

Attendance Tracking Management System

Overview:

Attendance Tracking Management System (**ATMS**) is a part of an **HR System**, that allows **the Admin** to track the attendance and leaving of the employees, tracks their availability during the day, and manages their profiles.

The leaving process is divided into **two types** of leaving:

- One that needs approval from the admin or the head of the department.
- One that is the ordinary leaving which does not need any approvals.

The Admin has all privileges to edit the employees' data, and accept or reject their leaving requests.

The Head of the Department is allowed to accept or reject his department employees' leaving requests

The Employee checks in, checks out, and requests leaving.

Types of Users:

❖ Admin

- Manages employees' data (**Create, Read, Update, Delete**).
- Tracks employees' leaving requests and manages their leaving requests.
- Manages their roles (either an **Employee** or a **Head of the Department**).
- Manages the Departments (**Create, Read, Update, Delete**).

❖ Head of Department

- Tracks his department's employees' leave requests and manages them.
- He will be notified with all employees' leave requests.
- Sends a notification to the employees with their requests' status (**Approved, Pending, Not Approved**).

❖ **Employee:**

- The Employee must check in every morning of the day, and should check out at the end of the day.
- Whenever he needs to leave, he must apply for a leaving request, which is managed by his department's head, or the admin.
- He will be Notified with his leave request Status either (**Approved, Pending, Not Approved**).
- Manages his own profile and track his own leaving requests.

System Requirements:

❖ **Admin Portal**

- Manages the departments, and assigns the head of each department.
- Manages the employees (**Create, Read, Update, Delete**).
- Views the Employee profile and track his leaving requests.
- Views a list of the available employees in the current moment (who attended the day, and did not leave yet).
- Views how many absence days of each employee.
- He will be notified of every leaving request, views the list of leaving requests, and responds to them (**accept or decline**).

❖ **Head of Department Portal**

- Views the Employees of his department profiles and track their leaving requests
- Views a list of the available employees of his department in the current moment (who attended the day, and did not leave yet).
- Views how many absence days of each employee in his department.
- He will be notified of every leaving request from employees of his department, view the list of leaving requests, and respond to them (**accept or reject**).

❖ **Employee Portal**

- He Signs up and needs approval from the **Admin**.
- **Must** check in every day when he arrives at work, or it is considered as an absence day.
- Edits his profile and data (name, email, password, profile image).
- Applies for a leaving request that contains the time and the reason for leaving, and needs approval from the admin.
- He does the leaving at the end of the working day, without needing to the admin approval.

❖ **Leaving Requests Management**

- Both admin and the head of the department can view the details of leaving requests of the employees, either they were accepted or rejected.
- They can also view how many hours each month that the employee did not attend before the end of the working day.
- when an employee applies for a leaving request the admin will be notified.
- The Employee will be notified about his leaving request Status (**Approved, Pending, Not Approved**).

❖ **Tracking Availability Management**

- During the day, the system sends **two** requests to each employee, which needs a response in 5 minutes. The request consists of a very simple question (ex: How many legs does the cat have?) and the **Employee must** answer this correctly
- If the request has no response or wrongly answered, a notification is sent to the **admin**, telling him that the employee is not in the work.
- The requests are sent at a random time to the employees, not all the employees at the same time, and the employee gets his requests at a different time every day, and no one can know when the request will be sent.
- This process happens to guarantee that every employee is in the work all day.
- The Head of each department can hold a meeting for all of his employees or some specific employees, and during the meeting, no requests can be sent to the employees attending the meeting.