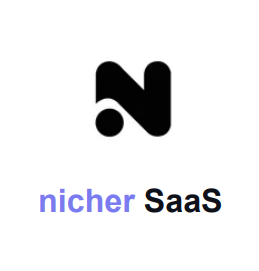


**Employee Management System**



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**Abstract**

This report includes a development presentation of an information system for managing the staff data within a small company or organization. The system as such as it has been developed is called Employee Management System.

Employers could gain insight into their employees via an employee management system, which allows them to better plan and manage work hours, lowering labor expenses and increasing productivity.

Nicher SaaS (Employee Management System) solves every kind of problem that arises in a company, either that be employee related or HR related.

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1. **Introduction**

An employee management system is a software platform that helps employees’ information, tasks, managing leaves and performance.

The primary goal of an employee management system is to streamline and automate HR processes, reduce administrative workload, and enhance employee experience and productivity. It provides HR with real-time access to relevant employee data, enabling them to make informed decisions and take timely actions.

The system also benefits employees by providing them with self-service tools to manage their personal information, schedule and benefits. It promotes transparency and communication between employees and HR departments, leading to better engagement and retention.

Overall, an employee management system is a critical tool for modern organizations that want to manage their human resources effectively, efficiently and compliantly. It helps them attract, retain and develop top talent while ensuring regulatory compliance and reducing HR-related risks.

**Modules**

Employee information management, Employee schedule monitoring, monitor working days and holidays , Set leave processes , salary status ,experience ,and generate reports.

**Design goals**

* *Efficient Data Management:*

The system should be designed to efficiently manage employee data, including personal details, job roles, attendance history, and performance information.

* *Streamlined Processes:*

The system should automate routine processes such as onboarding, leave requests, and payroll, to reduce the burden on HR personnel and improve overall efficiency.

* *Security and Privacy:*

The system should have robust security features to protect employee data and prevent unauthorized access, as well as comply with data privacy regulations.

* *User-Friendly Interface:*

The system should have a user-friendly interface that is easy to navigate, intuitive and accessible to all users.

* *Scaling:*

Large number of employees might be using the system.

● Reliability

● Backward compatibility.

● Rapid Development.

● Understandability.

● Flexibility of requirements.

1. **Requirements:**

**3.1 Functional requirements:**

●*Login for different categories / level of users****:***

This feature is used by the user to login into the system. A user must login with his username and password to the system after registration. If they are invalid, the user is not allowed to enter the system.

- Username and password will be provided after user registration is confirmed.

- Passwords should be hidden from others while typing it in the field.

● *Employee profile:*

Employees must be able to view the system and their profile.

● *Attendance management system:*

The system offers scheduling and attendance tracking to ensure compliance with staffing needs.

● *Leave application:*

Employees can submit their requests and managers can review and approve them.

● *Employee performance report:*

This feature helps managers to set goals, provide feedback and conduct performance evaluations to ensure employees are meeting job expectations.

● *Payroll management:*

Payroll management helps administer accurate financial records of employees. It keeps track of their details- Salaries, incentives, benefits, bonuses, deductions and net pay.

● *Expenses and allowances:*

It helps organizations manage and track their employees’ business-related expenses and allowances and managers to review and approve them.

● *Company information & profile:*

A directory of all employees in the company, including their contact information, job title, department and location. Individual profile of each employee, containing their personal information.

**3.2 Non-functional Requirements:**

* **Usability Requirement**:

A The web application is designed for a user-friendly environment and ease of use.

* **Database Requirements:**

NoSQL database that stores and retrieves the data at the highest-level possible speed. Various models for data storage are required.

* **Security Requirements:**
* Password encryption is required for safety.
* Cookies or session generation for creating user specific features.
* Security and login for users.
* **Implementation Requirements:**

Implementation of the system using Flutter in front end, Node.js for backend and Passport.js for authentication and the database part is developed by MongoDB as NoSQL database.

* **Database Security:**

Unauthorized person cannot access the panel and database and do not read and write the information.

* **Availability:**

The website will be available for maximum possible time.

* **Intuitive user experience and design:**

The user interface should be simple and intuitive, with easy-to-use navigation and clear labeling. Consistency in design key to creating an intuitive experience.

* **Maximum Scalability:**

The system should be handled for a large number of employees with varying levels of access and permissions for different user roles.

**3.3 User Requirements:**

**User Categories:**

*Employee:*

The lower layer of users, who get a few selected feature accesses and for only himself/herself.

*Manager:*

Higher level of users, who get a few selected features for other users too.

**User Needs:**

*Employee*

* View his/her profile.
* View his/her attendance history.
* View his/her performance metrics.
* View his/her salary status.
* Apply for leave and see the status of his/her leave application.
* View department details

*Manager*

* Create an employee profile.
* Approve or reject leave applications.
* View attendance of employees.
* All other features and perks offered to employees

**Use Case Model:**

A use case model defines the various actions or tasks that users can perform within the system. For an employee management system, some potential use cases might include:

Registering a new employee profile.

Show employee profile page.

Show salary status page.

Managing the employee attendance history.

Applying for a leave (leave application form).