

A MINI PROJECT REPORT

ON

EMPLOYEE MANAGEMENT SYSTEM



BE FINAL YEAR
FROM CSE DEPARTMENT
(2016-2020)
BATCH (MI-11)

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EMPLOYEE MANAGEMENT SYSTEM

1. Problem Statement:

The problem definition for designing the system is to maintain data of employee, to make easy controlling of employee, to divide jobs and access control between employees, to use technology for accurate and timely processing by fully privacy and fully authority access.

2. Introduction:

Employee Management System is a program to automate or computerize all employee management operations.

Generally, every company has different departments. For example, Accounts/Admin/Human Resource/Technical/Vendors etc.

Employee Management System is open to admins, HR, Managers, and regular employees. Among all users, only the admins have all privileges to access all the information of EMS. So the admins will insert, update, remove the employees, departments, generate reports and whereas other users will have limited roles. Once the user's login they can perform few tasks specific to their role.

Employee information can be modified by either Admin, Managers or by the employee himself/herself. Suppose if we want to keep track of a list of all changes made to an employee profile, we need to maintain logs.

Reports for employee management system are categorized into different types based on roles.

3.Objectives:

- To improve efficiency of companies administration.
- To store up-to-date information of the employees.
- To make the employees understand the rules of the company.
- Employee can easily put feedback through online support.

4. System Users:

1. Company
2. Administration Cell
3. Departments
4. Admins
5. Managers
6. Employees
7. Job - Provider
8. Job - Seeker
9. Attendance
10. Notice
11. Task
12. Projects
13. Work Record
14. Customer Details
15. Report
16. Salary
17. Feedback

4.1 Company:

Admin manage whole websites :

- Company Profile
- Job Vacancies
- Departments
- Edit / Deactivate posted jobs.
- Salary

4.2 Administration Cell:

- Mandatory to create personal ID & Password.
- Manage all Departments, Provide Department ID & Password.
- Employee Details.
- Job-Provider Details.
- Manage complete job seeker section.

4.3 Departments:

- Department ID
- Department name
- Manager ID
- Location ID

4.4 Admins:

- Create User ID.
- Create Password.
- Admin Login.

4.5 Managers:

- Self Login.
- Provide personal ID to our employee.
- Employee Details.
- Employee Attendance.
- Updated Departmental Notice.
- To know details about all tasks and projects which has been assign to our employee.
- Have working records.
- Take feedback from all employees.
- If we work for the customer then we need to have customer details.

4.6 Employees:

- Employee ID
- First Name
- Last Name
- Email
- Contact Number
- Hire Date
- Job ID

- Salary

4.7 Job - Provider:

- Job provider provide personal ID to job-seekers.
- Job provider can see the list of job-seekers who has applied for the job.
- Job provider can search job-seekers.
- Job provider can see and download the job-seeker's resume.
- Job provider can send message to any job seeker.

4.8 Job - Seeker:

- Mandatory to create personal ID.
- Job-seeker can search Company Profile.
- If vacancy is available then Job-Seeker can apply for the job.

4.9 Attendance:

- Employee ID
- Employee Name
- Incoming Time
- Outgoing Time
- Signature

4.10 Notice:

- Meetings Notice.
- Holiday Notice.

- Festivals Celebration.

4.11 Task:

- Employee ID
- Employee Name
- Assign Date
- Submission Date

4.12 Projects:

- Customer ID
- Customer Name
- Contact Number
- Project Name
- Time Duration
- Selling Price

4.13 Working Records:

- Employee ID
- Employee Name
- Working Hours
- Completed Task

4.14 Customer Details:

- Customer ID
- Customer Name
- Contact Number
- Project Details
- Borrow cost

4.15 Report:

- Employee ID
- Employee Name
- Working Hours
- Completed Task

4.16 Salary:

- Fixed Salary
- Account Details

4.17 Feedback:

- Username
- User ID
- Password
- Feedback

5. Software Requirements:

- IDE/Text Editor: Visual Studio Coded, Git Bash CLI
- Front End: HTML5, CSS3
- Browser: Preferable Google Chrome or Mozilla Firefox