

A  
PROJECT DAIRY ON  
“EMPLOYEE LEAVE MANAGEMENT SYSTEM”

Submitted By,  
PANDARKAR ABHISHEK DNYANDEV  
ROLL NO-63  
MCA-1

IN PARTIAL FULLFILLMENT OF  
MASTER OF COMPUTER APPLICATION

For  
INSTITUTE OF MANAGEMENT STUDIES AND  
CARRER DEVELOPMENT AND RESEARCH.

NAAC RE-ACCREDITED: A+ GRADE

Affiliated To  
SAVITRIBAI PHULE PUNE UNIVERSITY  
ACADEMIC YEAR (2021-22)

# INTRODUCTION

This project is aimed at developing an Employee Leave Management system, that is of importance to either an organization. The Leave Management System (ELMS) is an internet based application that can be accessed throughout the organization or a specified group/Dept.

This system can be used to automate the workflow of leave applications and their approvals. The periodic crediting of leave is also automated. There are features like apply for leave, the admin can approval of leave, add leave types, also can add employees and departments etc. in this system. Leave Management application will reduce paper work and maintains record in more efficient way.

In the existing paper work related to leave management, leaves are maintained using the attendance register for staff. The staff needs to submit their leaves manually to their respective authorities. This increases the paperwork & maintaining the records becomes tedious.

I chose Employee leave management software as the system seemed simple and easy to use. During its development we realized that we needed software that may help to manage leave activities and various other adjustment like add department, view leaves.

## SCOPE

- Employee Module
- Admin Module

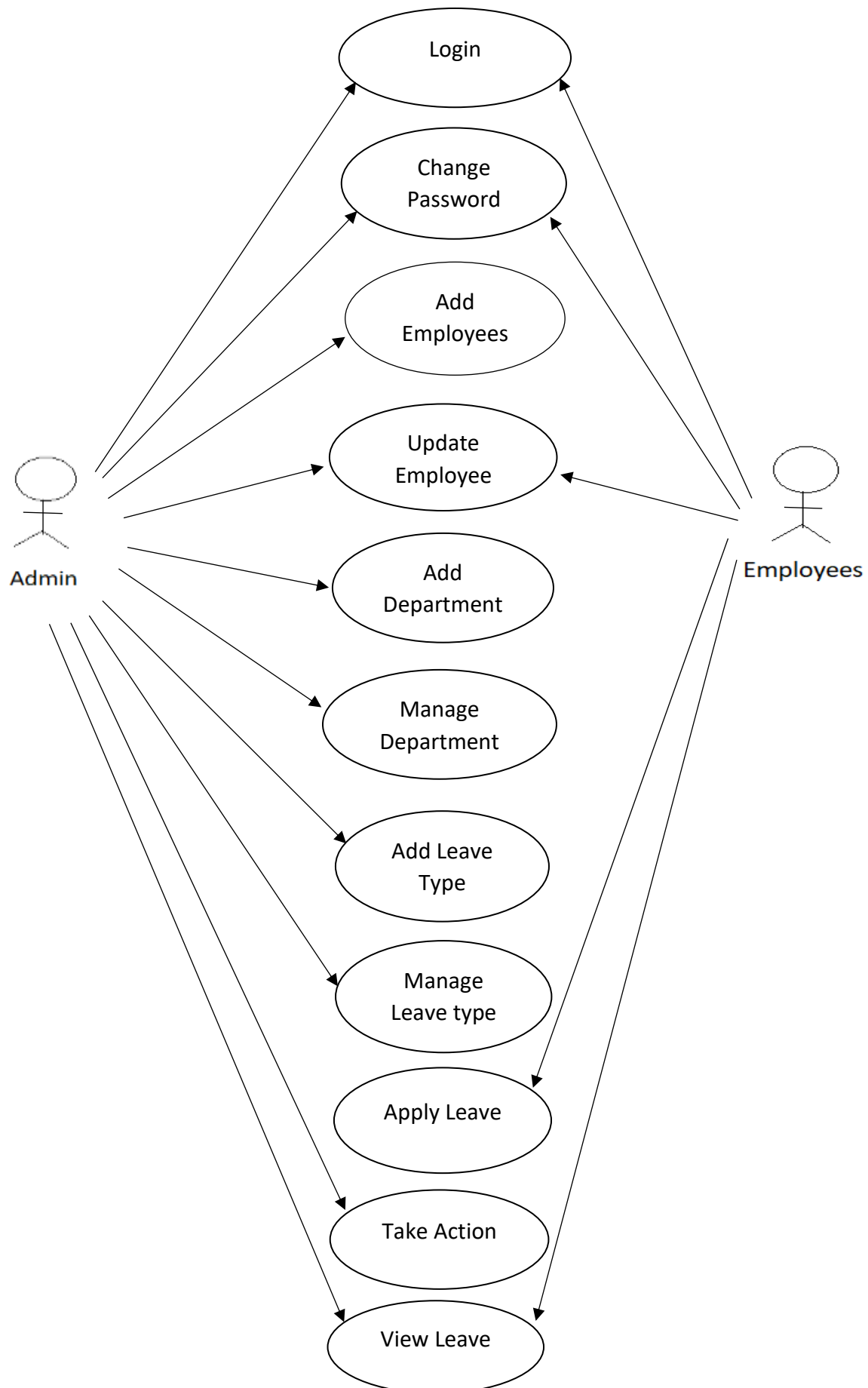
### **Admin Module details:**

- Admin can add/update leave type and departments
- Admin can add an employee and also update the employee info. Also can active or block an employee.
- Admin can also manage the leave application(approve and not approve).
- Every time when an employee applies for leave admin will get a notification.
- Admin can change own password after login.
- Admin can also view admin dashboard

### **Employee Module details:**

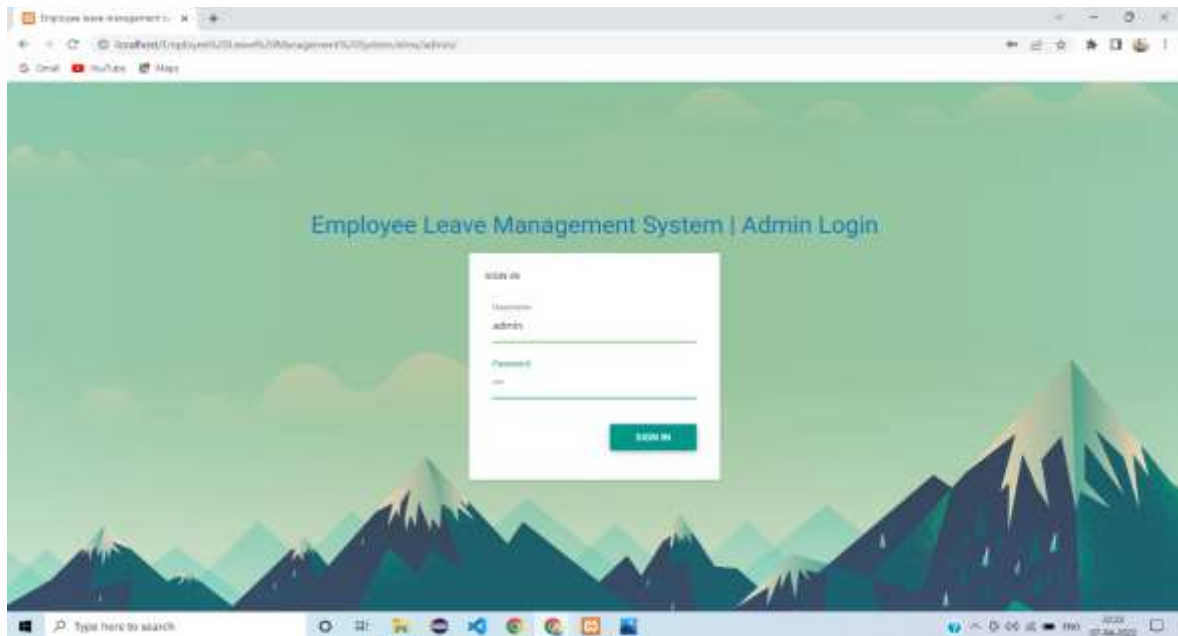
- Employee can login with the valid email and password.
- Update his/her profile
- Applied for leave
- View the leave history
- Change his/ her password
- Password Recovery with the valid email id and empid
- View Leave History

# USE CASE DAIGRAM

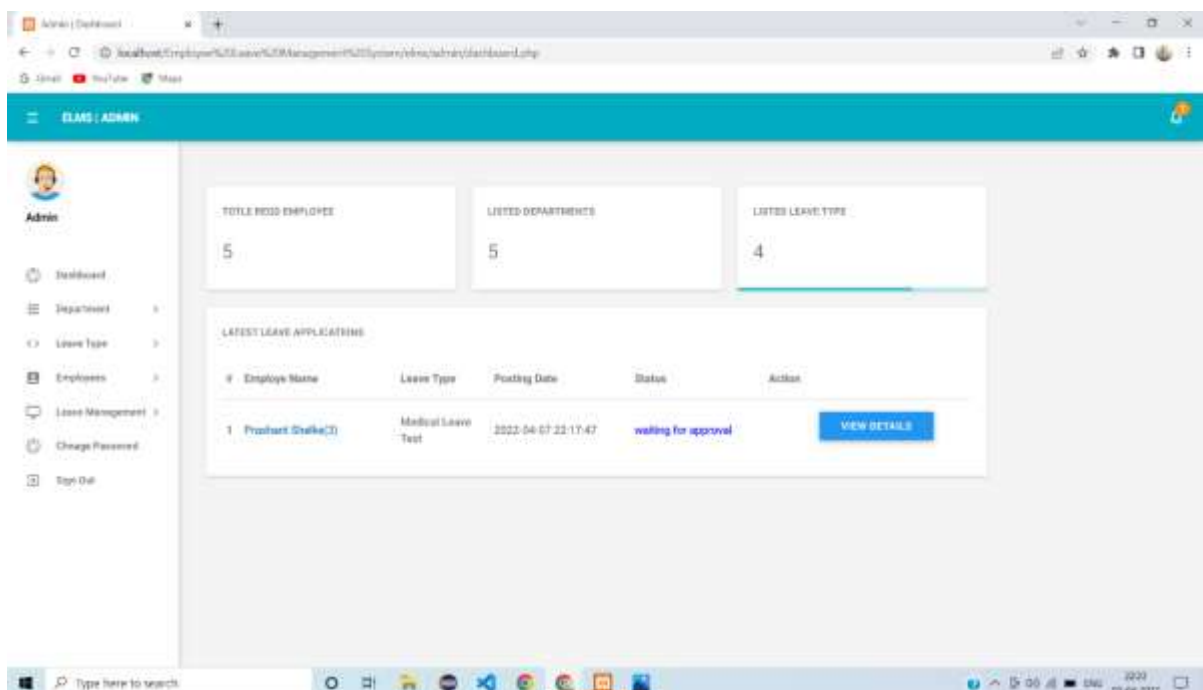


# SCREEN SHOTS

## Admin Login:



## Dashboard:



## Add Employee:

The screenshot shows the 'ADD EMPLOYEE' form in the ELMS ADMIN interface. The form is titled 'Employee Info' and contains several input fields and a submit button.

**Employee Info**

Employee Code (Must be numeric): 6

Gender: Male

Birth Date: 12-October, 2000

Address: Master Of Computer Application

City/Town: PimpriChinchwad

Country: India

Mobile Number: 7410749944

ADD

Employee is available for Registration.

First Name: Aditya

Last Name: Pandekar

Email: adityahk@gmail.com

Email is available for Registration.

Confirm Password:

## Manage Employees:

The screenshot shows the 'Manage Employees' table in the ELMS ADMIN interface. The table displays a list of employees with columns for S.No, Emp ID, Full Name, Department, Status, Reg Date, and Action.

S.No	Emp ID	Full Name	Department	Status	Reg Date	Action
1	1	Yash Chaudhari	Master Of Computer Application	ACTIVE	2022-04-05 16:47:57	<a href="#">Edit</a> <a href="#">Delete</a>
2	2	Rama Bhaskar	HR	ACTIVE	2022-04-05 16:48:53	<a href="#">Edit</a> <a href="#">Delete</a>
3	3	Prashant Shelke	Master Of Computer Application	ACTIVE	2022-04-05 16:51:04	<a href="#">Edit</a> <a href="#">Delete</a>
4	4	Rameshwar Godse	Master Of Business Administration	ACTIVE	2022-04-05 16:52:20	<a href="#">Edit</a> <a href="#">Delete</a>
5	5	Vishal Sata	Information Technology	ACTIVE	2022-04-05 16:53:26	<a href="#">Edit</a> <a href="#">Delete</a>
6	6	Ashish Pandekar	Master Of Computer Application	ACTIVE	2022-04-07 22:27:31	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 6 of 6 entries

## Add Leave Type:

The screenshot shows the 'ADD LEAVE TYPE' form in the ELMS ADMIN interface. The form is titled 'ADD LEAVE TYPE' and contains the following fields:

- Leave Type:** A text input field containing 'Family and medical leave'.
- Description:** A text area containing the text: 'The FMLA provides those working for companies with 50+ employees or a public agency with up to 12 weeks of unpaid leave each year. Employees must have worked for their employer for a minimum of 12 months or 1,250 hours in the past year to be eligible.'
- ADD:** A blue button to submit the form.

The interface includes a sidebar with navigation links: Dashboard, Department, Leave Type, Employees, Leave Management, Change Password, and Sign Out. The top bar shows 'ELMS | ADMIN' and a user profile icon.

## Manage Leave Type:

The screenshot shows the 'MANAGE LEAVE TYPE' table in the ELMS ADMIN interface. The table has the following columns: S.No, Leave Type, Description, Creation Date, and Action. The table contains 5 rows of data.

S.No	Leave Type	Description	Creation Date	Action
1	Casual Leave	These leave are granted for certain unforeseen situation or where you are require to go for one or two days leave.	2022-04-05 16:45:36	<a href="#">Edit</a> <a href="#">Delete</a>
2	Medical Leave Test	A medical leave of absence is a leave category for employees who face medical conditions that reduce their physical and/or mental health to the point that they can no longer perform key job responsibilities.	2022-04-05 16:45:54	<a href="#">Edit</a> <a href="#">Delete</a>
3	Restricted Holiday(H.H.)	The Restricted holiday is also called an Optional holiday in the Indian leave management policy. It is the type of holiday that is optional for an employee and depends on him whether he/she wants to avail the same.	2022-04-05 16:46:21	<a href="#">Edit</a> <a href="#">Delete</a>
4	For Personal Problem	Personal matters (which are personal) sickness, home affairs, marriage, any type of operation.. require permission through your announcement and request for leave.	2022-04-05 16:46:44	<a href="#">Edit</a> <a href="#">Delete</a>
5	Family and medical leave	The FMLA provides those working for companies with 50+ employees or a public agency with up to 12 weeks of unpaid leave each year. Employees must have worked for their employer for a minimum of 12 months or 1,250 hours in the past year to be eligible.	2022-04-07 22:25:01	<a href="#">Edit</a> <a href="#">Delete</a>

The interface includes a sidebar with navigation links: Dashboard, Department, Leave Type, Employees, Leave Management, Change Password, and Sign Out. The top bar shows 'ELMS | ADMIN' and a user profile icon.

## Add Department:

The screenshot shows the 'Add Department' form in the ELMS ADMIN interface. The form is titled 'ADD DEPARTMENT' and contains three input fields: 'Department Name' with the value 'Master in Computer Science', 'Department Short Name' with the value 'M.C.S', and 'Department Code' with the value 'MT2'. An 'ADD' button is located at the bottom of the form. The left sidebar shows the 'Admin' user profile and a list of navigation items: Dashboard, Department, Leave Type, Employees, Leave Management, Change Password, and Sign Out. The top header bar is teal and displays 'ELMS | ADMIN'.

Admin | Add Department

localhost:5175/EmployeeM20/LeaveM20/ManagementM20/system/admin/addDepartment.php

ELMS | ADMIN

Admin

Dashboard

Department

Leave Type

Employees

Leave Management

Change Password

Sign Out

ADD DEPARTMENT

Department Name  
Master in Computer Science

Department Short Name  
M.C.S

Department Code  
MT2

ADD

## Manage Department:

The screenshot shows the 'Manage Department' table in the ELMS ADMIN interface. The table is titled 'DEPARTMENT INFO' and has a search bar. The table columns are: S.No, Dept Name, Dept Short Name, Dept Code, Creation Date, and Action. There are 6 rows of data. The left sidebar shows the 'Admin' user profile and a list of navigation items: Dashboard, Department, Leave Type, Employees, Leave Management, Change Password, and Sign Out. The top header bar is teal and displays 'ELMS | ADMIN'.

Admin | Manage Department

localhost:5175/EmployeeM20/LeaveM20/ManagementM20/system/admin/manageDepartment.php

ELMS | ADMIN

Admin

Dashboard

Department

Leave Type

Employees

Leave Management

Change Password

Sign Out

DEPARTMENT INFO

Search

S.No	Dept Name	Dept Short Name	Dept Code	Creation Date	Action
1	Information Technology	IT	ITI	2022-04-05 16:43:16	<a href="#">Edit</a> <a href="#">Delete</a>
2	HR	HR	HR1	2022-04-05 16:43:42	<a href="#">Edit</a> <a href="#">Delete</a>
3	Master Of Computer Application	M.C.A	MCA1	2022-04-05 16:44:21	<a href="#">Edit</a> <a href="#">Delete</a>
4	Master Of Business Administration	M.B.A	MBA1	2022-04-05 16:44:49	<a href="#">Edit</a> <a href="#">Delete</a>
5	BCA	BCA	BCA1	2022-04-05 16:45:03	<a href="#">Edit</a> <a href="#">Delete</a>
6	Master in Computer Science	M.C.S	MT2	2022-04-07 22:23:54	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 6 of 6 entries



## View Leave Type:

The screenshot shows the 'Manage Leave Type' page in the DLMS Admin interface. The page has a teal header with 'DLMS : ADMIN' and a user profile for 'Admin'. A sidebar on the left contains navigation links: Dashboard, Departments, Leave Type, Employees, Leave Management, Change Password, and Sign Out. The main content area is titled 'LEAVE TYPE INFO' and includes a 'Show' dropdown set to '10'. Below this is a table with columns for 'Leave Type', 'Description', 'Creation Date', and 'Action'.

Leave Type	Description	Creation Date	Action
1. Casual Leave	These leave are granted for certain unforeseen situation or where you are require to go for one or two days leaves.	2022-04-05 16:45:36	[Edit] [Delete]
2. Medical Leave Test	A medical leave of absence is a leave category for employees who face medical conditions that reduce their physical and/or mental health to the point that they can no longer perform key job responsibilities.	2022-04-05 16:45:54	[Edit] [Delete]
3. Restricted Holiday(R.H.)	The Restricted holiday is also called an Optional holiday in the Indian leave management policy. It is the type of holiday that is optional for an employee and depends on him whether he/she wants to avail the same.	2022-04-05 16:46:21	[Edit] [Delete]
4. For Personal Problem	Personal matters (which are personal) sickness, home affairs, marriage, any type of operation.. require permission through your announcement and request for leave.	2022-04-05 16:46:44	[Edit] [Delete]
5. Family and medical leave	The FMLA provides those working for companies with 50+ employees or a public agency with up to 12 weeks of unpaid leave each year. Employees must have worked for their employer for a minimum of 12 months or 1,250 hours in the past year to be eligible.	2022-04-07 22:25:51	[Edit] [Delete]

## Employee Login:

The screenshot shows the 'Employee Login' page in the DLMS Employee Leave Management interface. The page has a teal header with 'DLMS : EMPLOYEE LEAVE MANAGEMENT'. A sidebar on the left contains navigation links: Employee Login, Employees Password Recovery, and Admin Login. The main content area is titled 'WELCOME TO EMPLOYEE LEAVE MANAGEMENT SYSTEM' and features a login form.

WELCOME TO EMPLOYEE LEAVE MANAGEMENT SYSTEM

EMPLOYEE LOGIN

Email ID:

Password:

## Employee Password Change:

The screenshot shows a web browser window with the URL `localhost:12345/employee/change-password.php`. The page is titled "CHANGE PASSWORD" and features a success message: "SUCCESS Your Password successfully changed". Below the message are three input fields: "Current Password", "New Password", and "Confirm Password". A blue "CHANGE" button is positioned at the bottom of the form. On the left side, there is a sidebar with the user's profile "Prashant Shukla" and a menu containing "My Profile", "Change Password", "Logout", and "Sign Out". The browser's taskbar at the bottom shows various application icons and the system clock indicating 22:17 on 07-04-2022.

## Update Employee:

The screenshot displays the "UPDATE EMPLOYEE" page in a web browser, with the URL `localhost:12345/admin/update-employee.php`. The page is titled "Update Employee Info" and shows a success message: "SUCCESS : Employee record updated Successfully". The form contains several fields for updating employee information: "Employee Code" (with value 3), "Gender" (set to Male), "Date of Birth" (5 April, 2022), "First name" (Prashant), "Last name" (Shukla), "Email" (prashant@gmail.com), "Mobile number" (7834865409), "Master Of Computer Application" (set to Partner), "City/Town" (Partner), and "Country" (India). A blue "UPDATE" button is located at the bottom right of the form. The left sidebar is identical to the previous screenshot, showing the user profile and navigation menu. The browser's taskbar at the bottom shows the system clock at 22:18 on 07-04-2022.

## Apply Leave:

The screenshot shows a web browser window with the URL `localhost/Employee/Leave/Management/System/admin/apply-leave.php`. The page title is "ELMS : EMPLOYEE". On the left sidebar, the user is logged in as "Prashant Shukla" with ID "3". The main content area is titled "APPLY FOR LEAVE" and contains a form with the following fields:

- Medical Leave Test** (dropdown menu)
- From Date**: 15 April, 2022
- To Date**: 14 April, 2022
- Description**: for medical reason
- APPLY** button
- 11:06** (timestamp)

## Take Action:

The screenshot shows a web browser window with the URL `localhost/Employee/Leave/Management/System/admin/leave-details.php?leaveid=33`. The page title is "ELMS : ADMIN". On the left sidebar, the user is logged in as "Admin". The main content area is titled "LEAVE DETAILS" and contains a table with the following data:

LEAVE DETAILS					
SUCCESS : Leave updated Successfully					
Employee Name :	Prashant Shukla	Emp Id :	3	Gender :	Male
Emp Email id :	prashant@gmail.com	Emp Contact No. :	7934865409		
Leave Type :	Medical Leave Test	Leave Date. :	From 15 April, 2022 to 14 April, 2022	Posting Date :	2022-04-07 22:17:47
Employee Leave Description :	for medical reason				
Leave Status :	Approved				
Admin Remark:	Approve the Leave				
Admin Action taken date :	2022-04-07 22:28:11				

## Employee Leave History:

The screenshot displays a web application for managing employee leave history. The browser address bar shows the URL: `localhost/employees/leave/history.php`. The application header is teal with the text "ELMS | EMPLOYEES". On the left, a sidebar for user "Prashant Sharma" includes links for "My Profile", "Change Password", "Leaves", and "Sign Out". The main content area, titled "LEAVE HISTORY", features a table with the following data:

#	Leave Type	From	To	Description	Posting Date	Admin Remark	Status
1	Medical Leave Test	15 April, 2022	14 April, 2022	for medical reason	2022-04-07 12:17:47	waiting for approval	<a href="#">waiting for approval</a>

Below the table, it indicates "Showing 1 to 1 of 1 entries". The Windows taskbar at the bottom shows the system time as 22:19 on 07-04-2022.

# DATABASE DESIGN

## Admin Table:

Sr No.	Field Name	Field Size	Data Type	Description	Constraint
1.	Id	3	Int	Admin Id	Primary key
2.	User_name	50	Varchar	Name of Admin	Not Null
3.	Password	50	Varchar	Password of Admin	Not Null
4.	Updation_date	-	Date	Updation Date	Not Null

## Department Table:

Sr No.	Field Name	Field Size	Data Type	Description	Constraint
1.	Id	3	Int	Department Id	Primary key
2.	Department_name	50	Varchar	Department Name	Not Null
3.	Department_Short_name	50	Varchar	Department Short Name	Not Null
4.	Department_Code	15	Varchar	Department Code	Not Null
5.	Creation_Date	-	Date	Creation Date	Not Null

## Employees Table:

Sr No.	Field Name	Field Size	Data Type	Description	Constraint
1.	Id	10	Int	Id	Primary key
2.	Emp_Id	10	Int	Employee Id	Not Null
3.	First_Name	10	Varchar	Employee First Name	Not Null
4.	Last_Name	10	Varchar	Employee Last Name	Not Null
5.	Email_Id	20	Varchar	Employee Email Id	Not Null
6.	Password	10	Varchar	Employee Password	Not Null
7.	Gender	10	Varchar	Employee Gender	Not Null
8.	Dob	-	Date	Employee DOB	Not Null
9.	Department	10	Varchar	Employee Department	Not Null
10.	Address	20	Varchar	Employee Address	Not Null
11.	City	20	Varchar	Employee City	Not Null
12.	Country	10	Varchar	Employee Country	Not Null
13.	Phonen_umber	10	Number	Employee Phone number	Not Null
14.	Status	10	Varchar	Employee Status	Not Null
15.	Reg_Date	-	Date	Registration Date	Not Null

## Leaves Table:

Sr No .	Field Name	Field Size	Data Type	Description	Constraint
1.	Id	3	Int	Employee Id	Primary key
2.	Leave_Type	20	Varchar	Leave Type	Not Null
3.	To_Date	-	Date	Leave To Date	Not Null
4.	From_Date	-	Date	Leave From Date	Not Null
5.	Description	20	Varchar	Description	Not Null
6.	Posting_Date	-	Date	Posting Date	Not Null
7.	Admin_Remark	20	Varchar	Admin Remark	Not Null
8.	Admin_Remark_Date	-	Varchar	Admin Remark Date	Not Null
9.	Status	10	Varchar	Status	Not Null
10.	Emp_Id	10	Varchar	Employee Id	Primary Key

## Leaves Type Table:

Sr No.	Field Name	Field Size	Data Type	Description	Constraint
1.	Id	3	Int	Employee Id	Primary key
2.	Leave Type	20	Varchar	Leave Type	Not Null
3.	Description	20	Varchar	Employee Description	Not Null
4.	Creation_Date	-	Date	Creation Date	Not Null

concept Decide the topic of Project

Day-1	Date - 15/02/2022
Notes	Drawing/Screenshot
Decide the topics for the project After discussing I consider my skill and how use of system so, decided to make Project for "Employee Leave Management" System	Employee Leave Management System.

Concept - Decide forms in project

Day-2	Date - 21/02/2022
Notes	Drawing/Screenshot
Decided the total forms in project Decide and think which forms should add	<ul style="list-style-type: none"> <li>- Admin Login</li> <li>- Add Employee</li> <li>- Manage Employee</li> <li>- Add Department</li> <li>- Manage Department</li> <li>- Manage Leave</li> <li>- Employee Login</li> <li>- Apply Login</li> <li>- Approve Leave</li> </ul>



concept - coding for some designing Part

Day-3	Date - 28/02/2022
Notes	Drawing / ScreenShot
Using HTML, CSS create Home Screen	Employee Leave Mng. Employee Login

concept - create some databases.

Day-4	Date - 04/03/2022
Notes	Drawing / ScreenShot
Decide database means Table how many table to create. I choose MySQL database for storing the data in database.	In this movement create some problem my xampp is not working properly.

concept - solve Server problem and continue work.

Day - 5	Date - 08/03/2022
Notes	Drawing / ScreenShot
I solve my server problem and then continue my database.	1. Admin Table 2. Department Table 3. Employees Table 4. Leaves Table 5. Leaves Types Table

Concept - connect database and design remaining form.

Day - 6	Date: 15/03/2022
Notes	Drawing / Screenshot
Some changes taken in the form, then connect to the database.	Employee Leave Mng. System
	<div>Enter Email Id</div>
	<div>password</div>

Concept : Documentation creation start

Day 7	Date: 21/03/2022
create means starting to create documentation such as introduction, scope and database design.	Introduction scope database design form screenshot

Concept : Draw diagram

Day 8	Date: 24/03/2022
Start to draw diagram in MS-word	Draw the Use Case diagram for Employee Leave Management System.



Concept - Add to validation for Login form

Day - 9	Date: 26/03/2022
Notes	Drawing/Screenshot
Add code for Home Login, Admin page. Added a validation for different fields of form.	Admin Login <u>Username</u> <u>Password</u> <u>Signin</u>

Concept - Add to code for Employee registration and others forms.

Day - 10	Date - 29/03/2022
Notes	Drawing/Screenshot
Add code for Employee leave types, Employees Registration, Add department, and view leave	— " — — " — — " — — " — Manage forms.

Concept - Add Report.

Day - 11	Date: 31/03/2022
create Employee leave Report	- Employee Leave History

concept - Adding Some Extra field in the form.

Day - 12	Date - 01/04/2022
Add Employee Active or deactivate button in Employee Manage form	Employee X

concept - Add some in leave form.

Day - 13	Date - 04/04/2022
Add pending leave option in employee leaves to see a pending leaves.	pending leave.

Concept - To done some updation in our project

Day - 14	Date - 06/04/2022
To add some changes in font, design and color in the form.	



concept - final execution of project

Notes:

Date: 07/04/2022

Day 15 to 18

Run the total project and create documentation means add input and output screen and some screenshot of forms and write in details.