Shift Plus

OBJECTIVE:

SHIFT PLUS is a shift management system for maintaining and managing the schedules and related details of the employees working on different projects in different shifts. Moreover, the calculation and maintenance of comprehensive shift-related allowances for the employees is done using the system. This tool is a Web enabled system with increased efficiency and accuracy.

The main objective of the system is to minimize problems that are faced while scheduling the employees for the shifts and offer a better solution then what exists currently in the market. The system has been designed to manage the schedule and maintain the details related to employees working in different shifts.

Proposed System

The proposed system is an attempt to provide a rich solution to lessen the inconvenience in handling the cumbersome job of managing and scheduling a large pool of employees who are to be assigned to different shifts. Systematic handling of the schedules in such a way is a key to increasing its manageability.

Advantages of the System

1. The job can be decomposed to convenient modules of setting / editing shift details as per the project requirements so that they can be implemented easily and more productively.

2. A comprehensive report generation technique is in place to put on screen the various categories of reports as per the requirements

3. One manager/team leader is only responsible for his team and can't have the details of other teams. This brings in security to the system.

4. The allowances of the employees who work in different shifts is calculated by the system for the benefit of the GAP / Finance department

5. Shift swapping is also possible with the new system.

6. The employees can be given the facility to view their shift details as well as the allowances that they are expected to get.

7. Employee backup facilities can be incorporated in case an employee is not able to turn up for

the designated shift.

BACKGROUND:

Basically, employee scheduling is the process of producing daily schedules for individual employees. And it takes organization's goals into consideration at different time schedules that can be monthly, weekly or quarterly. Moreover, it is an important component of project workforce management.

Organizations in IT pitch for employee scheduling software, basically for some important reasons:

1)   24 x 7 project support requires staff presence at any time of the day.

2)   Multiplicity of projects with different levels of criticality is to be maintained

3)   To effectively change the employee working hours to ensure that:

a)   Project development is not paused due to employee unavailability

b)   Employees should not have overwork

c)   The 24 hours of the clock are utilized, rather than a "standard working day"

Features

•   Managing shifts (setting/editing) for different employees.

•   Maintaining information about entities like – the project the employee is working on, his/her leader worked in different shifts.

•   Calculation of shift-related allowances for the employees.

•   Audit trails (containing the history of transactions)

•   User authentication.

•   Different interfaces corresponding to different user-levels.

•   Report generation, printing, publishing and mailing as per requirement that can be exported to excel sheet

•   Provision of employee backup in case an employee not turning up. – To be implemented with user intervention

•   Sending mails to team members whenever there is new schedule or change in schedule.

Weakness of the Current System

• The organization is failing to ensure adequate employees during busy days.

• There is a lot of bias in allocation of shifts as supervisors use favoritism which will raise eyebrows as other employees feel they will have been unfairly treated.

• Shift time tables are discarded as soon as the last date is reached. This implies that there is no reference pertaining to who was on duty on any previous date.

• In order to update any records, there is a lot of time needed.

• Due to the use of a manual system, errors that result from human ignorance are high.

• The manual system is not highly secure as anyone has got access and information can be altered.

• The work is strenuous for the supervisors.

Conclusion

• The project has been appreciated by all the users in the organization.
• It is easy to use, since it uses the GUI provided in the user dialog.
• User friendly screens are provided.
• The usage of software increases the efficiency, decreases the effort.
• It has been efficiently employed as a project management mechanism.
• It has been thoroughly tested and implemented.

FUNCTIONAL REQUIREMENT:

The information that is inputted into the system, its processes and data stores are called functional requirements. These are the variables that ensure that the delivered system functions in the way in which both the users and developers require. In order for the proposed system to function, the

following should be done:

- **Web based shift swapping** - the system should be able to swap employees who would not have turned up for duty.

- **Increased user account security** - employees will now online access to the calendar as well as user accounts that use passwords and usernames.

- **Report generation -** the system will be able to produce audit trails and reports that can be used by management as a source of reference.

- **Integrated database** - Employee's details will be housed in one integrated database.

User Requirements

1. Setting/Editing Shifts for Employees Working in Different Projects and Shift Time.
2. Employee can View his/her Shifts and Allowances.
3. Provision of employee backup in case an employee not turning up.
4. A "Help file" pertaining to different possible queries.
5. The system runs on any platform.
6. Employee can view his/her schedule in calendar form.
7. Automatic Allowances generation.

NON-FUNCTIONAL REQUIREMENT:

Scalability - The system can be scalable from small to a large business.

Security - users will be using strong credential in the form of usernames and passwords. They will also be having different roles in the database.

Different user's interfaces - the users will be viewing information differently depending on their roles as well as the different interfaces.

Backup facility - Backup of the system is important. The administrator will ensure that there is

minimum loss of data.

Verification and Validation - There system should not allow wrong passwords and usernames. It should also be validated in such a way that it accepts the possible characters. System errors should also be detected and handled by the system.

User Friendliness – The success of this strategy depends on the ease with which rural population can use the content. This will require intuitive graphics based presentation.