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APPLICATION

ZEHNTECH LEAVE MANAGEMENT MANAGEMENT

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1. INTRODUCTION

1.1 COMPANY PROFILE

Zehntech helps customer deploy sophisticated scalable Java solutions, using mature development and delivery methodologies to reduce development cost, reduce time to market and also reduced ongoing maintenance cost by delivering high quality Java solutions.

Zehntech offers Open source JobScheduler implementation, consulting and production support. Zehntech specialized in migrating Crontab, Windows Task scheduler or other jobscheduler to SOS JobScheduler.You are a startup, SMB or a big enterprise, you want to start using Atlassing products? We provide end to end solution starting from planning, licenses , server and everything around it.

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### Zehntech offers comprehensive Hybrid Mobile App Development starting from Application analysis and design, Application development, enhancement and support maintenance.

1.2 PROJECT OBJECTIVES

General Objectives:

* To be able to create online leave management system.

Specific Objectives:

* To make the process for leaves simple and easy.
* To provide online access.
* To apply and manage the updates.

1.3 PROJECT SCOPE

The Zehntech Leave Management System is designed, developed and implemented for effective implementation of the Zehntech leave policy.The leave section is solely responsible for keeping the leave record of employees and keeping track of their information.It is designed in such a manner that it can be acceses througn any web browser.

The scope of the object is limited to several processes: handling of employees’ leave applications,managing leave balances,records management,administration and leave management.It will focus on leave trends of the firm,employee availability,employee leave balance,leave rejection,leave acceptance and related aspects.

1.2 PROJECT GOALS

**Fast & Efficient**, the leave system has further streamlined the leave application/approval workflows such that it is more convenient for staff make leave application and managers to approve.

**Easy-to-Use**, the new LMS is specifically designed to be intuitive so that the system is very easy to learn and use by the administrators, approving offices and applicants.

**Real-Time Information**, the new LMS operates on Real-Time whereby information is updated instantly whenever a leave transaction is completed. As such, all staff can check instantly who’s on leave, applying for leave or other status, etc.

**Supports All Leave Types**, the new LMS is designed to support all existing leave types in the organization. All history leave records are tabulated automatically and archived securely in the system. • Integrates with HR, Time and Payroll System, the new LMS is seamlessly integrated to the BMS to become 1 single system.

**Single Sign-On**, there is no need to log into the new LMS again once user has already logon onto the Intranet. (Depending on company Intranet Policy)

2. METHODOLOGY USED

2.1 DEVELOPMENT TOOLS

FRONTEND:

The project will use following frontend technologies.

HTML

HTML, which stands for HyperText Markup Language, is the language for describing structured documents as well as the language used to create web pages in the Internet. The language is based on an existing, international formatting standard SGML, Standard Generalized Markup Language, which is used for text processing.

CSS

Cascading Style Sheets(CSS) is a style sheet language used for describing the presentation of a document written in a markup language.Although most often used to set the visual style of web pages and user interfaces written in HTML and XHTML.

JAVASCRIPT

JavaScript is a high-level,dynamic,untyped language.It has been standardized in the ECMAScript language specification. Alongside HTML and CSS, JavaScript is one of the three core technologies of www content production.

BACKEND:

The project will use following backend technologies.

PHP

PHP is a server scripting language, and a powerful tool for making dynamic and interactive Web pages.

PHP is a widely-used, free, and efficient alternative to competitors such as Microsoft's ASP.

MYSQL:

MySQL is the most popular Open Source Relational SQL database management system. MySQL is one of the best RDBMS being used for developing web-based software applications.

2.2 BENEFITS

To Administrators:

* Leave Sanction and Rejection.
* Attendance Regularisation.
* Get Leave Summaries.
* Get Leave Reports.

To Users:

* Convenient application for leaves.
* Attendance Regularisation.
* Attendance Log.
* Easy confirmation of approval or rejection.

3. PROJECT

3.1 PROJECT DESCRIPTION

The Zehntech Leave Management System (ZLMS) is an easy-to-use and efficient full web based application. The application ZLMS streamlines communication between the admin and every individual staff and facilitates a simple-to-use yet efficient system to manage all employee leave matters. At the same time, the ZLMS ensures that all leave application and request are accurately accounted so that staffs can apply, approve and view leave records.It’s all at a few mouse click anytime, anywhere with broadband Internet access.

Staff leave planning using ZMLS benefits both employers and employees by giving a fair and transparent leave approval workflow. Employees can view current leave balances, request leaves, view past leave history, and employers can review and approve leave applications on the dashboard.

3.2 TARGET AUDIENCE

* Organization’s administrator.
* Organisation’s employees.
* External users.

3.3 PROJECT FUNCTIONALITY

The user will engage in the following activities on our web platform:

* Admin User:
  + Registration.
  + Login.
  + Approve leaves.
  + View logs.
  + Declare holidays.
* End User:
  + Registration.
  + Login
  + Apply for leaves.
  + View logs.
  + View holidays.

3.4 FUNCTIONALITY OBJECTIVE MATRIX

* Sign Up -> To register new employees/users.
* Login -> To navigate to the particular user’s workspace.
* DashBoard-> To view all the updates and logs.
* Application Page->To apply for the leaves.
* Reports-> To analyse overall leaves and remaining leaves.

4. DESIGN ISSUES

4.1 EMPLOYEE INTERFACE

* Registration Page.
* Login Page.
* Employee Dashboard.
* Employee Leave application page.

4.2 ADMINISTRATOR INTERFACE

* Registration Page.
* Login Page
* Employee Leave Information Page.
* Holidays Page.

4.3 SECURITY

Virus infection can cause serious disruption to both data,program and system files and it is essential to keep upgrading the virus checkers to protect against new viruses.If computer based assessment is being undertaken it will be necessary to ensure that users do not have access to the data files containing the test materials.Sensitive data files such as these should only be stored on the network when required and it is advisable to store them in an encrypted format for greater security.

5. CONCLUSION

The proposal Zehntech Leave Management System(ZLMS) will make the whole leave management process efficient.Users will be able to know their leave status.The Employees can apply for leave from home as well.This supporting software will help the management in decision making in case of leave related affairs.Moreover,it will ensure less paper works and as a result the whole process will be swift and reliable.

6. ZEHNTECH CONTACT INFORMATION

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