

# User Manual for Human Resource Information System (HRIS)

## Introduction

This manual provides instructions on how to use the HRIS program effectively. The HRIS helps manage employee data, attendance tracking, payroll calculation, and leave management. It saves all data in CSV files for future use.

## Getting Started

### System Requirements

- Python 3.x installed on your system.
- Text editor e.g., Visual Studio Code
- CSV files (`employees.csv` and `attendance.csv`) in the same folder as the program.

### Installing the Program

1. Download all project files, including `main.py`, `employees.csv`, and `attendance.csv`.
2. Ensure all files are in the same directory.
3. Open the terminal or command prompt and navigate to the program folder.

### Running the Program

1. Use the command: `python main.py`.
2. The program will display a menu with various options for managing employees, attendance, and payroll.

## How to Use the HRIS

### Main Menu Options

After starting the program the following menu options will appear:

- 1. Add Employee:** Enter details such as Employee ID, Name, Department, Designation, Contact, and Salary. The program will confirm that the employee has been added.
- 2. View Employees:** Displays a list of all employee records. Each record includes ID, Name, Department, Designation, Contact, and Salary.
- 3. Update Employee:** Enter the Employee ID to modify. Update the fields you want; leave others blank to keep them unchanged.
- 4. Delete Employee:** Enter the Employee ID to remove. The program will delete the employee record and confirm the action.
- 5. Record Attendance:** Enter Employee ID, Date (YYYY-MM-DD), and Status (Present/Absent). The program will save the attendance record.
- 6. View Attendance:** Displays all attendance records, including Employee ID, Date, and

Status.

**7. Calculate Payroll:** Enter the Employee ID to calculate their salary. The program computes the salary based on attendance records.

**8. Generate Reports:** Generates summaries of employees, attendance, or payroll (if implemented).

**9. Search Employees:** Enter a search term (name or ID). Displays matching employee records.

**10. Make a Leave Request:** Enter Employee ID, Date, and Reason for the leave. The program saves the leave request.

**11. View Leave Requests:** Displays all leave requests submitted by employees.

**12. Approve Leave Requests:** Enter Employee ID and Date to approve a leave request. The program removes the request from the system after approval.

**13. View Attendance Chart:** Summarizes the number of days present for each employee.

**14. Save Data:** Saves all employee and attendance data into CSV files. The program confirms successful saving.

**15. Exit:** Closes the program.

## Examples

### ### Adding an Employee

1. Select option `1` from the menu.
2. Enter the following details:
  - Employee ID: `009`
  - Name: `Uswa`
  - Department: `BDA`
  - Designation: `Data Analyst`
  - Contact: `1234567890`
  - Salary: `150000`
3. The program will confirm: `Employee Uswa added successfully.`

### ### Recording Attendance

1. Select option `5` from the menu.
2. Enter the following details:
  - Employee ID: `009`
  - Date: `2024-12-20`
  - Status: `Present`
3. The program will confirm: `Attendance recorded for Employee ID 009`

Present on 2024-12-20.`

### ### Calculating Payroll

1. Select option `7` from the menu.
2. Enter the Employee ID: `009`.
3. The program will display the total salary: `Payroll for Uswa: 6500.0`.

### Tips for Using the Program

- 1. Save Data Regularly:** Always select option `14` to save data before exiting the program.
- 2. Unique Employee IDs:** Use unique IDs for each employee to avoid conflicts.
- 3. Verify Input Data:** Ensure that all inputs (e.g., dates, salaries) are in the correct format.

### ### Generate Reports

It will generate reports for

- List of employees
- Attendance summary
- Payroll summary

### Troubleshooting

#### Common Errors

- 1. FileNotFoundError:** Ensure `employees.csv` and `attendance.csv` are in the same folder as `main.py`.
- 2. Invalid Input:** Check that you enter numbers for salary and valid dates (e.g., `YYYY-MM-DD`).
- 3. Duplicate Employee ID:** Ensure each employee ID is unique when adding employees.

#### How to Fix Errors

- Restart the program and check for correct file placement.
- Re-enter inputs following the instructions in this manual.

### Conclusion

The HRIS program is a simple and effective way to manage employee and attendance data. By following this manual, you can use the program confidently and ensure your data is well-organized and safely stored.