EMPLOYEE MANAGEMENT SUPPORT SYSTEM

BY

WAMBUA GIBSON MAKAU

R

SUPERVISER : ELISHA. T .OPIYO

ABSTRACT.

EMPLOYEE MANAGEMENT SYSTEM.

By Wambua Gibson Makau.

Medium sized organizations in Kenya have a problem in human resource to overcome. Most of the employee needs are not met to a standard due to lack of proper or poor documentation and meeting the employee needs. Problems include:

* Lack of proper employee documentation.
* Leave management process.
* Attendance.
* Report generation.

We design a web-based system aimed to maintain employee details working in the organization. The system is designed to override current problems in practicing manual record keeping. It maintains information about personal and official information details of the employee

TOOLS , PLATFORM AND LANGUAGES

SOFTWARE REQUIREMENTS:

1.Xampp or Wamp software’s.

2.Browser.

3.Operating System.

HARDWARE REQUIREMENTS:

1.A COMPUTER OR A LAPTOP WITH

Processor Pentium III or above

RAM 64 MB

HDD 10GB

**FEASIBILITY STUDY:-**  
The feasibility study of this project has revealed the project as follows: -  
  
**ECONOMIC FEASIBILITY**  
 The project has shown the economic feasibility by the study of the fact that by using this software the increased number of the consumers can be given service effectively and efficiently and can save a lot time and saving time means saving money. The cost and benefit analysis has shown that cost  that  have incurred  in developing the project is less than the benefits that the project is going to provide once it is developed, so this project has passed  the feasibility test.  
 **BEHAVIORAL FEASIBILITY**  
   The working staff members are also interested in this project, as it will help them to do work with ease and efficiently without complexity, so they supported the development of this project with full enthusiasm. This shows the behavioral feasibility of the project.  
  
**TECHNICAL FEASIBILITY**  
   Technical feasibility centers on the existing computer system (Hardware, Software etc) and to what extent it supports the existing system. As the existing system computer system is viable so there is no matter of technical feasibility that is   the system is technically feasible.  
  
**TIME FEASIBILITY**  
       It is the determination of whether a proposed project can be implemented fully within stipulated time frame. The project was decided to be done in three months and was thought to be feasible enough.

Employee management system combine number of processes and systems to automate and easily

manage employee data, leave request, track and grant leave and Employee key Documents storage and retrieval. In many institution staff are entitled to different types of leave, these leaves are granted according to institution policy. Administrative department is mostly responsible for managing and granting leave request. To this end, most institution used conventional method of requesting, granting and managing leave. In conventional method, leave is manually request by writing letter to head of department. The head of department minutes and forward the request to higher staff for approval. This method is time consuming, prone to error, require more paper work and difficult to manage. Hence the need for an automated leave management system that is faster, error free, less paper work and easy to manage.

Personnel records are the primary source of information about an organization’s staff. Key employee documents are often stored in cabinets thus a hard task accessing them per employee. The Administrative planners also need to know how many people work for him or her, who they are, where they are and their qualifications. Existing manual file handling technique is prone to errors such as misplacement of documents and loss or tearing of the documents. Personnel records provide a basis for decision making in every area of personnel work. To facilitate better file handling system for employees, an automated file storage and retrieval of documents is needed for faster decision making and updating of the employee’s detail.

The System is implemented using web-based technologies which include CSS, JS, HTML, MySQL, PHP and runs on Windows, Linux or Mac operating systems. A flexible and easy to use Employee Management software solution for small and medium sized organization to provide modules for personnel information management thereby organization and companies are able to manage the crucial organization asset – people. The overall functionality of the system shows that it works satisfactory and the result obtained shows that the system is error free, faster and allows staff to request for leave in a timely manner and access their key documents and data. Hence the system can be used by both academic staff and administrative department of an institution for effective and efficient management of employee leave and documents.

The system is under the branch of Human Resource management.