Employees are the backbone of every company therefore their management plays a major role in deciding the success of an organization (Simaanya, 2014). Large, medium and even small sized companies have always implemented a way to be able to manage its employees effectively and such is the employee records. Every organization requires these records to calculate pay, manage workforce and see performance of employees. The effective management of these records ensures sound decisions based on full, accurate and up-to-date information to be made. This also ensures that any decision made can be traced, scrutinized and justified if necessary (Phiri, 2016). The ever-changing trend in technology brought the necessity for the automation of everything from paper-and-pen based to absolute computer domination. the evaluation of the literature relevant to the Attendance and Leave Management System. It examines theories, concepts, approaches, methods and techniques relevant to the project. Similar existing technologies relating to the development the system discussed. management system is defined as a function that uses a combination of consciously designed processes and procedures to ensure that an organization achieves its goals effectively. According to the definition, a management system is a strategic process of an organization that is based on a framework of instructions, followed by a well-designed set of guiding rules, for carrying out organizational operations in order to successfully achieve organizational targets. jectives effectively (Asiya et al., 2014).Attendance is the state of going regularly to or being present at a place or event. It is also the approach to tracking employee time and performance in an organization. Research has shown that attendance management is equally important as any managerial services since it helps sanction employees who are culpable in having poor attendance reports in an organization. Types of Attendance , employees attendance register, school attendance register , Timesheet Attendance register.Leave Management involves the processes employees use to request time away from work and how supervisors or HR use to grant or deny leave based on organization policies. Leave management is one of the simplest yet crucial HR activities that often consumes a significant portion of the HR team’s time (Afsana, 2018). Types of leaves, sick leave, casual leave, unpaid leave.This section involves the methodology to be applied in the research project to collect the relevant data for effective analysis. In this section, we will discuss the information regarding the population and sample of the study, data collection instrument as well as the results of the study. This section also elaborates on a detailed analysis of data which provides an insight into the findings of the study, accompanied by numerical and graphical representations of the data and interpretation of results.The EALMS is modeled in terms of PHP and html and their interactions with each other. Explanation of the proposed system is done as well structure of the Entity Relationship Diagram (ERD). Design of the User Interface is also discussed.The existing system in Rockwell Distribution Company is a manual entry for the managers and staff information in the company. Here, the attendance will be carried out in handwritten and leave will also be taken as a form and be written or verbal. It will be a tedious job to maintain the record for the company and also time consuming. The system requires more human effort. The retrieval of the information is not easy because records are maintained in hand written forms. This application requires correct feed in the respective input field. Supposed there were wrong inputs entered, the application resists requiring the user to input correct data.The Employee Attendance and Leave Management system is to be developed for Rockwell Distribution Company to apply for leave online and to mark attendance at the location stored in the database. This application gives easy-to-use and dependable employee attendance and leave monitoring. It allows employees to clock in and clock out using the computer keyboard with the clock program. The employee also can apply for leave and check leave through the system. The leave application forms in the system have been designed to be user-friendly.The study was done to find ways to improve employees’ attendance records management and leave requests at Rockwell Distribution Company.

Based on our findings and analysis, an attendance and leave management system is a great investment. There are numerous benefits that can be realized once taken seriously and embraced.