FUNCTIONAL DOCUMENT

TITLE :- EMPLOYEE LEAVE MANAGEMENT SYSTEM.

Introduction:-

Leave Management encompasses the processes employees use to request time away from the work and supervisors use to grant or deny leave based on the organization policies. Complex, manually administered Leave Management programs are costly and often result in Errors.

Employees needs time-off. This is reality in any business. These employee leave tasks are

managed by leave management software with a very minimal inputs from users. Once the

software has been configured , it will handle these leave management tasks automatically.

Employee leave management system software also reduce workload & save money.

**Casual Leave**

Casual Leave(CL) are granted for certain unforeseen situation or were you are require to go for one or two days leaves to attend to personal matters and not for vacation. In case of casual leave normally company’s strict maximum to 3 days in a month. In such cases  the person has to take the permission in advance.

* There are no casual leave carry-forwards. At the closing day of year any unused Casual Leaves  will lapse automatically.

**MEDICAL LEAVE :-**

Medical leave will be provided for self needs of eligible faculty members and academic professional and administrative (P&A) employees, for needs of their dependent children, and for needs of their immediate family members. Medical leave may be used for the following reasons:

* A physical or mental health condition that prevents employee performance of any portion of their work duties for any period of time;
* To undergo a medical procedure, including match testing, to donate bone marrow or an organ or partial organ to another person;
* To care for or arrange care for an employee's dependent child because of a physical or mental health condition;

The availability and length of paid medical leave varies according to the terms of the employee's appointment and the reason for the leave. The availability and length of leave are outlined in Appendix: Paid Medical Leave Eligibility and Provisions

**PARTIAL LEAVE :-**

If an employee is capable of performing some of his/her own or alternative duties, either by working reduced hours or spending more time on carrying them out, he/she can be granted partial sick leave and be entitled to partial sickness benefit. Partial sickness benefit can be granted down to a minimum of 20%. The percentage is stated in your sick leave certificate. Periods of partial sick leave count as Employer, must cover the sick pay the first 16 days as for full sick leave

**PRODUCT FUNCTIONALITY**

Some major product functionalities of the system are as follows:

* Information about the employee/student/staff attendance.
* Check for leave availability.
* Maintain employee leave record.
* Display notices.
* Apply for leave.
* Approve or reject leave application.

**OBJECTIVES :-**

1.To automate existing leave management in software companies.

2. The main objective of Employee Leave Management System is to enhance and upgrade the existing system by increasing its efficiency and effectiveness. The software improves the working methods by replacing the existing manual system with the computer-based system.

3 The Employee Leave Management System automates each and every activity of the manual system and increases its throughput. Thus the response time of the system is very less and it works very fast.

4. The Employee Leave Management System provides the uses a quick response with very accurate information regarding the users etc. Any details or system in an accurate manner, as and when required.

5. Reduce the cost of maintenance.

6. The primary objective of the design of course, is to deliver the requirements as specified in the feasibility reports. In general the following design objectives should be kept in mind.

7. It is desirable to aim for a system with a minimum cost subject to the condition.

8. The system should be modifiable depending on the changing needs of the user. Such modifications should not entail extensive reconstructing or recreation of software. It should also be portable to different computer systems.

**BENEFITS :-**

1. **Accurate information:** Provides accurate information about leave balances, leave trends etc. which allows you to forecast available resources at any point of time.
2. **Conveying policy rules:** Uses in-built systems to convey leave policy rules like maximum / minimum number of days, holiday calendar management according to location etc. Employees can, at any time, refer to the leave policy before applying for vacation days.
3. **Compliance to leave policy:** Often, lack of knowledge about organizational leave policies, lead to negligence of leave policy rules by employees and managers. A Leave Management System uses inherent rules that do not allow employees or managers to bypass rules while applying for or approving leaves.
4. **Instant information about employee’s leave history:**Allows manager and HR to look at leave history of the applicant. Leave history for the department or company can also be extracted immediately.

**SOFTWARE & HARDWARE REQUIREMENT**

**Software Requirements**

* TURBO C++

**Hardware Requirements**

* Hard Disk – 2 GB.
* RAM – 1 GB.
* Printer
* Mouse
* Processor – Dual Core or Above.
* Keyboard

**Feasibility :**

Feasibility studies aim to objectively and rationally uncover the strengths and weaknesses of the existing system or proposed venture.

The assessment of feasibility study is based on the following factors:

1.Technical Feasibility :-

Generally,feasibilitystudiesprecede technical development and projectimplementation.The assessment is based on a system requirement in terms of Input, Processes, Output, Fields, Programs, and Procedure .This can be quantified in terms of volumes of data, trends, frequency of updating, etc., in order to estimate whether the new system will perform adequately or not. Technological feasibility is carried out to determine the capability, in terms of software, hardware, personnel and expertise, to handle the completion of the project.

2. Economic Feasibility :-

Economic analysis is the most frequently used method for evaluating the effectiveness of a new system. More commonly known as cost/benefit analysis, the procedure is to determine the benefits and savings that are expected from a candidate system and compare them with costs. An entrepreneur must accurately weigh the cost versus benefits before taking an action.

3.Operational Feasibility :-

Operational feasibility is a measure of how well a proposed system solves the problems, and takes advantage of the opportunities identified during scope definition and how it satisfies the requirements identified in the requirements analysis phase of system development

The operational feasibility of the system can be checked as it solves the problems and reduces the complications occurring in the paper-pencil test.

**Future Scope :-**

* The leaves that have not been availed by the staff in the given session can be automatically carried forward to the next working session depending on the HR policy of the organisation.
* Every employees individual leave record can be tabulated in a pie chart format to ascertain his/her performance during the working session for HR appriasal activity.
* The summarised data generated by this system can be further provided to different departments, for example, Finance, Accounts for direct calculation of salaries.
* If personal data is fed into the system while creating employee profiles, a single interface to ascertain information such as no. of years worked, birthdays, notice period, promotions, can be availed at a single point by the HOD.
* Limitations :-

The leave status cannot be cleared until and unless the HOD approves/ rejects the application.

The staff cannot cancel the leave application once made.

**5. APPLICATIONS**

**Software Features: Employee Leave Management Application**

The Empower CS Employee Leave Management Application offers numerous benefits ranging from ease-of-use to skill-shortage management. With the scalability option, companies of all sizes can effectively and efficiently manage their employee leave data. Some of our software features include:

**An Easy-to-Use Web-based Interface**

The Empower CS Employee Leave Management Solution allows leave requests to be submitted online and rejections or approvals to be communicated via automated email notification.

**Automatic Leave Accruals**

The Employee Leave Management Application allows administrators to set up leave accruals that automatically update once: leave requests are accepted, leave is carried forward, or leave is forfeited.

**Reporting and Analytics**

With the Employee Leave Management Software, managers, human resource officers or leave coordinators, are able to gain instant visibility of employee: leave balances, leave histories, and overall quantity of leave requests or approvals for any given period. They can also filter leave by employee, team, or leave type, access associated documentation and keep track of peak work periods.

**Customisable and Flexible User Interface**

Companies can personalise the solution with corporate logo and colours; add their particular leave parameters, and set data permissions and restrictions according to employee hierarchy.

**Leave Management Reminders**

The solution can be configured to send reminders to individual employees, and/or managers in relation to any outstanding requirements (such as medical certificates) needed to approve or reject leave.

We use following functions in our project :-

* 1. **setfillstyle :-**

setfillstyle function is takes input arguments - style and color.

The possible style values are, EMPTY\_FILL, SOLID\_FILL, LINE\_FILL, LTSLASH\_FILL, SLASH\_FILL, BKSLASH\_FILL, LTBKSLASH\_FILL, HATCH\_FILL, XHATCH\_FILL, INTERLEAVE\_FILL, WIDE\_DOT\_FILL, CLOSE\_DOT\_FILL, USER\_FILL

The possible color values are from 0 - 15 BLACK, BLUE, GREEN, CYAN, RED, MAGENTA, BROWN, LIGHTGRAY, DARKGRAY, LIGHTBLUE, LIGHTGREEN, LIGHTCYAN, LIGHTRED, LIGHTMAGENTA, YELLOW, WHITE.

It sets current fill pattern & color.

**Syntax :**  
  
setfillstyle(int pattern,int color);

* 1. **bar :-**

Declaration :- void bar(int left, int top, int right, int bottom);

Bar function is used to draw a 2-dimensional, rectangular filled in bar . Coordinates of left top and right bottom corner are required to draw the bar. Left specifies the X-coordinate of top left corner, top specifies the Y-coordinate of top left corner, right specifies the X-coordinate of right bottom corner, bottom specifies the Y-coordinate of right bottom corner. Current fill pattern and fill color is used to fill the bar. To change fill pattern and fill color use [setfillstyle](http://www.programmingsimplified.com/c/graphics.h/setfillstyle" \o "setfillstyle).

**Description**

bar draws a filled-in, rectangular, two-dimensional bar. The bar is filled using the current fill pattern and fill color. bar does not outline the bar; to draw an outlined two-dimensional bar, use bar3d with depth equal to 0.

The upper left and lower right corners of the rectangle are given by (left, top) and (right, bottom), respectively. The coordinates refer to pixels.

**Return Value**

None.

* 1. **Setcolor :-**

Declaration :- void setcolor(int color);

In Turbo Graphics each color is assigned a number. Total 16 colors are available. Strictly speaking number of available colors depends on current graphics mode and driver.For Example :- BLACK is assigned 0, RED is assigned 4 etc. setcolor function is used to change the current drawing color.e.g. setcolor(RED) or setcolor(4) changes the current drawing color to RED. Remember that default drawing color is WHITE.

Setcolor sets the current drawing color to color which can range from 0 to maxcolor.

* 1. **Rectangle :-**

Declaration :- void rectangle(int left, int top, int right, int bottom);

rectangle function is used to draw a rectangle. Coordinates of left top and right bottom corner are required to draw the rectangle. left specifies the X-coordinate of top left corner, top specifies the Y-coordinate of top left corner, right specifies the X-coordinate of right bottom corner, bottom specifies the Y-coordinate of right bottom corner.

* 1. **Outtextxy :-**

outtextxy function display text or string at a specified point(x,y) on the screen.

Declaration :- void outtextxy(int x, int y, char \*string);  
x, y are coordinates of the point and third argument contains the address of string to be displayed.

void outtext(char \*string);  
void outtextxy(int x, int y, char \*string);

These functions are used to display text on the screen in graphics mode. outtext displays text at the current position while outtextxy displays text from a specified point(x,y) on the screen.

* 1. **Gotoxy :-**

**gotoxy**() **function in C** language is used to take the cursor to a particular co-ordinate of the screen.the argument of this **function** is the co-ordinate where you want to take the the cursor . in Turbo **c**/c++ you can directly use the **gotoxy**() library**function**

gotoxy function places cursor at a desired location on screen i.e. we can change cursor position using gotoxy function.

Declaration : void gotoxy( int x, int y);  
where (x, y) is the position where we want to place the cursor.

* 1. **Initgraph :-**

**Syntax :**-

void initgraph(int \*graphdriver, int \*graphmode, char \*pathtodriver);

**Description**

initgraph initializes the graphics system by loading a graphics driver from disk (or validating a registered driver), and putting the system into graphics mode.

To start the graphics system, first call the initgraph function. initgraph loads the graphics driver and puts the system into graphics mode. You can tell initgraph to use a particular graphics driver and mode, or to autodetect the attached video adapter at run time and pick the corresponding driver.

If you tell initgraph to autodetect, it calls detectgraph to select a graphics driver and mode. initgraph also resets all graphics settings to their defaults (current position, palette, color, viewport, and so on) and resets graphresult to 0.

Normally, initgraph loads a graphics driver by allocating memory for the driver (through \_graphgetmem), then loading the appropriate .BGI file from disk. As an alternative to this dynamic loading scheme, you can link a graphics driver file (or several of them) directly into your executable program file.

pathtodriver specifies the directory path where initgraph looks for graphics drivers. initgraph first looks in the path specified in pathtodriver, then (if they are not there) in the current directory. Accordingly, if pathtodriver is null, the driver files (\*.BGI) must be in the current directory. This is also the path settextstyle searches for the stroked character font files

int gd=DETECT,gm;                 //gd mean graphics detection

                                                  //gm mean graphics mode

initgraphics(&gd, &gm,"c:\\tc\\bgi");

we use above function for GUI purpose in our project.