

**Lab-3 Report**

**Project: EWU Staff Management System**

Course Title: Information System Analysis and Design

Course Code: CSE 347

Section: 04

***Submitted to***

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**Date of Submission: 18 November 2022**

**EWU Staff Management System**

**Project Scenario:**

A system named EWU Staff Management System will be built to get a better outcome for the organization. At the beginning the system will provide a login page for both admins and the staff of the organization. Admin will use their unique user id and password to login. The staff will use their phone number to login. Any user has to mention if he is the admin or a staff member as their view will different. If any users forget his/her id or password the system will help to get back their account.

The home page will provide almost the same view for admins and staff. Users can get to know any notice or upcoming events of the organization. This page will be updated frequently to show any change in the notice or the events. There will be a recruitment section in the homepage where new employees can apply for the job.

As an admin a user needs to know all the information and working conditions of the staff. In an organization there are different types of staff. In the employee list page admin will classify all the employees as their type and provide a unique ID to each of the employees. The list will contain each employee’s individual profile link so that admin can access their profile when he feels the necessity. Status of the employees will show which of them are still working or have completed for the day. Then the admin has to enlist the salary amount for each type of employee. The amount will definitely vary according to the working genre and how long they worked for a day. Employees phone numbers will also be given in case the admin feels the need to contact any of the employees directly. The time each employee signs in and out will be recorded every day to calculate how long the employee worked. Employees may work overtime someday. That will be counted as bonus and added with their salary. Admin will sort the salary list to see which employees are having high income and working for how long.

A profile will be created for each of the employees containing their detailed information such as name, id, education, joining date, salary, email, ages etc. All the profiles can be accessible by the admin. All the information will be saved in a database to observe the whole scenario and also be sorted according to their working hours and salary.

In the support page admin will get to know if any of the employees are facing problems while using the system. He will also be able to see the complaints. Employee’s information in this page can be anonymous or not, as the employee prefers. Admin will respond to the problems and complaints of the employees.

A description will be given in the “About” page of how the whole system is going to work and which outcomes can be gained from this system.

The home page which will be viewed by the staff will contain two more features than the previous one. There will be guidelines and a help center in case any staff face difficulties logging in to the system.

Any employee will be able to see how long he worked for a day in the work hour page individually. According to their work time their payment will be calculated in Paycheck. Every employee will be able to see the highest income per month by sorting the list if he wants.

Every employee can see their profile individually. The staff will be able to share reviews or complaints about any problem they face. They will be able to do this both anonymously or as usual, it is totally up to them. By submitting any message related to the system of the organization employees will be able to contact the admin.

**Exciting features:**

* A graphical representation can be generated to show the percentage of working staff, those who have completed their task, or has the highest income for entire month or weekly or per day, as the admin wishes show.
* A video of guidelines of the entire system will be added to the home page so that the less educated employees can get along with the system easily.
* A rating system will be included; employees will be able to share their reviews publicly.
* New employees will go through a training session to know their work better.
* A choosing option of language either formal or natural, will be included to the system.

**Limitations:**

* The built system may not be appropriate when the staff number of the organization becomes huge. Then multiple admins have to manage different sectors of work. In a consequence, a super admin will be needed to monitor the admins from all the sectors. Therefore, to manage staff of a huge number more features need to be added to the system.
* Scalability of the system may decrease if number of user increases.

**Functional Requirements of the project:**

* **Signup**

1. Every user has their own Account
2. Admin will be given a unique ID and Password. Staff will use their phone number because it may be hard for them to remember the ID.
3. Proper recovery method will be added to the system in case anyone forgets his id and password

* **Home Page**

1. A common home page will be created to show any notice or event with preferable choice to participate.
2. Date and time for extracurricular event and locations will be mentioned.
3. Guidelines and help center options will help the users to navigate through the system.

* **Employee List**

1. Employee Category will be mentioned.
2. Employee’s Working status will be visible.
3. Admin can check individual Employee profile.
4. Admin can also search for a specific Employee by category.

* **Employee Salary**

1. Admin can see every Employee’s Salary and Working Hour and also Phone number.
2. List can be sorted according to either of the above data.

* **Employee Work Hour**

1. Employee’s Sign in and Sign out time will be recorded and total work time will be calculated accordingly.
2. If any employee works overtime that will be counted as bonus with his usual salary.

* **Employee Profile**

1. Each and every employee information can be accessible by admin.
2. Information will be stored based on their salary or working hour or joining date.
3. A database will be used to save all this information of all the employees in that organization.

* **Employee Database**

1. Every Employee’s information will be stored.

* **Support**

1. Every complain form the user will be displayed here with or without their information being anonymous as they prefer.

3. Admin can respond to the complaint.

* **About**

1. System description will be given there.

* **Work Hour**

1. Staff’s work time and date will be displayed.

* **Pay Check**

1. User’s salary will be calculated according to their work time each day for the whole month.
2. User can sort that monthly data and figure out which day he earned the most.

* **Employee Profile**

1. Employee’s personal information such as email, phone, address, educational background etc. will be displayed.
2. Total working hour of the Employee will also be seen.

* **Contact**

1. Employees can leave a complaint or suggestion for the authorities.
2. They can choose to keep their information anonymous
3. Employee can contact admin through messages.

**Stakeholders:**

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