MINI PROJECT FOR HCL INTERNSHIP

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EMPLOYEE MANAGEMENT SYSTEM

Employees are the backbone of any company therefore their management plays a major role in deciding the success of an organization. Employees Management Software makes it easy for the employer to keep track of all records. This software allows the administrator to edit employees, add new employees, transfer/promote/terminate employees. Each employee in the database is associated with a position can be added and edited when need arises. Employees can be transferred between positions easily without having to retype back their information in the database. You can check to see if there are duplicate positions/employees in the database. Most of all, the employer can assign tasks to employees and assess their progress in order to keep track of employee performance.

The goal of this project is to design and develop an employee management system to fill existing gaps in the electronic management of employees.

SCOPE:

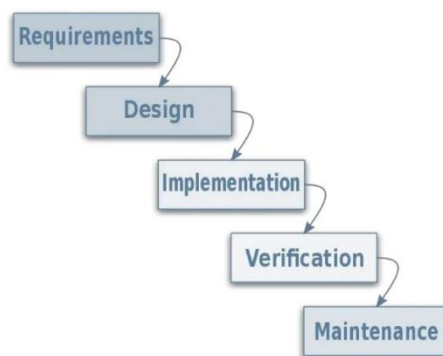The scope of this project will be limited to the following:

- Employee profiles:
 Employees will have access to their personal profiles and will be able to edit their details.
- Electronic leave application:
Complete elimination of paperwork in leave management by enabling an employee apply for leave as well as check their leave status through the system. This will also enable the HR manager to accept/reject leave application through the system
- Project Management:
 Assign tasks and projects to employees, assign a project team and keep track of the progress.
- Report generation:
The HR manager will be able to generate timely reports in order to monitor employees and this can be used for performance appraisals. The reports will be have all the information of an employee from educational background, trainings attended, projects done as well as technical skills.
- Recruitment Process:
The admin will add an employee and a default password and employee id will be generated and sent to the new employees email. The HR manager will then have the
Ability to add an employee's information to the database.

THE MAIN FUNCTIONALITIES AVAILABLE IN THIS SYSTEM ARE:
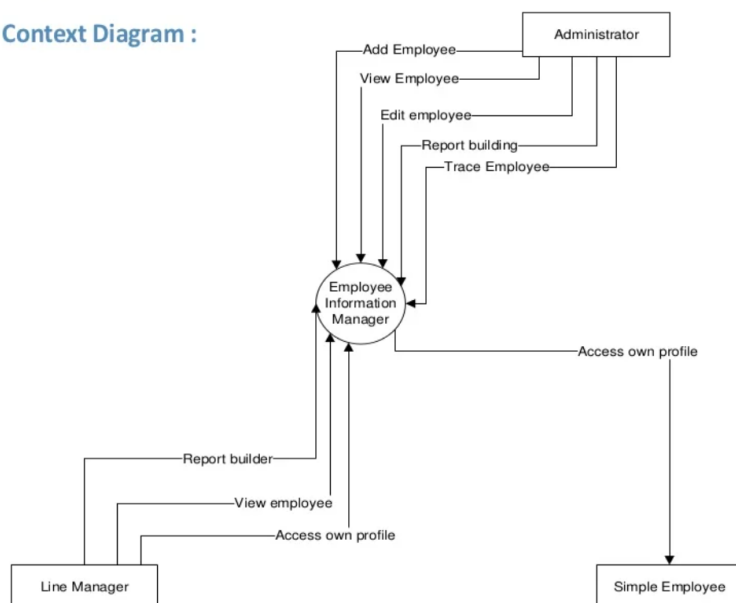
- Maintaining employee profiles

- Leave management

- ESS

- Task management

- Employee Trainings
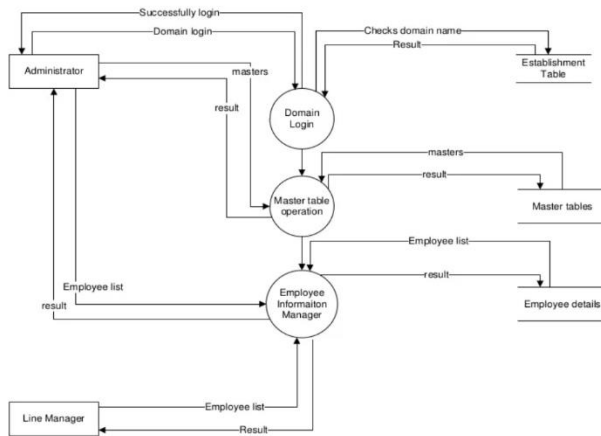
- Project Management
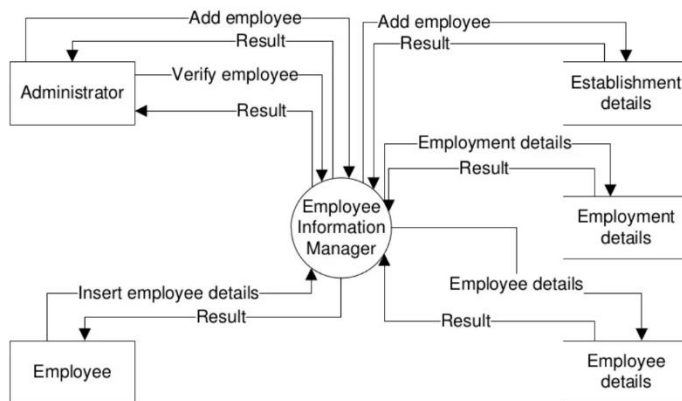
WATERFALL MODEL:

DATA FLOW DIAGRAM:

First Level Diagram :

Second Level Diagram (Adding Employee) :

Second Level Diagram (For tracing employee and reporting utility :