Employee Leave Management System

OBJECTIVE:

The Employee Leave Information Management System designed to automate the process of employee's administration and employee's leaves management.

Employee Leave Information Management System was specially designed to manage the employee's information. This serves as a tool for better management of University employee's information. The main emphasis of this project is to develop an efficient web enabled application that can automate the needs of Employee Information Management. This is aimed at automating the existing manual system for quick information processing, generating statistical reports and to serve as a repository of data for better information exchange and future retrieval.

Problem Statement

The basic aim of problem analysis is to obtain a clear understanding of the needs of the client and end users, what exactly is desired from software, and what are the constraints on the solutions. Analysis technique includes interview, questionnaire, record inspection and available report observation. Analysis leads to the software

A problem can be expressed as a difficulty the users or customers are facing, or as an opportunity that will result in some benefit such as improved productivity or sales. The solution to the problem will entail developing software. A good problem statement should be short and succinct- 1 or 2 statements is best. It is a good idea to define the problem and scope as early as possible, before getting deeper into analysis of the detailed requirements.

To automate the working activities of Employee Leave Information Management System.

Proposed System

This system Employee Leave Information Management System is a simulation for the EILMS in the University. It gives a complete working capability of the Employee Leave Information Management System. It is a remedy for the manual system. This provides a way to maintain the Employees information and can handle the major tasks easier. The objectives of the new system are:

- To have a system confronting with latest technologies and web enabled.
- To have an RDBMS as a back end for the processing of the system.
- To maintain a Centralized database management system catering the needs of all users this is fully controlled and organized by an Administrator.
- To provide a communication tool for better information exchange and organization of the system.
- Time and money can be saved.
- Employees can update their information.
- Administrator can take decision for transfers and increments.
- Good communication is provided with administrator.
- To have facility for online leaves application and other information processing.
- Online verification of leaves by providing the necessary information.
- Online Sanctioning of leaves along with detailed description of leaves applied in each month.
- To provide tools for generating data analysis, status report and statistical data maintenance information for better decision making and management information system.

BACKGROUND:

Organization has proposed the establishment of a computer network on its campus. The aim of the proposal was to setup a networking linking all the colleges and departments of the university and aid in enhanced information processing.

The system would be providing a number of services automating the processes that are being done manually. The services include communication services such as mailing facility, chat service, electronic file transfer etc and office automation packages such as attendance management, leave letter processing, admission management, examination processing etc.

Existing System

Employee Leave Information Management System is operated manually and it has some limitations. The major tasks that are being handled are administration of employees, updating employee details, processing employee salary reports, updating of employee salary increments, employee promotions, processing employee leave applications and generating leaves reports. In the existing system all the information of Employees will be maintained in paper based records. So any information about the Employees can be found by searching vast records. There is a problem to maintain Employees

Information in the manual process. So, these are the limitations in the existing system.

Conclusion of the System

Employee Leave Information Management System provide services that helps in administration of employees, apply online leaves and to know all the information of employees working in Organization in an efficient and user-friendly way. This has been developed by considering all the needs of the employees. This helps to obtain information about employees in a quick and easier way. This is aimed to solve many of the problems that exist in the system. By through interaction with the users and beneficiaries after this package for some time, may require some enhancements.

FUNCTIONAL REQUIREMENT:

The major activities that are being handled through the existing system are:

- Employee Administration
  - Adding new employee
  - Updating employee information
  - Deleting existing employee
- Leaves Management
  - Online leaves processing.
  - Updating leaves information
  - Generating leaves reports

- Administrative tasks
  - Employees
  - Departments
  - Colleges
  - Leave types
  - Designation types

- Search

- Reports

Adding new Employee:

This module allows the user who enters the details of new employee. The details include employee ID, name, salary, date of joining, date of birth, department name, Designation etc.

Updating Employee Information:

This module provides the information belongs to the given employee ID and allows the user who changes the existing employee information.

Deleting existing employee:

This module allows the user to delete the existing employee information.

Online leaves processing:

This is the first phase of Employee Leaves Management and it forms a foundation for further processing. This facilitates for data capturing of employees who are applying for leaves. This serves as a unique template for employees of various departments of University. This includes employee id, leaves, period and purpose.

Updating Leaves Information:

This module gives employees information which are applying for leaves according to the given dates and allows the user who change the leaves information such as period from, period to etc.

Generating Leaves Report:

This module allows user to generate a complete report of leaves according to the given dates .This report includes employeeid, empname, department, designation and purpose.

Administrative Tasks:

This is a major module that involves administrative details regarding employees departments and colleges.

Employees:-

This involves adding a new employee, updating the existing employee information and deleting the existing employee details.

Departments:-

This involves adding a new department, updating the existing department information and deleting the existing department details and adding new designations.

Colleges:-

This involves adding a new college, updating the existing college information and deleting the existing college details.

Overview of the project:

Employee information system information system contains Administrator module and Employee module.

The Administrator module consists of the following:

- View Employee Details
- Add New Employee
- Update Employee Details
- View Employee Feedback
- Delete Existing Employee
- Change Your Password
- Online leaves processing
- Add New Qualification
- Add New Department
- Add New Designation

- Search

NON-FUNCTIONAL REQUIREMENT:

Non-functional requirements are constraints that must be adhered to during development. They limit what resources can be used and set bounds on aspects of the software's quality.

Reliability: Reliability is measured as the average amount of time between failures or the probability of a failure in a given period. It is a good idea to set strong but realistic targets for this.

Availability: Availability measures the amount of time that a server is running and available to respond to users. Like reliability, you have to set target for this.

Recovery from failure: In this category specifies the maximum allowed impact of a failure. You should sate that if the hardware or software crashes, or the power fails, then the system will be able to recover within a certain amount of time, and with a certain minimal loss of data.

Response time: For systems that process a lot of data or use a network extensively, you should require that the system gives feedback to the user in a certain minimum time.

Throughput: For number crunching programs that may take hours, or for serves that continually respond to clients requests, it is a good idea to specify throughput, in terms of computations or transactions per minute.

Resource usage: For systems which use non-trivial amounts of such resources as memory and network bandwidth, you should specify the maximum amount of these resources that the system will consume.