**CHAPTER ONE**

**INTRODUICTION**

**1.0 Introduction**

This chapter present the introduction. This chapter include the background, problem of the statement, aims and objectives, significance of the study, scope and limitation as well as summary.

**1.1 Background and Motivation**

The Employee Management System (EMS) is designed to automate the manual paper/file system of Niger State Universal Basic Education Board (NSUBEB). The Desktop/Laptop and Tablets Web-Application is developed to get rid of the problems faced by the manual system of NSUBEB. The System makes glossy and efficient operation of keeping records in the organization. The application diminishes possible errors when entering data. It also elicits or prompt an error message when entering a wrong data. It doesn’t require any formal knowledge in order for a user to use the system. Thus with all the above description it proves its user friendly.

In Niger State Universal Basic Education Board, there is existence of a system that manages its staff information effectively. This brings the need to develop a database that stores, process and retrieve relevant information of the organization staff. In the development of the management system, the storing of data of the organizational staffs is prioritized. The database management which controls the creation and maintenance of records together with the leave and attendance management provides efficient and flexible way to manage the organization’s personnel information. The amalgamation of these modules into one web-application assures the perfect platform for aligning Admin Department processes in NSUBEB.

The Admin Department in NSUBEB contributes to the organizational mission by facilitating informed decision making regarding employee benefits by providing

accurate, timely, accessible information. Among the benefits available to the employees, leave is one of the most valuable. Leave management system is an electronic online stage that circles all sort of leave applications and leave regard, and the methodology to record numerous types of leaves (Nucleus, 2008). The 2 interface is designed to reduce data redundancy and automate leave application process and their endorsements. It eliminates the paper work process and spares time.

The attendance management aspect of the Employee Management System (EMS) keeps track of the presence or absence of someone from an event or place (Priya, 2014). The manual attendance system is not efficient and requires more time to arrange record and to calculate the average attendance of each staff. Hence there is a requirement of a system that will solve the problem of staff record.

As a graduating student I was motivated to conduct research on this study and design a desktop/laptop web-application because of an encounter through experience during my industrial training in the organization.

I was motivated by this topic when I witness the process through which employee are given leave, even in a difficult situation. As I witness one of my supervisors applying for his leave and the vigorous process he went through and I saw the need for a change in this process, despite the health status of the employee seeking for the leave. Then as an IT ally I had the thought of developing a system that will help to accomplish this task within the organization during my project year.

**1.2 Statement of the Problem**

Challenges are faced when handling employee record manually. 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. Another problem is observing and recording the attendance of employees in Niger State Universal Basic Education Board using book and due to that some employees usually put a wrong time that he/she arrived at the organization. The use of paper work in handling some of these processes could lead to human error. Another challenge is that most NSUBEB has their employee records kept at the big file room in the admin block of the organization making it difficult to access the employee information remotely when needed at short notice.

The above identified problems can be resolved using the employee management system. The system will store and maintain employee record in a database with privacy only accessed by the admin officer assign. The system makes it easy for the admin officer assign to monitor the attendance of the employee systematically and the employee can only sign using the un-editable time generated process through a password protected system.

**1.3 Aim and Objectives**

The project “Employee management system” with a case study NSUBEB seeks to develop a system that will maintain the day to day attendance of staffs in Niger State Universal Basic Education Board. The aim for developing this app is to create a computerized method of leave and attendance management instead of the existing manual paper process which will help to minimize storage space and keep all saved records in the computer for future use. At the end of the implementation, the web-app shall deliver a good functionality providing efficiency and accuracy over the paper-based system. It is designed to achieve the following objectives:

1. Propose design for leave and attendance management
2. Implement the propose design for leave and attendance management
3. Evaluate the propose design for leave and attendance management

**1.4 Significance of the Study**

The implementation of this exclusive employee and leave system that linked to the

NSUBEB requirements, offers access to records as well as services such as systematic leave management, employee attendance and schedule report generation which will make it easy for the organization to operate. The automated proposed system will upgrade the existing system and will be of important to the users by eliminating the leave manual system process, the authorities in charge of the approval of leave request will also not operate manually. Without the system, it is going to be a tiresome job for the employer to keep track of each and every employee. The software will be developed to give access and provide information of employees and many other features with the click of a button, as we all know employees are the backbone

of any organization and the society.

**1.5 Scope and Limitation**

This project is limited to focus on creating a system using python/JavaScript programming language that will handle and store employee record and keep track of day to day attendance of staff. It will also focus on eliminating the long paper process for leave system, giving an employee the ability to apply for his/her leave and also check their leave report via the software. This will also help the manager to accept/reject leave application via the software.

**1.6 Summary**

This chapter discuss on the Introduction.

Background of the Study which focus on the need to develop a database that stores, process and retrieve relevant information of the organization staff. In the development of the management system, the database management which will controls the creation and maintenance of records together with the leave and attendance management that will provides efficient and flexible way to manage the organization’s personnel information in Niger State Universal Basic Education Board (NSUBEB).

Problem Statement which also focus on the Challenges that are faced when handling employee record manually, where the identified problems can be resolved using the employee management system. Where the system will store and maintain employee record in a database with privacy only accessed by the admin officer assign.

Aims and Objectives focus on the needs of developing an app to create a computerized method of leave and attendance management for (NSUBEB) instead of the existing manual paper process and three objectives that Propose, Implement, Evaluate the propose design for leave and attendance management.

Significance of the Study which focus on the implementation of this exclusive employee and leave system that linked to the

NSUBEB requirements, offers access to records where the software will be developed to give access and provide information of employees and many other features with the click of a button.

And Scope and limitation of the study which focus on creating a system using python/JavaScript programming language that will handle and store employee record and keep track of day to day attendance of staff.