

## **Project Title:** Management System for Employee

### **Objective:**

The objective of the Employee Management System is to streamline the management of employees within large organizations. This system is designed to aid Human Resources (HR) departments in efficiently managing various tasks associated with employee management. It aims to centralize all company-related information, thus simplifying HR operations and enhancing employee access to necessary details.

### **Management Features**

1. **Employee Profile Management:** The system provides functionalities to add, edit, and delete an employee's profile, inclusive of their personal details, position, department, salary, employment date, vacation details, academic qualifications, and gender.
2. **User Management:** HR managers can add, edit, or delete user profiles, which includes functionalities for username, password (hashed for security), and role assignment (either "Admin" or "Employee").
3. **Authentication:** The system provides functionality for user authentication using their credentials.

(Note: Features such as Leave Management, Payroll Management, Time and Attendance Management, Performance Management, etc., are currently not implemented and can be added in future iterations.)

### **Employee Features**

1. **Personal Profile Access:** Allows employees to view and update their personal details, contact information, and employment history.

(Other features like Payroll Access, Leave Application, etc., are currently not implemented.)

### **Admin Features**

1. **Employee Management:** The Admin interface allows for adding, updating, deleting, and searching for an employee.
2. **User Management:** The Admin has the capability to add users.

(Note: Other administrative features like Leave Management, Payroll Management, and Document Management are not present in the current system.)

### **Future Works:**

The following functionalities are planned for future implementation:

1. **Leave Management:** To allow HR managers to track, approve, or reject leave requests submitted by employees.
2. **Payroll Management:** To enable calculation and disbursement of employee salaries, including adjustments, deductions, and bonuses.
3. **Time and Attendance Management:** For tracking employee attendance, hours worked, overtime, and punctuality.

#### **End User:**

The primary focus of the system remains on ensuring user-friendliness, data security, scalability, and customization to cater to varying organizational needs.

Integration of the End Users with the Project (user stories):

- As an **Admin**, I want to add, update, and delete employee details and manage user accounts to effectively oversee company's HR needs.
- As an **Employee**, I want to access and modify my personal and professional details to keep them current.

The Employee Management System aims to bridge the gap between the administrative tasks of the HR department and the informational needs of the employees. By creating a centralized system that is easy to use, secure, and efficient, the organization can enhance productivity and employee satisfaction.

#### **Project Users, Actors, Vendors, Actuators**

##### **1. Project Users/Beneficiaries**

- **Admin:** The primary user of the system who is responsible for managing and updating all company and employee information. They handle the payroll, leave management, and overall company details.
- **Employees:** They use this system to check personal details, salary information, leave status, and the holiday calendar.

##### **2. Actors/Third-party Companies**

- **Software Development Companies:** These companies can provide expertise, support, and necessary tools for developing and maintaining the Employee Management System.
- **HR Consultancies:** They can use the system data for consulting services, helping the company to make strategic HR decisions.

##### **3. Vendors**

- **Hardware vendors:** They provide necessary hardware like servers, routers, and workstations to run the system.

- **Software vendors:** Software vendors provide critical software components for the system like database management systems and server operating systems.

#### **4. Actuators**

- **Servers:** Servers run the system software and manage data. They're responsible for executing the instructions of the software.
- **Databases:** Databases store and manage all company and employee-related information.
- **APIs:** APIs (Application Programming Interfaces) enable the interaction between different software components, making it possible for the front-end and back-end of the system to communicate effectively.

### **Project Properties**

1. **Functionality:** The system should be able to efficiently manage various aspects of human resources and employee needs, like payroll, leave management, recruitment, training and development, performance management, etc.
2. **Usability:** The system should be intuitive and user-friendly, allowing both management and employees to navigate through the features with ease.
3. **Security:** The system should be secure, protecting sensitive employee data, company information, and financial data.
4. **Scalability:** The system should be scalable, able to handle an increasing number of users and data as the company grows.
5. **Performance:** The system should be fast, responsive, and reliable.
6. **Integration:** The system should be able to integrate with third-party services, like email services, accounting software, etc.
7. **Customization:** The system should be customizable to meet the unique needs and policies of different companies.
8. **Accessibility:** The system should be accessible to users, taking into consideration various accessibility standards.
9. **Maintenance:** The system should be easy to maintain and update, with the possibility of adding new features, making updates, and applying security patches.
10. **Cost-effectiveness:** The system should be cost-effective, providing a return on investment through increased efficiency and productivity.