AIR UNIVERSITY ISLAMABAD

3/25/2024

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DATABASE PROJECT

PHASE 1

**1. Introduction:**

The Employee Management System (EMS) is a database project aimed at efficiently managing employee-related information within an organization. It provides a centralized platform for storing, retrieving, and managing various data related to employees, including personal details, job information, attendance records, salary details, and performance evaluations.

**2. Purpose:**

The primary purpose of the Employee Management System is to streamline the employee management process within an organization. It aims to replace manual and paper-based systems with a digital solution that offers several benefits:

* Centralized Database
* Efficient Data Management
* Automation
* Enhanced Security
* Decision Support

**3. Work and Use:**

The Employee Management System consists of several modules that cater to different aspects of employee management:

* **Employee Information Module**: This module stores and manages employee details such as name, address, contact information, employment history, and qualifications.
* **Attendance Tracking Module**: The system tracks employee attendance using various methods such as biometric scanning, RFID cards, or manual entry. It records employee attendance data, including clock-in/out times, leaves taken, and absences.
* **Payroll Processing Module**: This module calculates employee salaries based on attendance records, overtime hours, deductions, and other factors. It generates payslips and facilitates salary disbursement.
* **Performance Evaluation Module**: The system conducts periodic performance evaluations of employees based on predefined criteria and generates performance reports. It helps in identifying top performers, areas for improvement, and training needs.
* **Leave Management Module**: Employees can apply for leaves through the system, which is then routed to their supervisors for approval. The module tracks different types of leaves (e.g., annual leave, sick leave) and maintains leave balances.
* **Reporting and Analytics Module**: This module provides various reports and analytics related to employee data, such as attendance reports, salary reports, turnover rates, and employee demographics. It helps in monitoring trends and making data-driven decisions.