



# LEAVE MANAGEMENT SYSTEM

## About LMS:

Leave management System (LMS) basically works in related leave functionality like fill application form, cancellation of leave, view leave details etc...

Web based Leave Application have main ten modules as given below:

1. Leave module
2. Leave request.
3. Manual Request module
4. Manual Leave Status
  - Manual approval
  - View approval
  - Rejected Manual
  - Leave with draw
6. Leave Reports
  - Leave Records
  - Email Report
7. Change password Module
8. Sign-Out
9. Help (Related Project) Module-

**Teacher Name :**

Sir Tayyab Fayyaz

**TABLE OF CONTENTS.....**

**ACKNOWLEDGEMENT.....**

**PROBLEMSTATEMENT.....**

**HARDWARE/SOFTWAREREQUIREMENT.....**

**SNAPSHOTS .....**

**E-R Diagram ..... ..**

**Task Sheet.....**



## **ACKNOWLEDGEMENT:**

We like to thank many people who helped us in completing this project. Foremost I would like to thank Almighty Allah for giving us strength and ability to complete this project. We would like to express our gratitude to all those who gave us the possibility to complete this project and we want to thank the Department of faculty for helping us to do the necessary research. We furthermore, thank our class Sir.Tayyab Fayyaz for giving us complete support and advising us in the project. Especially, we would like to thank to our colleagues for the valuable suggestions.

**Thank You**

## **Introduction**

This project is aimed at developing a leave management system that is of importance to any organization. The Leave Management System (LMS) is an application that can be accessed by all the employees of the organization. This system can be used to automate the workflow of leave applications and their approvals. The periodic crediting of leave is also automated. There are features like cancellation of leave, report generators etc.

## **Existing Scenario**

In most of the organizations, each employee has been provided with the leave card at the time of appointment. Leave card shows the leaves credited to the employee's account. Each time employee wants to go on leave, he will have to mention the details on the card, get it approved from the superior and submit it to the HR person for updating in the company records. At the end of the year the leave balance is updated. However this paper based process is very time consuming and also causes discrepancies in the records.

Leave Management System

## **Proposed Solution**

Due to the inconvenience in managing the data using leave cards, it is required to have a computer based system where an employee can login and apply for the leave. He can even see the records of the previous leaves taken as well check the balance leaves.

## **Functional Requirements**

There will be registered people in the system. Some will be approvers. An approver can also be a requestor. In an organization, the hierarchy will be Engineers/Managers/Business Managers/Managing Director. You can add

more positions in the hierarchy.

1. A person should be able to login to the system through the first page of the application

- i change the password after logging into the system
- ii see his/her eligibility details (like how many days of leave he/she is eligible for etc.)
- iii query the leave balance
- iv See his/her leave history since the time he/she joined the company.
- v Apply for leave, specifying the from and to dates, reason for taking leave, address for communication while on leave.
- vi see his/her current leave applications and the leave applications that are submitted to him/her for approval or cancellation  
approve/reject the leave applications that are submitted to him/her.
- Vii withdraw his/her leave application (which has not been approved yet)
- Viii Cancel his/her leave (which has been already approved). This will need to be approved by his/her Superior
- ix get help about the leave system on how to use the different features of the system

2. As soon as a leave application /cancellation request /withdrawal /approval /rejection /password-change is made by the person, a message is saved in the messages (area provided to each member) for his superior giving details about the action

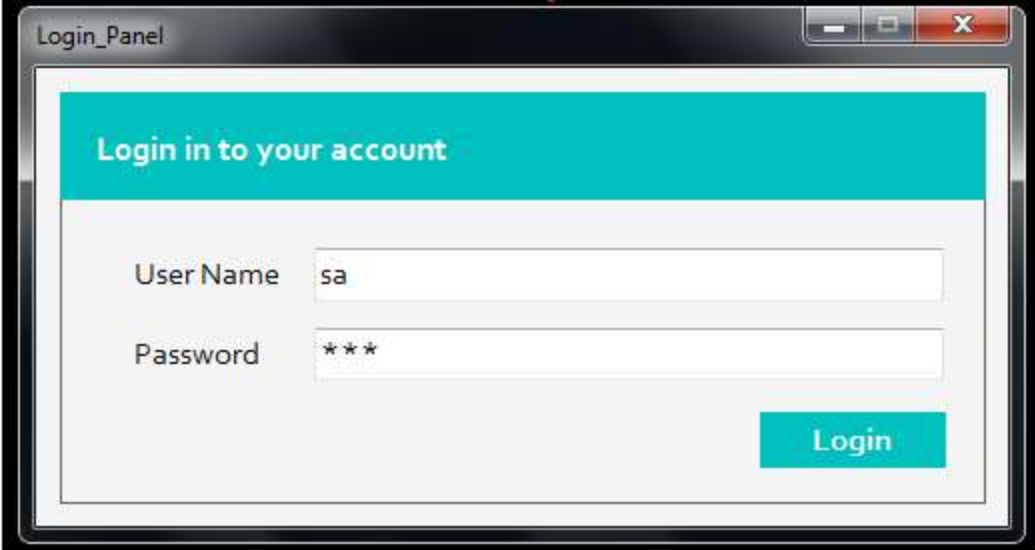
3. The number of days of leave (as per the assumed leave policy) should be automatically credited to everybody

4. A summary report of the leave details of his/her sub-ordinates should be sent to every manager periodically

5. A calendar giving the public holidays of the organization should be available on the system

## Login Panel:-

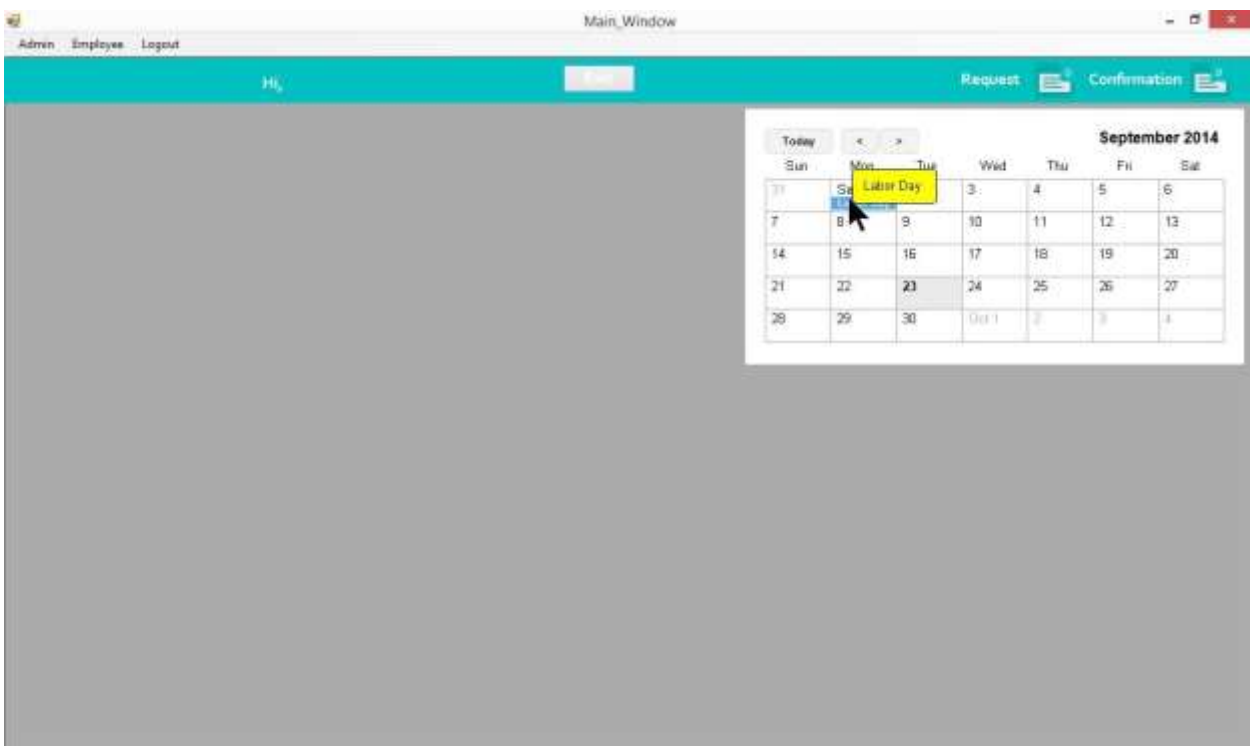
Enter correct username and password then login and perform specific tasks the application automatic check who is login Admin / User/ Engineer etc.



The screenshot shows a web application window titled "Login\_Panel". The window contains a login form with a teal header bar that says "Login in to your account". Below the header, there are two input fields: "User Name" with the value "sa" and "Password" with three asterisks "\*\*\*". A teal "Login" button is positioned at the bottom right of the form area.

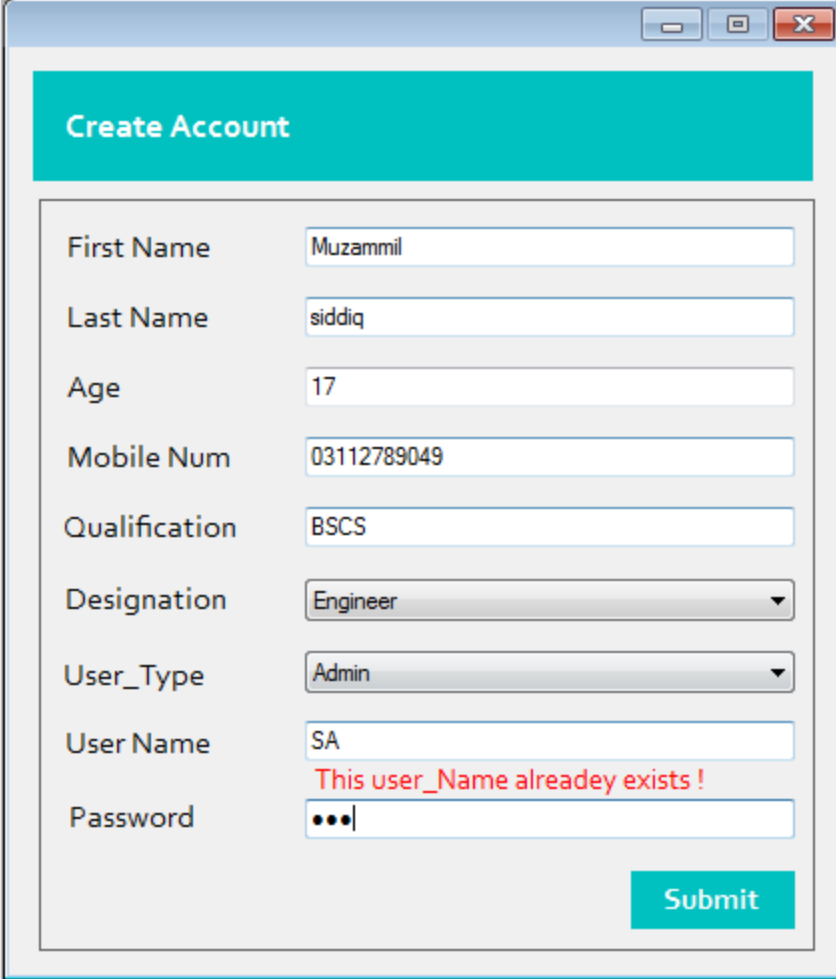
## Main Window:-

Main window have contain multiple options and also available public holiday calendar the employee see which holiday up coming.



## Create Account :-

If new employee hire in the company then first of all create account then employee eligible to give leaves otherwise employee not give leaves.



The image shows a web application window titled "Create Account". It contains a form with the following fields and values:

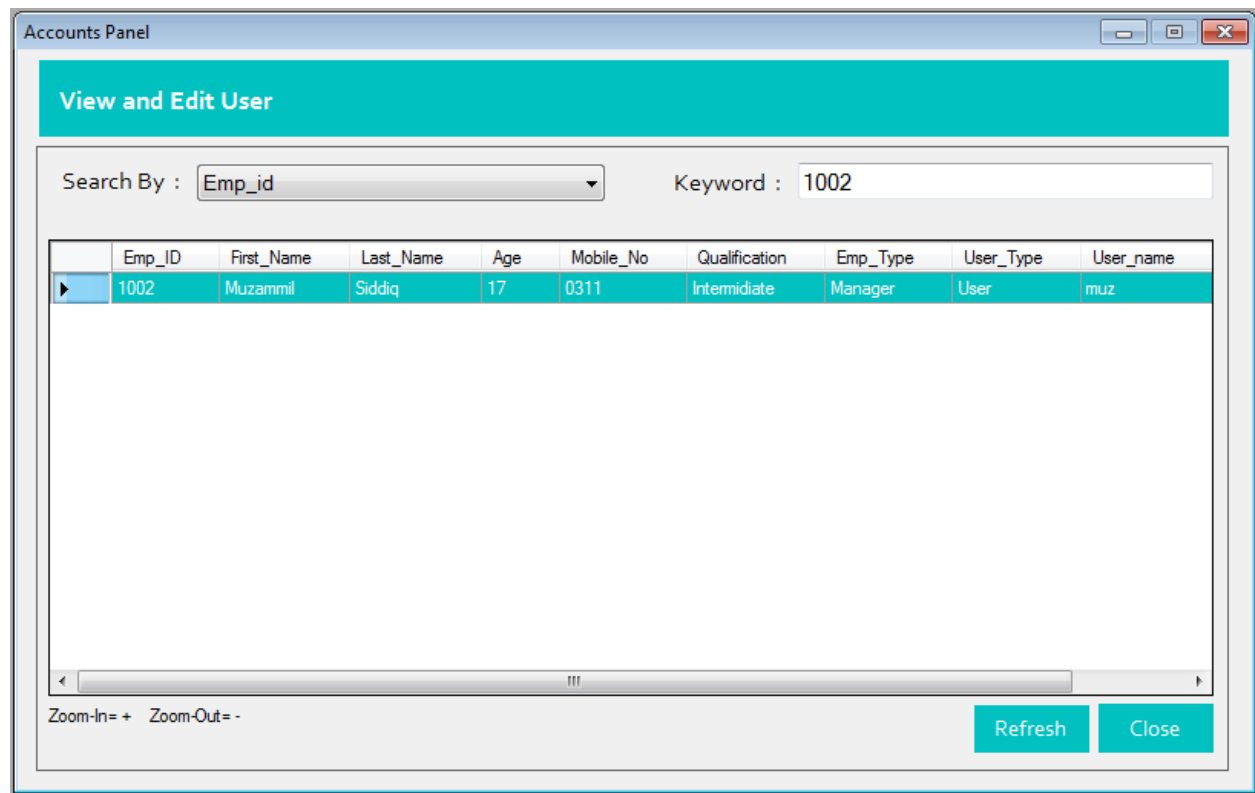
Field	Value
First Name	Muzammil
Last Name	siddiq
Age	17
Mobile Num	03112789049
Qualification	BSCS
Designation	Engineer
User_Type	Admin
User Name	SA
Password	...

A red error message is displayed below the User Name field: "This user\_Name already exists !". A green "Submit" button is located at the bottom right of the form.



## View User's :-

If the superior want to see and modify user's account data then use view user the multiple searching available in this window.



The screenshot shows a software window titled "Accounts Panel". Inside, there's a section titled "View and Edit User". Below this, there's a search interface with a dropdown menu labeled "Search By :" set to "Emp\_id", and a text input field labeled "Keyword :" containing "1002". Below the search fields is a table with the following data:

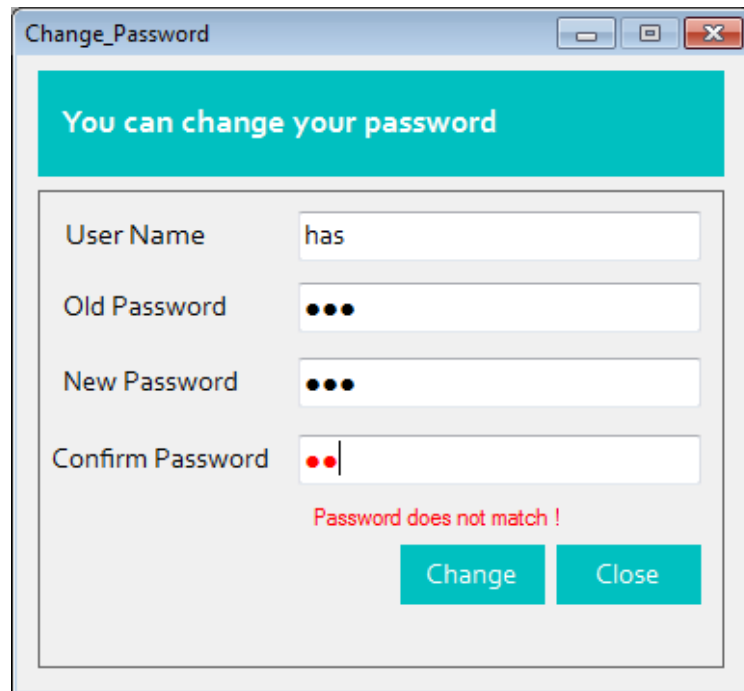
	Emp_ID	First_Name	Last_Name	Age	Mobile_No	Qualification	Emp_Type	User_Type	User_name
▶	1002	Muzammil	Siddiq	17	0311	Intermidiate	Manager	User	muz

Below the table is a horizontal scrollbar. At the bottom left, there are zoom controls: "Zoom-In= +" and "Zoom-Out= -". At the bottom right, there are two buttons: "Refresh" and "Close".

**Modify data double click in row**

## Change Password :-

User change password with this window

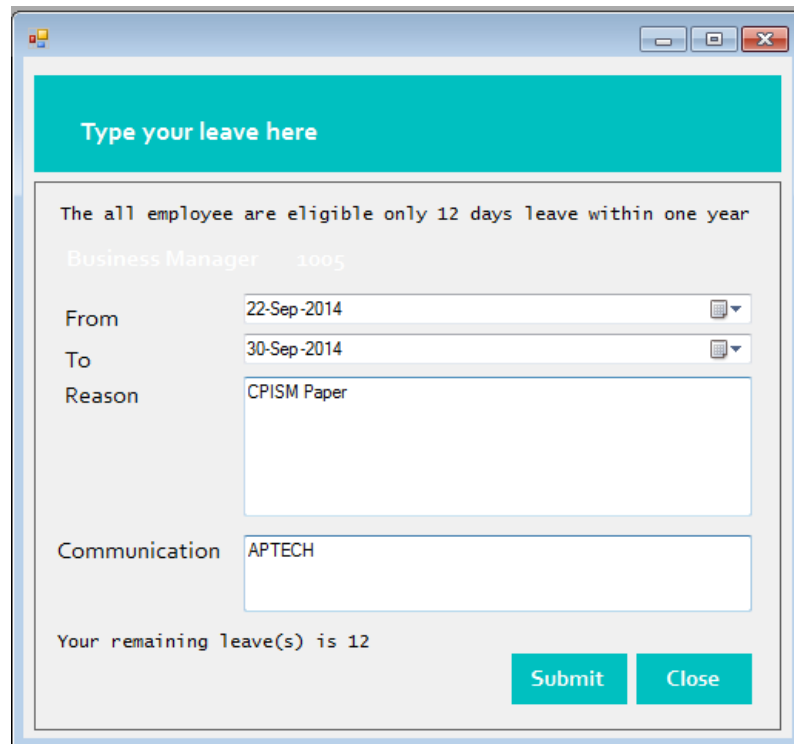


A screenshot of a 'Change\_Password' dialog box. The title bar shows the text 'Change\_Password' and standard window controls. The main content area has a teal header with the text 'You can change your password'. Below this, there are four input fields: 'User Name' with the value 'has', 'Old Password' with three black dots, 'New Password' with three black dots, and 'Confirm Password' with two red dots. A red error message 'Password does not match !' is displayed below the 'Confirm Password' field. At the bottom right, there are two teal buttons labeled 'Change' and 'Close'.

You can change your password	
User Name	has
Old Password	•••
New Password	•••
Confirm Password	••
Password does not match !	
Change	Close

## Apply Leave:-

This window show user remaining leave's and prevent give the greater leaves for assumed policy



The screenshot shows a web-based leave application window. At the top, there is a teal header bar with the text "Type your leave here". Below this, a light gray box contains the following information: a policy notice "The all employee are eligible only 12 days leave within one year", the user's role "Business Manager" and ID "1005", and a form with fields for "From" (22-Sep-2014), "To" (30-Sep-2014), "Reason" (CPISM Paper), and "Communication" (APTECH). At the bottom of the form, it states "Your remaining leave(s) is 12". Two teal buttons, "Submit" and "Close", are located at the bottom right of the form area.

Type your leave here

The all employee are eligible only 12 days leave within one year

Business Manager 1005

From 22-Sep-2014

To 30-Sep-2014

Reason CPISM Paper

Communication APTECH

Your remaining leave(s) is 12

Submit Close

## View Leave's:-

The superior watch sub-ordinates leave's here.

View\_Leaves

You can view all leaves here

	Leave_ID	Emp_ID	From_	To_	Reason	Communication_Address	Emp_type	Status_
	7010	1004	30-Sep-14	03-Oct-14	abc	asa	Engineer	Process
▶	7011	1004	22-Sep-14	30-Sep-14	abc	as	Engineer	Process
	7013	1004	30-Sep-14	01-Oct-14	sas	sa	Engineer	Process

Single click row= Approve or Reject

Double Click = Get employee detail

Zoom-In= +

Zoom-Out= -

Cancel leave

Approve leave

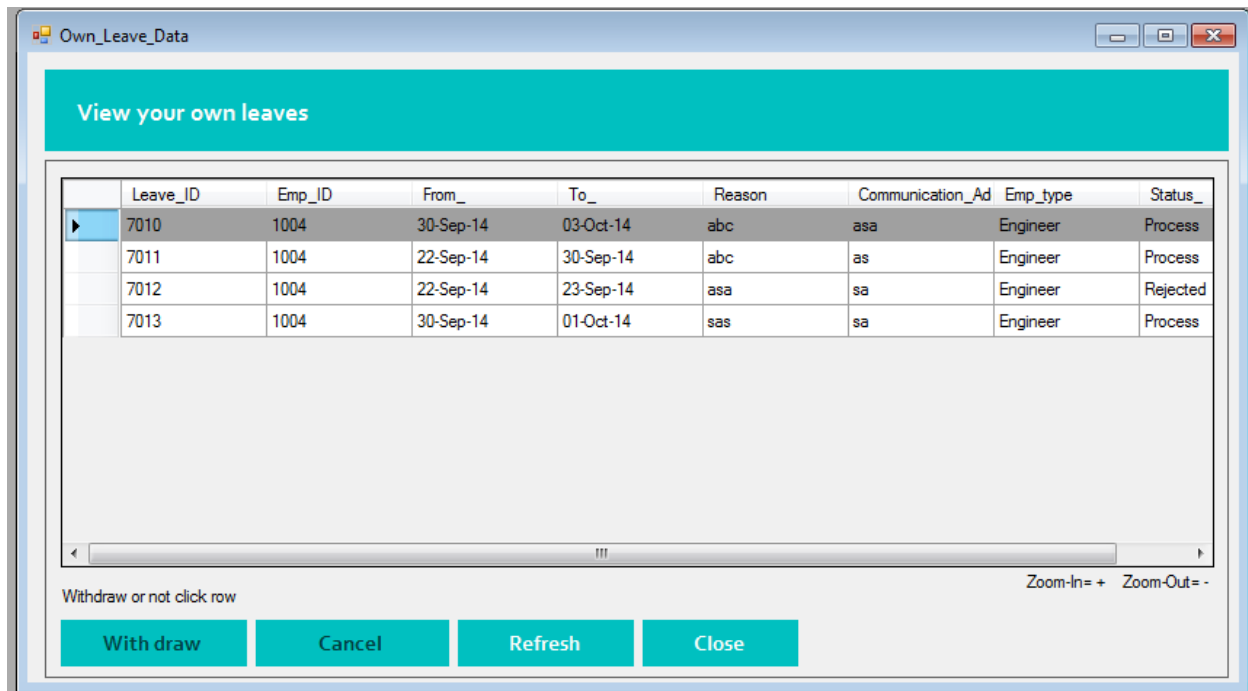
Reject Leave

Refresh

Close

## View own Leave's :-

If the employee want to see own leave's which Approved/Cancel/Reject see here



The screenshot shows a web application window titled "Own\_Leave\_Data". Inside the window, there is a teal header bar with the text "View your own leaves". Below this header is a table with the following columns: Leave\_ID, Emp\_ID, From\_, To\_, Reason, Communication\_Ad, Emp\_type, and Status\_. The table contains four rows of data. The first row is highlighted with a blue selection bar on the left. Below the table is a horizontal scrollbar. At the bottom of the window, there is a text label "Withdraw or not click row" and four buttons: "With draw", "Cancel", "Refresh", and "Close". On the right side of the bottom area, there are zoom controls: "Zoom-In= +" and "Zoom-Out= -".

Leave_ID	Emp_ID	From_	To_	Reason	Communication_Ad	Emp_type	Status_
7010	1004	30-Sep-14	03-Oct-14	abc	asa	Engineer	Process
7011	1004	22-Sep-14	30-Sep-14	abc	as	Engineer	Process
7012	1004	22-Sep-14	23-Sep-14	asa	sa	Engineer	Rejected
7013	1004	30-Sep-14	01-Oct-14	sas	sa	Engineer	Process

Withdraw or not click row

Zoom-In= + Zoom-Out= -

With draw Cancel Refresh Close

## Summary Report :-

The superior must watch sub-ordinates leave's here

Summary\_Report

You can get the summary report here

Employee : Business Manager

Search By : Emp\_id

Keyword : 1

	Emp_id	First_Name	Emp_Type	Give_Leaves	Remaining_Lives
▶	1005	Shahbaz	Business Manager	8	4

Check

Close

Zoom-In= + Zoom-Out= -

# Notification :-

The two kinds of notification request/Confirmation superior comes request on Sub-ordinates show on request notification bar and after approved and reject leave show confirmation bar

