



A  
PROJECT REPORT  
ON

## **Employee Attendance Record keeping System**

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## **Chapter 1: Introduction**

### **1.1 Project Summary:**

- Employee attendance record keeping system is a data logger for calculating work hours of employees works in company.
- This system provide leave management and salary counter.

The goals of the system:

- To take attendance without any human interference.

### **1.2 Purpose:**

- The purpose of developing Employee Attendance record keeping system is to computerized the tradition way of taking attendance.
- Another purpose for developing this software is to generate the report to determine growth of the company.
- It is cost saving to industrial production process.

### **1.3 Scope:**

- The scope of this project is to take attendance without any human interference.
- It save time of taking attendance in traditional way.
- It reduce burden of attendance taker.

### **1.4 Technology & Literature Review:**

Front End:

- HTML
- CSS
- JavaScript
- JQuery
- PHP

## Back End:

- MySQL Server

## **Chapter 2: Formal Specification & Requirement Gathering**

### **2.1 Formal Specification:**

#### **➤ REQUIREMENT SPECIFICATION OF USER 1: ADMIN**

- REQUIREMENTS:  
R1: LOGIN.  
R2: ADD/REMOVE EMPLOYEE  
R3: VIEW EMPLOYEE  
R4: VIEW LEAVE APPLICATIONS  
R5: APPROVE OR DECLINE LEAVE  
R6: CHANGE PASSWORD

#### **➤ REQUIREMENT SPECIFICATION OF USER 2: EMPLOYEE**

- REQUIREMENTS:  
R1: LOGIN  
R2: VIEW ATTENDANCE  
R3: VIEW AND EDIT EXPERIANCE  
R4: VIEW EDUCATION  
R5: GIVE LEAVE APPLICATION  
R6: CHANGE PASSWORD

#### **➤ SYSTEM REQUIREMENT SPECIFICATION FOR ADMIN**

- R1: LOGIN  
Description: This functionality will be used for authenticate access of user and login to admin page.  
State: This is the beginning point, a admin screen with admin user id and password will be displayed.  
Input: Input to the system would be password & user id.  
Output: Output will be the result of the authentication process.  
Process: User input will be match against the valid account details and according to its decision will be generated. I.e. authenticate admin or not.
- R2: ADD/REMOVE EMPLOYEE  
Description: Using this functionality ADMIN will add or remove employee.  
State: admin will be logged in and can manage employee details.

Input: Input to the system would be name of employee, employee code, email id of employee and password.

Output: Output will be the result of add or remove employee.

Process: Employee input will be valid than add or remove employee.

- R3: VIEW EMPLOYEE

Description: Using this functionality ADMIN will be able to view details of all employees.

State: Admin will be logged in and view details of employees.

Output: Output will be the details of employee.

Process: If employee is registered in system than it will display to admin.

- R4: VIEW LEAVE APPLICATIONS

Description: Using this functionality ADMIN will be able to view employee's leave application.

State: Employee will fill up the leave application form and admin will be able to view all the leave applications.

Input: Input will be clicking the link to "For leave"

Output: Output will be list of leave applications.

Process: If employee filled the leave application form than only admin can be able to view leave application of that employee.

- R5: APPROVE AND DECLINE LEAVE

Description: This functionality will be used for approve or decline the leave.

State: User will fill the leave application form and than that leave will be display on the admin side.

Input: Input to the system would be approve or decline.

Output: Output will be the result whether admin approved or decline the leave.

Process: Admin's approval or declination is displayed to user.

- R6: CHANGE PASSWORD

Description: This functionality will allow admin to reset their password in case of they have forgot or they are willing to change it.

State: admin will be logged in to access this functionality.

Input: Input will be user id and email.

Output: Output will be message showing successful password change.

Process: Input details will be used to authenticate admin.

## ➤ **SYSTEM REQUIREMENT SPECIFICATION FOR EMPLOYEE**

- **R1: LOGIN**

Description: This functionality is admin for authentication of admin.

State: Employee will have account in the system; screen asking for login detail will be displayed.

Input: user will provide user id and password to site.

Output: Access to system if sign in details are correct else error message.

Process: User input will be authenticated with database records, if user appears as a valid, user will be successfully signed in, and else appropriate error message will be displayed.

- **R2: VIEW ATTENDANCE**

Description: Using this functionality user will be able to view attendance and attendance report.

State: Employee will be logged in and then employee can view attendance report.

Input: Input will be clicking the link to attendance.

Output: Output will be the attendance report of the employee.

Process: Employee will be logged in to view attendance.

- **R3: VIEW AND EDIT EXPERIENCE**

Description: This functionality will be used For view the experience of the employee and employee can also edit the details of the employee experience.

State: Employee will be logged in then they will be able to edit experience.

Input: Input will be clicking the link to experience.

Output: Output will be the display of experience and link for edit experience.

Process: All the details from database and for edit experience change details from database.

- **R4: VIEW EDUCATION**

Description: Using this functionality user will be able to view education details of the employee.

State: Employee will be logged in and then employee can view education.

Input: Input will be clicking the link to education.

Output: Output will be the education details of the employee.

Process: Employee will be logged in to view education details.

- **R5: GIVE LEAVE APPLICATION**

Description: Using this functionality user will be able to fill the leave application form. If leave value is more than 12 then the page has validation constraint that “Leave value exceeds...”.

State: Employee will be logged in and then employee can fill the form of leave application.

Input: Input will be reason and description for the leave.

Output: Output will be the pop up of leave submitted.

Process: Employee will be logged in to fill the leave application form.

- **R6: CHANGE PASSWORD**

Description: This functionality will allow user to reset their password in case of they have forgot or they are willing to change it.

State: user will be logged in to access this functionality.

Input: Input will be user id and email.

Output: Output will be message showing successful password change.

Process: Input details will be used to authenticate user.

## **2.2 Requirement Gathering:**

### **2.1.1 Software Requirement:**

Front End Tool: PHP

Back End Tool: MySQL

Development Tool: Notepad++, Sublime Text3 or Xampp server or Wamp server

Supported Operating Systems:

Windows 10

Windows 8.1 (32-bit/64-bit)

Windows 8 (32-bit/64-bit)

Windows 7 (32-bit/64-bit)

Windows XP.



Supported Browsers:

Microsoft Internet Explorer

Mozilla Firefox

Google Chrome

2.1.2 Hardware Requirement:

Processor used: Intel i3 or more

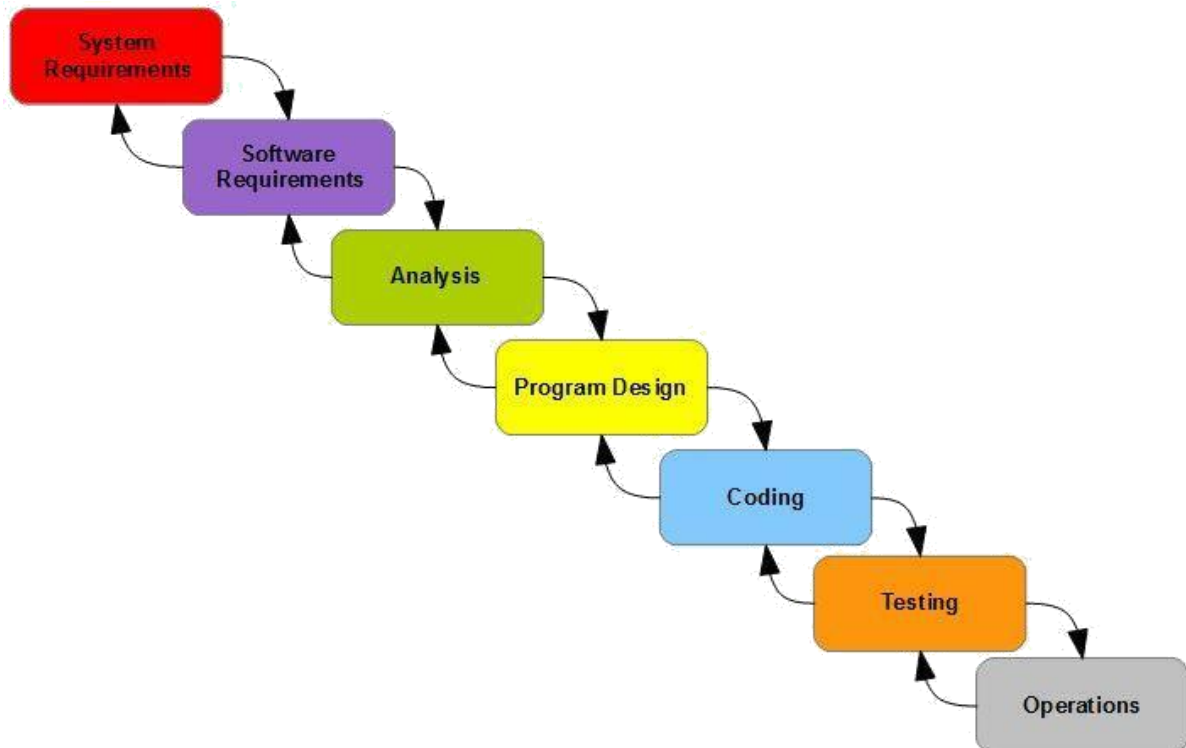
RAM: 1 GB(minimum)

Operating Syatem:32 bit/64 bit

## Chapter 3: Analysis & Design

### 3.1 Analysis:

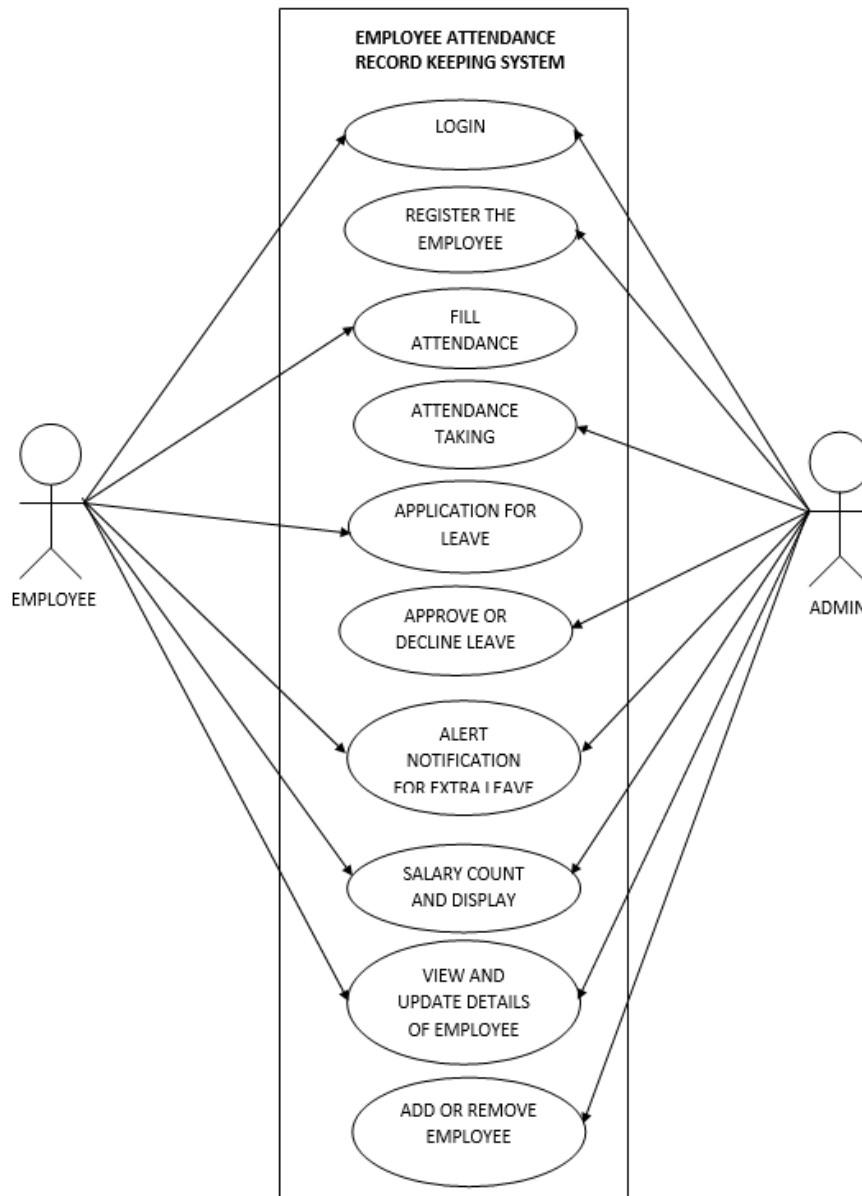
- The systems development life cycle (SDLC) also referred to as the application development life-cycle, is a term used in systems engineering, information systems and software engineering to describe a process for planning, creating, testing and deploying an information system.



- This is a small system with all functionality and specification.
- ITERATIVE WATERFALL model is used for development process of this website.
- The incremental Model is an evolution of the waterfall model, where the waterfall model incrementally applied. The Incremental Process Model combines elements of the linear sequential model (applied repetitively) with the iterative philosophy of prototyping.

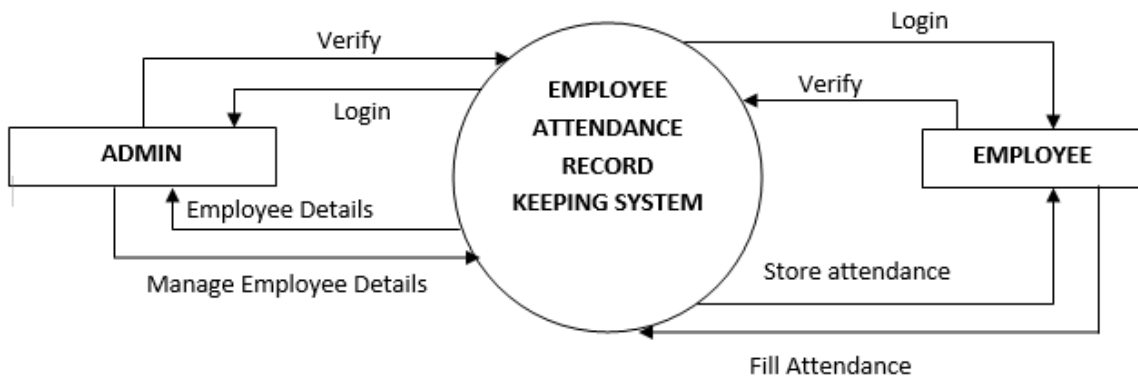
## 3.2 Diagrams:

### 3.2.1 Use Case Diagram:

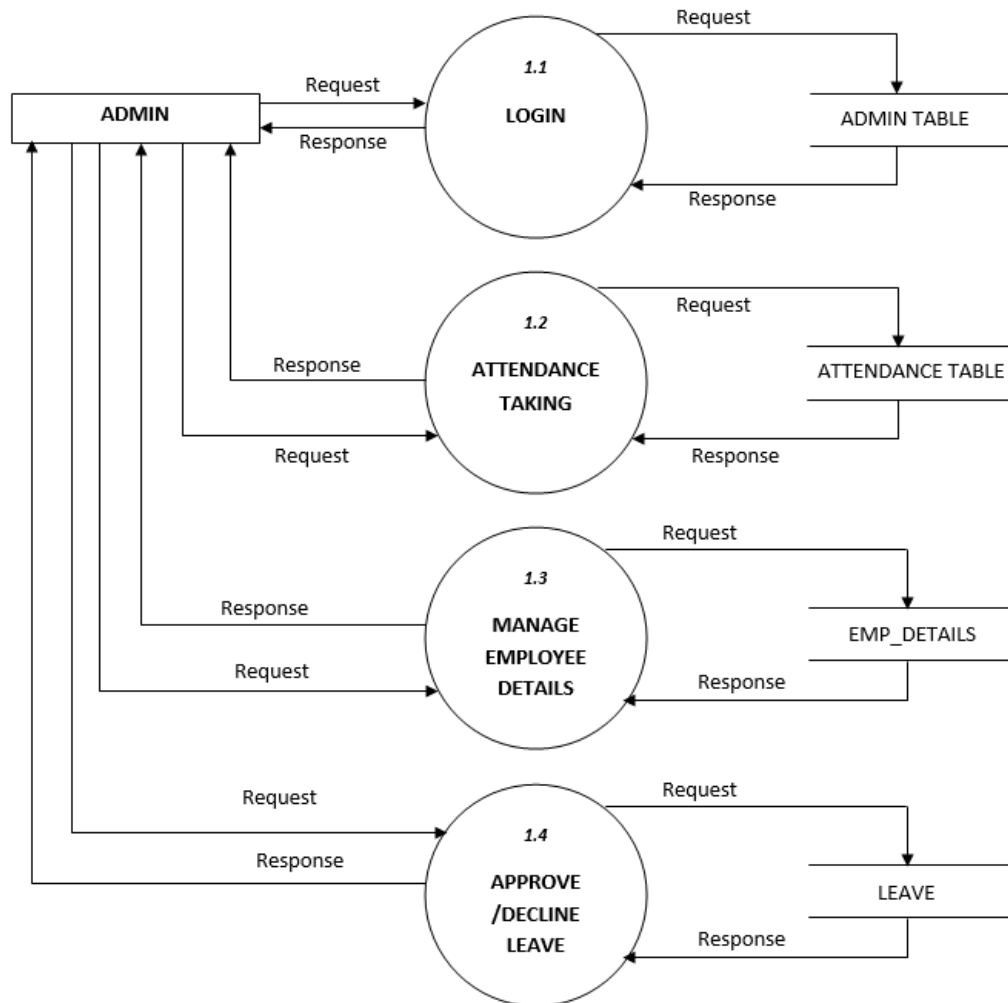


### 3.2.2 Data Flow Diagram:

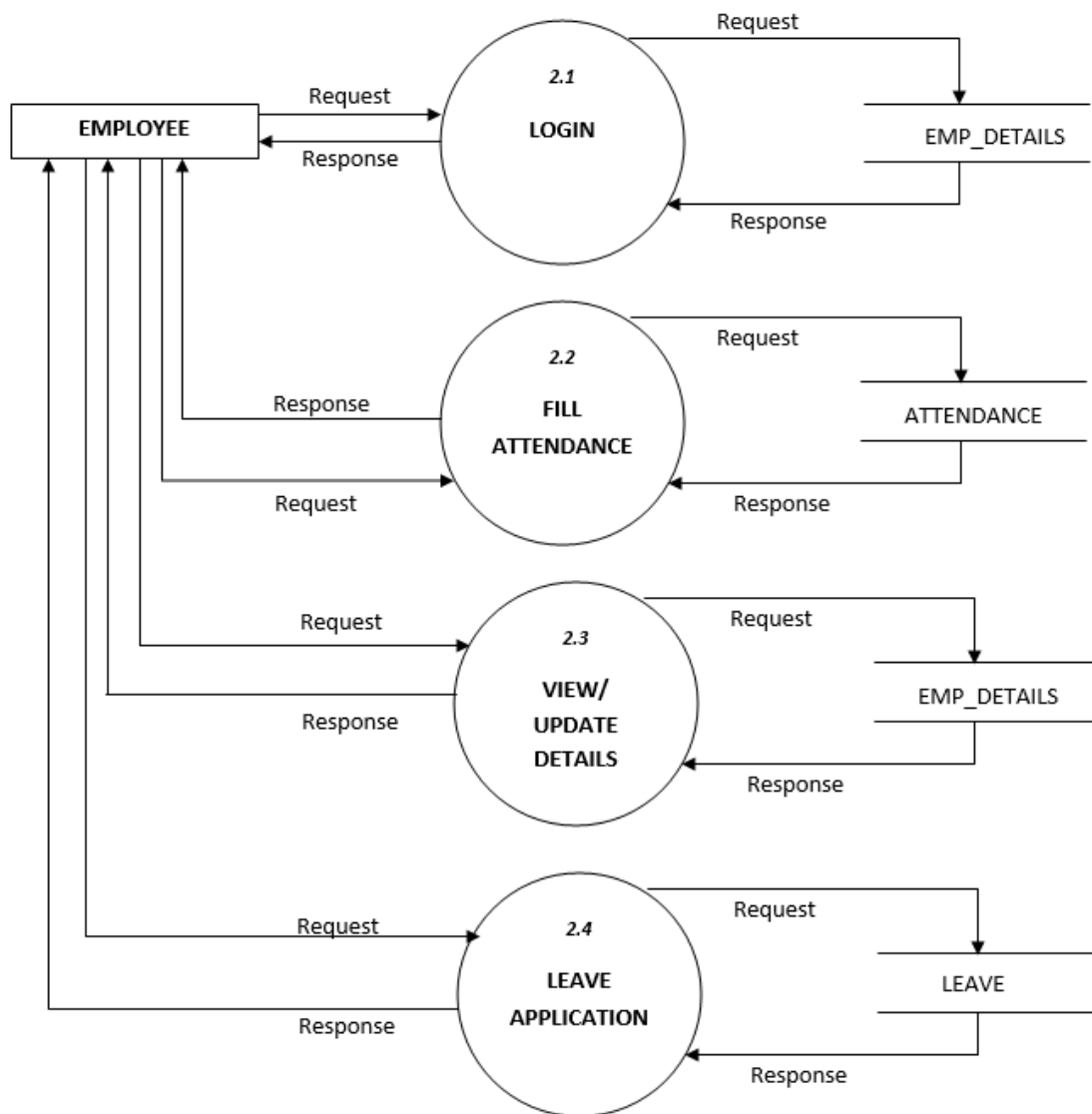
#### 3.2.2.1 DFD LEVEL 0:



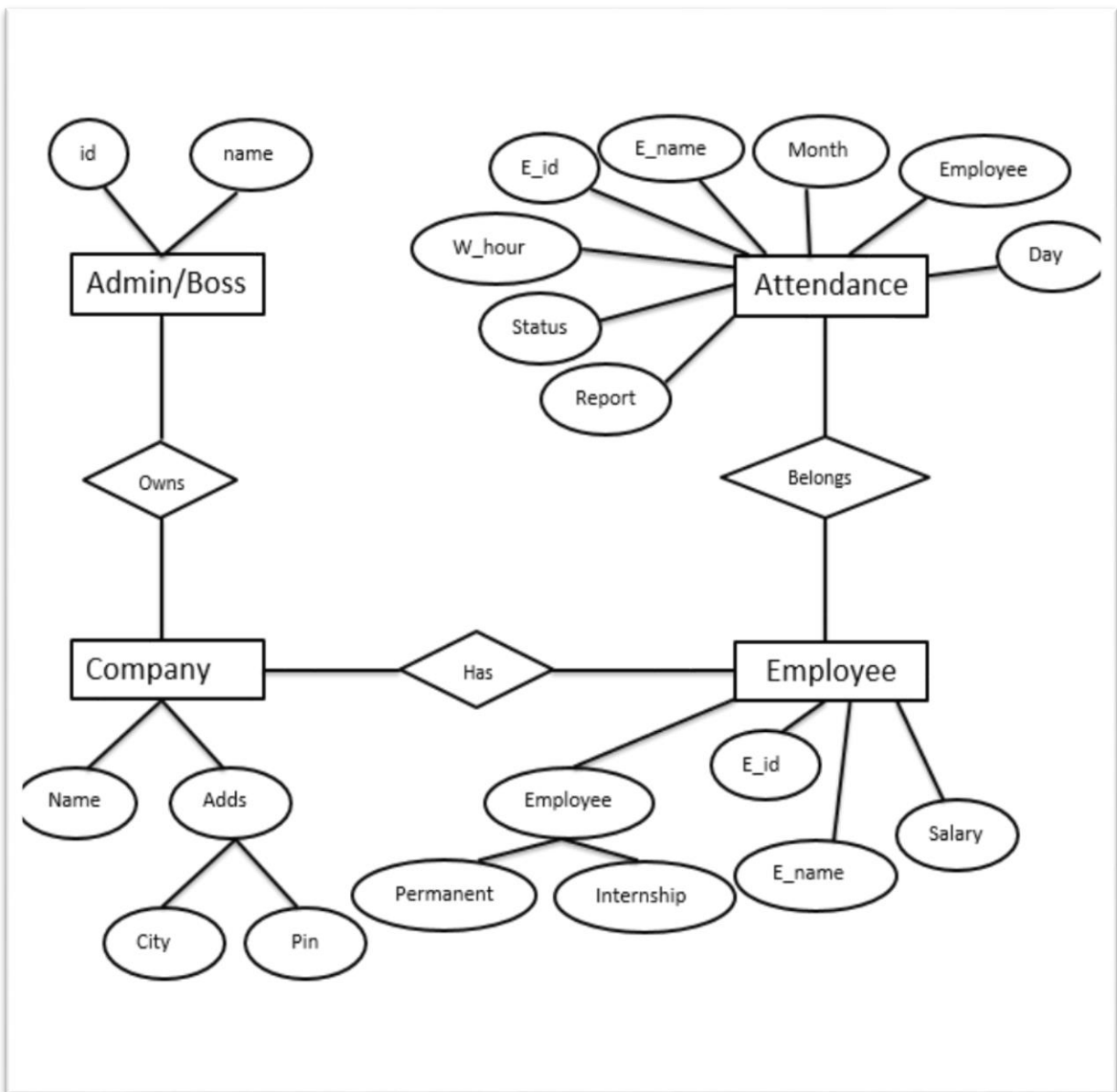
### 3.2.2.2 DFD LEVEL 1:

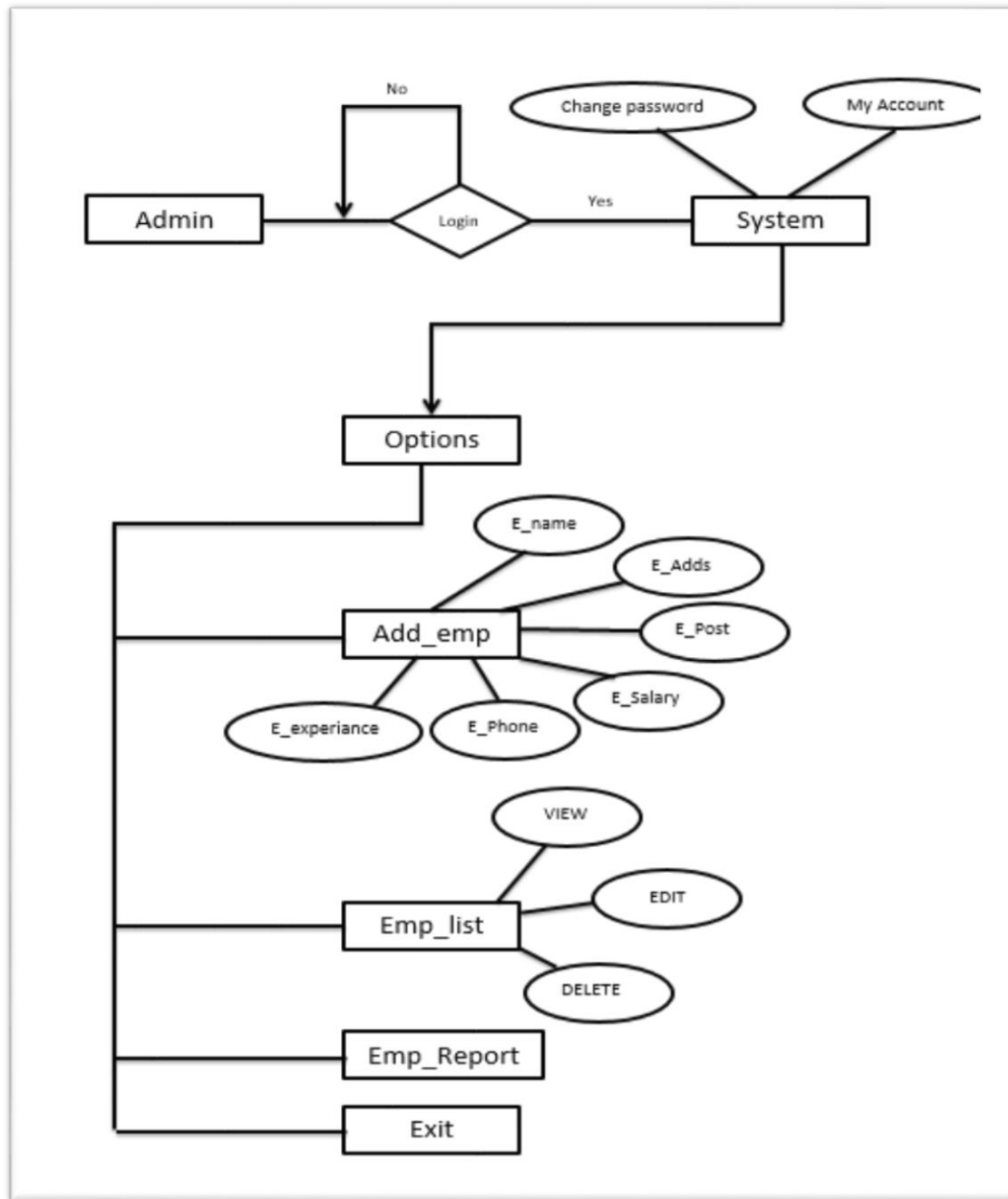


### 3.2.2.3 DFD LEVEL 2:



### 3.2.2.4 ER Diagram:

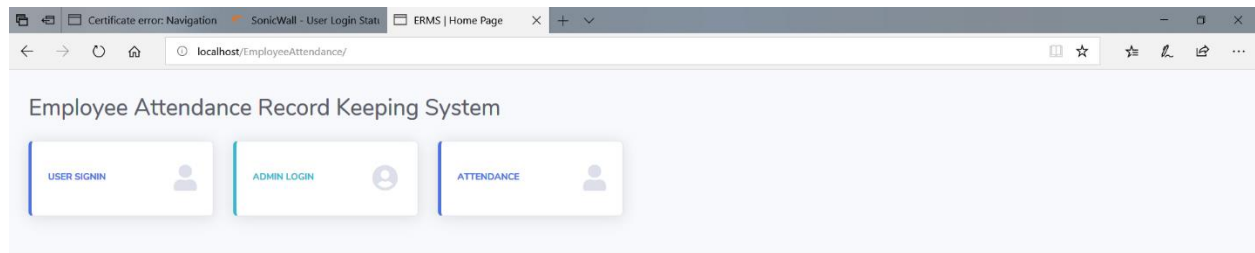






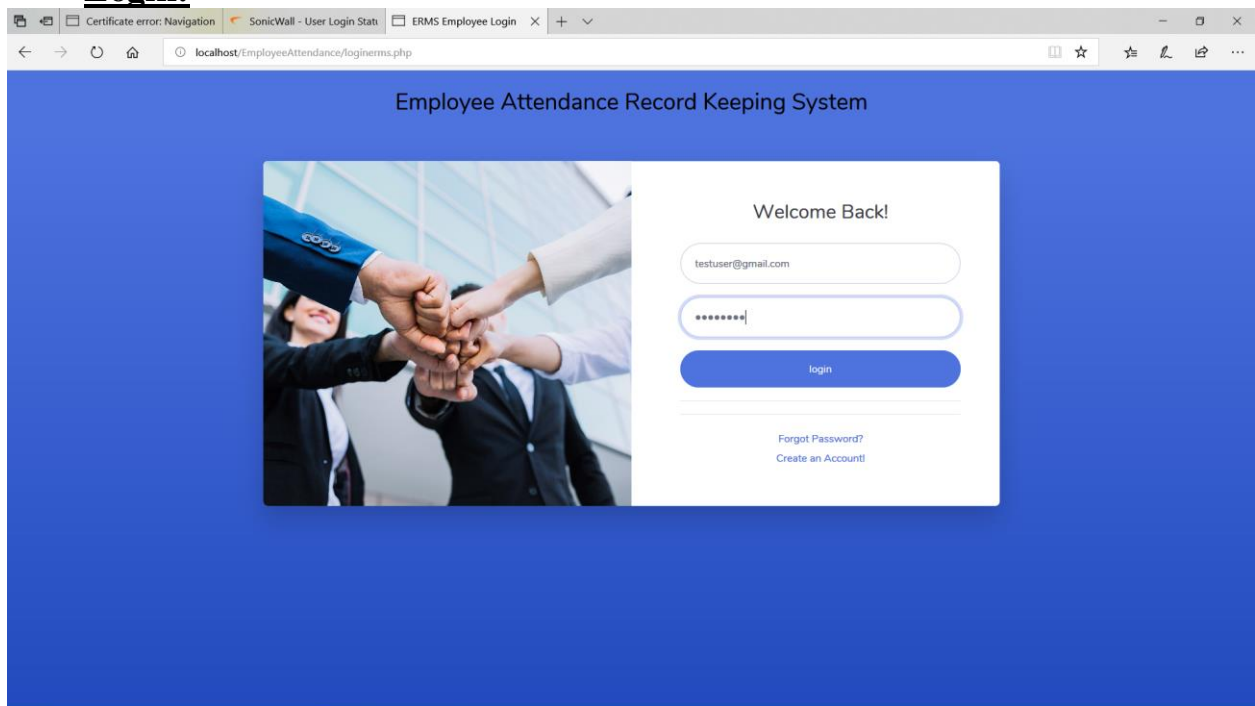
## Chapter 4: Screenshots

- Index:

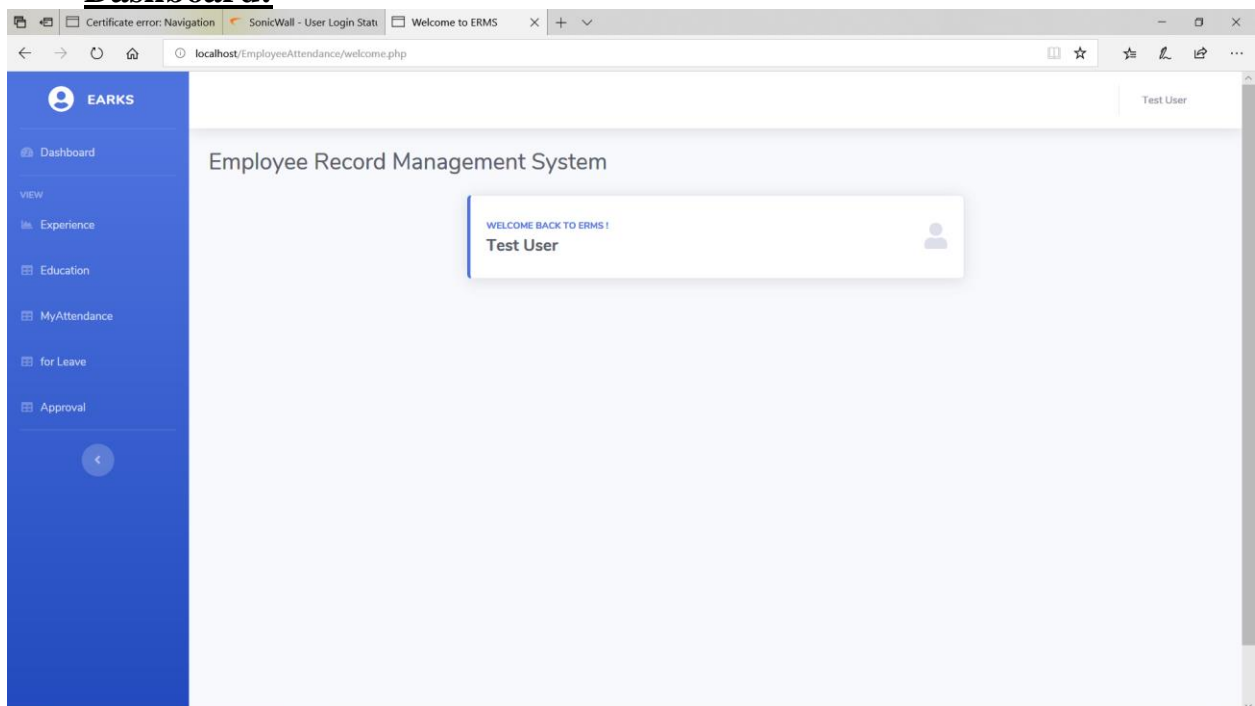


## USER

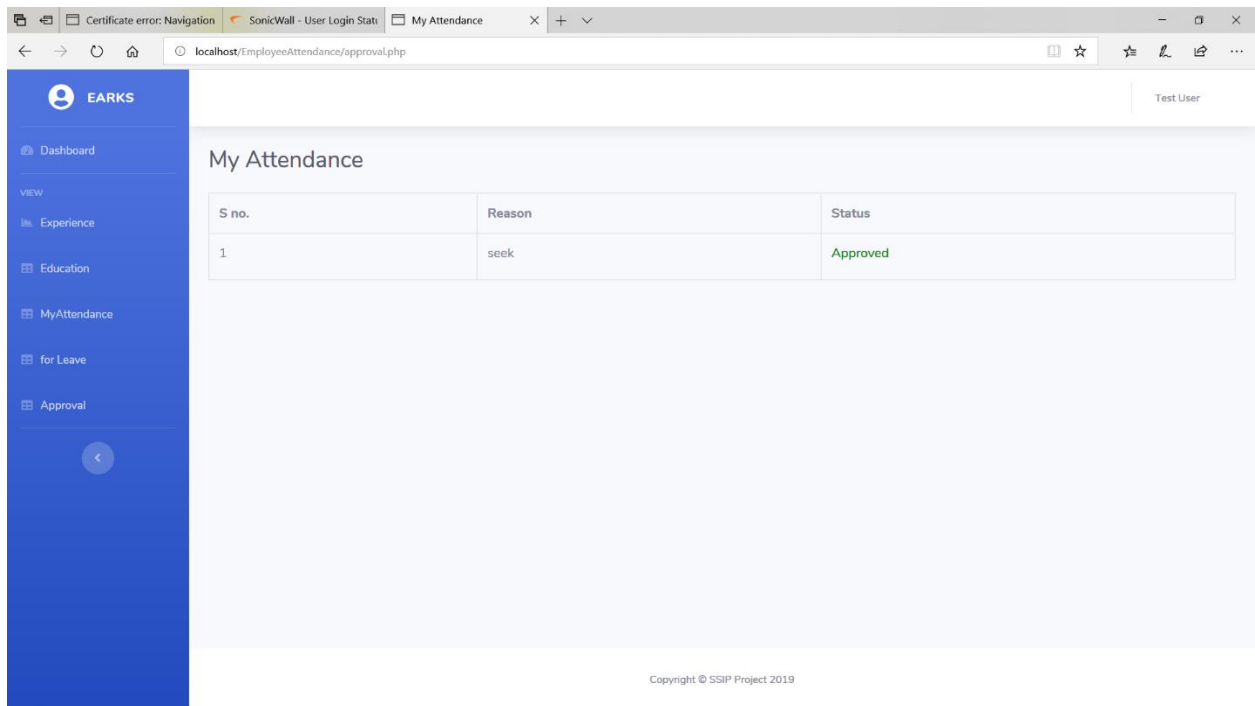
### • Login:



### • Dashboard:



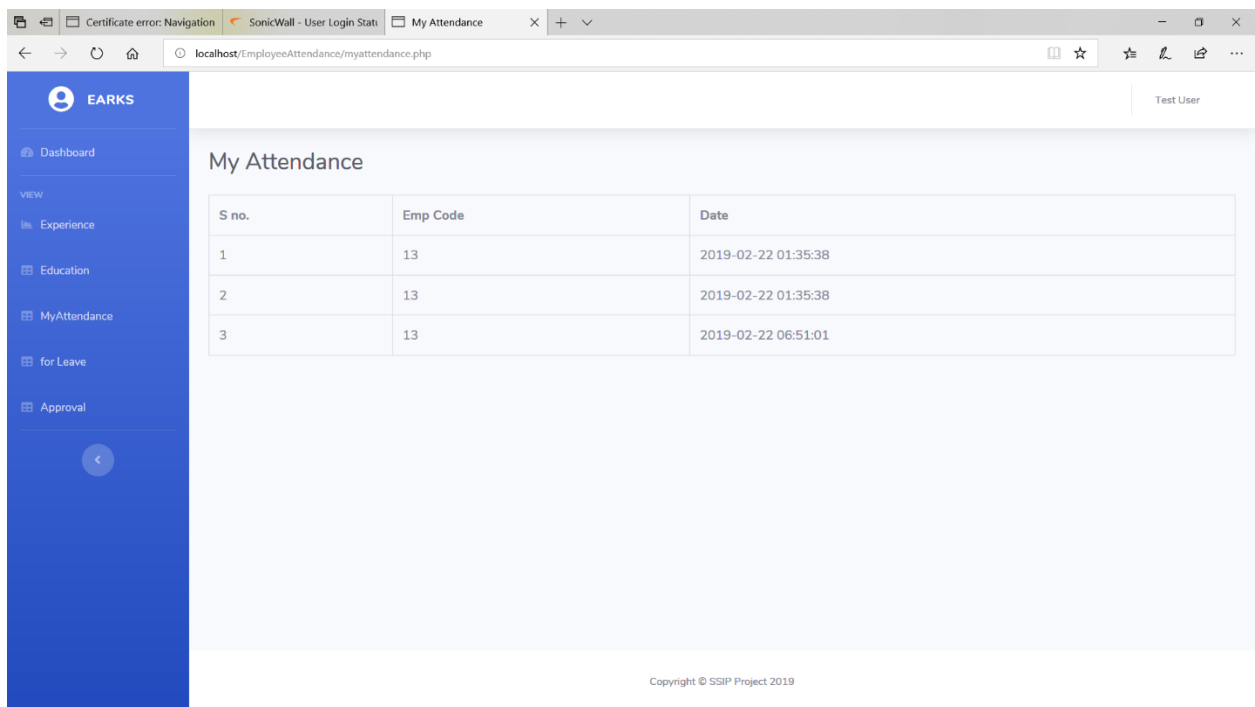
- **Display data:**



The screenshot shows a web browser window with the URL `localhost/EmployeeAttendance/approval.php`. The application is titled "EARKS" and has a sidebar menu with options: Dashboard, Experience, Education, MyAttendance, for Leave, and Approval. The main content area is titled "My Attendance" and displays a table with the following data:

S no.	Reason	Status
1	seek	Approved

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The screenshot shows a web browser window with the URL `localhost/EmployeeAttendance/myattendance.php`. The application is titled "EARKS" and has a sidebar menu with options: Dashboard, Experience, Education, MyAttendance, for Leave, and Approval. The main content area is titled "My Attendance" and displays a table with the following data:

S no.	Emp Code	Date
1	13	2019-02-22 01:35:38
2	13	2019-02-22 01:35:38
3	13	2019-02-22 06:51:01

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- **Leave form:**

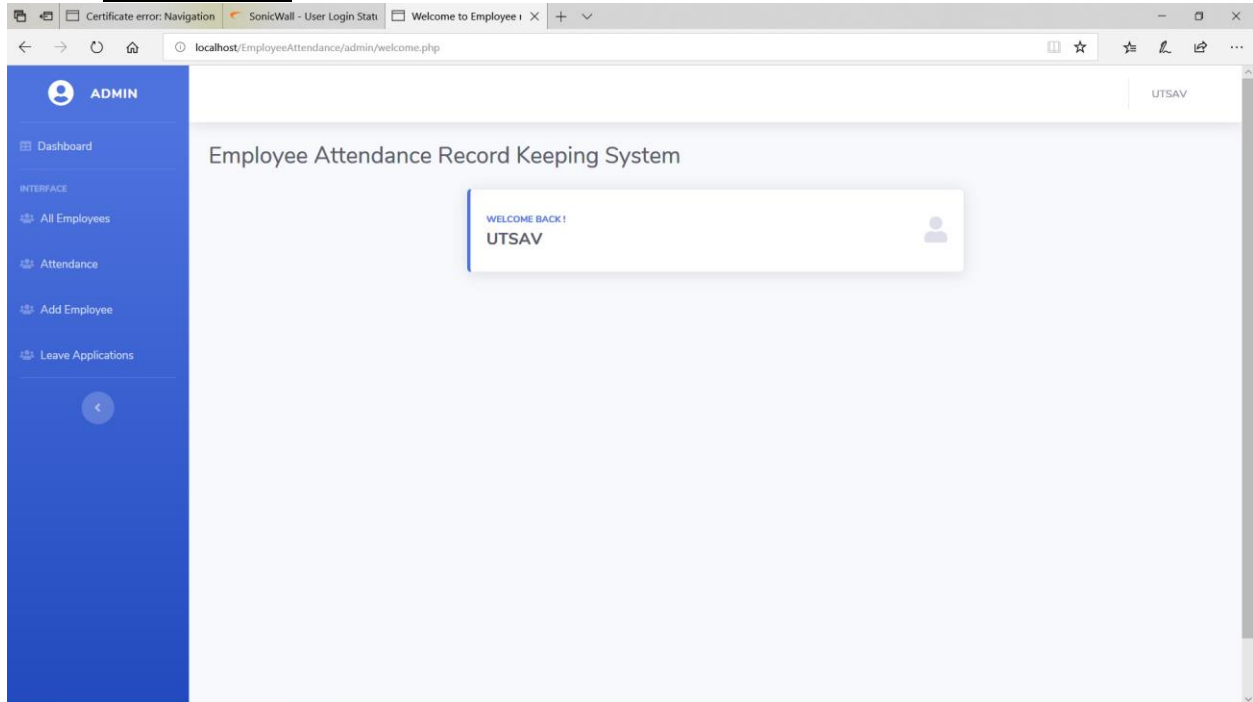
The screenshot shows a web browser window with the title "Employee Record Management System". The URL bar shows "localhost/EmployeeAttendance/form.php". The page has a blue header and a white form area. The form is titled "Leave Application" and contains the following fields: "Test" (a small rounded rectangle), "Reason for leave" (a long rounded rectangle), "description" (a long rounded rectangle), and a "Post leave" button (a blue rounded rectangle). To the left of the form is a photograph of several business people in suits, with their hands clasped together in a team huddle.

## **ADMIN**

- **Login:**

The screenshot shows a web browser window with the title "Employee Attendance Record Keeping System". The URL bar shows "localhost/EmployeeAttendance/admin/". The page has a grey header and a white form area. The form is titled "Admin login !" and contains the following fields: "utsav" (a small rounded rectangle), "\*\*\*\*\*" (a long rounded rectangle with masked text), and a "login" button (a blue rounded rectangle). To the left of the form is a photograph of several business people in suits, with their hands clasped together in a team huddle.

## • Dashboard:



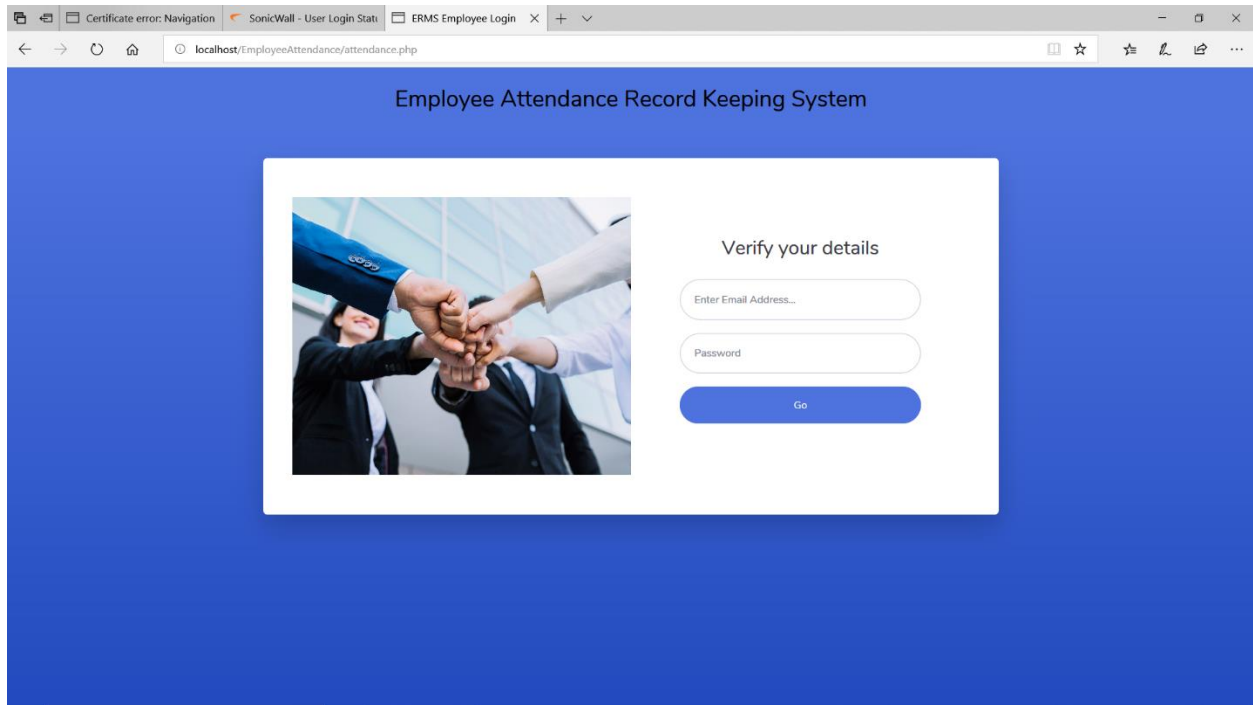
## • Display data:

The screenshot shows the 'Employees Details' page. The browser address bar indicates the URL is `localhost/EmployeeAttendance/admin/allemployees.php`. The page features the same blue sidebar as the dashboard. The main content area displays a table with 8 columns: S no., Emp Code, Emp First Name, Emp Last Name, Emp Email, Emp Contact no, Emp Joining Date, and Action. The table contains 8 rows of employee data.

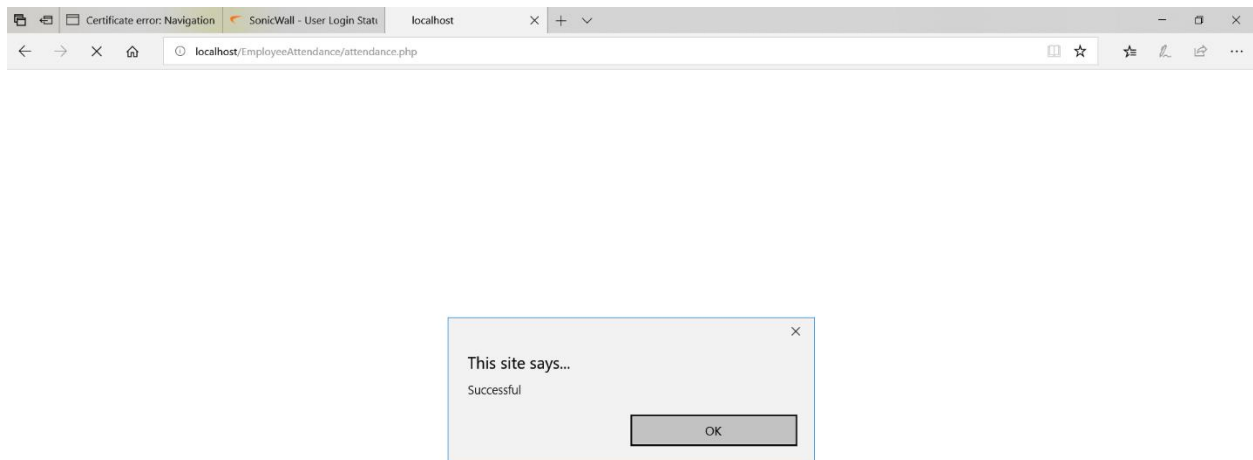
S no.	Emp Code	Emp First Name	Emp Last Name	Emp Email	Emp Contact no	Emp Joining Date	Action
1	2019001	Sarita	Pandey	abhi@gmail.com	8250994210	2017-06-17	Edit Profile Details   Edit Education Details   Edit Experience Details   Remove
2	2019002	Ragunath	Shahye	shahye@gmail.com	9945679024	2017-06-12	Edit Profile Details   Edit Education Details   Edit Experience Details   Remove
3	2019003	Garuv	Bhatia	jk@gmail.com	8796780950	2017-05-13	Edit Profile Details   Edit Education Details   Edit Experience Details   Remove
4	2019004	Khusi	Dev	hjk@gmail.com	875678499	2016-07-13	Edit Profile Details   Edit Education Details   Edit Experience Details   Remove
5	2019005	SARITA	pANDEY	PANDEY@GMAIL.COM	657483989	2017-07-24	Edit Profile Details   Edit Education Details   Edit Experience Details   Remove
6	2019006	Dinesh	Karthik	dinesh@gmail.com	897957897	2016-06-30	Edit Profile Details   Edit Education Details   Edit Experience Details   Remove
7	2019007	Test	User	testuser@gmail.com	123456789	2018-10-09	Edit Profile Details   Edit Education Details   Edit Experience Details   Remove
8	2019008	utsav	akruwala	uts@gmail.com	789678956	2017-05-06	Edit Profile Details   Edit Education Details   Edit Experience Details   Remove

# ATTENDANCE

- Taking attendance:

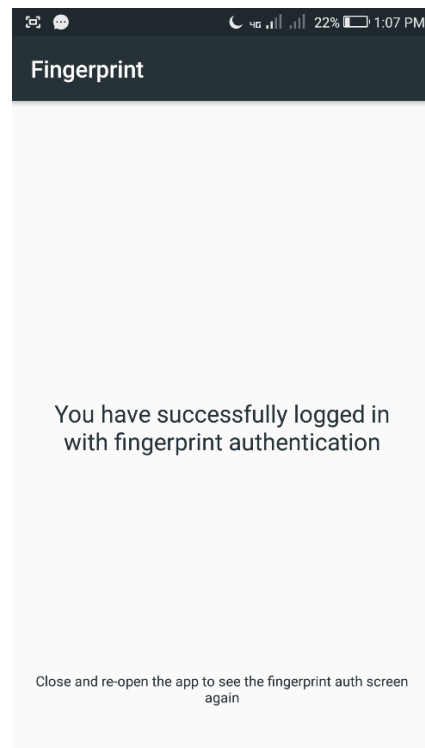
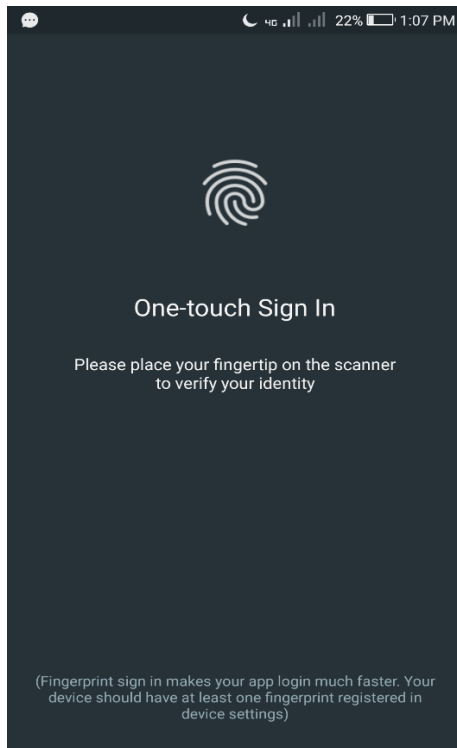


- Attendance taken successfully:



## FINGERPRINT

- Taking fingerprint:



## **Chapter 5: Conclusion, Limitations and Further Enhancements**

### **5.1 Conclusion:**

- Our project will be beneficial for take attendance without any human effort.
- Using our project by entering id and password of employee, attendance will taken and there is also leave management and salary management.

### **5.2 Limitations:**

- Large amount of quantities cannot be transported at a time.
- Cash on delivery cannot possible when amount exceeds some maximum values.

### **5.3 Future Enhancements:**

- There might be some improvements according to changed terms and conditions of the company.