requests of 30 days or less. Submit SF-71 to immediate supervisor for approval." Do not allow the data to be saved. The user must cancel out of the screen.	
	A4	Enter NTE Date: 1/1/2008	No errors occur	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	A6	Enter Justificataion: Test Click Submit button	Worklist from Employee to manager to ASC/HR; Email to employee if denied by manager or HR. Employee should receive email confirming approval. Email to ASC Benefits stating employee is terminating FEHB.	

Test Script 5: LWOP with NTE date less than 1 year but outside of 4 months, FEHB effects question is “yes”. Remaining effects questions are “no”. FEHB option selected to Defer Premium Payments.

I. Test ESS LWOP

- A. = Leave Without Pay 30+ PAR Page
- E. = Effects of Extended LWOP document
- F. = Options for FEHB document

Employee: NB102637
 Manager: MS102644
 HR Processor: DP031864
 ASC Benefits: NB102637

Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	A1	Login as an Employee. Navigate to the Employee Self Service > Tasks > Personnel Actions Click on ‘Request PAR’ Enter Proposed Effective Date: 12/11/2007 Select PAR Category: Placement in NonPay Status Select PAR Action: LWOP 30+ days	If employee selects this type of action, display employee’s version of “Effect of Extended Leave Without Pay” document.	
	E1	Select Do you have Federal Employees Health Insurance (FEHB)?: Yes	Allow employee to answer rest of Effects questions	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	E2	Select Do you currently have an outstanding TSP loan? No	<p>Ask Y/N question: Do you currently have an outstanding TSP loan? Place text next to “yes” option stating ‘Payment on your TSP Loan will be suspended until you return’. Place additional verbiage below this question and answer stating: For information on the effects of LWOP/Nonpay status on your TSP Participation go to http://www.tsp.gov/forms/oc95-4w.pdf.</p> <p>Field entry is required.</p>	
	E3	Select Do you have a Flexible Spending Account? No	<p>Ask Y/N question: “Do you have a Flexible Spending Account?” Place text next to “yes” option stating “See very important information below”. Field entry is required.</p>	
	E4	Select Do you have FEDVIP Vision Insurance and/or Dental Insurance? No	<p>Ask Y/N question: “Do you have FEDVIP Vision Insurance and/or Dental Insurance?”</p> <p>Place text next to “yes” option stating “See information below”. Field entry is required.</p>	
	E5	Select Do you have Long Term Care Insurance? No	<p>Ask Y/N question: “Do you have Long Term Care Insurance?” Place text next to “yes” option stating “See information below”. Field entry is required.</p>	
	E6	Select Will your address change during this period of nonpay/lwop? No	<p>Ask Y/N question: “Will your address change during this period of nonpay/lwop?”</p> <p>If yes, ask: What address should we use? and have space for employee to fill in their address. Once complete, address info gets entered with remark code M67 on the PAR action.</p> <p>If no, do nothing.</p>	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	E1	Click on OK button.	Display "Notification of Option to continue FEHB Coverage" document. Verbiage and question on page: Employee must select from one of the following options: - Terminate FEHB (text disclaimer "You must re-enroll in FEHB upon your return from LWOP") -Defer Premium Payments (incur a debt) -Pay NFC Directly (on a current basis)	
	F1	Select Terminate FEHB. Click OK.	User is returned to PAR page	
	A2	Select dropdown for Legal Authority Code: DAK	Dropdown contains choices: Other, IPA, Declined Offer, During RIF Notice Period. The authority code will populate based on the user's selection.	
	A4	Enter NTE Date: 02/15/2008	No errors occur	
	A6	Enter Justification: Test Click Submit button	Worklist from Employee to manager to ASC/HR; Email to employee if denied by manager or HR. Employee should receive email confirming approval.	

Test Script 6: LWOP with NTE date less than 1 year but outside of 4 months, all effects questions are "no".

I. Test ESS LWOP

B. = Leave Without Pay 80+ hours PAR Page

E. = Effects of Extended LWOP document

Employee: NB102637

Manager: MS102644

HR Processor: DP031864

ASC Benefits: NB102637



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	B1	<p>Login as an Employee.</p> <p>Navigate to the Employee Self Service > Tasks > Personnel Actions</p> <p>Click on 'Request PAR'</p> <p>Enter Proposed Effective Date: 12/11/2007</p> <p>Select PAR Category: Placement in NonPay Status</p> <p>Select PAR Action: LWOP 80+ hours</p>	<p>If employee selects this type of action, Add Y/N button and ask question: A claim for compensation (CA-1 or CA-2 and CA-7) has been submitted to the Office of Workers' Compensation (OWCP)?</p>	
	B2	Select No	<p>If answered "no" to claim for compensation, issue error message: "A claim for compensation must be filed with OWCP before a request for LWOP may be approved." Do not allow the data to be saved unless the user answers "yes" to this question.</p>	
	B3	Select Yes	<p>If Claim for Compensation question is "yes", display employee's version of "Effect of Extended Leave Without Pay" document.</p>	
	E1	Select Do you have Federal Employees Health Insurance (FEHB)? No	<p>Ask Y/N question: Do you have Federal Employees Health Insurance (FEHB)? If selected yes, display "Notification of Option to continue FEHB Coverage" document. If selected no, do nothing.</p> <p>Field entry is required.</p>	
	E2	Select Do you currently have an outstanding TSP loan? No	<p>Ask Y/N question: Do you currently have an outstanding TSP loan? Place text next to "yes" option stating 'Payment on your TSP Loan will be suspended until you return'. Place additional verbiage below this question and answer stating: For information on the effects of LWOP/Nonpay status on your TSP Participation go to http://www.tsp.gov/forms/oc95-4w.pdf.</p> <p>Field entry is required.</p>	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	E3	Select Do you have a Flexible Spending Account? No	Ask Y/N question: "Do you have a Flexible Spending Account?" Place text next to "yes" option stating "See very important information below". Field entry is required.	
	E4	Select Do you have FEDVIP Vision Insurance and/or Dental Insurance? No	Ask Y/N question: "Do you have FEDVIP Vision Insurance and/or Dental Insurance?" Place text next to "yes" option stating "See information below". Field entry is required.	
	E5	Select Do you have Long Term Care Insurance? No	Ask Y/N question: "Do you have Long Term Care Insurance?" Place text next to "yes" option stating "See information below". Field entry is required.	
	E6	Select Will your address change during this period of nonpay/lwop? No	Ask Y/N question: "Will your address change during this period of nonpay/lwop?" If yes, ask: What address should we use? and have space for employee to fill in their address. Once complete, address info gets entered with remark code M67 on the PAR action. If no, do nothing.	
	E7	Notice Verbiage containing "Print this SF-8 and take it with you if you file a claim for unemployment compensation." Provide a hyperlink for SF-8 form. Upon selection, the SF-8 hyperlink will link to the form on the EmpowHR* Data Base.		
	E8	Click on OK button.	User is returned back to PAR page	
	E9	Notice document contains grid of Types of Benefit/Program information and explanation to be additionally displayed on page. See document for details.		



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	B4	Enter NTE Date: 12/31/2008	Display error to employee that "Initial requests for LWOP may not exceed 1 year. Please change date to proceed." Allow data to be saved and entered into workflow as long as the NTE date is less than or equal to 1 year from proposed effective date.	
	B4	Enter NTE Date: 5/1/2008	No errors occur	
	B6	Enter Justificataion: Test Click Submit button	Worklist from Employee to manager to ASC/HR; Email to employee if denied by manager or HR. Employee should receive email confirming approval.	

Test Scenario 6.1: Manager Approves PAR request

Step	Test Condition	Expected Result	Pass/Fail
1	Login as the Manager of the manager listed in Scenario 10, Step 1. Click on the Worklist link	Worklist item appears with PAR action just entered	
2	Select link contained in the PAR action worklist item	PAR request page appears with information containing the PAR action submitted by the employee. Proposed Effective date field is grayed out.	
3	Select action status of Approve	PAR Tracking Data page appears	
4	Enter Comment. Click on OK button.	PAR request page appears	
5	Click the Submit button	You should receive a message that says: "PAR Action successfully saved for Emplid..". Approval email is generated containing proposed effective date to all users who entered and approved the PAR request. Worklist item is generated for HR.	



Test Scenario 6.2: HR Processes PAR request

Step	Test Condition	Expected Result	Pass/Fail
1	Login as the HR Processor of the manager listed in Scenario 11, Step 1. Click on the Worklist link	Worklist item appears with PAR action just entered	
2	Select link contained in the PAR action worklist item	HR Processing page appears with information containing the PAR action submitted by the employee. Authority Code DAK is populated.	
3	Process the request.		
4	Save the page.	Confirmation email is generated containing effective date to all users who entered and approved the PAR request.	

Test Scenario 6.3: HR returns PAR request

Step	Test Condition	Expected Result	Pass/Fail
1	Login as the HR Processor of the manager listed in Scenario 11, Step 1. Click on the Worklist link	Worklist item appears with PAR action just entered	
2	Select link contained in the PAR action worklist item	HR Processing page appears with information containing the PAR action submitted by the employee	
3	Return the request.		
4	Save the page.	Denial email is generated containing proposed effective date to all users who entered and previously approved the PAR request.	

Test Scenario 6.4: Manager Disapproves PAR request

Step	Test Condition	Expected Result	Pass/Fail
1	Login as the Manager of the employee listed in Scenario 10, Step 1. Click on the Worklist link	Worklist item appears with PAR action just entered	



Step	Test Condition	Expected Result	Pass/Fail
2	Select link contained in the PAR action worklist item	PAR request page appears with information containing the PAR action submitted by the employee. Proposed Effective date field is grayed out.	
3	Select action status of Disapprove	PAR Tracking Data page appears	
4	Enter Comment. Click on OK button.	PAR request page appears	
5	Click the Submit button	You should receive a message that says: "PAR Action successfully saved for Emplid..". Denial email is generated containing proposed effective date to all users who entered and previously approved the PAR request.	

Test Scenario 7: One or more effects questions are blank.

I. Test ESS LWOP

B. = Leave Without Pay 80+ hours PAR Page

E. = Effects of Extended LWOP document

Employee: NB102637

Manager: MS102644

HR Processor: DP031864

ASC Benefits: NB102637

Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	B1	Login as an Employee. Navigate to the Employee Self Service > Tasks > Personnel Actions Click on 'Request PAR' Enter Proposed Effective Date: 12/11/2007 Select PAR Category: Placement in NonPay Status Select PAR Action: LWOP 80+ hours	If employee selects this type of action, Add Y/N button and ask question: A claim for compensation (CA-1 or CA-2 and CA-7) has been submitted to the Office of Workers' Compensation (OWCP)?	
	B3	Select Yes	If Claim for Compensation question is "yes", display employee's version of "Effect of Extended Leave	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
			Without Pay” document.	
	E8	Leave one or more of the following questions blank: Do you have Federal Employees Health Insurance (FEHB)? Do you currently have an outstanding TSP loan? Do you have a Flexible Spending Account? Do you have FEDVIP Vision Insurance and/or Dental Insurance? Do you have Long Term Care Insurance? Will your address change during this period of nonpay/lwop?	After employee selects this PAR Action, do not allow them to process page unless they answer all questions on the Effect of Extended Leave Without Pay document.	
	E8	Click on OK button.	Error displays "Please answer all questions."	

Test Script 8: LWOP with NTE date less than 1 year and inside of 4 months, effects questions for TSP loan is “yes”. Change in Address question is “yes”. All other questions are “no”.

I. Test ESS LWOP

B. = Leave Without Pay 80+ hours PAR Page
 E. = Effects of Extended LWOP document

Employee: NB102637
 Manager: MS102644
 HR Processor: DP031864
 ASC Benefits: NB102637

Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	B1	Login as an Employee. Navigate to the Employee Self Service > Tasks > Personnel Actions Click on ‘Request PAR’	If employee selects this type of action, Add Y/N button and ask question: A claim for compensation (CA-1 or CA-2 and CA-7) has been submitted to the Office of Workers’ Compensation	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
		Enter Proposed Effective Date: 12/11/2007 Select PAR Category: Placement in NonPay Status Select PAR Action: LWOP 80+ hours	(OWCP)?	
	B3	Select Yes	If Claim for Compensation question is "yes", display employee's version of "Effect of Extended Leave Without Pay" document.	
	E1	Select Do you have Federal Employees Health Insurance (FEHB)? No	Ask Y/N question: Do you have Federal Employees Health Insurance (FEHB)? If selected yes, display "Notification of Option to continue FEHB Coverage" document. If selected no, do nothing. Field entry is required.	
	E2	Select Do you currently have an outstanding TSP loan? Yes	Ask Y/N question: Do you currently have an outstanding TSP loan? Place text next to "yes" option stating 'Payment on your TSP Loan will be suspended until you return'. Place additional verbiage below this question and answer stating: For information on the effects of LWOP/Nonpay status on your TSP Participation go to http://www.tsp.gov/forms/oc95-4w.pdf . Field entry is required.	
	E3	Select Do you have a Flexible Spending Account? No	Ask Y/N question: "Do you have a Flexible Spending Account?" Place text next to "yes" option stating "See very important information below". Field entry is required.	
	E4	Select Do you have FEDVIP Vision Insurance and/or Dental Insurance? No	Ask Y/N question: "Do you have FEDVIP Vision Insurance and/or Dental Insurance?" Place text next to "yes" option stating "See information below". Field entry is required.	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	E5	Select Do you have Long Term Care Insurance? No	Ask Y/N question: "Do you have Long Term Care Insurance?" Place text next to "yes" option stating "See information below". Field entry is required.	
	E6	Select Will your address change during this period of nonpay/lwop? Yes	Ask Y/N question: "Will your address change during this period of nonpay/lwop? If yes, ask: What address should we use? And have space for employee to fill in their address. Once complete, address info gets entered with remark code M67 on the PAR action. If no, do nothing.	
	E6	Leave Address blank. Click OK.	Error displays "Address is required"	
	E6	Enter address information. Click OK.	User is returned back to PAR page	
	B4	Enter NTE Date: 02/15/2008	No Errors occur	
	B6	Enter Justificaiton: Test Click Submit button	Worklist from Employee to manager to ASC/HR; Email to employee if denied by manager or HR. Employee should receive email confirming approval. ² Emails to ASC Benefits. One stating employee has a TSP loan. One stating LWOP request is within 4 months of last LWOP.	
	E6	Login as HR. Navigate to PAR Processing>HR Processing. Select employee in test scenario 7. Find PAR action entered in test scenario 7. Select PAR Remarks link.	M67 remark is entered with address info	



Test Script 9: LWOP with NTE date less than 1 year but outside of 4 months, FEHB effects question is “yes”. Remaining effects questions are “no”. FEHB option selected to terminate.

I. Test ESS LWOP

- B. = Leave Without Pay 80+ hours PAR Page
- E. = Effects of Extended LWOP document
- F. = Options for FEHB document

Employee: NB102637
 Manager: MS102644
 HR Processor: DP031864
 ASC Benefits: NB102637

Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	B1	Login as an Employee. Navigate to the Employee Self Service > Tasks > Personnel Actions Click on ‘Request PAR’ Enter Proposed Effective Date: 12/11/2007 Select PAR Category: Placement in NonPay Status Select PAR Action: LWOP 80+ hours	If employee selects this type of action, Add Y/N button and ask question: A claim for compensation (CA-1 or CA-2 and CA-7) has been submitted to the Office of Workers’ Compensation (OWCP)?	
	B3	Select Yes	If Claim for Compensation question is “yes”, display employee’s version of “Effect of Extended Leave Without Pay” document.	
	E1	Select Do you have Federal Employees Health Insurance (FEHB)?: Yes	Allow employee to answer rest of Effects questions	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	E2	Select Do you currently have an outstanding TSP loan? No	<p>Ask Y/N question: Do you currently have an outstanding TSP loan? Place text next to “yes” option stating ‘Payment on your TSP Loan will be suspended until you return’. Place additional verbiage below this question and answer stating: For information on the effects of LWOP/Nonpay status on your TSP Participation go to http://www.tsp.gov/forms/oc95-4w.pdf .</p> <p>Field entry is required.</p>	
	E3	Select Do you have a Flexible Spending Account? No	<p>Ask Y/N question: “Do you have a Flexible Spending Account?” Place text next to “yes” option stating “See very important information below”. Field entry is required.</p>	
	E4	Select Do you have FEDVIP Vision Insurance and/or Dental Insurance? No	<p>Ask Y/N question: “Do you have FEDVIP Vision Insurance and/or Dental Insurance?”</p> <p>Place text next to “yes” option stating “See information below”. Field entry is required.</p>	
	E5	Select Do you have Long Term Care Insurance? No	<p>Ask Y/N question: “Do you have Long Term Care Insurance?” Place text next to “yes” option stating “See information below”. Field entry is required.</p>	
	E6	Select Will your address change during this period of nonpay/lwop? No	<p>Ask Y/N question: “Will your address change during this period of nonpay/lwop?”</p> <p>If yes, ask: What address should we use? and have space for employee to fill in their address. Once complete, address info gets entered with remark code M67 on the PAR action.</p> <p>If no, do nothing.</p>	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	E1	Click on OK button.	Display "Notification of Option to continue FEHB Coverage" document. Verbiage and question on page: Employee must select from one of the following options: <ul style="list-style-type: none"> - Terminate FEHB (text disclaimer "You must re-enroll in FEHB upon your return from LWOP") - -Defer Premium Payments (incur a debt) - Pay NFC Directly (on a current basis) 	
	F1	Click OK button.	Error displays "Please answer all questions."	
	F1	Select Terminate FEHB. Click OK.	User is returned to PAR page	
	B4	Enter NTE Date: 5/1/2008	No errors occur	
	B6	Enter Justificataion: Test Click Submit button	Worklist from Employee to manager to ASC/HR; Email to employee if denied by manager or HR. Employee should receive email confirming approval. Email to ASC Benefits stating employee is terminating FEHB.	

Test Script 10: LWOP with NTE date less than 1 year but outside of 4 months, FEHB effects question is "yes". Remaining effects questions are "no". FEHB option selected to Defer Premium Payments.

I. Test ESS LWOP

- B. = Leave Without Pay 80+ hours PAR Page
- E. = Effects of Extended LWOP document
- F. = Options for FEHB document

Employee: NB102637
 Manager: MS102644
 HR Processor: DP031864
 ASC Benefits: NB102637



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	B1	<p>Login as an Employee.</p> <p>Navigate to the Employee Self Service > Tasks > Personnel Actions</p> <p>Click on 'Request PAR'</p> <p>Enter Proposed Effective Date: 12/11/2007</p> <p>Select PAR Category: Placement in NonPay Status</p> <p>Select PAR Action: LWOP 80+ hours</p>	<p>If employee selects this type of action, Add Y/N button and ask question: A claim for compensation (CA-1 or CA-2 and CA-7) has been submitted to the Office of Workers' Compensation (OWCP)?</p>	
	B3	Select Yes	<p>If Claim for Compensation question is "yes", display employee's version of "Effect of Extended Leave Without Pay" document.</p>	
	E1	Select Do you have Federal Employees Health Insurance (FEHB)? Yes	Allow employee to answer rest of Effects questions	
	E2	Select Do you currently have an outstanding TSP loan? No	<p>Ask Y/N question: Do you currently have an outstanding TSP loan? Place text next to "yes" option stating 'Payment on your TSP Loan will be suspended until you return'. Place additional verbiage below this question and answer stating: For information on the effects of LWOP/Nonpay status on your TSP Participation go to http://www.tsp.gov/forms/oc95-4w.pdf.</p> <p>Field entry is required.</p>	
	E3	Select Do you have a Flexible Spending Account? No	<p>Ask Y/N question: "Do you have a Flexible Spending Account?" Place text next to "yes" option stating "See very important information below". Field entry is required.</p>	
	E4	Select Do you have FEDVIP Vision Insurance and/or Dental Insurance? No	<p>Ask Y/N question: "Do you have FEDVIP Vision Insurance and/or Dental Insurance?"</p> <p>Place text next to "yes" option stating "See information below". Field entry is required.</p>	
	E5	Select Do you have Long Term Care Insurance? No	<p>Ask Y/N question: "Do you have Long Term Care Insurance?" Place text next to "yes" option stating "See information below". Field entry is required.</p>	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	E6	Select Will your address change during this period of nonpay/lwop? No	Ask Y/N question: "Will your address change during this period of nonpay/lwop? If yes, ask: What address should we use? and have space for employee to fill in their address. Once complete, address info gets entered with remark code M67 on the PAR action. If no, do nothing.	
	E1	Click on OK button.	Display "Notification of Option to continue FEHB Coverage" document. Verbiage and question on page: Employee must select from one of the following options: <ul style="list-style-type: none"> - - Terminate FEHB (text disclaimer "You must re-enroll in FEHB upon your return from LWOP") - -Defer Premium Payments (incur a debt) - -Pay NFC Directly (on a current basis) 	
	F1	Select Terminate FEHB. Click OK.	User is returned to PAR page	
	B4	Enter NTE Date: 05/15/2008	No errors occur	
	B6	Enter Justification: Test Click Submit button	Worklist from Employee to manager to ASC/HR; Email to employee if denied by manager or HR. Employee should receive email confirming approval.	

Test Script 11: LWOP with NTE date less than 1 year, all effects questions are "no".

I. Test ESS LWOP

D. = Extension of LWOP PAR Page
E. = Effects of Extended LWOP document

Employee: NB102637
Manager: MS102644
HR Processor: DP031864
ASC Benefits: NB102637



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	D1	<p>Login as an Employee.</p> <p>Navigate to the Employee Self Service > Tasks > Personnel Actions</p> <p>Click on 'Request PAR'</p> <p>Enter Proposed Effective Date: 1/11/2008</p> <p>Select PAR Category: Placement in NonPay Status</p> <p>Select PAR Action: Extension of LWOP</p>	<p>If employee selects this type of action, display employee's version of "Effect of Extended Leave Without Pay" document.</p>	
	E1	<p>Select Do you have Federal Employees Health Insurance (FEHB)? No</p>	<p>Ask Y/N question: Do you have Federal Employees Health Insurance (FEHB)? If selected yes, display "Notification of Option to continue FEHB Coverage" document. If selected no, do nothing.</p> <p>Field entry is required.</p>	
	E2	<p>Select Do you currently have an outstanding TSP loan? No</p>	<p>Ask Y/N question: Do you currently have an outstanding TSP loan? Place text next to "yes" option stating 'Payment on your TSP Loan will be suspended until you return'. Place additional verbiage below this question and answer stating: For information on the effects of LWOP/Nonpay status on your TSP Participation go to http://www.tsp.gov/forms/oc95-4w.pdf.</p> <p>Field entry is required.</p>	
	E3	<p>Select Do you have a Flexible Spending Account? No</p>	<p>Ask Y/N question: "Do you have a Flexible Spending Account?" Place text next to "yes" option stating "See very important information below". Field entry is required.</p>	
	E4	<p>Select Do you have FEDVIP Vision Insurance and/or Dental Insurance? No</p>	<p>Ask Y/N question: "Do you have FEDVIP Vision Insurance and/or Dental Insurance?"</p> <p>Place text next to "yes" option stating "See information below". Field entry is required.</p>	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	E5	Select Do you have Long Term Care Insurance? No	Ask Y/N question: "Do you have Long Term Care Insurance?" Place text next to "yes" option stating "See information below". Field entry is required.	
	E6	Select Will your address change during this period of nonpay/lwop? No	Ask Y/N question: "Will your address change during this period of nonpay/lwop? If yes, ask: What address should we use? and have space for employee to fill in their address. Once complete, address info gets entered with remark code M67 on the PAR action. If no, do nothing.	
	E7	Notice Verbiage containing "Print this SF-8 and take it with you if you file a claim for unemployment compensation." Provide a hyperlink for SF-8 form. Upon selection, the SF-8 hyperlink will link to the form on the EmpowHR* Data Base.		
	E8	Click on OK button.	User is returned back to PAR page	
	E9	Notice document contains grid of Types of Benefit/Program information and explanation to be additionally displayed on page. See document for details.		
	D2	Enter NTE Date: 2/1/2009	Display error to employee that "Initial requests for LWOP may not exceed 1 year. Please change date to proceed." Allow data to be saved and entered into workflow as long as the NTE date is less than or equal to 1 year from proposed effective date.	
	D2	Enter NTE Date: 12/1/2008	No errors occur	



Req #.	Test Condition #	Steps	Expected result	Pass/Fail
	D3	Enter Justificataion: Test Click Submit button	Worklist from Employee to manager to ASC/HR; Email to employee if denied by manager or HR. Employee should receive email confirming approval. Email to ASC Benefits stating employee has submitted an Extension of LWOP	

Test Scenario 11.1: Manager Approves PAR request

Step	Test Condition	Expected Result	Pass/Fail
1	Login as the Manager of the manager listed in Scenario 19, Step 1. Click on the Worklist link	Worklist item appears with PAR action just entered	
2	Select link contained in the PAR action worklist item	PAR request page appears with information containing the PAR action submitted by the employee. Proposed Effective date field is grayed out.	
3	Select action status of Approve	PAR Tracking Data page appears	
4	Enter Comment. Click on OK button.	PAR request page appears	
5	Click the Submit button	You should receive a message that says: "PAR Action successfully saved for Emplid..". Approval email is generated containing proposed effective date to all users who entered and approved the PAR request. Worklist item is generated for HR.	