

**A Project Report On**  
**“Employee Management System”**  
**Kamani Science & Prataprai Arts College-**  
**Amreli**  
**[BCA SEM 5]**

**Developed By**

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**Guided By**

**Mr. S.M.MAKWANA**

**Year of Submission**

**Submitted In partial fulfillment of the requirement  
for The award of the degree of Bachelor of  
Computer Application (BCA)**

**2025-2026**



**Saurashtra University - Rajkot**



# **EMPLOYEE MANAGEMENT SYSTEM**

Mahek & Unnat



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## Preface

The main objective of any computer science student is to get practical knowledge as possible. Being able to have a practical knowledge by developing a project is a lifetime experience. As practical knowledge is important as theoretical knowledge we are thankful of having a project.

Through the development of the project we had a great experience of various strategies that can be applied in development of the project. This project is the stepping stone for our career

We are pleased to present this project report. Proper care has been taken while organizing the report so that it is easy to comprehend. Also, various software engineering concepts have been implemented

## Acknowledgment

We are student of bca sem-5 studying in the kamani science college amreli. We thanks to the entire person who has given their support in shaping of the system.

We thank **Mr. S M MAKWANA** for giving us guidance and co-operation in understanding the system. We also thanks them for their unconditional help in making of this project.

We have great deal of gratitude towards our head of department who encourages in taking up this activity. We thank all faculties and administrative staffs of the institute.

I am also thankful to all those friends who have helped me in this endeavor either of indirectly & especially my family.

**Thanks To All**

## Abstract

An employee management system is technology designed to streamline core HR services and improve workforce productivity. It accomplishes these goals largely by automating labor-intensive, administrative tasks and using analytics to drive business decisions

**Employee Management System Project Summary** It ensures that HR efficiently manages each employee's payroll and disburses salaries on time. An EMS securely stores and manages the personal and work-related details of employees.

Employee management system is an application based system, having two applications developed, one for employers to manage employee details and another for employees to mark their projects. Every organization whether government or private uses an information system to store data of ems.

## Introduction

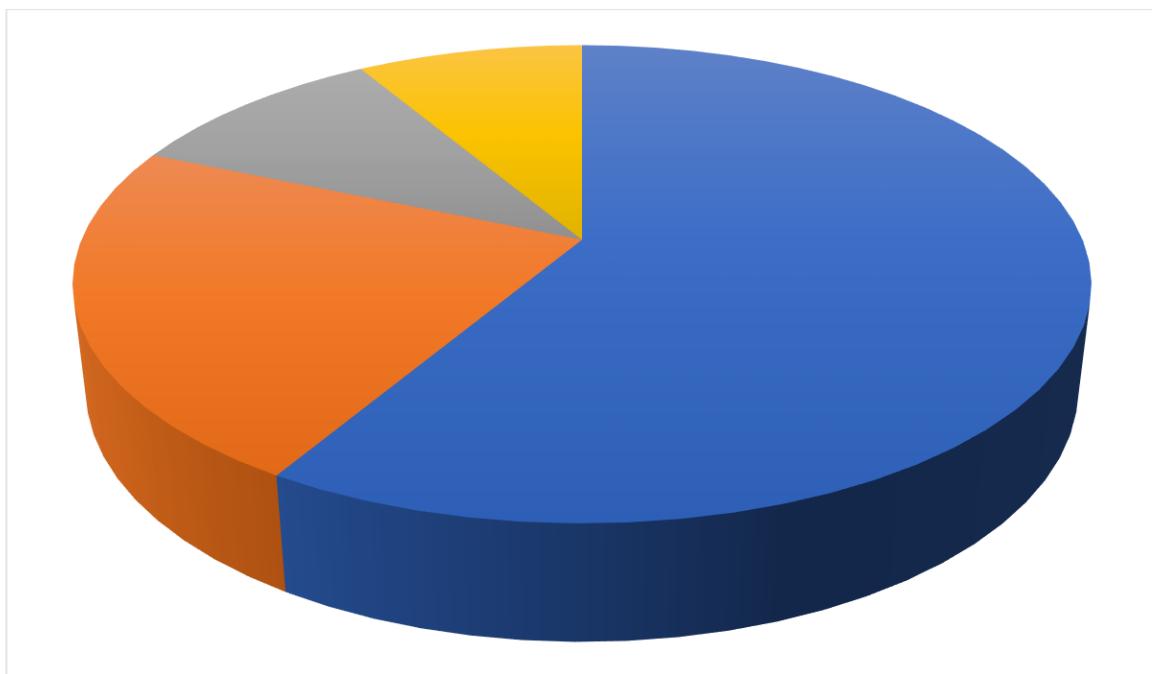
Every organization whether big or small has human Resource challenges to overcome. Every organization Has different employee management needs, there for Use design exclusive employee management system. That is adapted to your management requirements.

This is designed to assist in strategic planning and will help you ensure that your organization is equipped with the right level of human resource for your future goals. Also for those busy executive who are always on the go, our systems will ultimately allow you to better Manage resources.

One of the main features in employee management system is time tracking for employees.

Effective time tracking mechanism saves both time and money for the organization.

# Timeline-Chart



Preliminary Investigation	→	20 Days
System Analysis	→	20 Days
System Design	→	15 Days
Coding	→	30 Days
Testing	→	5 Days
Implementation	→	5 Days
Maintenance	→	10 Days

## Project-Profile

- **Project Name :** Employee Management System
- **Developed by :** Sarkhedi Mahek S.
- **Developed by :** Metaliya Unnat G.
- **Frontend tool :** PHP,HTML,CSS
- **Backend tool :** PHP MySQL
- **Operating System :** Microsoft Windows 10 pro...
- **Computer System :** Pentium-IV or Higher,  
RAM:256MB
- **Project Details :** Provide best platform for  
admin, Admin send a project for employer,  
Employer send a leave request, admin manage  
a employee.
- **Completion Time :** 2.5 Months
- **Guided by :** Mr. S.M.Makwana
- **Submitted by :** Saurashtra University, Rajkot

## Hardware-Requirement

- ❖ 512+MB Of RAM
- ❖ Multimedia Keyboard And Mouse
- ❖ GHz Processor
- ❖ Monitor
- ❖ Printer

## Software-Requirement

- ❖ Operating System: Microsoft windows 10 pro
- ❖ Front End Tools: PHP,HTML,CSS,SublimeText3
- ❖ Back End Tools : PHP MySQL
- ❖ Documentation Tool: Microsoft word 2007
- ❖ Browser Specification: Google Chrome , Mozilla Firefox

# Requirement Specification

In this section provides requirements overview of the system.

- **Registration:**

- **Employee :**

If employer wants to post project then must be registered, unregistered employer can't post project.

- **Admin:**

If employer want to get the project the must be registered, unregistered employer can't get a project.

- **Login:**

Employee login to the system by enter in valid user id and password for the use important functionality of system.

- **Add Employee:**

Admin add the employee.

- **Admin Send Project:**

Admin can easily send project using this system.

- **Send Project To Employer:**

After completed the project Employee send a project to admin and get a more mark.

- **Generation Report:**

After completing all activities employer get full report of project.

# Project Problem Definition

- Maintain Employee Profile
- Maintain Project Filter
- Maintain Salary
- Maintain Mark Of Admin
- Maintain Allocated Work
- Maintain



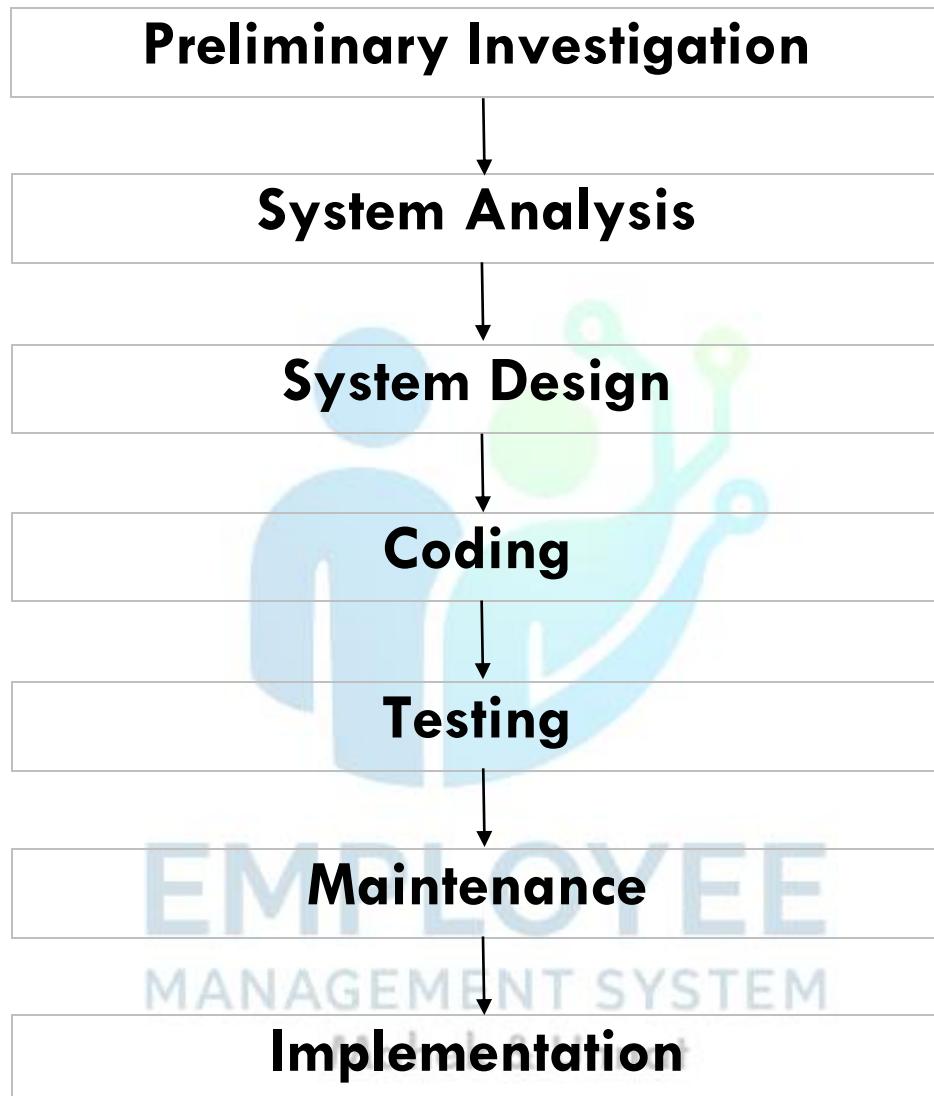
**EMPLOYEE**  
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# Project Planning & Scheduling

Project planning is an aspect of Project Management, which comprises of various processes. The aim of these processes is to ensure that various Project tasks are well coordinated and they meet the various project objectives including timely completion of the project .Project Planning is an aspect of Project Management that focuses a lot on Project Integration. The project plan reflects the current status of all project activities and is used to monitor and control the project.

The Project Planning tasks ensure that various elements of the Project are coordinated and therefore guide the project execution. Project Scheduling is one of the most important task of Project Planning and also the most difficult tasks .In very large projects it is possible that several teams work on developing the project .They may work on it in parallel. However their work may be interdependent.

- Project Planning & Scheduling a sender :-



# System Analysis

System analysis is the process of identification of object island requirements, evaluation of alternative solution recommendation for a more feasible solution. In other words, system analysis is the step by step process of gathering, recording and interpreting facts. The main aim of analysis is to determine problem area sand total solutions limited them.

➤ System analysis itself breaks into two stages:

1. Preliminary analysis :
2. Detailed analysis :

During analysis, data are collected from the available files, decision points and transactions of the systems using various tools like Dataflow Diagram (DFD).

## Feasibility-Study

A purpose of feasibility study is to check out the possibility of a computerized solution to the organization's observed problem before very much money that has been.

A feasibility study is carried out to select the best system that meets performance requirements. Only by spending the time to evaluate the feasibility reduce the chances for extreme embarrassment at later stage of the system project.

For the complete feasibility study into concentrate on following Area:

- They are three type so feasibility Study:
  1. Technical
  2. Operational
  3. Economical

➤ **Technical :**

Technical feasibility considers whether the desired project can be completed within the framework of available technology. As our project was website designing, this was not much of a problem, as many advanced web-editing tools are available.

➤ **Operational :**

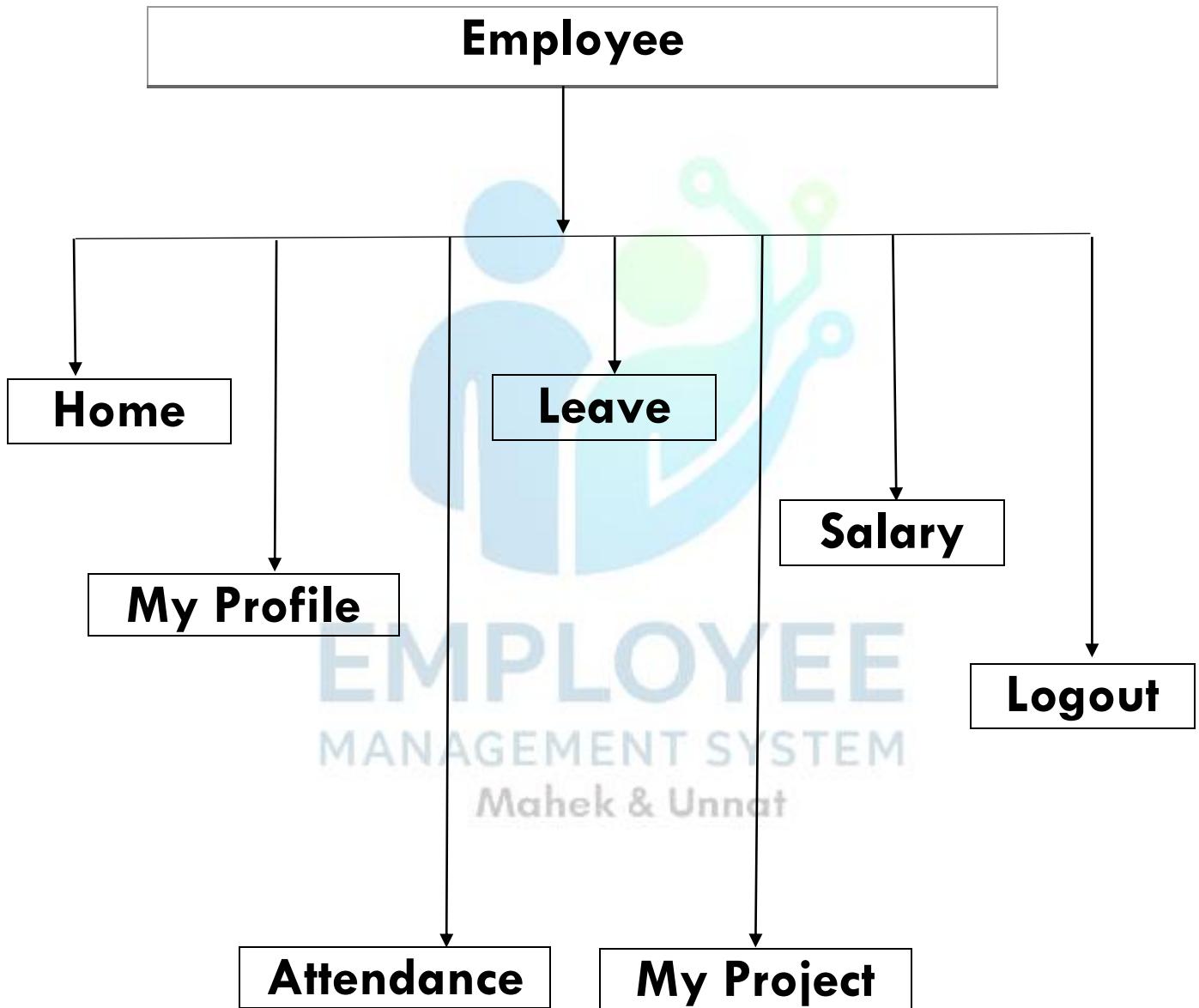
Operational feasibility was done to assure that the product that would be developed would be used. Since cards and gifts have to have a website of its own sooner or later, that wasn't much of a problem.

➤ **Economical :**

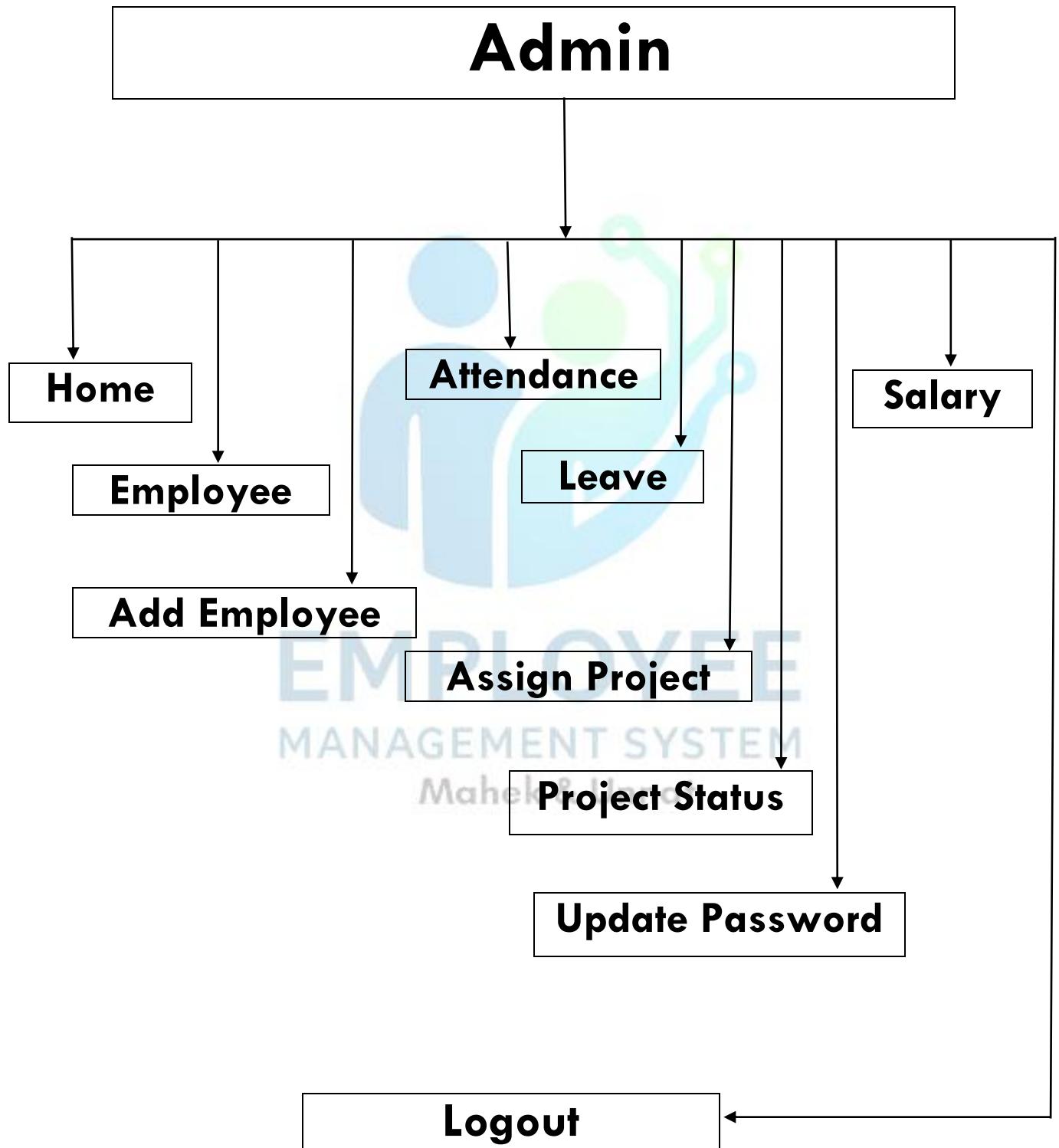
Our Commercial Website is Economically Feasible Because. We have developed this website only within time. Only future enhancement is required on the other hand every client can view our site any time or many times as per their requirement. So the future economical expenses are null. So we can say that this website is totally economically feasible.

# Project Page Structure

➤ Employee-Side:-



➤ Admin Side:-



# Data-Dictionary

The data Dictionary Is a set of table .My-SQL use sit to maintain information about this own database.

## ➤ Data dictionary contains the following information:

- ✓ Name of the table of database.
- ✓ User information such as privileges.
- ✓ Name and data-type of all columns in data base table.

### ❖ Database Name : ems

#### 1. Users : Admin – Employee

This Table Is used to store admin/employee information.

#	Name	Type	Collation	Attributes	Null	Default	Comments	Extra	Action
1	<b>id</b> 📄	int(11)		No	None		AUTO_INCREMENT		Change Drop More
2	<b>username</b> 🔑	varchar(50)	utf8mb4_general_ci	No	None				Change Drop More
3	<b>password</b>	varchar(255)	utf8mb4_general_ci	No	None				Change Drop More
4	<b>role</b>	enum('admin', 'employee')	utf8mb4_general_ci	No	None				Change Drop More
5	<b>created_at</b>	timestamp		No	current_timestamp()				Change Drop More
6	<b>is_approved</b>	tinyint(1)		Yes	0				Change Drop More

#### 2. Employee :

This table is used to store add employee information.

#	Name	Type	Collation	Attributes	Null	Default	Comments	Extra	Action
1	<b>id</b> 📄	int(11)		No	None		AUTO_INCREMENT		Change Drop More
2	<b>name</b>	varchar(100)	utf8mb4_general_ci	No	None				Change Drop More
3	<b>email</b> 🔑	varchar(100)	utf8mb4_general_ci	Yes	NULL				Change Drop More
4	<b>phone</b>	varchar(15)	utf8mb4_general_ci	Yes	NULL				Change Drop More
5	<b>department</b>	varchar(50)	utf8mb4_general_ci	Yes	NULL				Change Drop More
6	<b>position</b>	varchar(50)	utf8mb4_general_ci	Yes	NULL				Change Drop More
7	<b>hire_date</b>	date		Yes	NULL				Change Drop More
8	<b>created_at</b>	timestamp		No	current_timestamp()				Change Drop More
9	<b>updated_at</b>	timestamp		No	current_timestamp()		ON UPDATE CURRENT_TIMESTAMP()		Change Drop More
10	<b>salary</b>	decimal(10,2)		Yes	NULL				Change Drop More

### **3. Leave\_requests:**

This table is used to employee leave all information.

#	Name	Type	Collation	Attributes	Null	Default	Comments	Extra	Action
1	<b>id</b> 🔑	int(11)			No	None	AUTO_INCREMENT	Change  Drop  More	Change  Drop  More
2	<b>employee_id</b> 🔑	int(11)			No	None		Change  Drop  More	Change  Drop  More
3	<b>leave_type</b>	varchar(50)	utf8mb4_general_ci		No	None		Change  Drop  More	Change  Drop  More
4	<b>start_date</b>	date			No	None		Change  Drop  More	Change  Drop  More
5	<b>end_date</b>	date			No	None		Change  Drop  More	Change  Drop  More
6	<b>reason</b>	text	utf8mb4_general_ci		Yes	NULL		Change  Drop  More	Change  Drop  More
7	<b>status</b> 🔑	enum('Pending', 'Approved', 'Rejected')	utf8mb4_general_ci		Yes	Pending		Change  Drop  More	Change  Drop  More
8	<b>applied_date</b>	date			Yes	curdate()		Change  Drop  More	Change  Drop  More
9	<b>approved_by</b> 🔑	int(11)			Yes	NULL		Change  Drop  More	Change  Drop  More
10	<b>approved_date</b>	timestamp			Yes	NULL		Change  Drop  More	Change  Drop  More
11	<b>created_at</b>	timestamp			No	current_timestamp()		Change  Drop  More	Change  Drop  More

### **4.Project:**

This table is used to store all Project Status information.

#	Name	Type	Collation	Attributes	Null	Default	Comments	Extra	Action
1	<b>id</b> 🔑	int(11)			No	None	AUTO_INCREMENT	Change  Drop  More	Change  Drop  More
2	<b>project_name</b>	varchar(255)	utf8mb4_general_ci		No	None		Change  Drop  More	Change  Drop  More
3	<b>employee_id</b> 🔑	int(11)			No	None		Change  Drop  More	Change  Drop  More
4	<b>start_date</b>	date			No	None		Change  Drop  More	Change  Drop  More
5	<b>end_date</b>	date			Yes	NULL		Change  Drop  More	Change  Drop  More
6	<b>description</b>	text	utf8mb4_general_ci		Yes	NULL		Change  Drop  More	Change  Drop  More

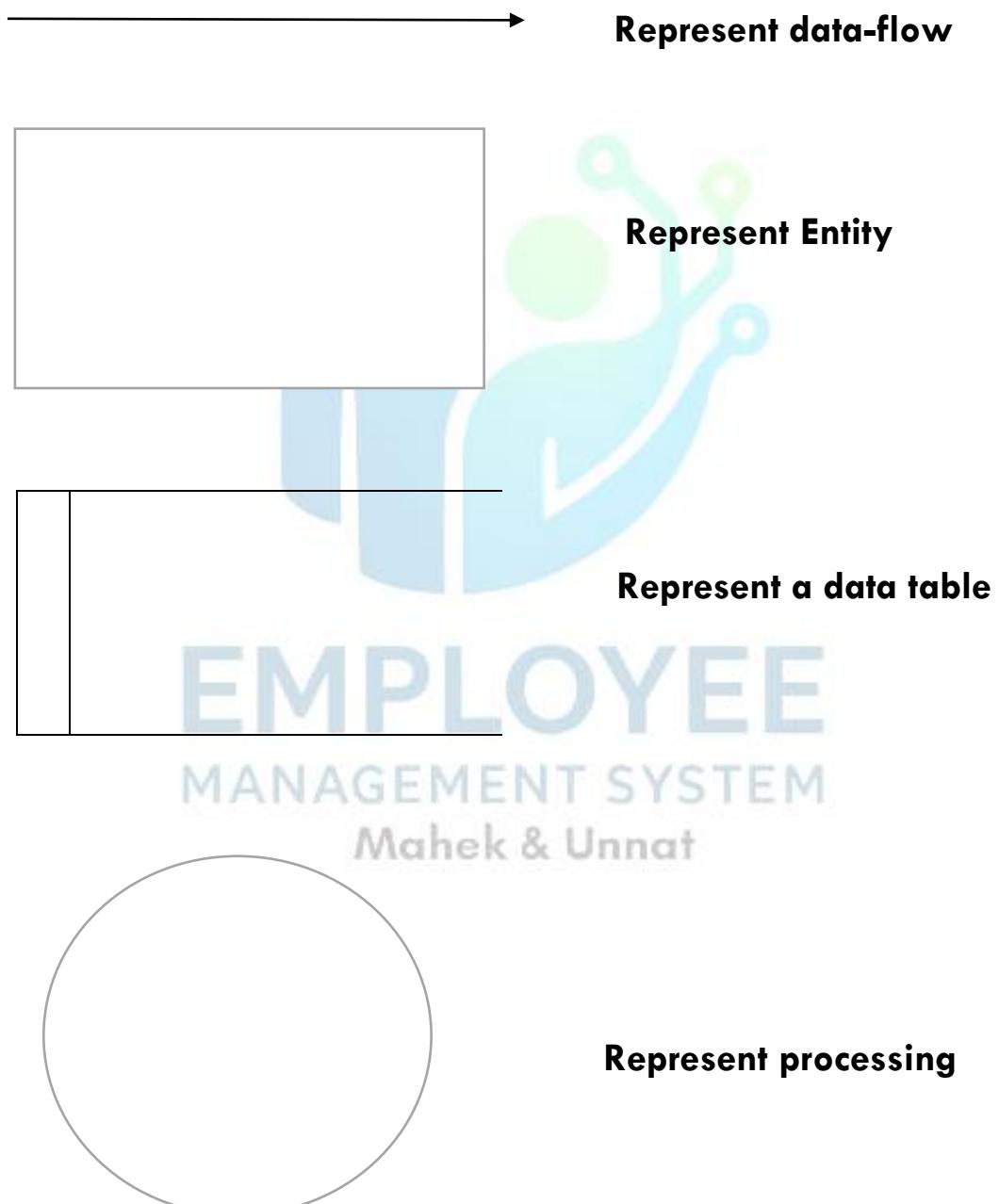
### **5.Payroll /Salary :**

This table is used to store all information on salary.

#	Name	Type	Collation	Attributes	Null	Default	Comments	Extra	Action
1	<b>id</b> 🔑	int(11)			No	None	AUTO_INCREMENT	Change  Drop  More	Change  Drop  More
2	<b>employee_id</b> 🔑	int(11)			No	None		Change  Drop  More	Change  Drop  More
3	<b>basic_salary</b>	decimal(10,2)			No	0.00		Change  Drop  More	Change  Drop  More
4	<b>allowances</b>	decimal(10,2)			Yes	0.00		Change  Drop  More	Change  Drop  More
5	<b>deductions</b>	decimal(10,2)			Yes	0.00		Change  Drop  More	Change  Drop  More
6	<b>net_salary</b>	decimal(10,2)			Yes	NULL	STORED GENERATED	Change  Drop  More	Change  Drop  More
7	<b>pay_date</b>	date			No	None		Change  Drop  More	Change  Drop  More
8	<b>pay_month</b> 🔑	varchar(7)	utf8mb4_general_ci		No	None		Change  Drop  More	Change  Drop  More
9	<b>created_at</b>	timestamp			No	current_timestamp()		Change  Drop  More	Change  Drop  More

## Data-Flow Diagram

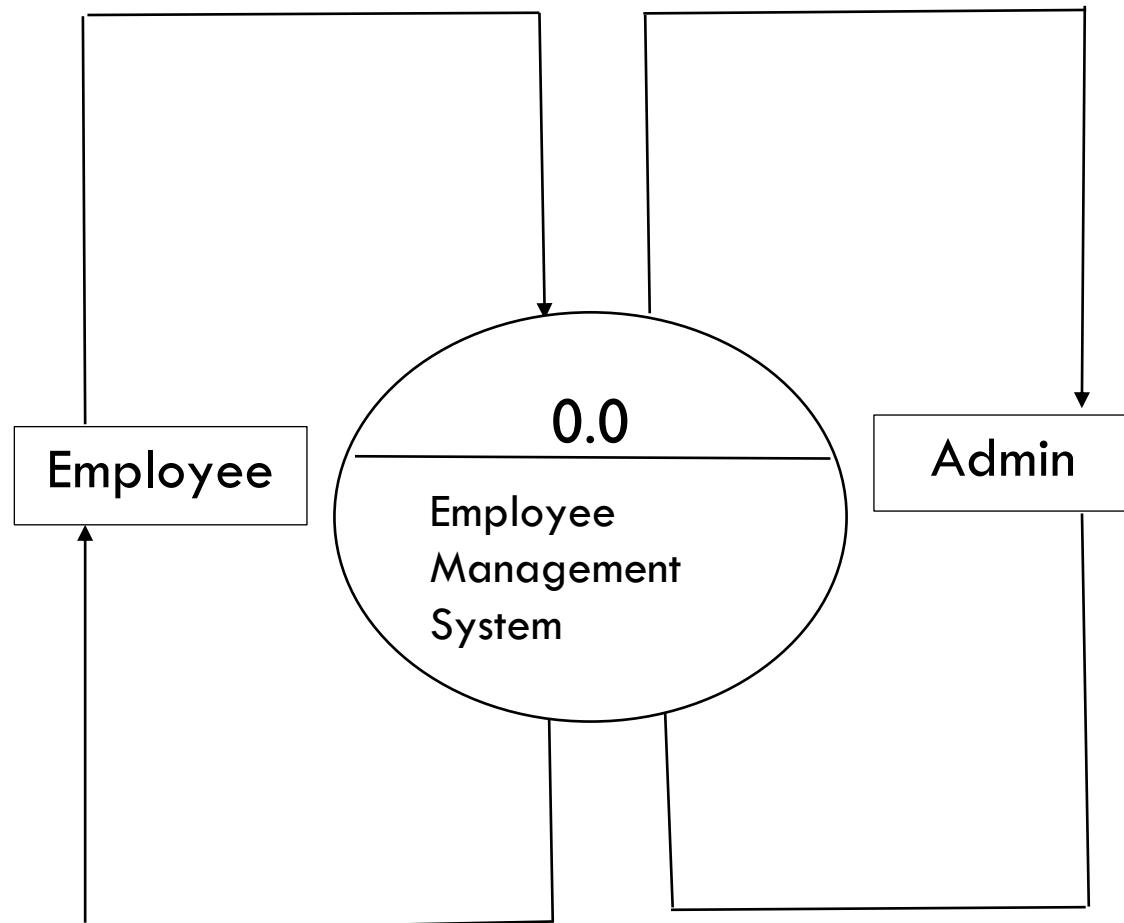
The DFD gives brief idea on how the designed system is working. It also suggests to us the type of users who using this system and the process involved in the system.



## Context Level Diagram

Fill The Login Form

Check The Detail





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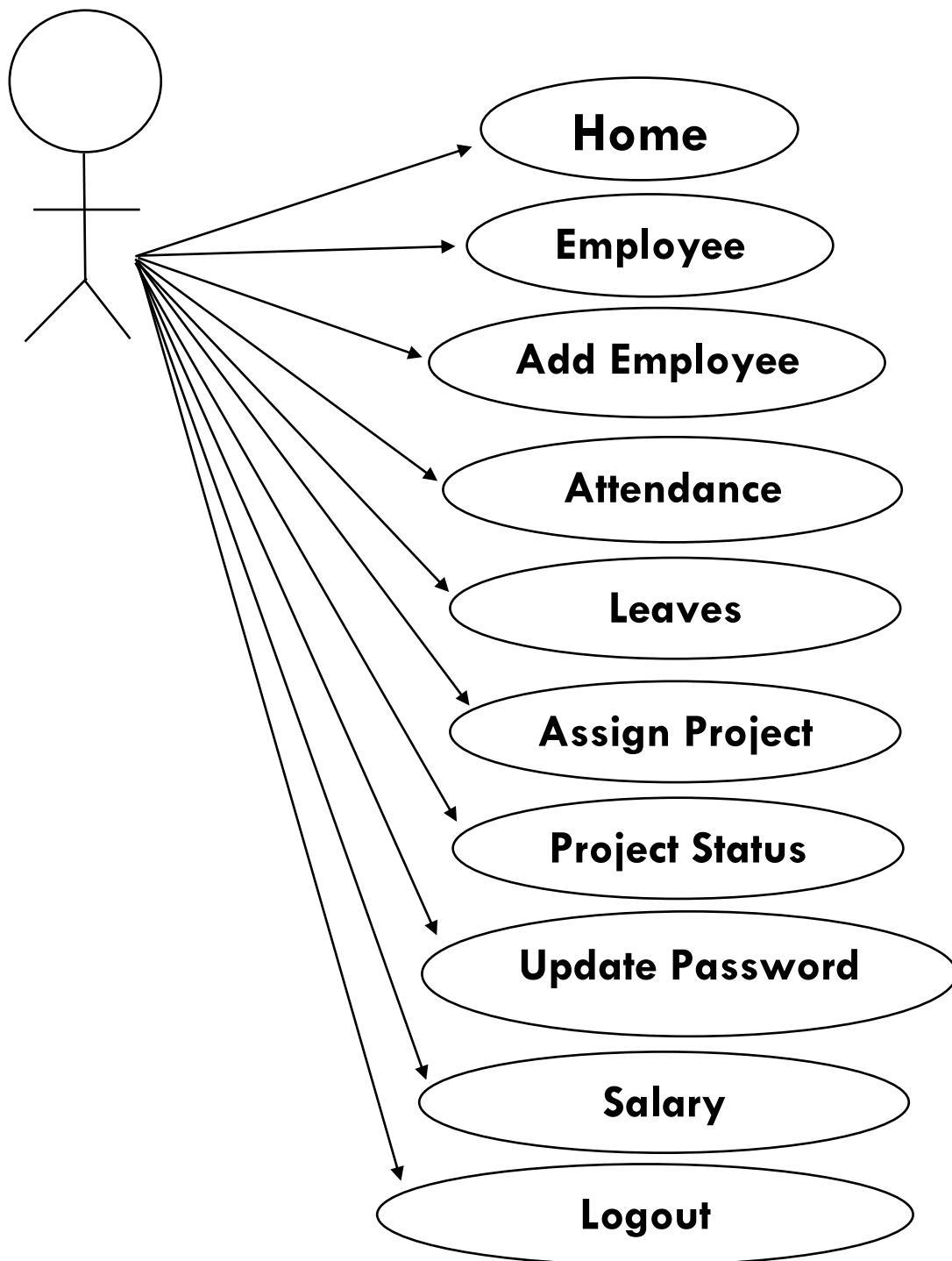


# **EMPLOYEE MANAGEMENT SYSTEM**

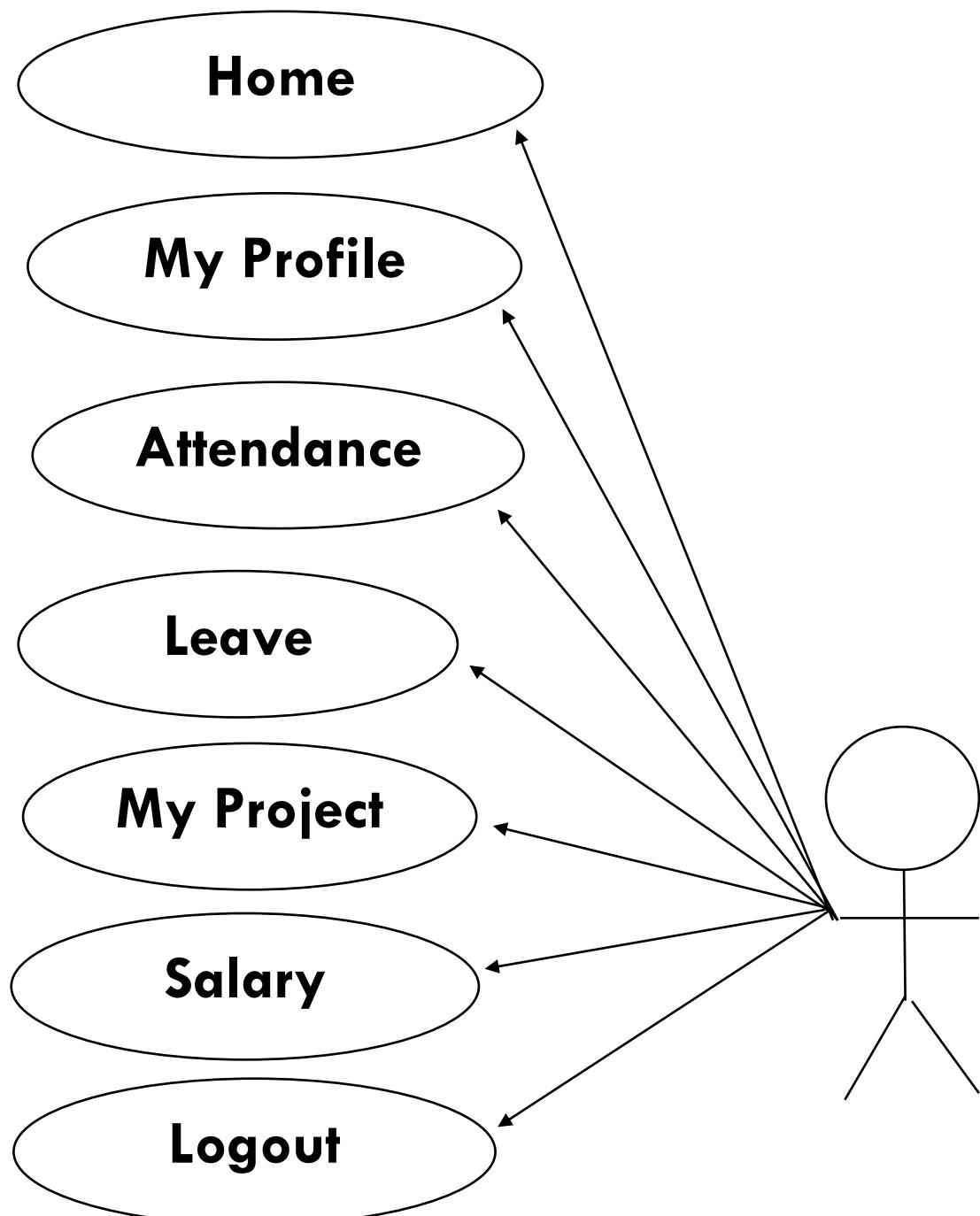
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## Use Case Diagram

### Admin Side

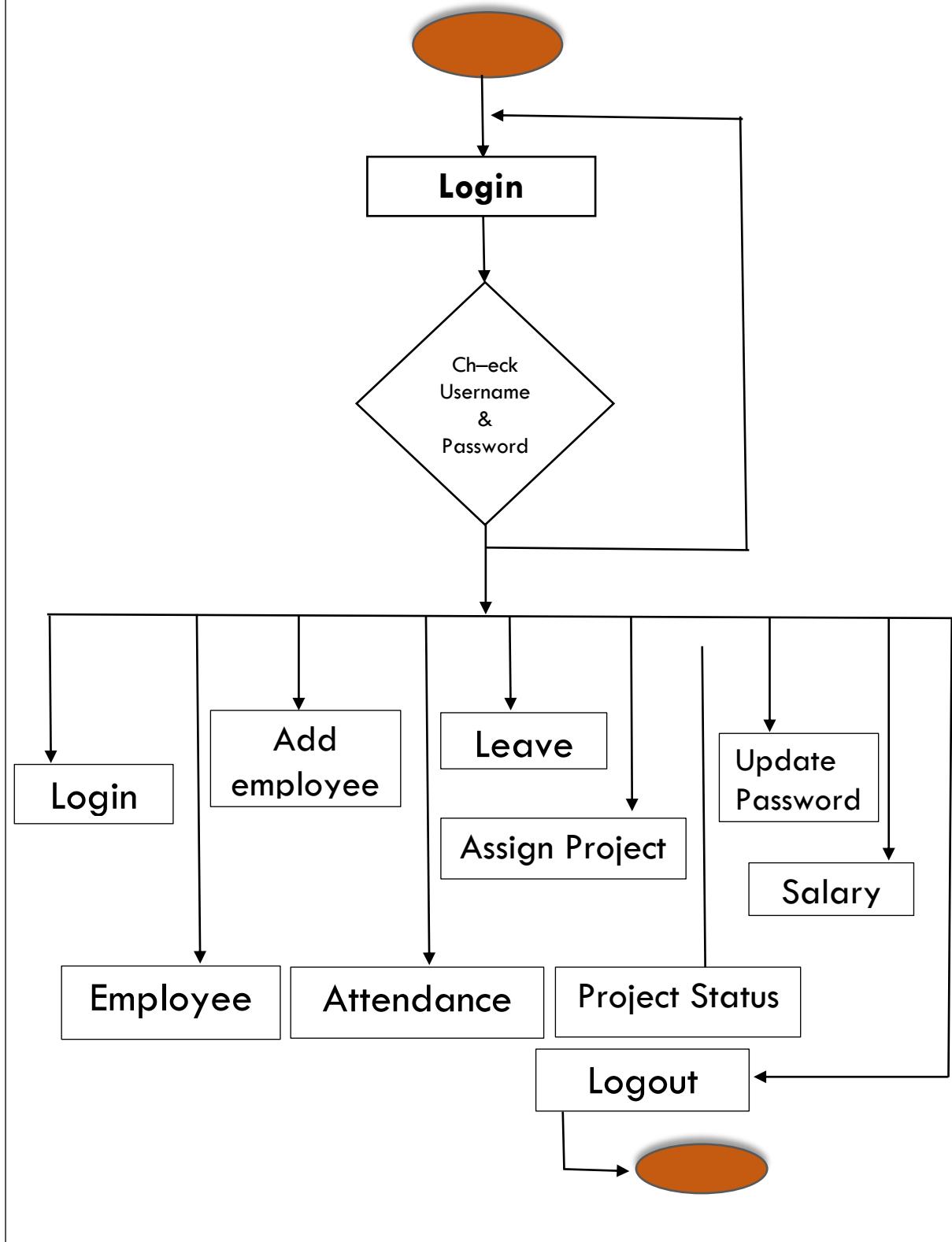


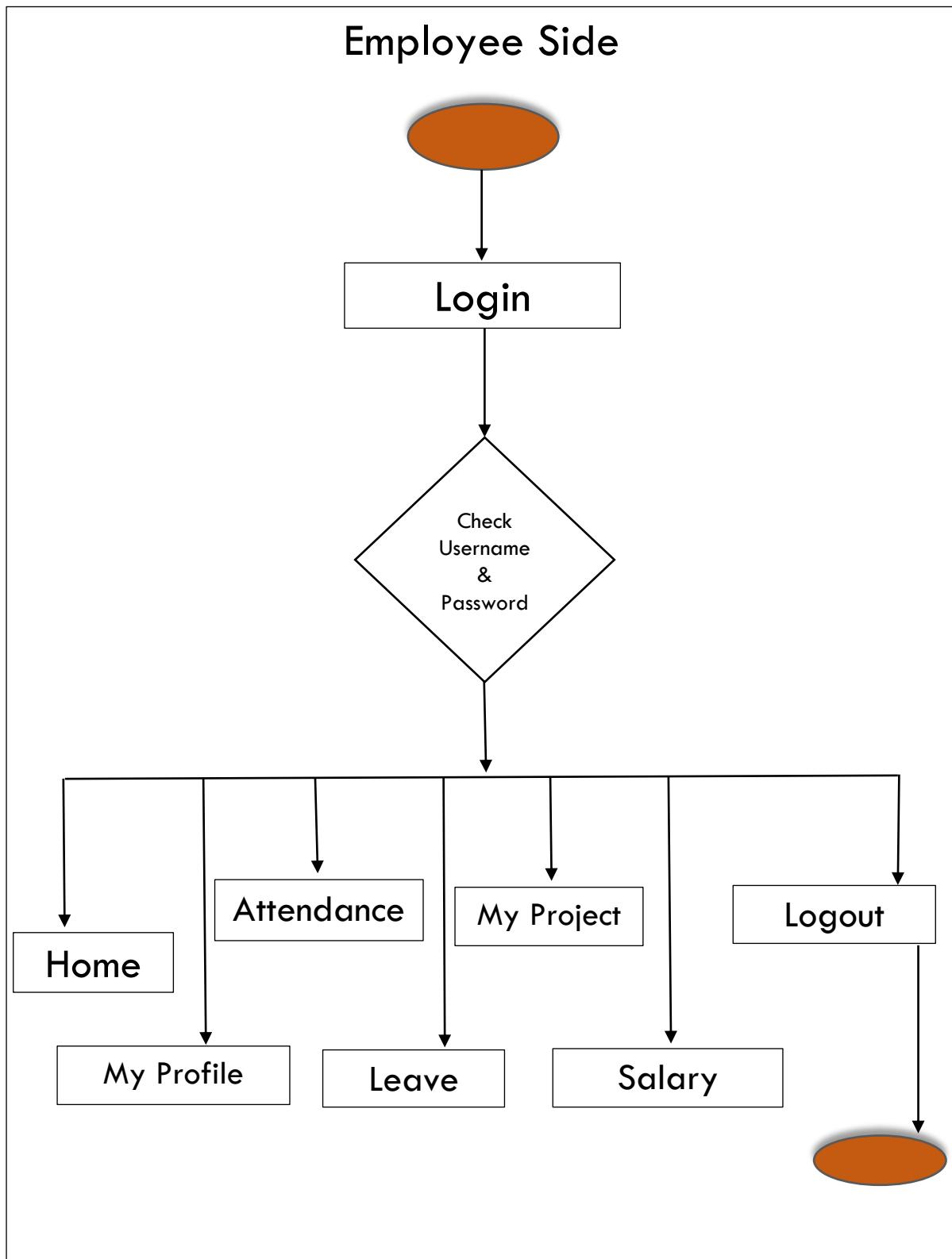
## Employee Side



# Activity Diagram

## Admin Side

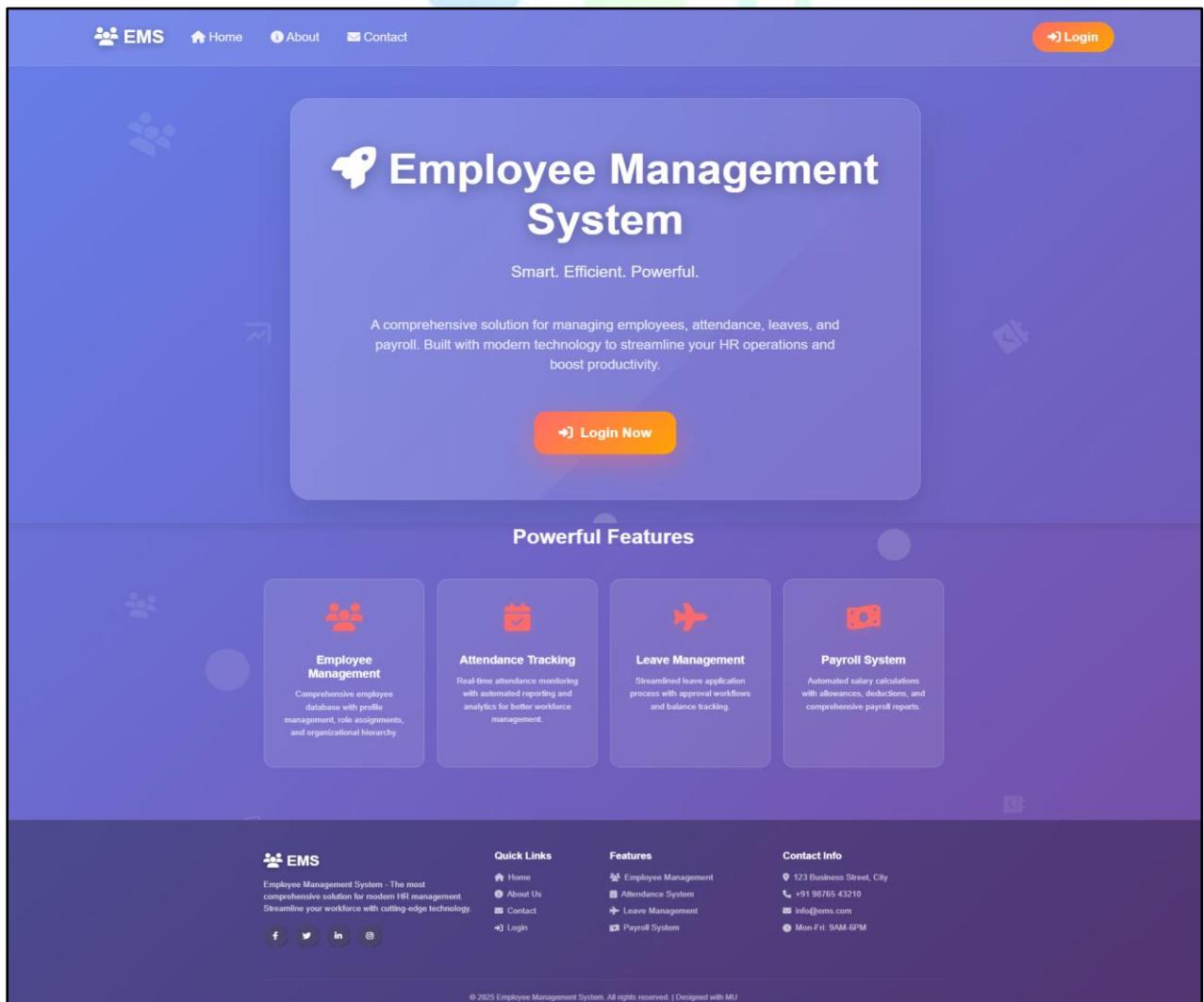




# Screenshots

## Front Side

- Home Page:-



- About Us:-

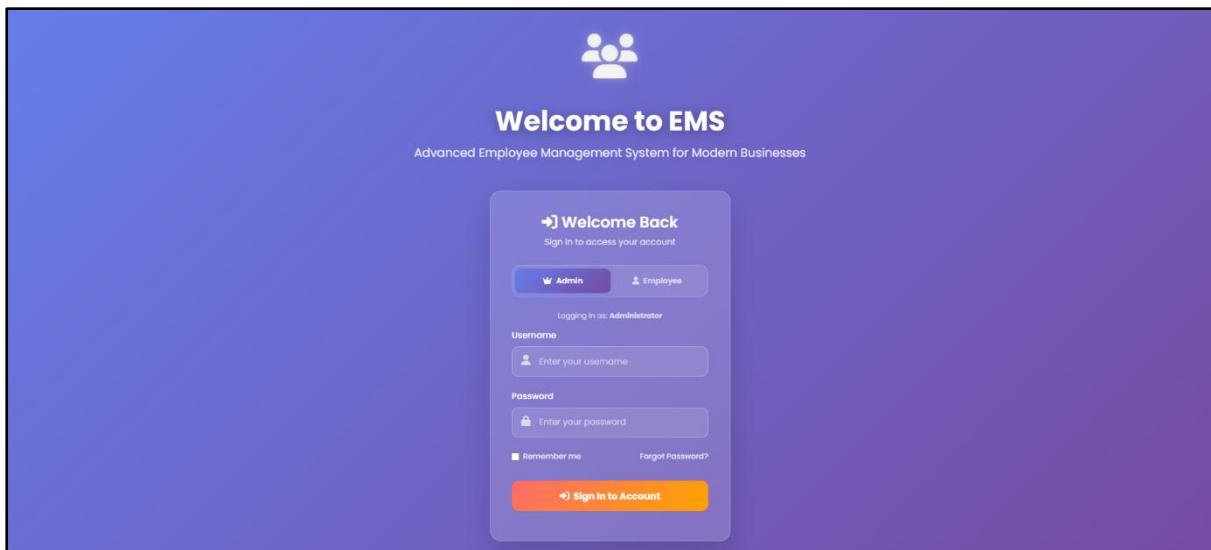
The screenshot shows the 'About Our Company' section of the EMS website. At the top, there's a header with a home icon, 'Home', 'About', and a login link. Below the header, the title 'About Our Company' is displayed with a small building icon. A subtitle reads 'Leading the future of workforce management with innovative technology and exceptional service.' The main content area is titled 'Our Story'. It includes a paragraph about the company's founding in 2020 and its mission to revolutionize workforce management. Below this, two boxes are shown: 'Our Mission' (with a blue icon) and 'Our Vision' (with a red icon). Both boxes contain brief descriptions.

- Contact Us:-

The screenshot shows the 'Contact Us' section of the EMS website. At the top, there's a header with a home icon, 'Home', 'About', 'Contact', 'Welcome, admin', and a logout link. Below the header, the title 'Contact Us' is displayed with an envelope icon. A subtitle says 'Get in touch with our team. We're here to help and answer any questions you might have.' The page features four contact cards: 'Visit Our Office' (location icon), 'Call Us' (phone icon), 'Email Us' (envelope icon), and 'Working Hours' (clock icon). Below these cards is a large form titled 'Send us a Message'. The form contains fields for 'Full Name \*' (with placeholder 'Enter your full name'), 'Email Address \*' (with placeholder 'Enter your email'), 'Phone Number' (with placeholder 'Enter your phone number'), 'Subject' (with placeholder 'Enter message subject'), and a large 'Message \*' text area (with placeholder 'Enter your message here...'). A yellow 'Send Message' button is at the bottom right of the form.

## ❖ Admin Side Screenshots ❖

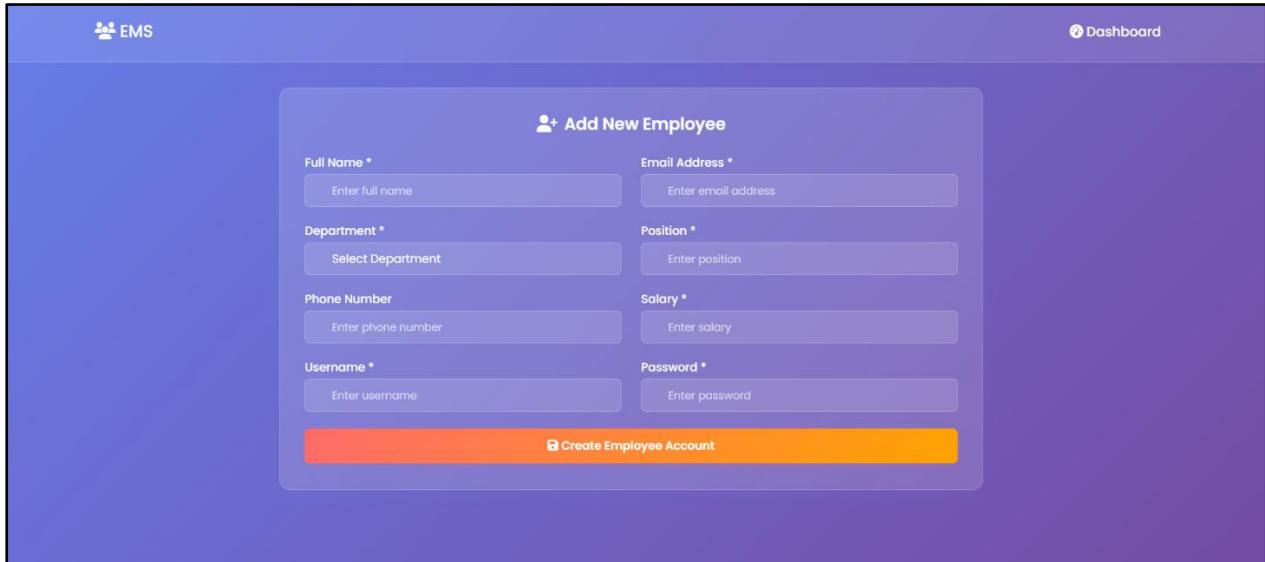
- Admin Login:-



- Home Page:-

The screenshot shows the main dashboard of the Employee Management System. At the top, there's a header with the EMS logo and navigation links: Dashboard, Employees, Add Employee, Attendance, Leaves, Assign Project, Project Status, Up Pass, Payroll, Welcome, admin, and Logout. Below the header is a 'Welcome back, admin!' message with a 'Live Data' button. The dashboard features several key statistics in boxes: 'TOTAL EMPLOYEE' (3), 'ACTIVE EMPLOYEE' (2), 'ATTENDANCE RATE' (0%), and 'ACTIVE DEPARTMENTS' (2). A 'Quick Actions' section includes buttons for 'Add Employee', 'View All Employees', 'Attendance', 'Manage Leaves', and 'Generate Payroll'. On the left, there's a 'Recent Leave Requests' section showing three entries for 'Sarkhad Om'. On the right, there's a 'Department Overview' section showing 'HR' with 2 employees and 'IT' with 1 employee. At the bottom, there's a 'View more &gt;' button.

- Add Employee:-



The screenshot shows the 'Add New Employee' form. It includes fields for Full Name, Email Address, Department, Position, Phone Number, Salary, Username, and Password. A large orange button at the bottom right is labeled 'Create Employee Account'.

Full Name *	Email Address *
Enter full name	Enter email address

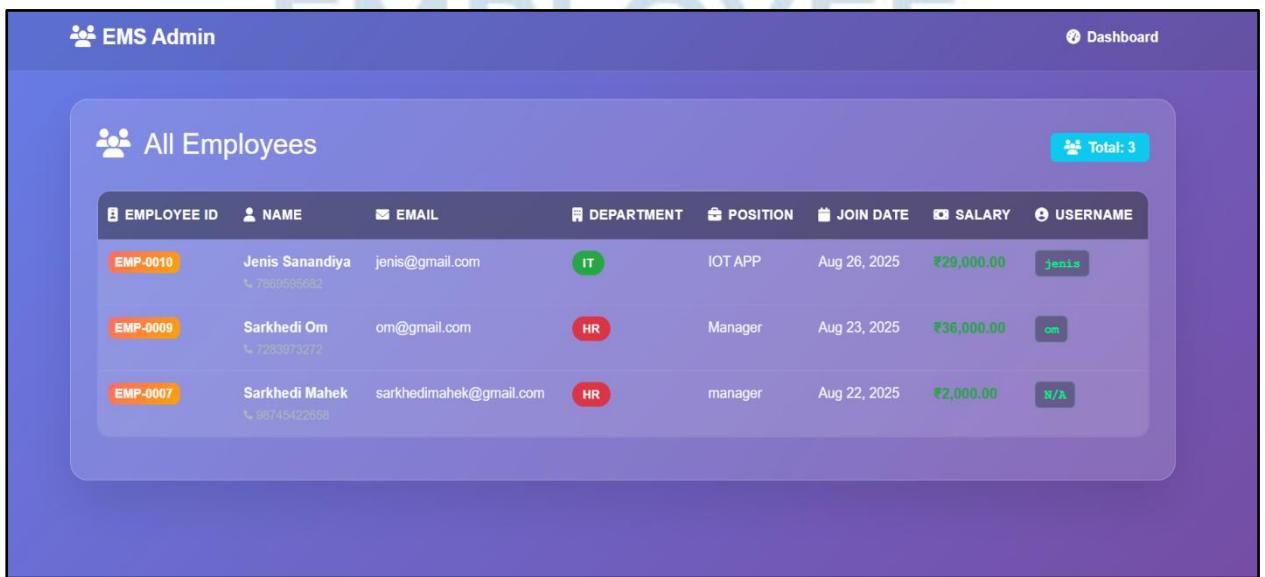
Department *	Position *
Select Department	Enter position

Phone Number	Salary *
Enter phone number	Enter salary

Username *	Password *
Enter username	Enter password

**Create Employee Account**

- View Employee:-



The screenshot shows a table titled 'All Employees' with columns: Employee ID, Name, Email, Department, Position, Join Date, Salary, and Username. The table contains three rows of data.

EMPLOYEE ID	NAME	EMAIL	DEPARTMENT	POSITION	JOIN DATE	SALARY	USERNAME
EMP-0010	Jenis Sanandiya	jenis@gmail.com 7890595682	IT	IOT APP	Aug 26, 2025	₹29,000.00	Jenis
EMP-0009	Sarkhedi Om	om@gmail.com 7233973272	HR	Manager	Aug 23, 2025	₹36,000.00	om
EMP-0007	Sarkhedi Mahek	sarkhedimahek@gmail.com 98745422658	HR	manager	Aug 22, 2025	₹2,000.00	N/A

- Assign Project:-

The screenshot shows the 'Assign Projects' page. On the left, there's a form titled '+ Assign New Project' with fields for Project Name, Assign to Employee, Start Date (07-09-2025), End Date (22-09-2025), and Project Description. On the right, there's a table titled 'Recent Assignments' listing four projects: Database Design, E-commerce Platform, Inventory Management System, and Mobile App Development, each assigned to Sarkhedi Om or Jenis Sanandhya. Below the table are four summary cards: 3 Total Employees, 4 Total Assignments, 15 Available Projects, and 07 Sep Today's Date.

Project	Employee	Department	Start Date
Database Design #1	Sarkhedi Om	HR	Aug 28, 2025
E-commerce Platform #3	Jenis Sanandhya	IT	Aug 26, 2025
Inventory Management System #2	Jenis Sanandhya	IT	Aug 26, 2025
Mobile App Development #1	Sarkhedi Mahek	HR	Aug 25, 2025

- Project Status:-

The screenshot shows the 'Projects Overview' page. It features a summary section with icons for TOTAL PROJECTS (4), ACTIVE EMPLOYEES (3), and DEPARTMENTS (2). Below this is a table titled 'Project Assignments' showing four projects: Database Design, E-commerce Platform, Inventory Management System, and Mobile App Development, each assigned to Sarkhedi Om or Jenis Sanandhya. The table includes columns for PROJECT, EMPLOYEE, STATUS, TIMELINE, and DESCRIPTION. At the bottom are buttons for '+ ASSIGN NEW PROJECT' and '< BACK TO DASHBOARD'.

PROJECT	EMPLOYEE	STATUS	TIMELINE	DESCRIPTION
Database Design #PJU-001	SO Sarkhedi Om HR	ASSIGNED	Start: Aug 28, 2025 End: Sep 12, 2025	Database architecture and d...
E-commerce Platform #PJU-002	JS Jenis Sanandhya IT	IN PROGRESS	Start: Aug 26, 2025 End: Sep 02, 2025	Clothing Brand E-commerce ..
Inventory Management System #PJU-003	JS Jenis Sanandhya IT	ASSIGNED	Start: Aug 26, 2025 End: Aug 31, 2025	IoT App for Smart Homes Inv...
Mobile App Development #PJU-004	SM Sarkhedi Mahek HR	COMPLETED	Start: Aug 25, 2025 End: Sep 28, 2025	iOS Mobile Application Develo...

**• Salary Table:-**

The screenshot shows the EMS interface with the following details:

- Payroll Records:** A table listing two employees' payroll records.
- Generate Payroll:** A form for generating payroll for a selected employee.

EMPLOYEE	DEPARTMENT	BASIC	ALLOWANCES	DEDUCTIONS	NET SALARY	PAY DATE
Sarkhedi Om Manager	HR	₹60,000.00	₹1,000.00	₹0.00	₹57,000.00	Sep 05, 2025
Sarkhedi Mahek manager	HR	₹15,000.00	₹3,800.00	₹1,200.00	₹10,400.00	Aug 22, 2025

**• Employee Leave:-**

The screenshot shows the EMS interface with the following details:

- Leave Management:** A section for managing leave requests.
- Table:** A list of leave requests with columns for Employee, Type, From, To, Reason, Status, Applied, and Actions.

Employee	Type	From	To	Reason	Status	Applied	Actions
Sarkhedi Om	Maternity	Aug 29, 2025	Aug 29, 2025		Pending	Aug 29, 2025	<span style="color: green;">✓</span> <span style="color: red;">✗</span>
Sarkhedi Om	Emergency	Aug 29, 2025	Sep 01, 2025		Rejected	Aug 29, 2025	No Action
Sarkhedi Om	Casual	Aug 29, 2025	Aug 30, 2025		Rejected	Aug 29, 2025	No Action
Sarkhedi Om	Annual	Aug 29, 2025	Jan 08, 2026		Pending	Aug 29, 2025	<span style="color: green;">✓</span> <span style="color: red;">✗</span>
Sarkhedi Om	Cacual leave	Aug 23, 2025	Aug 24, 2025	etc	Rejected	Aug 23, 2025	No Action
Sarkhedi Mahek	Sick	Aug 22, 2025	Aug 23, 2025	etc	Approved	Aug 22, 2025	No Action

- Update Password:-

**Change User Password**  
Select role and user to change password

1 Select Role   2 Enter Details   3 Update Password

Select User Role  
Choose Role...

Username  
Enter username

Enter the exact username for the selected role

Current Password (of target user)  
Current password of target user

New Password  
Enter new password

Confirm New Password  
Confirm new password

Change Password

Back to Dashboard

- Employees:-

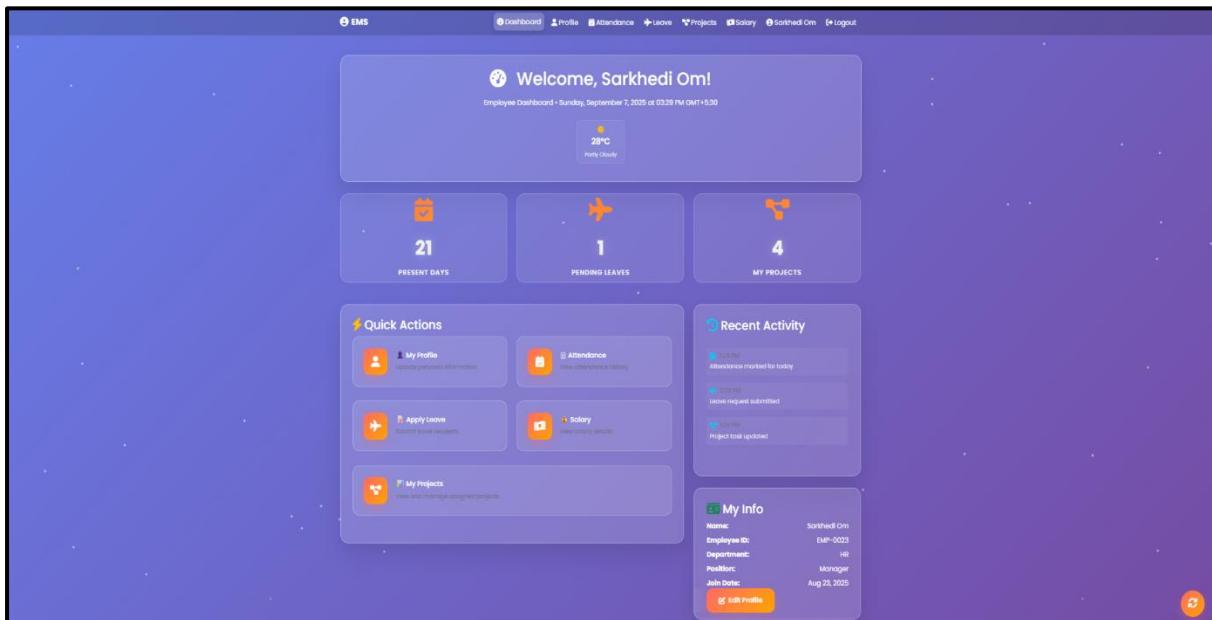
**All Employees**

Total: 3

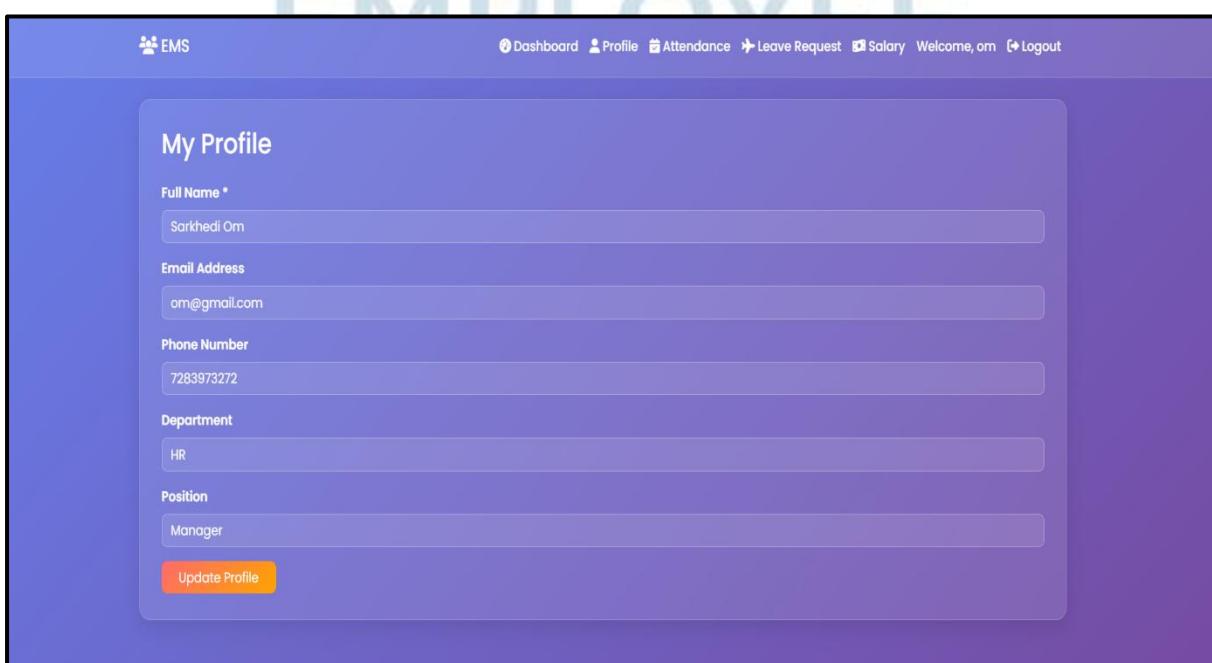
EMPLOYEE ID	NAME	EMAIL	DEPARTMENT	POSITION	JOIN DATE	SALARY	USERNAME
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EMP-0009	Sarkhedi Om	om@gmail.com 7283973272	HR	Manager	Aug 23, 2025	₹36,000.00	om
EMP-0007	Sarkhedi Mahek	sarkhedimahek@gmail.com 9874542268	HR	manager	Aug 22, 2025	₹2,000.00	N/A

## .Employee Side Screenshots.

- Home Page:-



- My Profile :-



- My Project :-

The screenshot shows the Employee Portal's My Project Dashboard. At the top, there are four cards: Employee Name (Sarkhedi Om), Employee ID (23), Department (HR), and Total Projects (1). Below this, a section titled "My Assigned Projects (1)" lists a single project: "Database Design". The project details are: Start Date (Aug 28, 2025), End Date (Sep 12, 2025), Current Status (On Hold), Last Updated (Aug 28, 21:24), Previous Comments (No comments), and a "Quick Update" button with a dropdown menu set to "On Hold" and a "Update Status" button.

- Apply Leave:-

The screenshot shows the Employee Management System's "Apply for Leave" page. The header includes links for Dashboard, Profile, Attendance, Leave Request, Salary, Welcome, and Logout. The main form has a title "Apply for Leave" and fields for "Select Leave Type", "Start Date" (dd-mm-yyyy), "End Date" (dd-mm-yyyy), and a "Submit" button.

- Salary & Attendance :-

The screenshot displays a dashboard for an Employee Management System. At the top, there's a navigation bar with links for Dashboard, Profile, Attendance, Leave Request, Salary, Welcome, and Logout. Below the navigation, there are two main sections: 'My Salary Details' and 'Attendance'. The 'My Salary Details' section shows a table with the following data:

Pay Date	Basic	Allowances	Deductions	Net Salary
2025-09-05	36000.00	1000.00	0.00	37000.00

The 'Attendance' section shows a table with the following data:

Date	Status
2025-08-30	Present
2025-08-29	Present

## Future-Scope

The **future scope** of this project to help most unemployed persons and help them to manage a employee.

The purpose of an employee management system is to help improve workforce productivity, identify ways to engage and retain talent, and alleviate administrative burdens for HR professionals.

Achieving greater efficiency through the use of technology can also help control costs and minimize compliance risks.

## Bibliography

1. Php Manual.
2. Professional PHP
3. [getbootstrap.com](http://getbootstrap.com)
- 4.

**This documentation is created by**



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## CD/DVD

Below items are included in CD/DVD.

- Project
- Database
- Documentation
- Screenshots

