

# Employee Mangement System

## User Guide



Developed by



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## Introduction

### Company Overview

Team Oreo is a dedicated software development company that has a deep talent pool in software development and design. We help companies create value by building high-quality custom software delivered to meet customers' demands.

Since 2018, we've been providing web and mobile app development services to companies all over the world with a 100% project delivery success rate. At a low cost, hire the best programmers. Our design-driven strategy and project management processes assist you in delivering the best solutions.

To deliver high-performing solutions that add real business value to our clients, we use Agile project management frameworks like Scrum and lean software development. Our teams' relentless pursuit of excellence is aided by Agile Project Management techniques.

To know more about Team Oreo Please visit <https://teamoreo.co.uk/>.

### Project Overview

Employee Management System is an essential system to keep track of employee information in any company. The goal of the "Employee Management System" is to give managers a better idea of their employees and helps them plan and manage their work hours in order to cut costs and boost productivity. It gives appropriate directions and supervision for employees. It also secures and manages information that is important to the employees including personal and work-related information.

On the other hand, it will give the manager of his employee performance based on the attendance, task and so on.

**Note:** I have login as system admin so I have access to all the features. The system can be modified or can have more feature based on your request. Employee performance will be added very soon.

## Technical Specifications

The employee management system is developed with Laravel the most popular framework of PHP. Besides the used technologies are given below:

- **Backend:** For the backend I used Laravel a framework of PHP.
- **Frontend:** For the front end I used a build in template which is built with HTML, CSS, BOOTSTRAP, JavaScript, jQuery and so on
- **Database:** To store the data I used MySQL. It can be transfer to MSSQL if you want.
- **Other tools:** Maatwebsite Excel to export report into a excel file.

## Modules

### Login

When you login to Employee management system you will have a nice login page. Where you put your credential to login the system. If you are a new user for the system then you can contact to system admin for your credential. For test purpose I will provide both system admin credential and a normal user who have very limited access to this system.

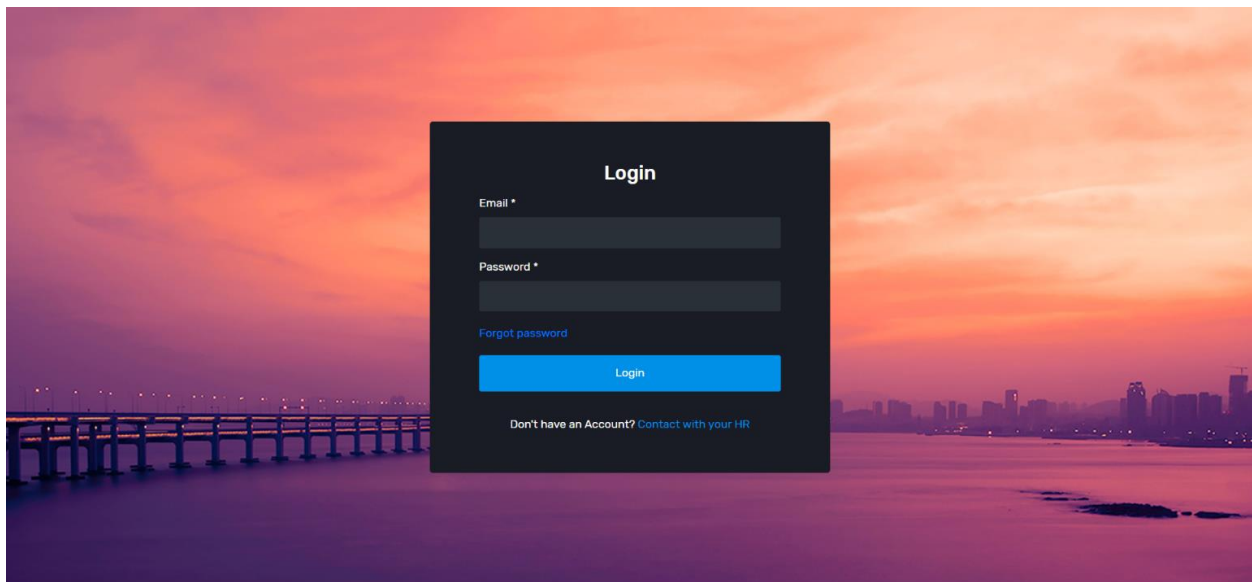


Figure 1 - Login page

## Dashboard

After successfully login to the system, you will be redirect to dashboard. In the dashboard you will have several sections. At the top of the page, you will have a button to add your attendance. After that you will see your assigned task. And in the end, you will have a notice board where latest notice will be shown.

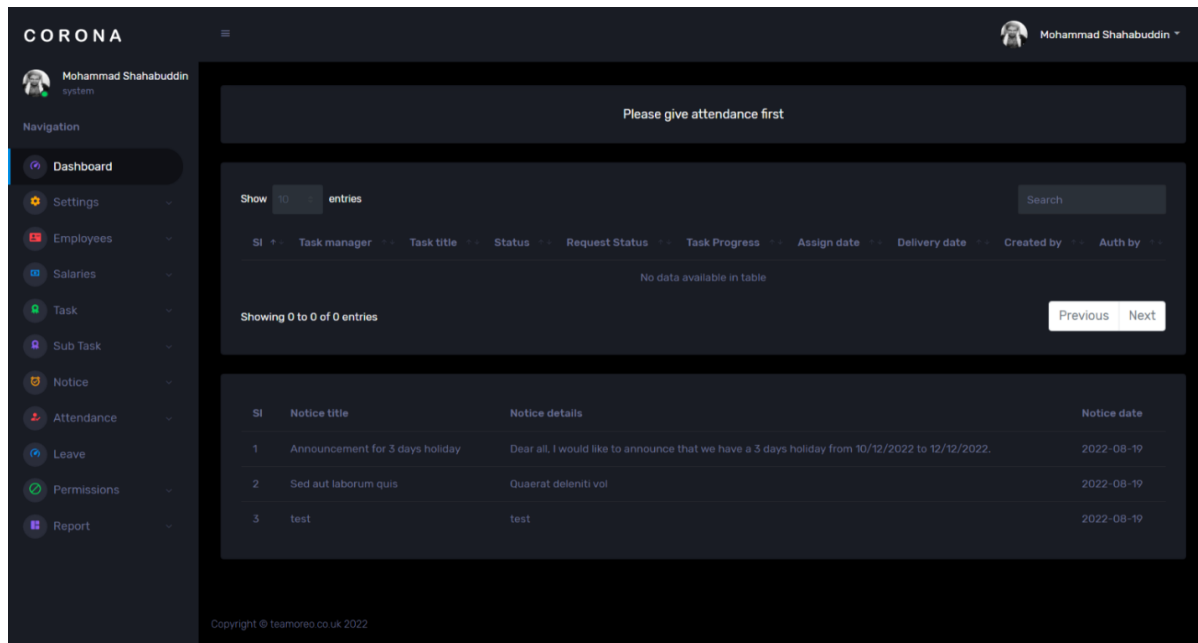


Figure 2 - Dashboard before add attendance

After giving the attendance you will see a new section on the top which displays your office time, break time and lunch time. When you start your office, lunch or break time it will count reversely and you can see how much time is left for you.

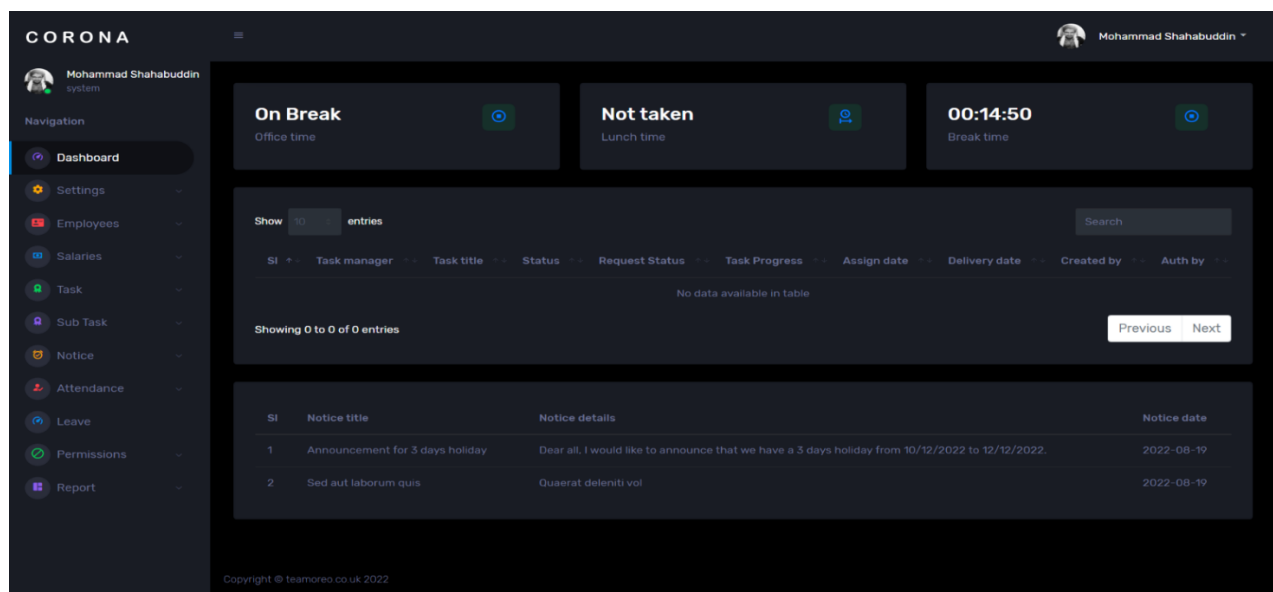
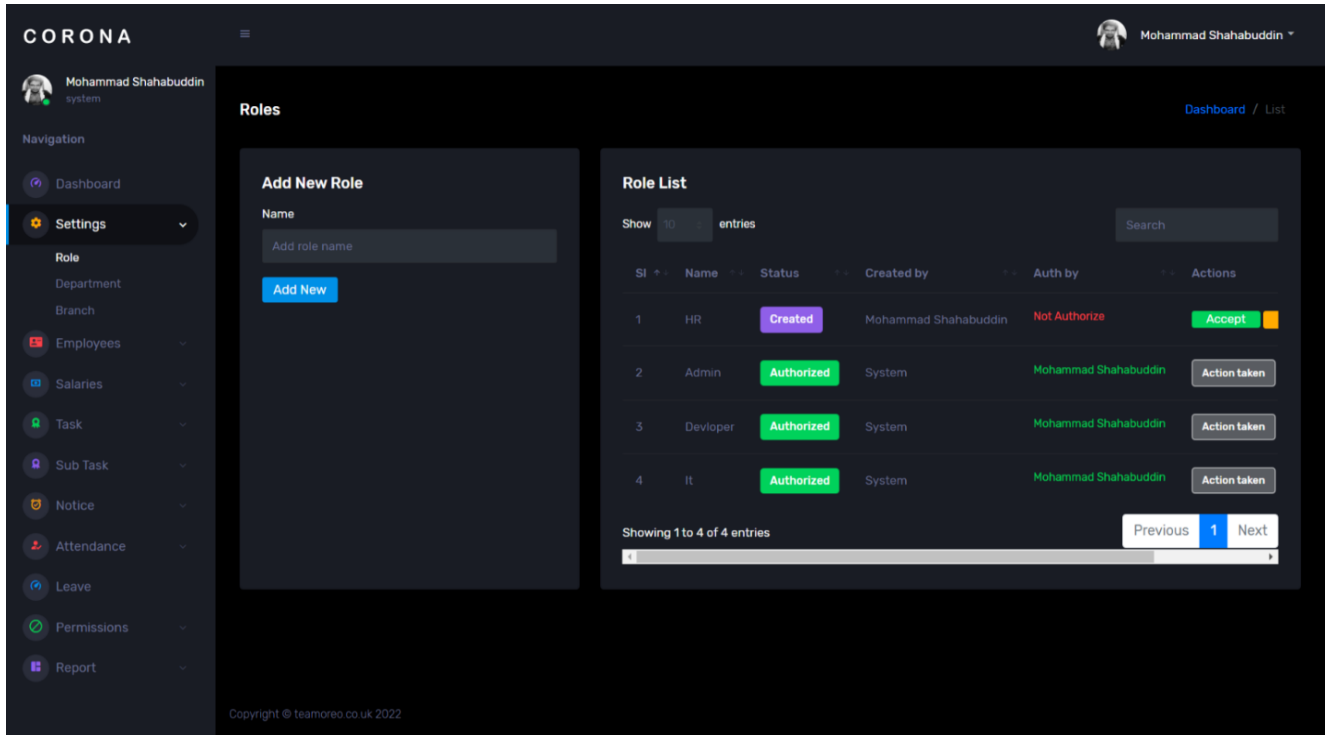


Figure 3 - Dashboard with time counter

## Settings

In this module you will find three different kinds of settings such as role, branch, department.

**Role:** You can add different type of roles. Based on this role you can add permission so that you can preserve user access based on this. You can perform CRUD (Create, Read, Update, Delete) operation. You can also decline roles.



**CORONA**

Mohammad Shahabuddin system

Navigation

- Dashboard
- Settings
- Role
- Department
- Branch
- Employees
- Salaries
- Task
- Sub Task
- Notice
- Attendance
- Leave
- Permissions
- Report

**Roles**

**Add New Role**

Name

Add role name

Add New

**Role List**

Show 10 entries

Search

SI	Name	Status	Created by	Auth by	Actions
1	HR	Created	Mohammad Shahabuddin	Not Authorize	Accept
2	Admin	Authorized	System	Mohammad Shahabuddin	Action taken
3	Developer	Authorized	System	Mohammad Shahabuddin	Action taken
4	IT	Authorized	System	Mohammad Shahabuddin	Action taken

Showing 1 to 4 of 4 entries

Previous 1 Next

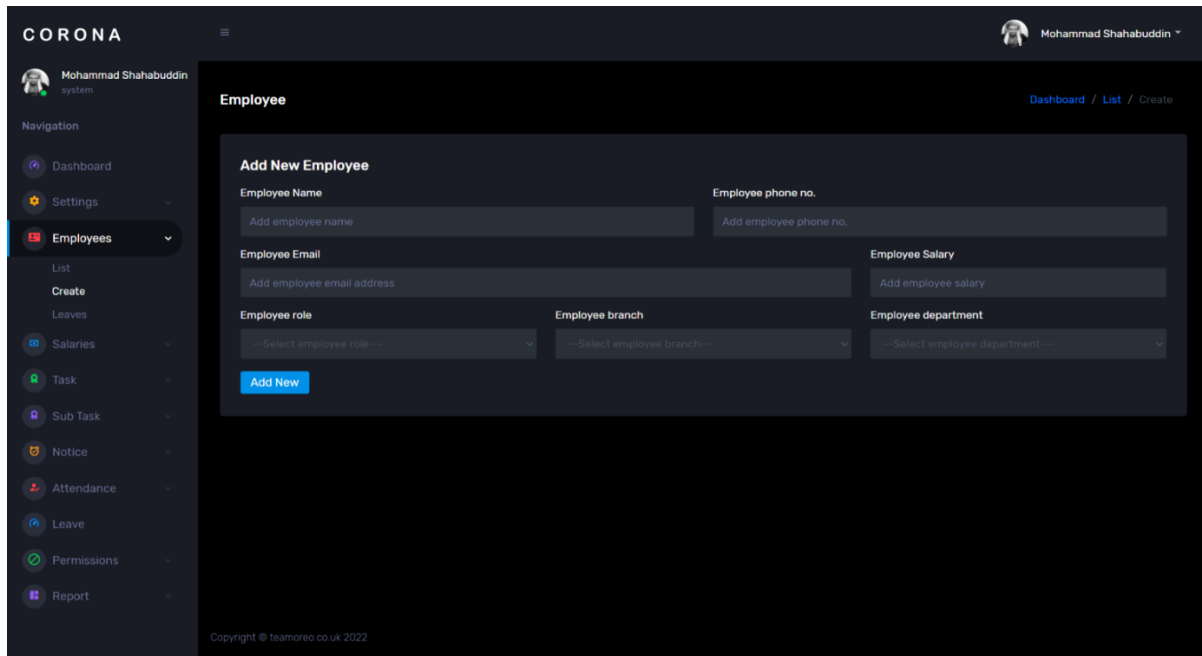
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Figure 4 - User role setup

**Department and Branch:** Same as role.

## Employee

In this module you can add employee of your organization who will use this system.



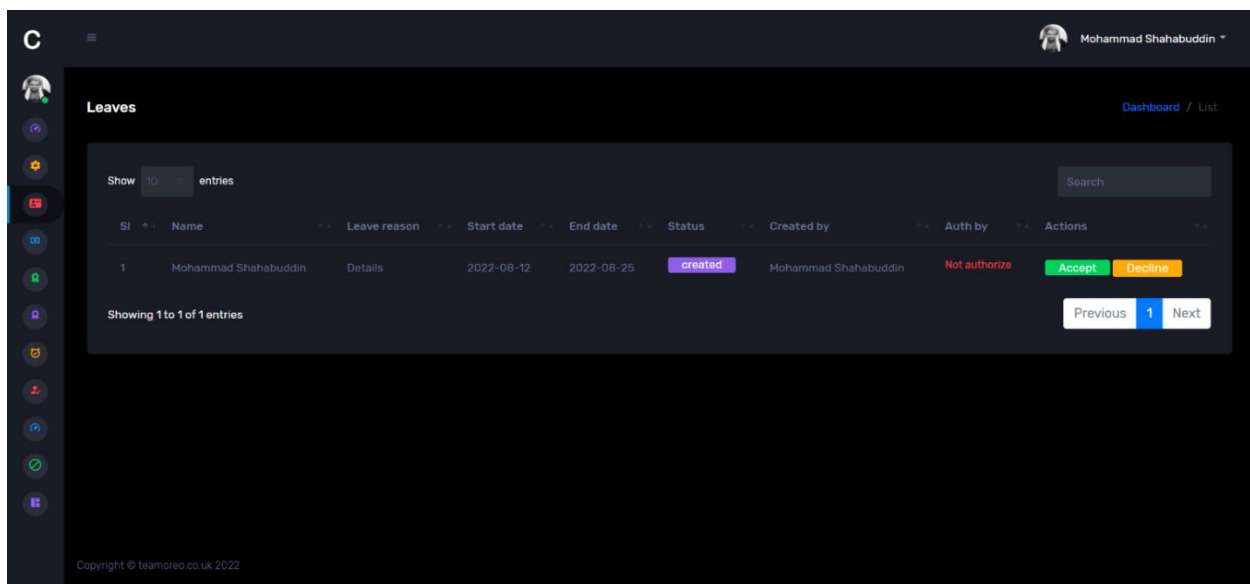
The screenshot shows the 'Employee' module in the CORONA system. The left sidebar contains a navigation menu with options: Dashboard, Settings, Employees (selected), List, Create, Leaves, Salaries, Task, Sub Task, Notice, Attendance, Leave, Permissions, and Report. The main content area is titled 'Employee' and contains a form to 'Add New Employee'. The form fields are: Employee Name, Employee phone no., Employee Email, Employee Salary, Employee role, Employee branch, and Employee department. Each field has a placeholder text indicating what to enter. There is an 'Add New' button at the bottom of the form. The top right corner shows the user profile 'Mohammad Shahabuddin' and a dropdown menu. The bottom left corner has a copyright notice: 'Copyright © teamoreo.co.uk 2022'.

Figure 5 - Employee create

In the above figure you can see a form for add new employee. The default password is set to 123456. And you have CRUD operation on employee data.

## Leave

In this module you will find a list who request for a leave. On that list you can authorized or declined the request.



The screenshot shows the 'Leaves' module in the CORONA system. The left sidebar contains a navigation menu with options: Dashboard, Settings, Employees, List, Create, Leaves (selected), Salaries, Task, Sub Task, Notice, Attendance, Leave, Permissions, and Report. The main content area is titled 'Leaves' and contains a table of leave requests. The table has columns: SI, Name, Leave reason, Start date, End date, Status, Created by, Auth by, and Actions. There is a search bar and a 'Show 10 entries' dropdown. The table shows one entry for Mohammad Shahabuddin with a status of 'created'. The bottom right corner has a pagination control showing 'Previous', '1', and 'Next'. The bottom left corner has a copyright notice: 'Copyright © teamoreo.co.uk 2022'.

SI	Name	Leave reason	Start date	End date	Status	Created by	Auth by	Actions
1	Mohammad Shahabuddin	Details	2022-08-12	2022-08-25	created	Mohammad Shahabuddin	Not authorize	Accept Decline

Figure 6 - Employee leave request list

## Salary

This module is for disburse employee salary. For disburse the employee salary you have to go create salary section then select employee name and month of the salary along with amount. Now from the create salary show in the list and an authorizer can authorize the salary.

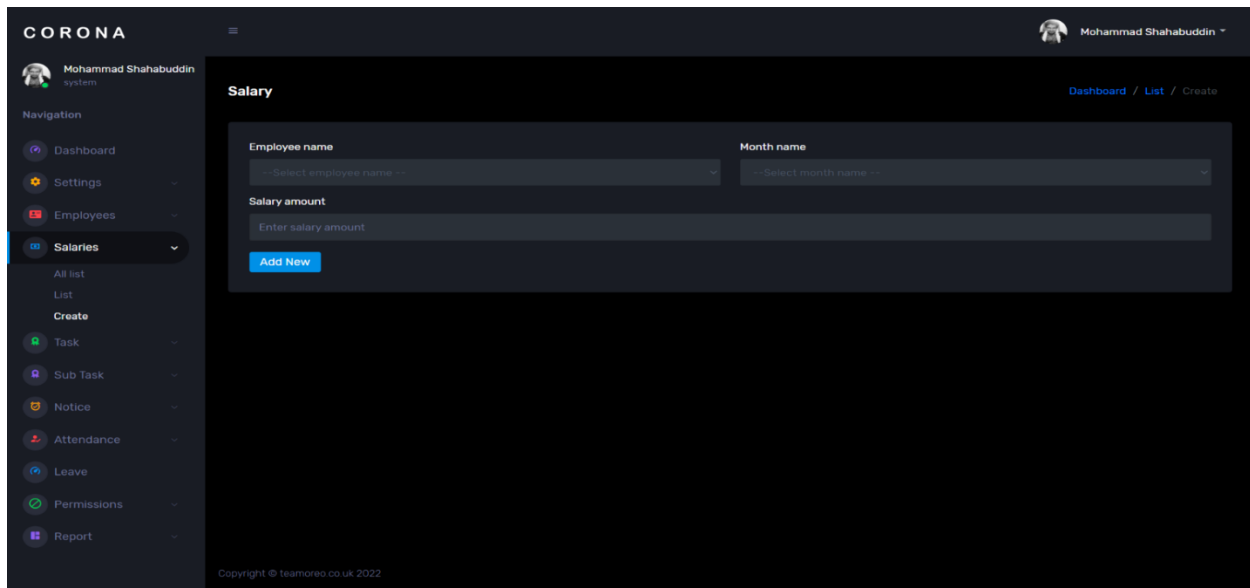


Figure 7 - Salary disburse

## Task and sub task

This module used for assign task to the employee. For assign a new task to the employee you have fill up the form. The assign date of the task will be the current date when the task is created. You can assign multiple employees for the task. And there are some other required fields to assign a task. Like other thing you can perform CRUD operation on that. Same goes with sub task. But before that you have to add a task in order to create a sub task.

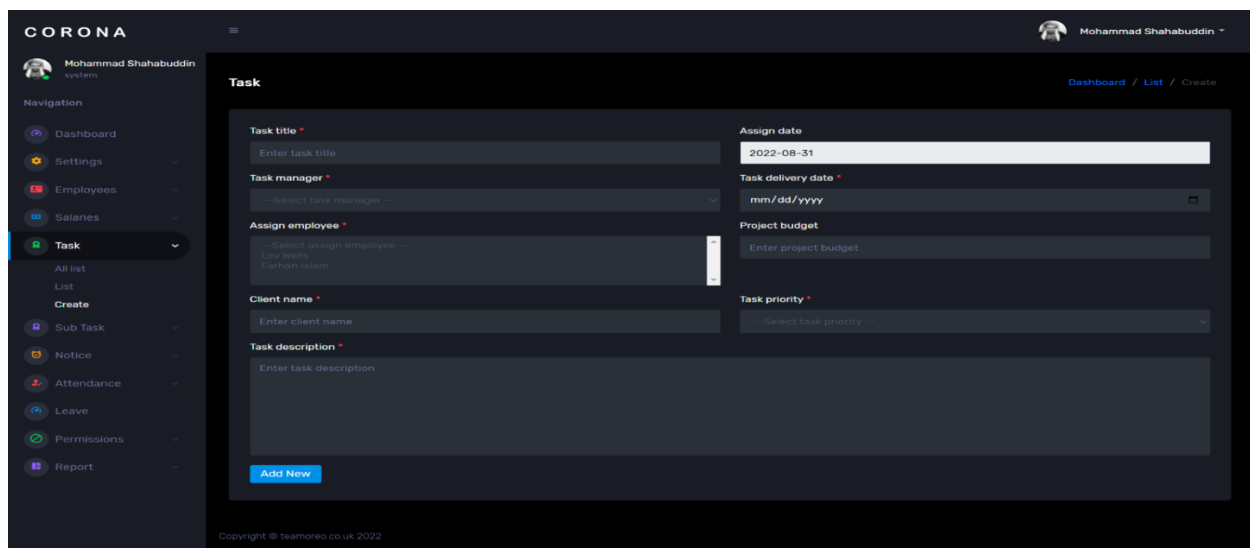


Figure 8 – Task



## Notice

You can add notice to your employee via this section. Only authorize notice will be shown in employee end. Only delete operation can be perform on notice.

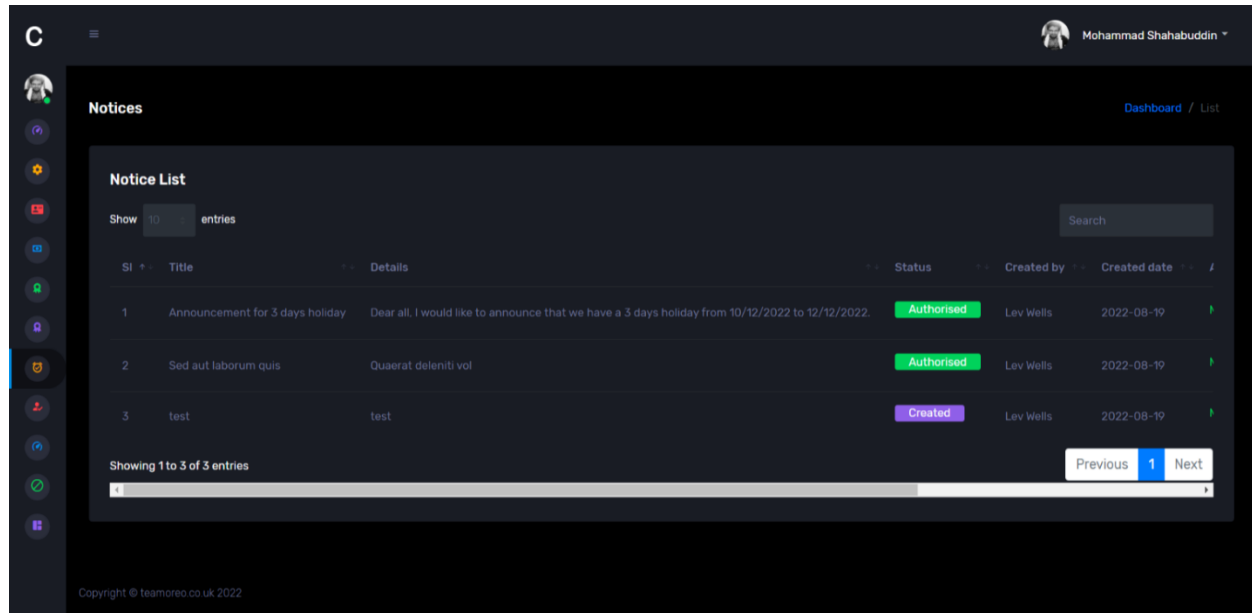


Figure 9 – Notice

## Attendance

In this section employee can give his/her attendance. If some one is late then they should provide a reason why they are late. If any one wants to leave office before the office time end, then he must provide a valid reason for it. Admin can see all employee attendance list. A login employee has own attendance list.

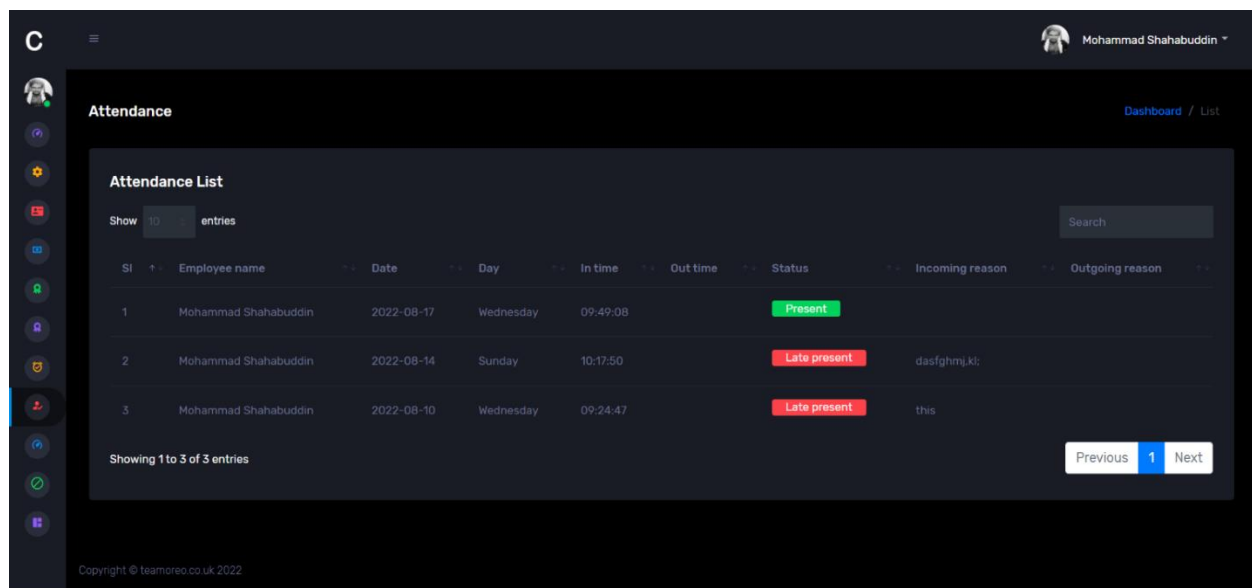


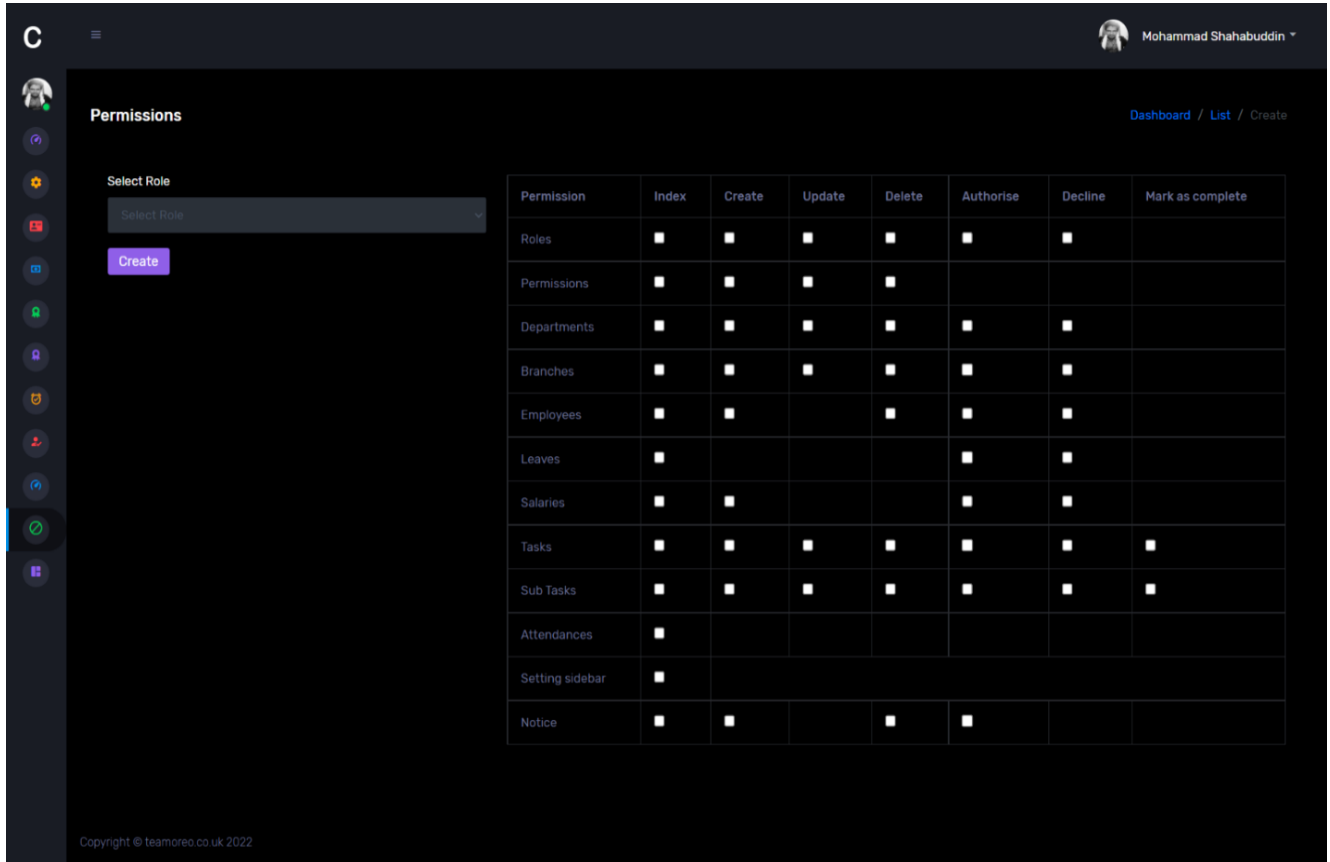
Figure 10 - Attendance list

## Employee leave

In this section there is a list for each employee leave.

## Permission

This one is a major module of my system. In this section you can give access to your employee based on the role. What kind of operation they can perform in this system? Based on the permission the side navigation bar will be shown. You can have CRUD operation on this module.



**Permissions**

Dashboard / List / Create

Select Role

Select Role

Create

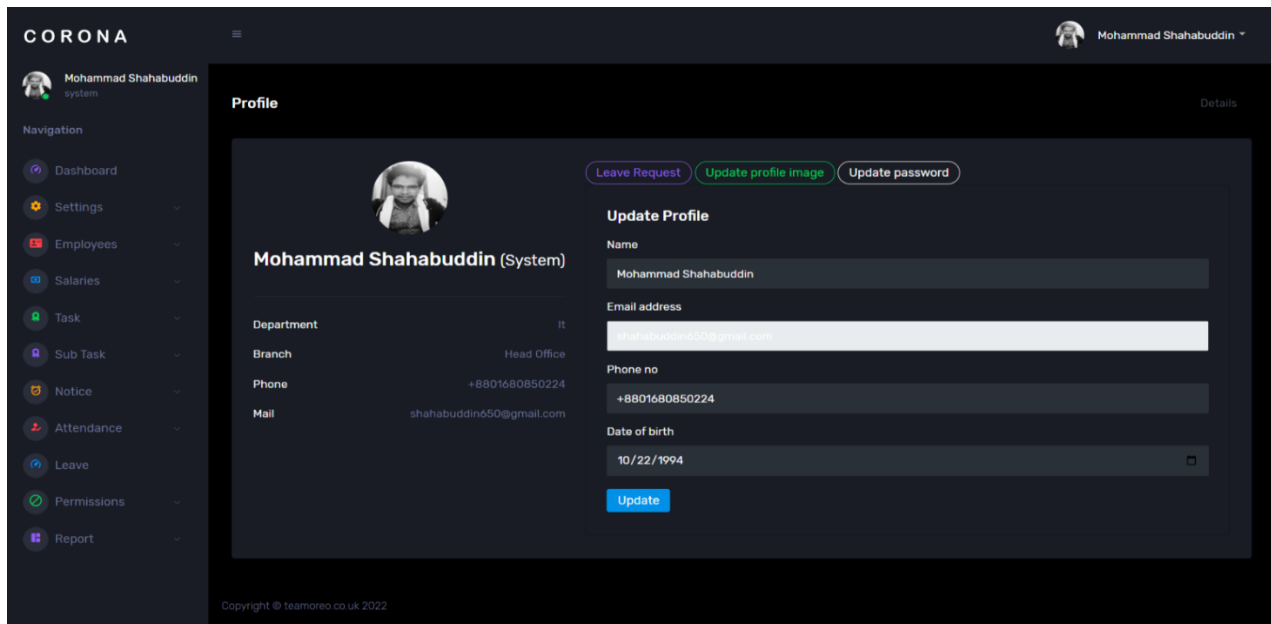
Permission	Index	Create	Update	Delete	Authorise	Decline	Mark as complete
Roles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Branches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leaves	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
Salaries	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sub Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendances	<input type="checkbox"/>						
Setting sidebar	<input type="checkbox"/>						
Notice	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

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Figure 11 – Permission

## Profile and leave request

In the profile section an employee can change his/her basic information. But can not change department, branch and email address. That information is fixed. From the setting a employee can request for a leave.



**CORONA** Mohammad Shahabuddin system

Navigation: Dashboard, Settings, Employees, Salaries, Task, Sub Task, Notice, Attendance, Leave, Permissions, Report

**Profile** Details

**Mohammad Shahabuddin (System)**

Department: IT, Branch: Head Office, Phone: +8801680850224, Mail: shahabuddin650@gmail.com

Buttons: Leave Request, Update profile image, Update password

**Update Profile**

Name: Mohammad Shahabuddin

Email address: shahabuddin650@gmail.com

Phone no: +8801680850224

Date of birth: 10/22/1994

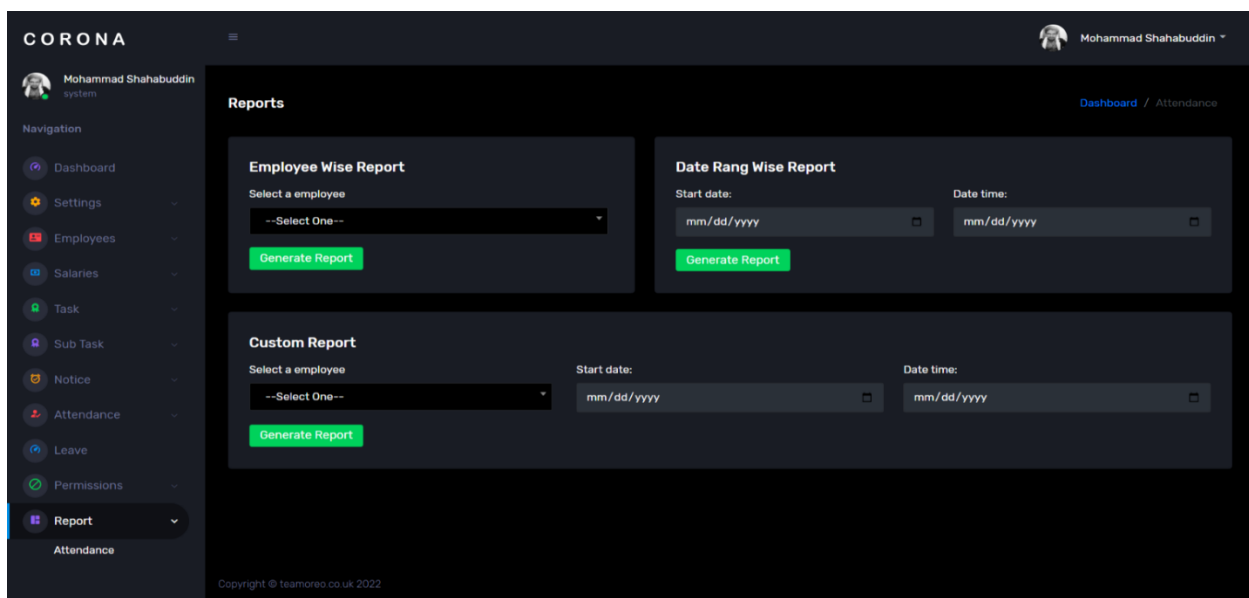
Update

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Figure 12 - Profile settings

## Report

From this module you can generate several reports. You can generate attendance, task, sub task report. After that you can download the report file into a excel format. Attendance report format is given below. Other will be similar to this one.



**CORONA** Mohammad Shahabuddin system

Navigation: Dashboard, Settings, Employees, Salaries, Task, Sub Task, Notice, Attendance, Leave, Permissions, Report

**Reports** Dashboard / Attendance

**Employee Wise Report**

Select a employee: --Select One--

Generate Report

**Date Rang Wise Report**

Start date: mm/dd/yyyy, Date time: mm/dd/yyyy

Generate Report

**Custom Report**

Select a employee: --Select One--, Start date: mm/dd/yyyy, Date time: mm/dd/yyyy

Generate Report

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Figure 13 - Attendance report