Employee Management System

Mr.Pratik Udayshankar Singh[1], Mr. Hemant Singh Fartyal[2], Mr. Khan Abdul Ahad Zubair[3], Prof. Akshata Laddha[4]

[1]Pratik Udayshankar Singh, Dept of Computer Engeering, D.R.I.E.M.S, Neral, India.
[2]Hemant Singh Fartyal, Dept of Computer Engeering, D.R.I.E.M.S, Neral, India.
[3]Khan Abdul Ahad Zubair, Dept of Computer Engeering, D.R.I.E.M.S, Neral, India.
[4]Professor Akshata Laddha, Dept of Computer Engeering, D.R.I.E.M.S, Neral, India.

Abstract - *The objective of "Employee Management System" is designing a scheduling system for a work centre. Scheduling is such a tool with which the process of intimating activities and notifications will be easy and even online in the organization where it is installed. But these task of scheduling the different activities if manually done whether they may be personal or official is time consuming and also may lead to confusion if not properly scheduled. Employee Management System is a distributed application, developed to maintain the details of employees working in any organization. It maintains the information about the personal details of their employees. The application is actually a suite of applications developed using PHP. It is simple to understand and can be used by anyone who is not even familiar with simple employee's system. It is user friendly and just asks the user to follow step by step operations by giving him few options. It is fast and can perform many operations of a company or organization. This software project has been developed using the powerful coding tools of HTML, CSS and PHP at Front End and Microsoft Sql Server at Back End. The software is very user friendly. The project contains modules like Employee and Admin. This version of the software has multi-user approach. For further enhancement or development of the package, user's feedback will be considered.*

Keywords: *employee management system, employees, staff, human resources, leave management, task management, dbms, php, html, css.*

I. INTRODUCTION

The objective of "Employee Management System" is designing a scheduling system for a work centre. Scheduling is such a tool with which the process of intimating activities and notifications will be easy and even online in the organization where it is installed. But these task of scheduling the different activities if manually done whether they may be personal or official is time consuming and also may lead to confusion if not properly scheduled. Employee Management System is a distributed application, developed to maintain the details of employees working in any organization. It maintains the information about the personal details of their employees. The application is actually a suite of applications developed using PHP. It is simple to understand and can be used by anyone who is not even familiar with simple employee's system. It is user friendly and just asks the user to follow step by step operations by giving him few options. It is fast and can perform many operations of a company or organization. This software project has been developed using the powerful coding tools of HTML, CSS and PHP at Front End and Microsoft Sql Server at Back End. The software is very user friendly. The project contains modules like Employee and Admin. This version of the software has multi-user approach. For further enhancement or development of the package, user's feedback will be considered.

I.A. Objectives

Paperless: To make existing system paperless and save lots of bunching logs of files on the shelf which makes the later on access of the record not at all easy task and overhead to peoples.

Automatic: Making the existing system fully automatic which will save lots of human resources work. As the current system is all human resource work is needed to maintain and keep the record and details of every employee under and organization to keep track of every employee in staff working in an organization.

II.EXISTING SYSTEM

The problem definition for designing the system is to maintain data of employee, to make easy controlling employees, to divide jobs and access control of employees, to use technology for accurate and timely processing by fully privacy and full authority access. The objective of the project is to set up employee information system about status of employee and attendance of employee and monthly salary process and delivery. To eliminate or reduce as much as possible the hardships of existing system and avoid errors while entering data. In existing method employee management are employee

record are maintaining in records. It's a manual process. Complicated to search the employee salary

Disadvantages:

- Needs for extra manual effort.
- In existing system is standalone process normal employee cannot track their employee status.
- Less Accuracy Danger of losing some files.
- Certain required report is not available Time-consuming process.

II. A. Problem Statement

Manual handling of employee information poses a number of challenges. This is evident in procedures such as leave management where an employee is required to fill in a form which may take several weeks or months to be approved. The use of paper work in handling some of these processes could lead to human error, papers may end up in the wrong hands and not forgetting the fact that this is time consuming. A number of current systems lack employee self-service meaning employees are not able to access and manage their personal information directly without having to go through their HR departments or their managers. Another challenge is that multi-national companies will have all the employee information stored at the headquarters of the company making it difficult to access the employee information from remote places when needed at short notice. The aforementioned problems can be tackled by designing and implementing a web-based HR management system. This system will maintain employee information in a database by fully privacy and authority access. The project is aimed at setting up employee information system about the status of the employee, the educational background and the work experience in order to help monitor the performance and achievement of the employee through a password protected system. This report's documentation goes through the whole process of both application program and database development. It also comprises the development tools have been utilized for these purposes. This system should consist of an application program, on one hand, and a database (repository of data) on the other. The program should perform the basic operations upon the database as retrieving, inserting, updating and deleting data. Any additional functionality is a goal of a further module development. It is a kind of strategy to start the development from designing and constructing the database, as this structure will determine the further structure of the application program. The logical database model (tables, their content and the relationships between them) should respond to the given task and cover the basic requirements. The Interface of the program should be user-friendly, and the program should be as easy for use as it is possible. Both controls and forms should logically and functionally be related within the program and fully respond to the structure of the database.

Another problem is establishing the connections with the database, every time, when a query is needed to be performed upon it. Exception-handling should also be taken into an account during the system's development due to eventual exceptions that may occur.

III. PROPOSED SYSTEM

This chapter builds on the work done in the Analysis Chapter and gives documentation for the Design of the Employee Management System. The EMS is modelled in terms of objects and classes and their interactions with each other. Explanation of the proposed system is done as well structure of the Entity Relationship Diagram (ERD). Design of the User Interface is also discussed.

The proposed system is designed to eliminate all the drawbacks of the existing employee management software. The system shall be responsible for maintaining information about employees, thus their personal profile. The system shall incorporate leave management all the way from application to acceptance/rejection of leave requests as well as all employee projects with close monitoring of the projects from creation to completion and trainings to assist in monitoring active and inactive employees.

The main features to be added include:

- Employee profiles
- Leave management
- Task management
- Notifications
- Employee Self-Service (ESS)

Consistent- The website should have a similar look and feel on every page. Every page should have the same header/logo, heading style, fonts, navigations etc.

Efficient and easy to maintain- This refers to the fact that there is need to separate content from layout, so that you can easily change your page design without editing every page on the site.

Layout-The layout of each page should have a good contrast between the text and background area. This helps considerably with visibility as it will be difficult to

read the text if it is almost the same color as the background. Monitor size should also be taken into consideration.

Easy to navigate and use- Users should not have a hard time trying to navigate the site. Navigation links should be consistent and clearly labelled. All navigation links should also be working properly and should point to the intended page/site.

Browser compatible- When designing the site consider different browser environments. Extensive testing should be done on each page in all the major browsers and the design changed appropriately to cater for all.

Visually appealing- The use of color, text, fonts and graphics should be carefully considered and used to ensure that the site is visually appealing to its visitors.

III. A. Features

- Portability
- Compatibility
- Secure
- User Friendly
- Generosity
- Runtime Compactness and Speed

III.B. Advantages

- Transparency to all the user of system.
- Less paper use and removal of redundancy.
- Less prone to errors.
- The whole system is interactive.

IV. IMPLEMENTED SYSTEM

All these features include the ability to add user, update (edit), and retrieve through search results. It also contains a report generation system that can be saved in a pdf file format. The system works in the following manner, Accessing the system Various companies and organizations may have different employee structures and hierarchy. Being generic, the developed System has four main access levels which are:

- Employee
- Head of Department (HOD)
- Human Resource Manager (HR)
- Administrator

All users are presented with the same login interface. User must login the system by means of valid username/password combination. After access is granted to the system, the admin can add a new user to the system by entering the basic information which are the full names and email address. The admin also assigns the new user a role which will determine the access level. During the process of user registration, the all users are issued with a unique username and password combination. Seeing that the system holds private employee information, the admin has the ability to monitor all activity logs into the system by date and time.

The newly added user logs into the system with a default password which can later be changed to a more secure password. All employees can edit basic information such as newly acquired technical skills and emergency contacts. Employees can apply for leave by filling in a form as well as submitting an attachment to support their leave request. The HOD has the ability to view all employees under his/her department, assign a task and trainings. The HOD can also create a project, add members to the project and create a work breakdown structure. Being an employee, the HOD can apply for leave as well as check leave days accrued. Upon logging in to the system, the HR manager gets notifications on the leave applications submitted and has the ability to approve or reject leave requests as they are submitted. The HR carries out all employee tasks which include the ability to view and edit basic details, view pending tasks, projects and trainings. The HR also has to the ability to generate employee reports in PDF format. When you use a statement that makes change to the table but does not use INSERT, DELETE or UPDATE statement, the trigger is not invoked. For example, the TRUNCATE statement removes the whole data of a table but does not invoke the trigger associated with that table.

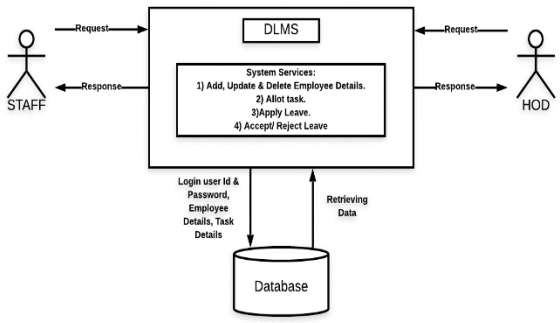

Fig. System Architecture

IV.A. Screenshots

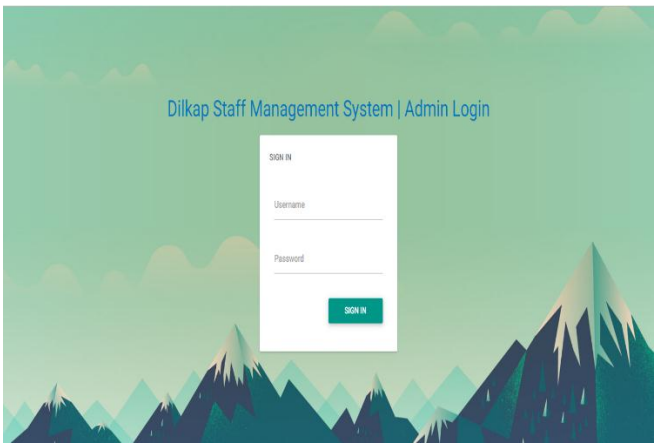

Fig. Admin Login Page

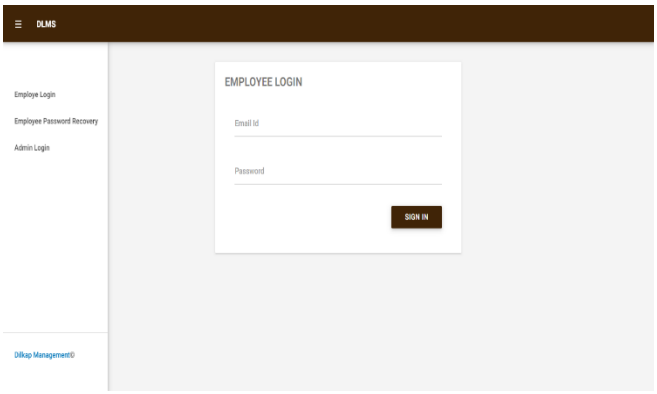

Fig. Employee Login

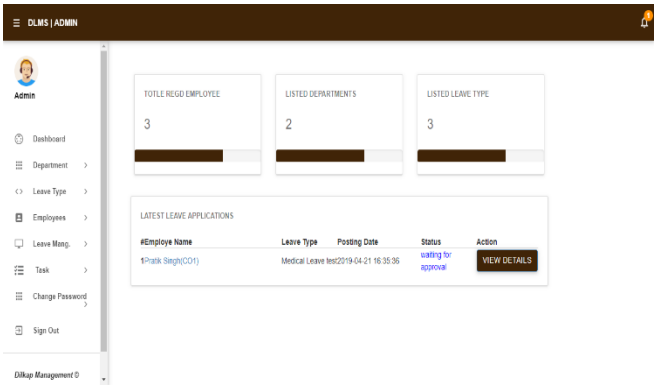

Fig. Admin Dashboard

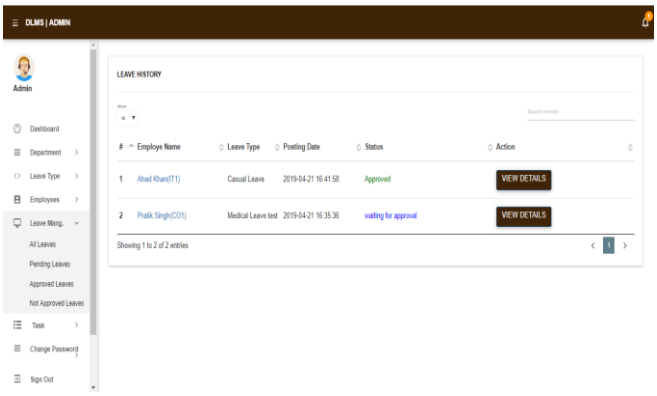

Fig. Leave History

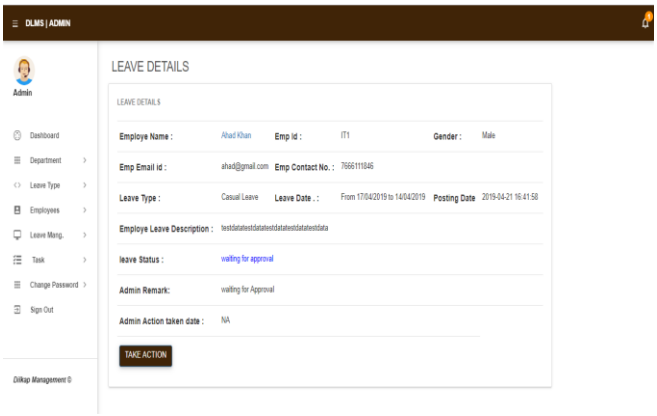

Fig. Leave Details

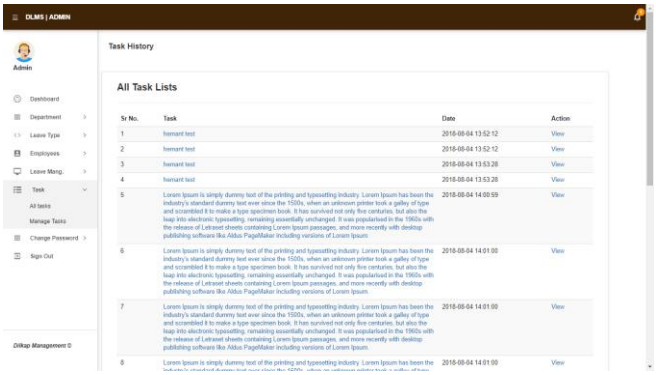

Fig. Task Details

V. CONCLUSION

Overall, the system is useful for all the users to maintain information at various levels. It connects admin and employee and thus easy to maintain. Now admin can easily set the task or any notifications to the respective employees without having a person to send to employees and employees can apply for leave or reply with task

allotted to them. It has been a great pleasure for me to work on this exciting and challenging project. This project proved good for us as it provided practical knowledge of not only programming in PHP, HTML, CSS and Oracle MySQL Server Developer working of web-based application, but also about all handling procedure related with Advance and new technology. It also provides knowledge about the latest technology used in developing web enabled application and client server technology that will be great demand in future. This will provide better opportunities and guidance in future in developing projects independently.

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