

**Employee Leave Management System For**

**Streamlined Workforce Operations**

In Partial Fulfillment of the Requirements in

**INFORMATION TECHNOLOGY**

SS7 – PR Capstone

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Introduction

Managing employee leave can be challenging, especially when done manually. Many organizations still rely on outdated methods, which can lead to mistakes, delays, and confusion . This inefficiency affects business operations and increases the workload of Human Resources (HR) teams.

To address this issue, we propose an Employee Leave Management System. This system will allow employees to easily submit, track, and manage their leave requests online. While managers will have a simple platform to review, approve, or reject their requests. Additionally, the system will automatically track leave balances, provide leave history, and generate reports for HR.

By automating the leave management process, the system will reduce errorssave time, and make leave management more efficient for everyone involved.

Background of the Study

Many companies continue to use manual and outdated methods for tracking employee leave, leading to mistakes, delays, and miscommunication. Relying on paper forms and spreadsheets, which makes it difficult to monitor leave balances accurately, causing inefficiencies in scheduling and resource management.

To solve this, the proposed Employee Leave Management System will automate leave requests, approvals, and tracking. Employees will be able to apply for leave and check their balances easily, while managers can review and approve requests through a centralized dashboard. HR teams will also benefit from automated reports, reducing their administrative workload.

By streamlining the leave management process, this system will improve efficiency, accuracy, and overall workforce operations.

Purposes and Objectives

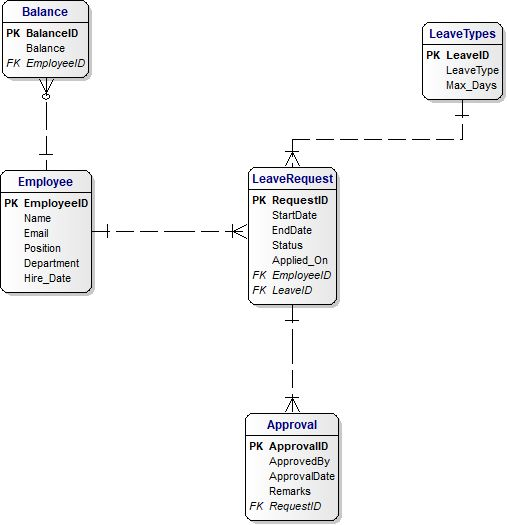
**Purpose:**

To streamline the process of managing employee leave requests and approvals within the organization, ensuring fair and efficient leave allocation while reducing administrative tasks and promoting transparency.

**Objectives:**

* **To streamline the management of leave requests, approvals, and tracking, reducing the need for manual intervention and ensuring efficiency**
* **To provide a system that clearly tracks each employee’s leave balance and usage, ensuring they can easily view their available leave and avoid errors in leave allocation.**
* **To make sure all leave processes follow company rules and local laws, reducing the risk of mistakes or legal issues.**
* **To help plan staffing needs by tracking when employees are on leave and showing trends in leave usage.**
* **To create an easy platform for employees to request and check their leave, making them feel valued and informed.**
* **To cut down on HR’s manual work by automating calculations and notifications, allowing them to focus on other tasks.**
* **To give HR managers and team leads immediate access to leave data, helping them make better staffing decisions.**

Entity-Relationship Diagram

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