**Final Year Project (Human Resource Leave Management System)**

**Internet & Extranet Software (Human Resource Systems - Leave Management Software)**

When looking forhuman resource**leave management software** you need a system that facilitates the total leave process, from completing leave applications by employees, leave application approval by HR & management to setting up your specific company parameters such as leave types (sick leave, maternity leave, etc.). With intowebs human resource leave management software you will not only get a full system facilitating the leave process, but a system that allows you to customize the software package to you specific needs, enabling you to better manage your resources and improve the overall companies productivity.

Intoweb'shuman resource**leave management software** facilitates the effective and smooth management of personnel leave. The human resources department can always be up to date with their leave management. With comprehensive reporting and database driven applications, the human resource**leave management software**provides a wealth of information about your company's human resource at your fingertips in no time.

The **time and attendance**module is designed to keep track of the activities attendance of employees. The system features time projected and taken on project, and various reporting systems. This module has various features that allow managers to see how employees spend their time and how much time is spent on meetings.

This allows them to track how much time is spent on one particular client or project and as a result, costs can be calculated more accurately.

The benefits of using Intoweb’s human resource management software. Employees canpurchase the leave management software as a standalone version. The human resource leave management software runs online, which allows you to access any information from anywhere in the world at any given time, as long as you have Internet access. This means that all leave aspects can be managed via employees Intranet or on the Internet. The human resource leave management software is fully customizable to suit the needs of company’s business.

The human resource leave management system of leave processing and reporting. A notification is received by relevant manager/s when a leave application is completed by an employee. The relevant manager can then log in and choose to approve or reject an application. Reasons can also be provided. The employee will be notified once the leave application is approved or rejected. A summary can be selected whereby management, HR or the persons tasked with managing the employees leave can search via an employee and leave year, to get a summary of the employees current leave applications as well as his outstanding leave days per category such as sick leave, maternity leave, yearly leave etc. System make reporting on the human resource leave management software simple, select data to include in your reports such as division, department, employee name, leave year, leave status and dates.

**ADP (Human Resource Leave Management Software)**

Whether you know it or not, there may be human resource issues all around your business — right now. Human resource problems can surface anytime, and put you and your business at risk of noncompliance. If you’re like most small businesses, you can’t afford the risk. We’re here to help.

As a competitive organisation, you need a reliable human resource leave management system to manage employee absence, calculate leave accruals and make payments accurately. ADP’s leave management solution on cloud is a highly configurable and can addresshuman resource leave management needs of any organisation, be it small or big. It can also easily be integrated with other ADP cloud solutions such as payroll on cloud and time and attendance system.

ADP'shuman resource leave management system has an intuitive UI for managers or HR to manage leaves applied by employees. A multi-level approval feature makes sure all the managers and HR personals stationed in various places get email alerts for the pending leave applications.

Organisations may have multiple centers across the country. In addition to having pre-configured holiday specific to particular states, HR also has the option to add, modify or delete holiday specific to their organization needs. The on cloud solution offers the flexibility to set work week for a specific employee group and period.

The detailed leave reports of the system generate detailed reports with information such as history of leaves taken,approved, rejected or pending by an employee or group of employees, eligible leave types allocated for different employee groups and eligible leaves already taken by employees.

Your company’s unique leave structure can be configured and stored with special options such as leave accrual or encashment, prefix, suffix or pro-rata leave allocation. Employees can now be sure of the company’s leave policy through this system and can monitor and request the leave they are allocated. Access ADP’s leave management on cloud anywhere, anytime either via your mobile, laptop or personal computer. You can also be rest assured that your employee information is secure and confidential.

**ZOHO People (Human Resource Leave Management Software)**

ZOHO People simplifies your leave management process. You can record and monitor all types of leave across your organization: vacation, training, sick days, etc. You can also analyse absence patterns to maintain efficiency and reduce lost time.

ZOHO People's Leave Tracker lets your employees apply for leave directly online, view their leave balances and access all other time-off related information. Employees can import/export the data for integrating with other applications, thus saving time and valuable resources.

Define leave types or create new leave types based on your company's time-off policy. You can colour code each leave type, enable IP restrictions and customize based on - location, roles, employees, gender, marital status, etc. You can also configure the list of holidays based on location and other influencing factors. This eliminates confusion and potential conflicts.

Streamline your processes and eliminate paperwork. All employee leave requests are automatically routed to their manager for approval. Managers can approve/deny with just a click. What's even better? Requests and approvals can be accessed directly from the wall. No paper forms & no manual files.

Generate comprehensive report get a complete history of the leave usage for individual employees. Both you and your employees will know how many vacation days have been taken, how many are left and how many can be carried forward.

Department leave calendar can easily track your team members' leave info with the help of the Department Leave Calendar. Just take a look at the calendar and know who is at work or who is not, without leaving your desk. Schedule meetings, appointments and events based on the availability of your teammates.

Check in and check out made easy with ZOHO People, you can monitor your employees' in-time, out-time and total number of hours worked, including break intervals with ease! Managers can track their employees' time and attendance from anywhere and at any time. You can use an API to integrate the attendance management software with any type of attendance terminals in your organization. This includes online web check-in and check-out that lets managers control where an employee can clock-in/clock-out from. Entry and exit data of your employees will be captured and the total number of hours worked will be calculated automatically.

**Human Recourse Leave Management System have 3 main modules: employee, manager and (Human Resource ) Admin**

Employee

-Log in & Log out (security)

-Payroll schedule

-payroll daily task

-Online Attendance

-leave request

-view employee's leave history

-Leave Application (Casual leave, Privilege leave, Sick leave, Compensatory off)

Manager

-Payroll schedule

-Log in & Log out (security)

-Pending approval employee's leave

-online Attendance

-Leave Application (Casual leave, Privilege leave, Sick leave, Compensatory off)

-view employee's leave history

-view attendance report

Admin (Human Resource)

-Employee Register (contract /personnel form)

-Log in & Log out (security)

-Leave Eligibility.

-view employee's leave history

-Generate monthly attendance report

-Daily Absent Report (generate the number of absentees of a particular department for a given daily.)