

EMPLOYEE MANAGEMENT SYSTEM



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# 1. Introduction

In today’s fast-paced organizational environments, efficient human resource management is critical to productivity, transparency, and employee satisfaction. This proposal outlines the development of an Employee Management System that enables managers to be able to track employees’ activity, manage any leave requests, and generate reports. The system will not only digitize routine administrative processes but also introduce real-time performance insights, leave tracking, and automated notifications, making HR operations more streamlined and data driven.

# 2. Statement of the Problem

Current employee management systems often face the following key challenges:

* Poor Leave management: Leave applications are often processed manually or through emails leading to delays in approvals and conflicting leave schedules.
* Inefficient Time and Attendance Tracking: Manual timesheet entries present the challenge of being prone to errors, manipulation, and inefficiency. The lack of real time tracking leads to poor visibility into employee productivity delays in payroll processing.
* Limited Performance Insights: Managers struggle to evaluate employees based on meaningful metrics such as hours worked, activity logged, or task output.
* Lack of notifications and reminders: Managers are not notified when requests are made or changes occur. Managers can also forget upcoming leave dates and employees can forget +important tasks because current systems lack built-in reminders.

# 3. Objectives of the System

The system aims to accomplish some of the following tasks:

* Tracking and reporting employee performance, task contributions, and hours worked.
* Automate the leave request, approval, and notification process.
* Calculate wages/salaries based on timesheet provided for the month.
* To offer reminders and alerts for upcoming leaves or key dates.
* To improve transparency, accountability, and communication across departments.

# 4. System Features

**1. Performance & Activity Tracking:**

* Task Logs: Track daily tasks employees worked on.
* Hours Worked: Calculate time logged per employee, including overtime.

**2. Leave Management:**

* Leave Dashboard:
  + Total leave days allocated
  + Days taken
  + Days remaining
* Leave Application Workflow:
  + Employees submit leave requests
  + Managers approve or reject
  + Automatic status update for both parties
* Notification System:
  + Dashboard in-system alerts when leave dates are approaching and when

**3. Employee Profiles & History:**

* Store personal details, position, department, contact info, and next of kin.

**4. Security & Access Control:**

* Role-based login: HR, Manager, Employee
* Activity logs for transparency and auditing

# 5. System Architecture Overview

* Frontend: HTML, CSS, JavaScript
* Backend: PHP with MySQL for data storage
* Database tables: employees, leave\_apps, timesheets, payrolls, users

# 6. Reporting Capabilities

Reports can be generated by:

* By Employee or Department
* By Monthly Range
* Leaves requested, approved, rejected.
* Type of leaves taken, number of days taken, and remaining days.
* Hours Worked and Main Activities completed

# 7. Scope/ Delimitation of the system

The system will be designed for web access and will include the following features:

* Employee Information Management
* Time and Attendance Tracking
* Leave Management
* Notifications and Reminders
* Performance Reporting
* Search and Filter Capabilities
* User Roles

What will **not be** included initially:

* A mobile application
* Email or SMS based alerts
* Integration with payroll systems
* Biometric clock-in integration

Future updates to the system:

* Email Notifications
* Integration with payroll systems
* Mobile application