A
PROJECT REPORT
ON

Employee Attendance Record keeping System

Submitted by
Team:
TG000622

Government Engineering College,
Bhavnagar

INDEX

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 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 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 weather 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 than 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 EXPERIANCE
  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 logged in than they will 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 than 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 than 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

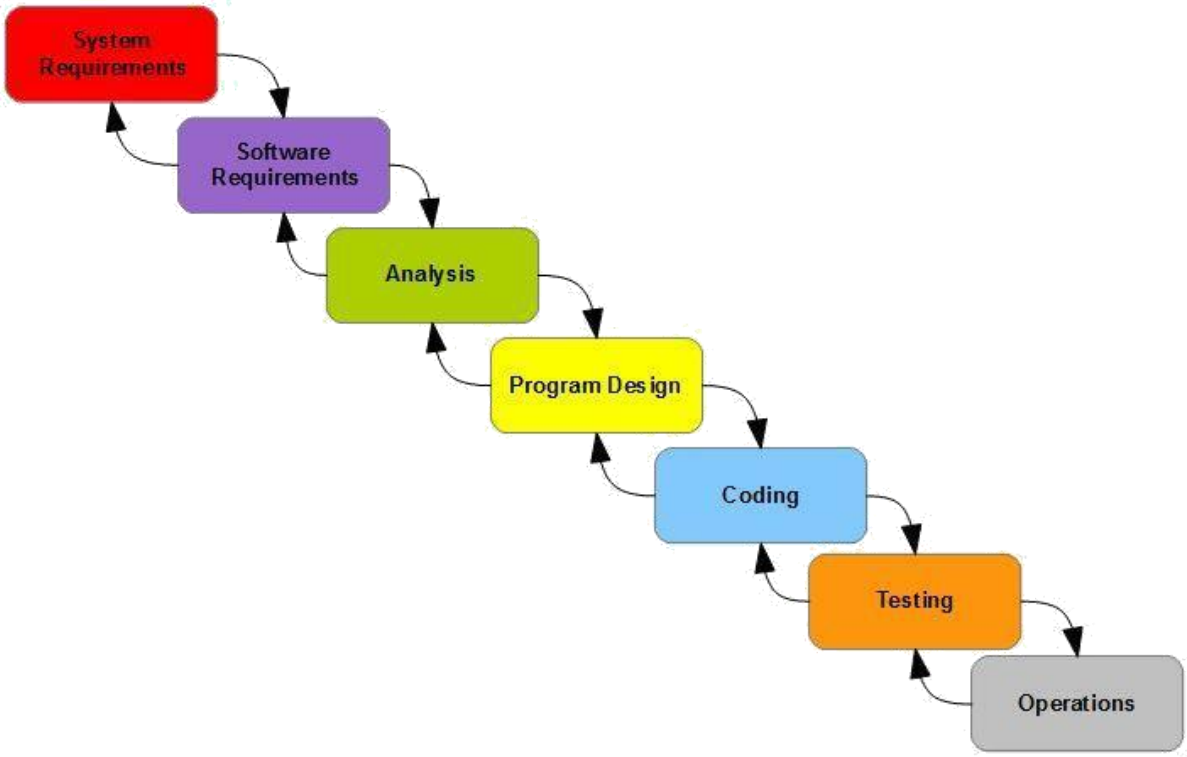
2.1.2 Hardware Requirement:

Processor used: Intel i3 or more
RAM: 1 GB(minimum)
Operating Syatem:32 bit/64 bit

Chapter 3: Analysis & Design

3.1 Analysis:

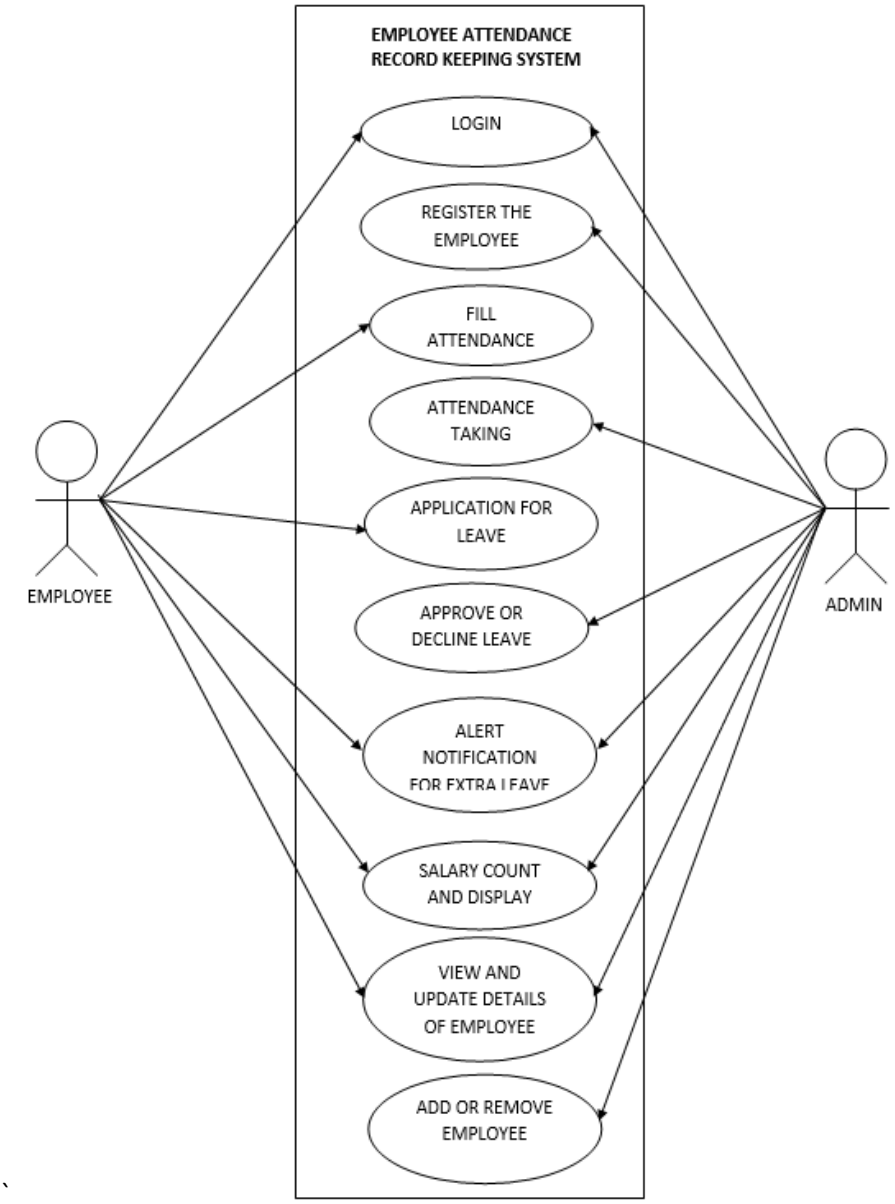
- The systems development life cycle (SDLC) also referred to as the application development life-cycle, is a term used in systems engineering, information systems and software engineering to describe a process for planning, creating, testing and deploying an information system.



- 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:



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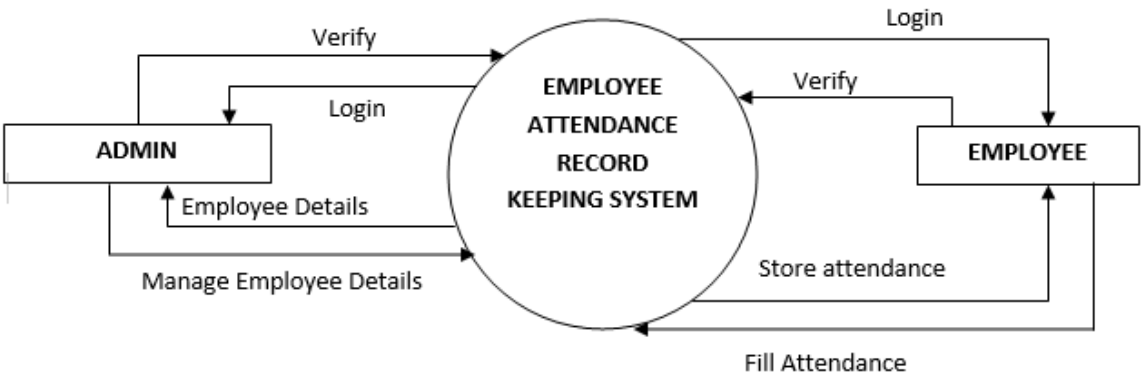
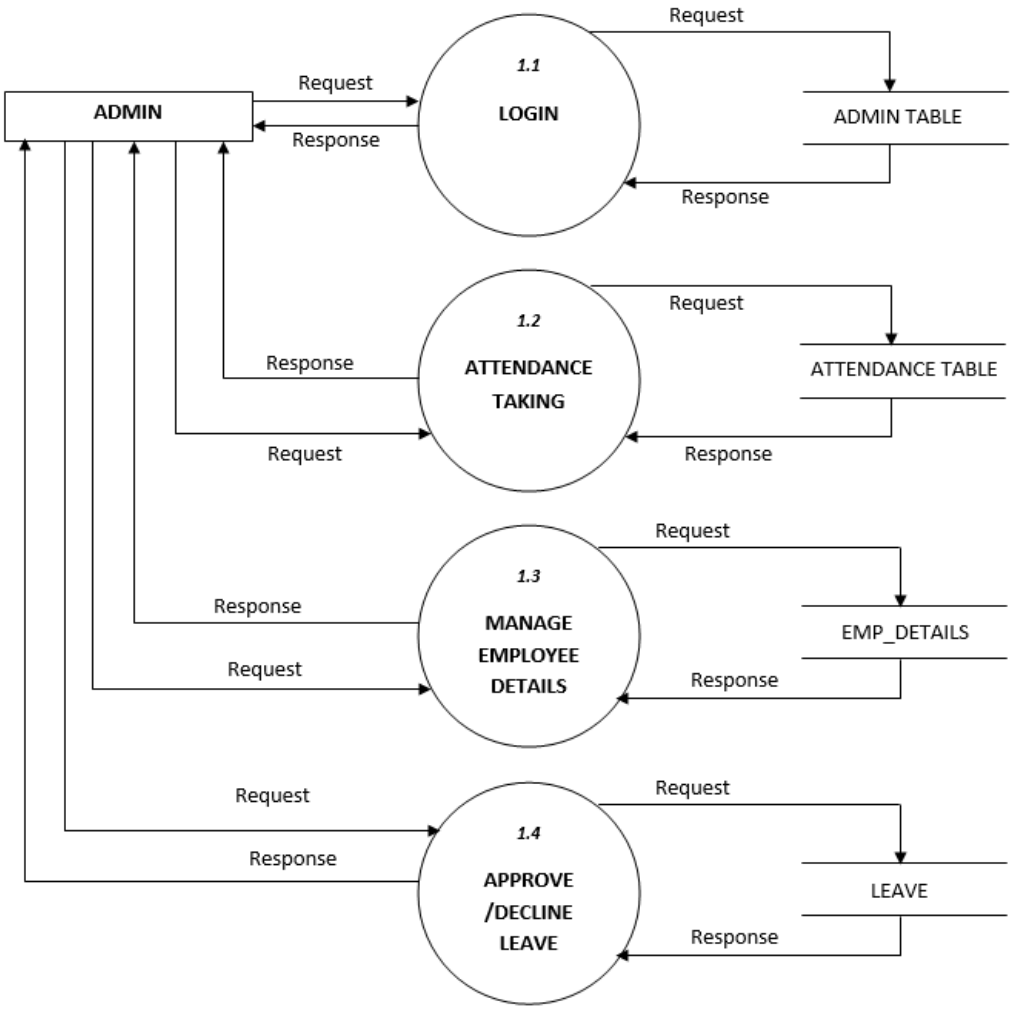
3.2.2 Data Flow Diagram:

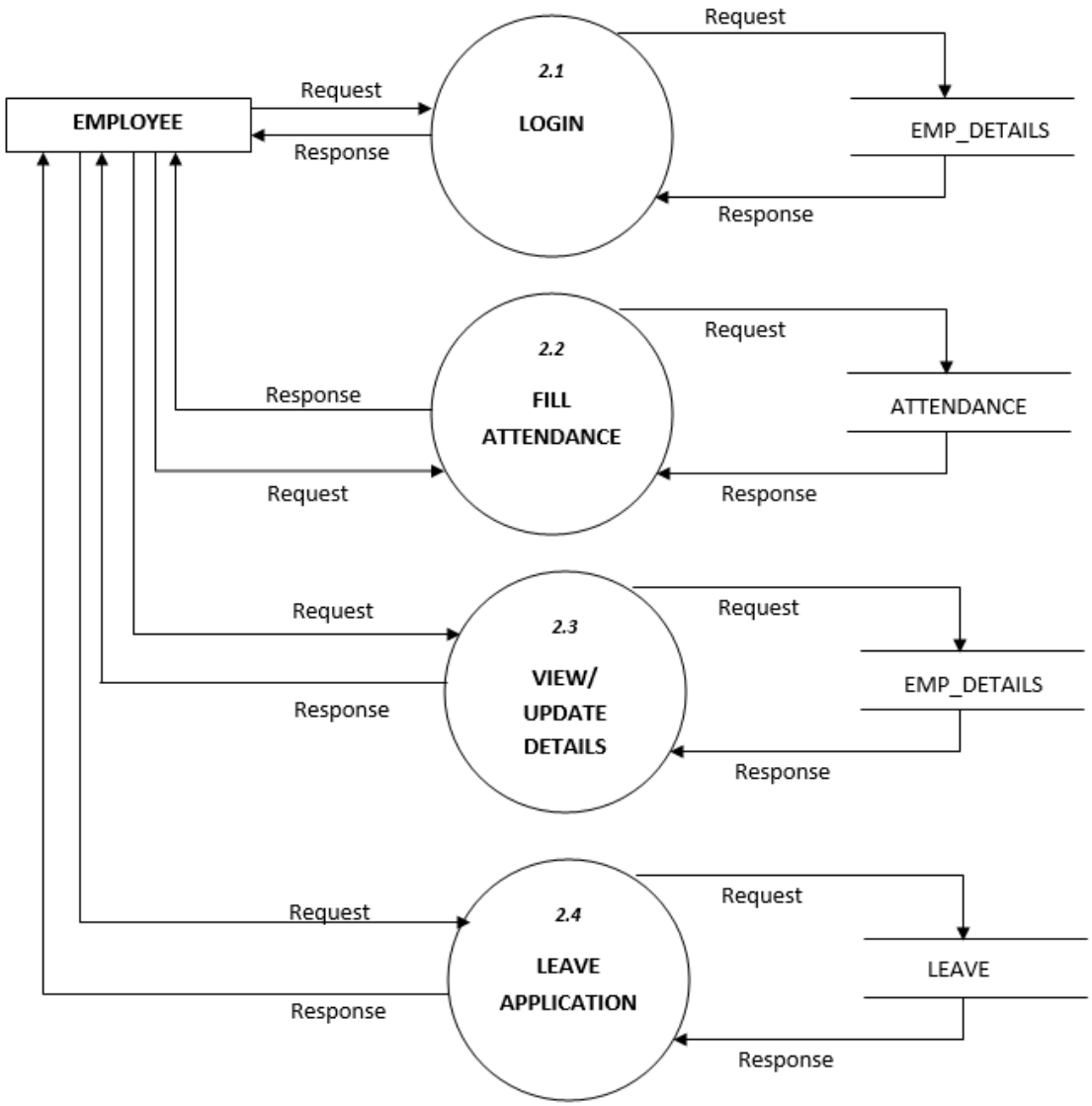
3.2.2.1 DFD LEVEL 0:



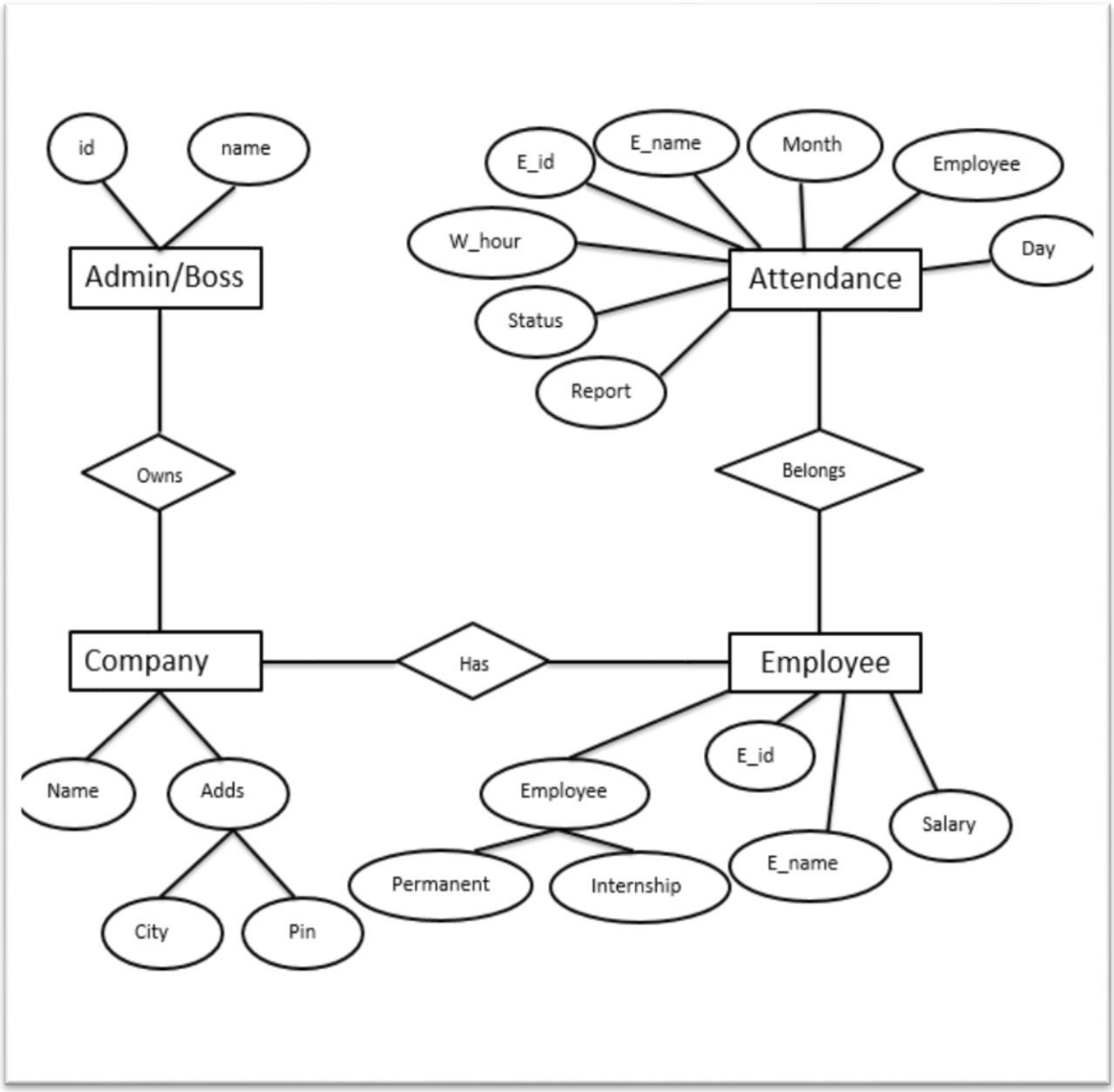
3.2.2.2 DFD LEVEL 1:

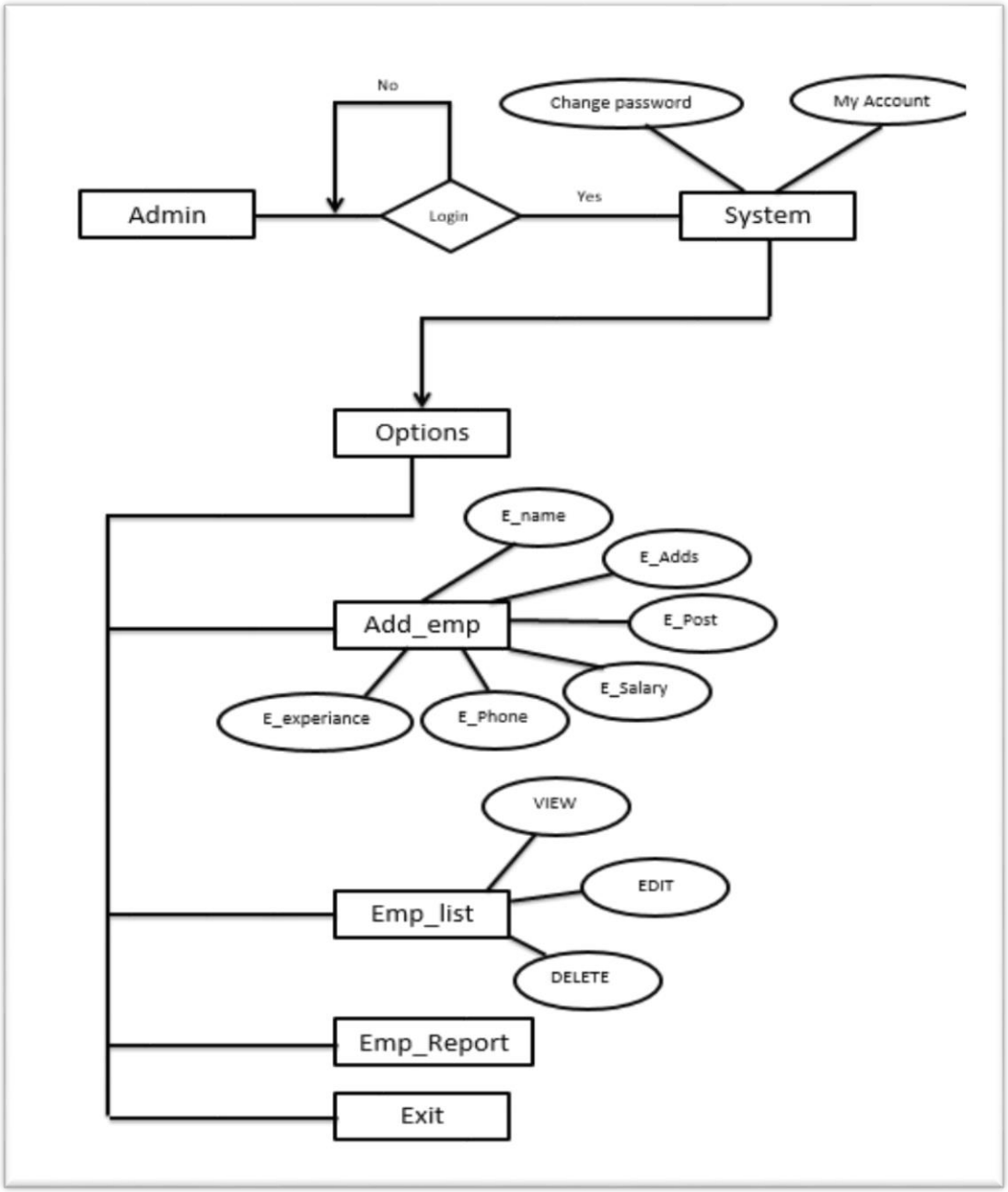


3.2.2.3 DFD LEVEL 2:



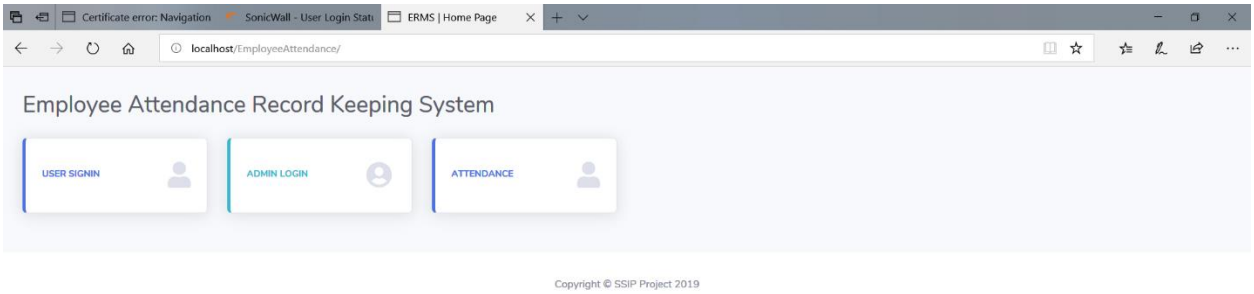
3.2.2.4 ER Diagram:




No
Change password
My Account
Admin
Login
Yes
System
Options
E_name
E_Adds
Add_emp
E_Post
E_Salary
E_experiance
E_Phone
VIEW
EDIT
Emp_list
DELETE
Emp_Report
Exit

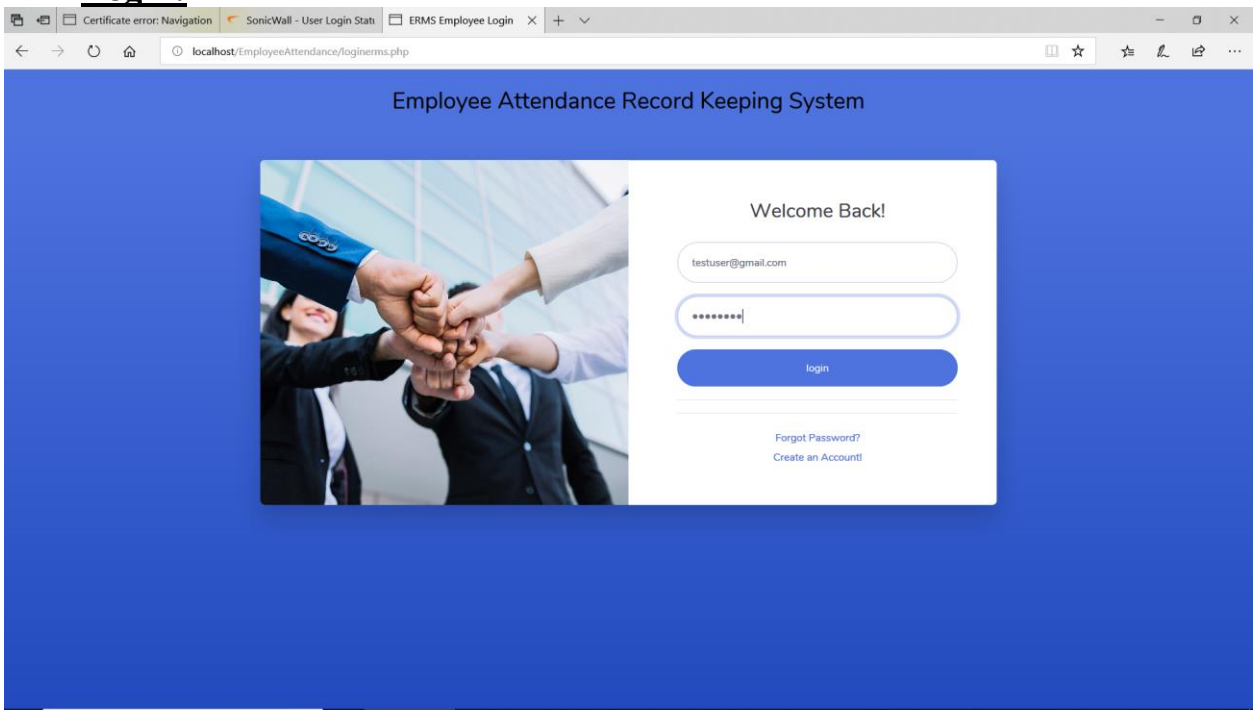
Chapter 4: Screenshots

- **Index:**

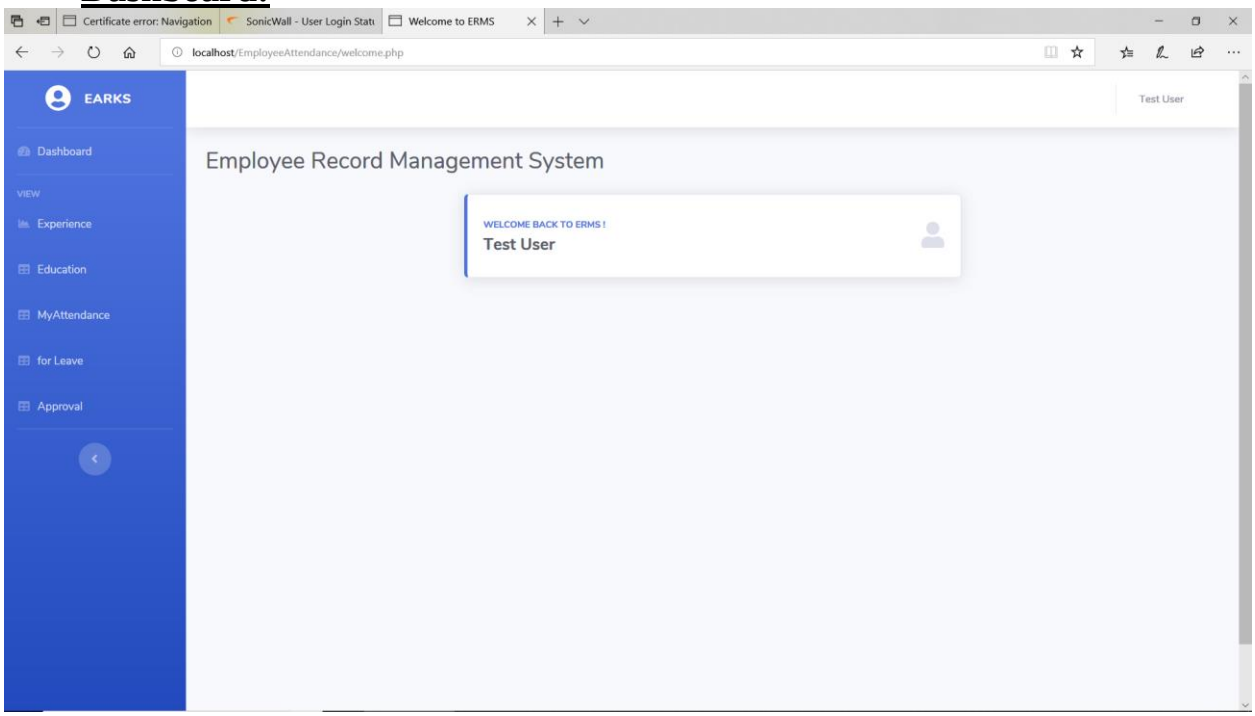


USER

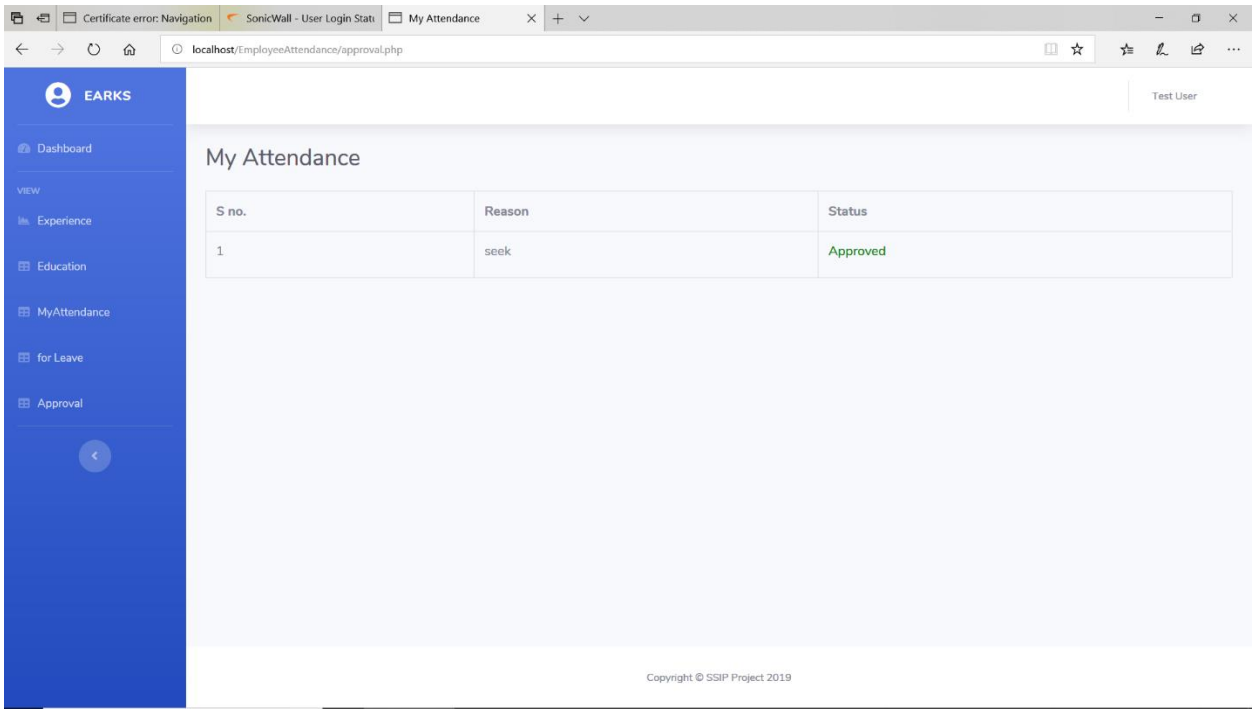
- **Login:**

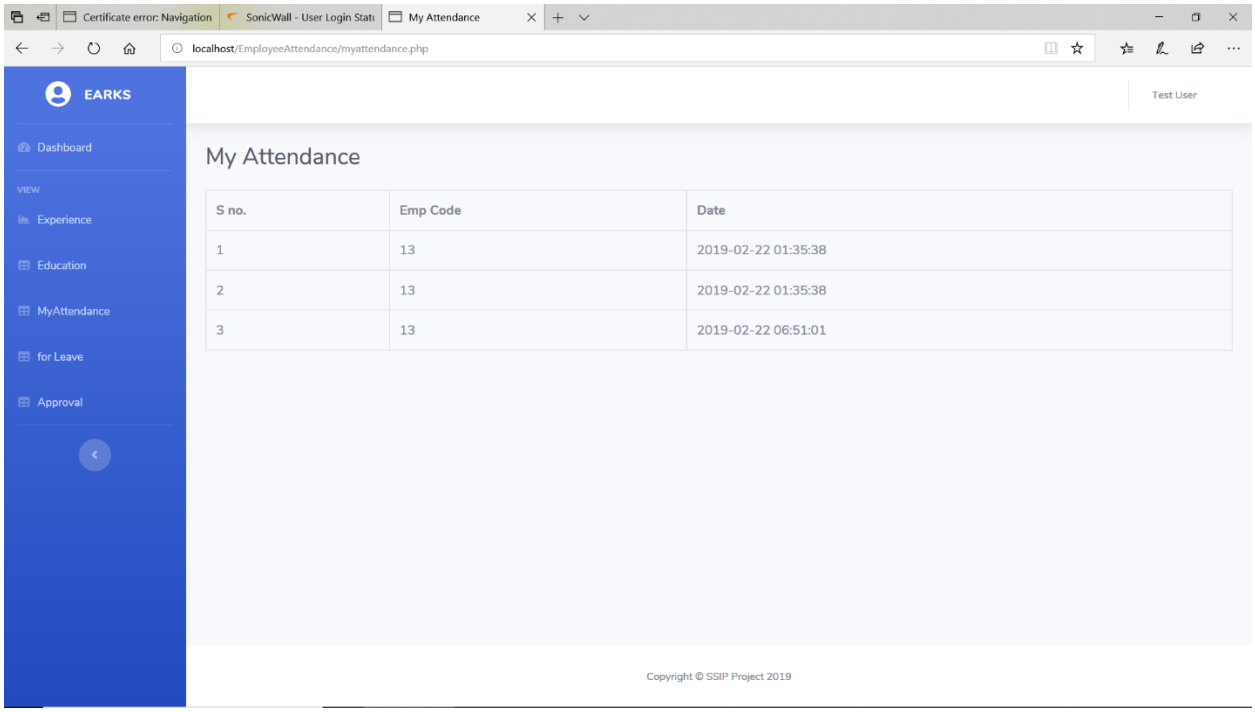


- **Dashboard:**

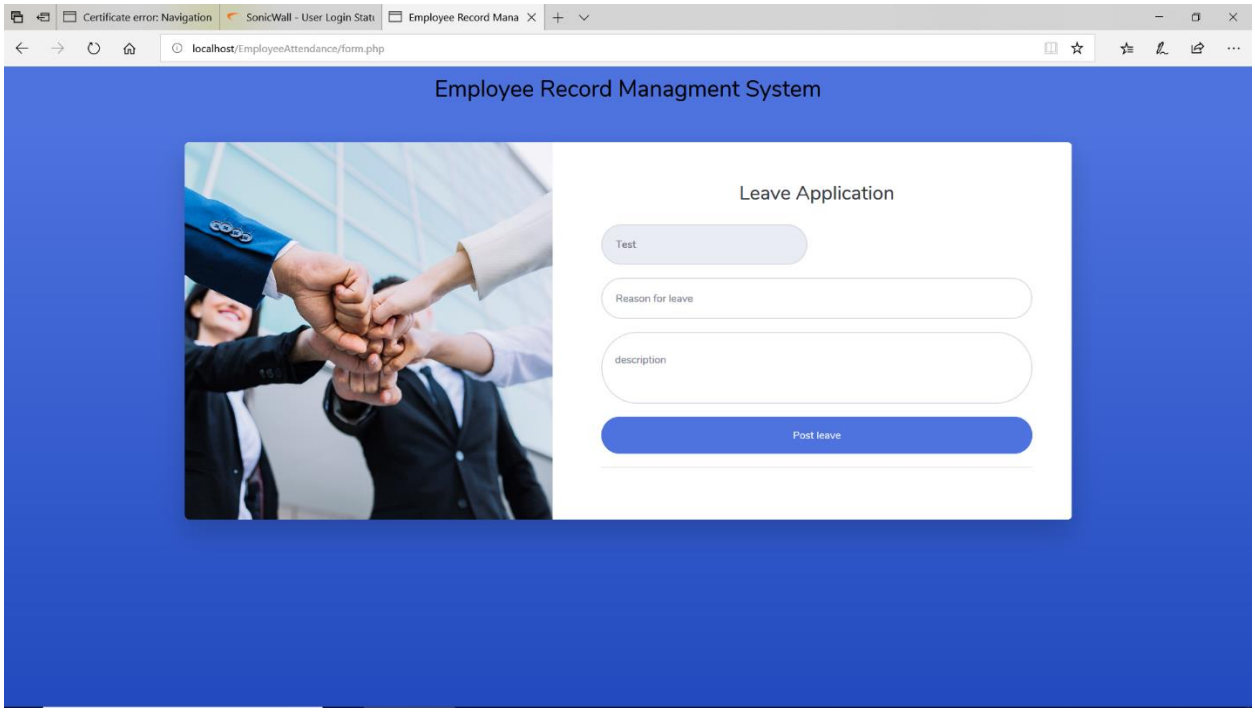


- **Display data:**



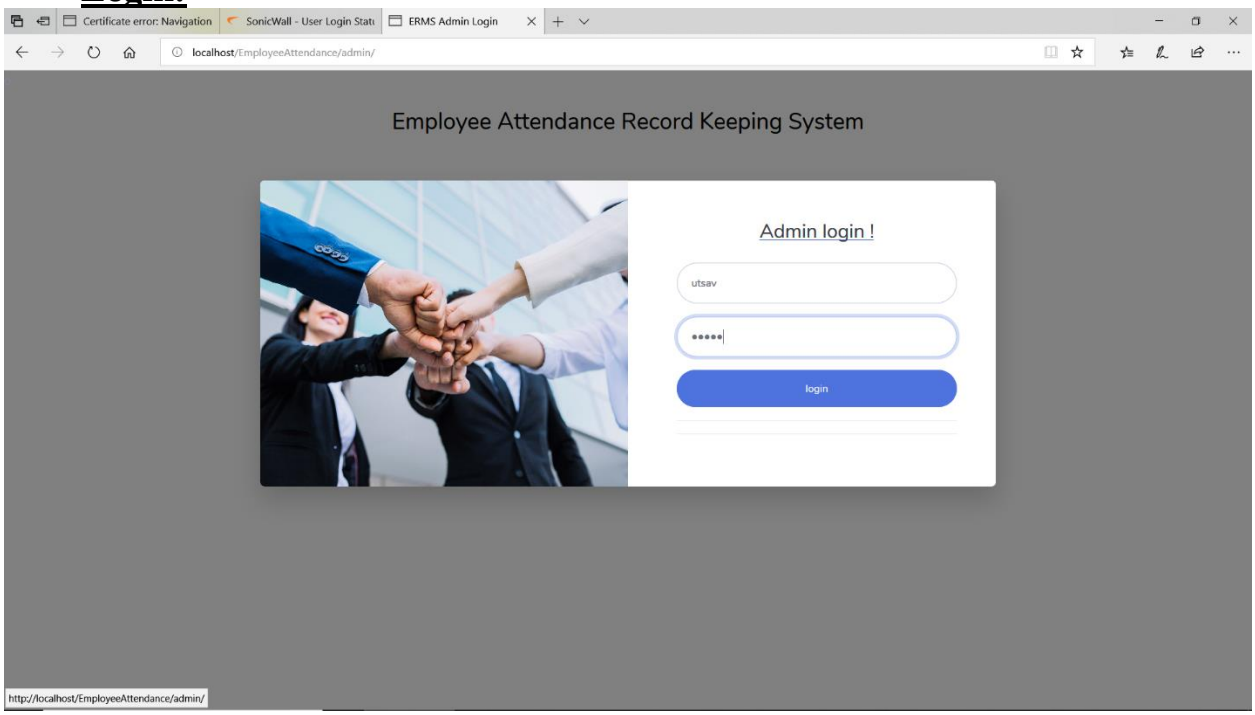


- **Leave form:**

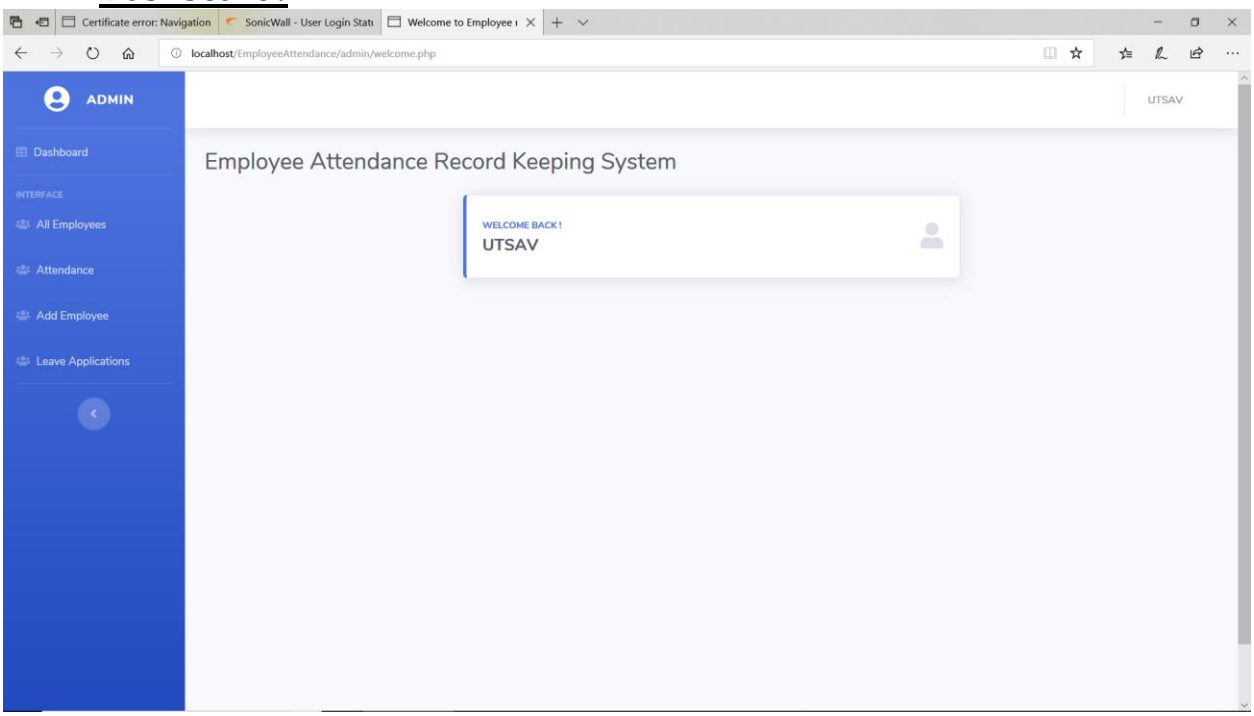


ADMIN

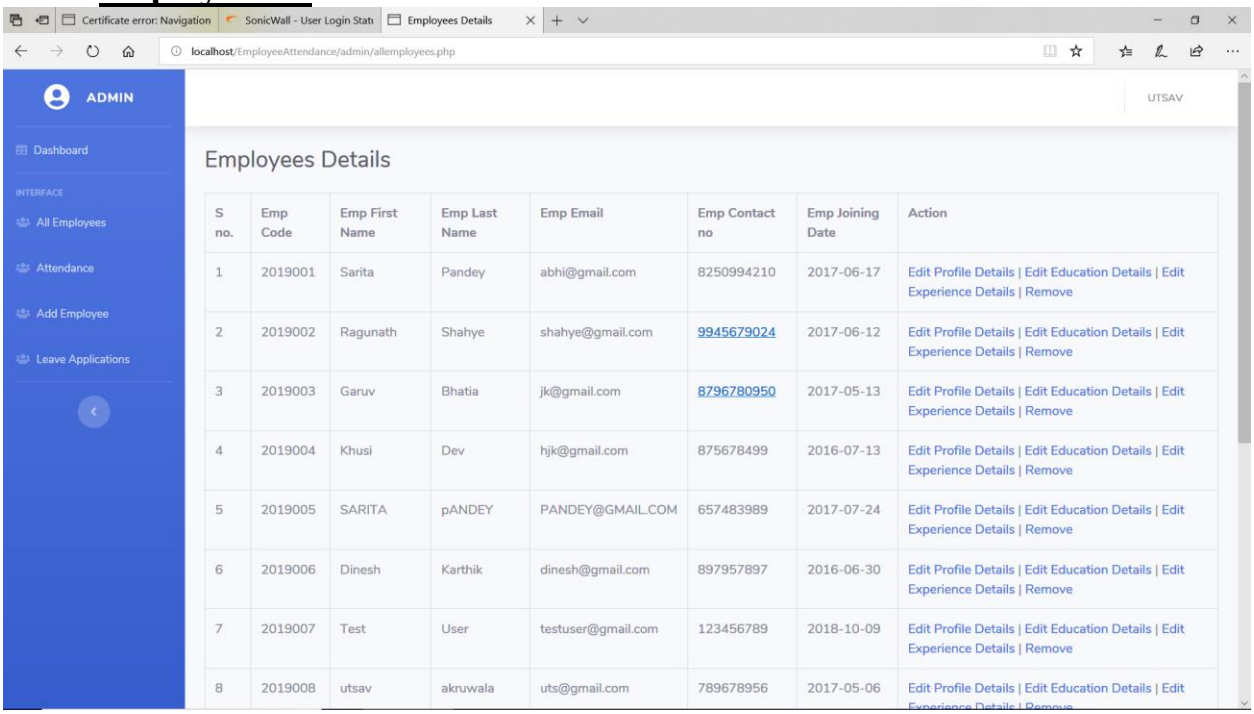
- **Login:**



- **Dashboard:**

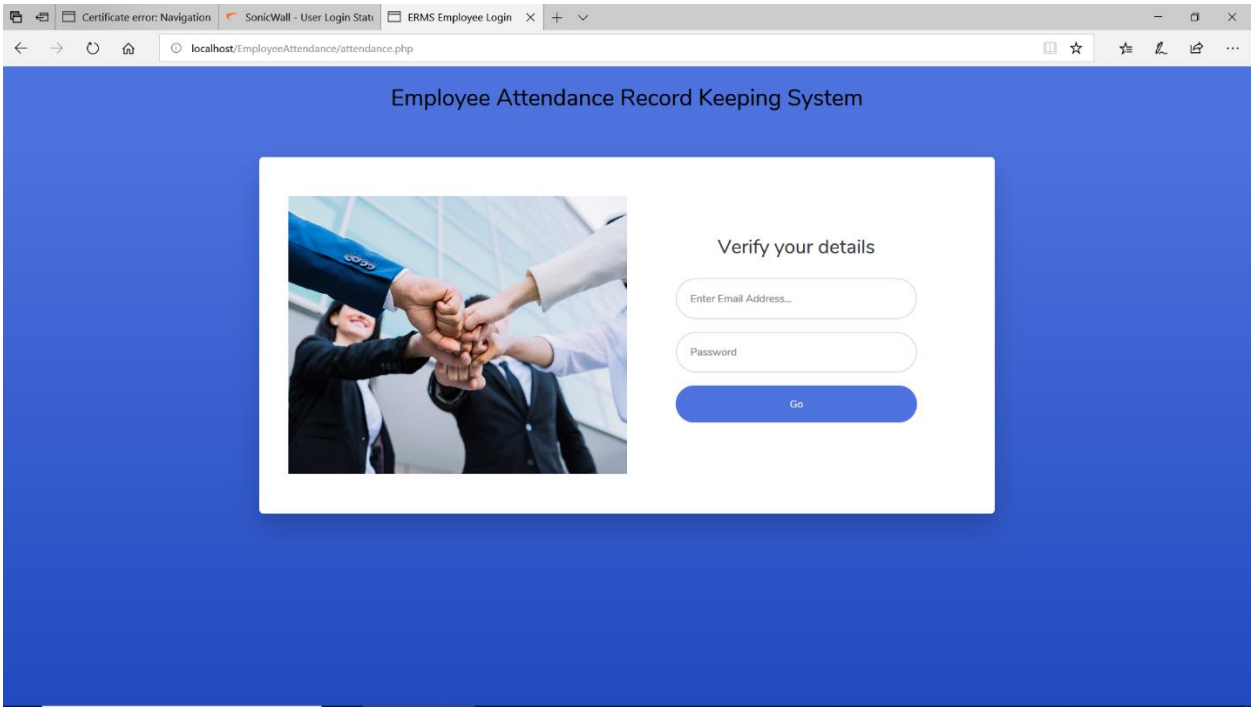


- **Display data:**

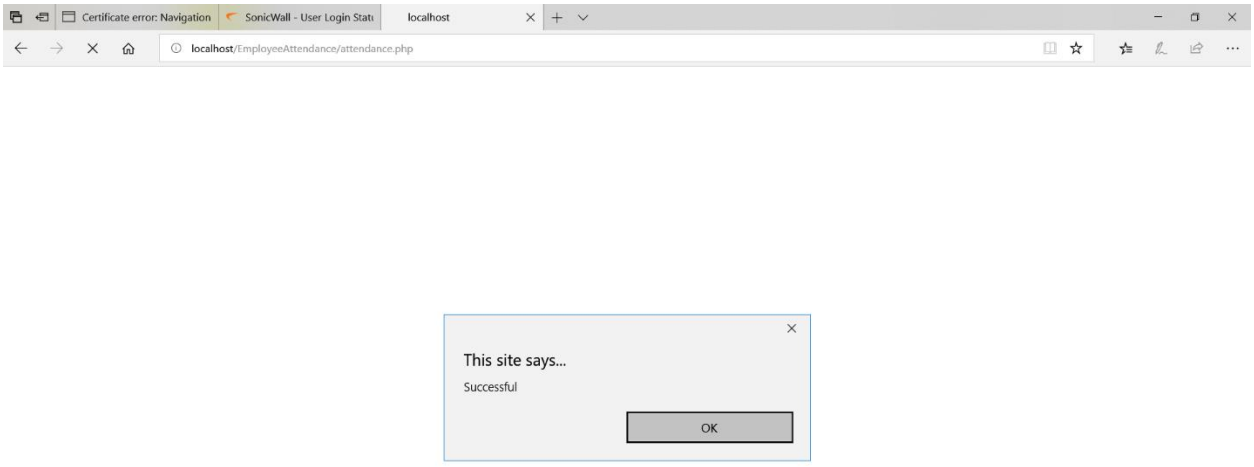


ATTENDANCE

- **Taking attendance:**

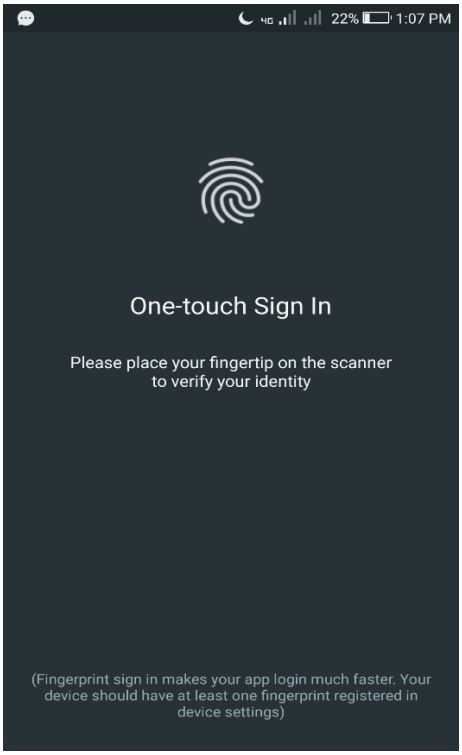


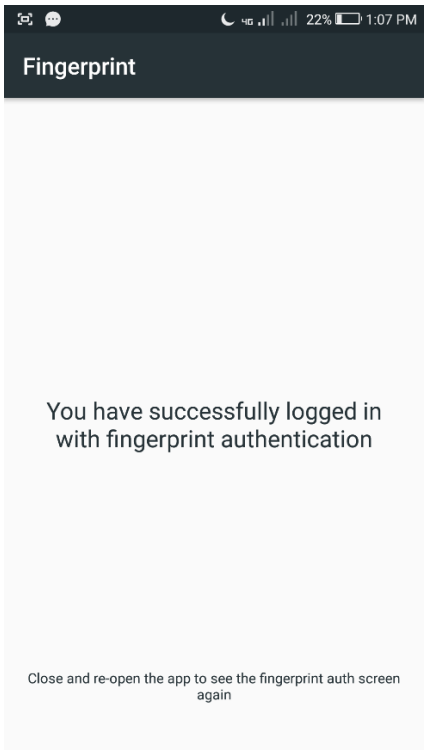
- **Attendance taken successfully:**



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.