

# **HR and Recruitment Management System**



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## **SUBMISSION DATE**

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Project Progress Report

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# 1. INTRODUCTION

In the evolving landscape of HR and talent management, organizations are consistently in search of innovative solutions to simplify recruitment processes and ensure smooth functioning of institutions. Our project aims to implement an HR system tailored to optimize workforce management in the bank. Focused on enhancing efficiency, the system will streamline recruitment processes, track employee progress, and centralize data on career development. With a primary goal of fostering a dynamic and responsive workforce, this HR system will empower our bank to adapt to the evolving needs of the industry, ensuring seamless transitions and contributing to the success of our employees in today's competitive banking environment.

## 2. TIMELINES

In FYP-1 we largely tackled the following:

- **Requirements Gathering:** Identified and documented specific HR project requirements by engaging with key stakeholders.
- **Proposal Preparation:** Developed a comprehensive proposal based on the gathered requirements, outlining scope, objectives, and features
- **Mock UI Creation:** Designed a mock User Interface reflecting the system's layout and functionality. Gather stakeholder feedback for refinement
- **Database Creation:** Set up a secure database architecture aligned with the proposed system functionalities
- **Documentation:** Created detailed documentation based on the proposal, SRS, SDS.
- **Coding Modules:**

In FYP-1 we largely tackled the following modules:

Employee Information Management:

- Created a module for storing and updating employee information, making it easy for HR to manage accurate and up-to-date records.

#### Leave Management:

- Developed a system for employees to request and manage leaves digitally, with managers having the ability to approve or decline requests. This promotes a transparent and efficient leave management process.

#### Payroll Processing:

- Automated payroll calculations to eliminate errors and ensure timely and accurate salary distribution. This module enhances financial efficiency, compliance, and reduces the administrative workload associated with payroll.

#### Performance Management:

- Implemented a module to facilitate goal setting, performance reviews, and feedback processes. This supports continuous improvement by providing a structured platform for employees and managers to assess and enhance performance collaboratively.

#### Time and Attendance Tracking:

- Created a system to track employee work hours, attendance, and overtime. This ensures accurate compensation and compliance with labor regulations, promoting transparency and fairness in managing work hours.

#### Employee Self-Service Portal:

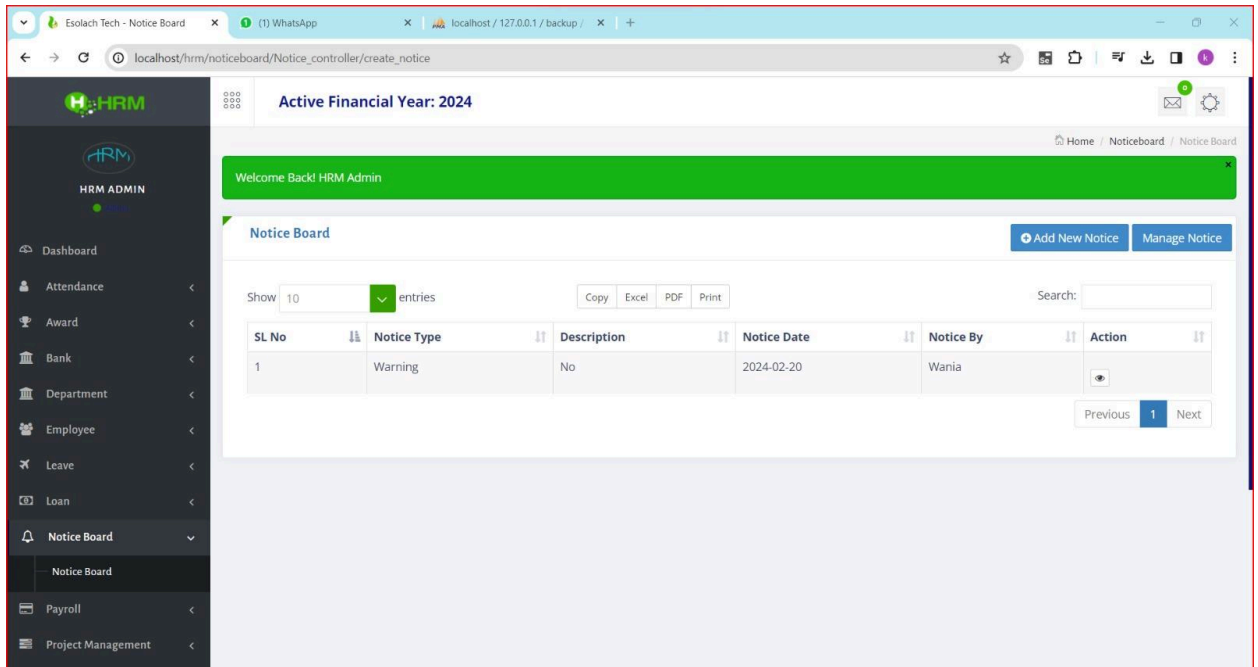
- Provided a user-friendly platform for employees to access and manage their own information, reducing the administrative burden on HR. This empowers employees to update personal details and access relevant information independently.

### 3. CURRENT PROGRESS:

In FYP-2 we largely tackled the following modules:

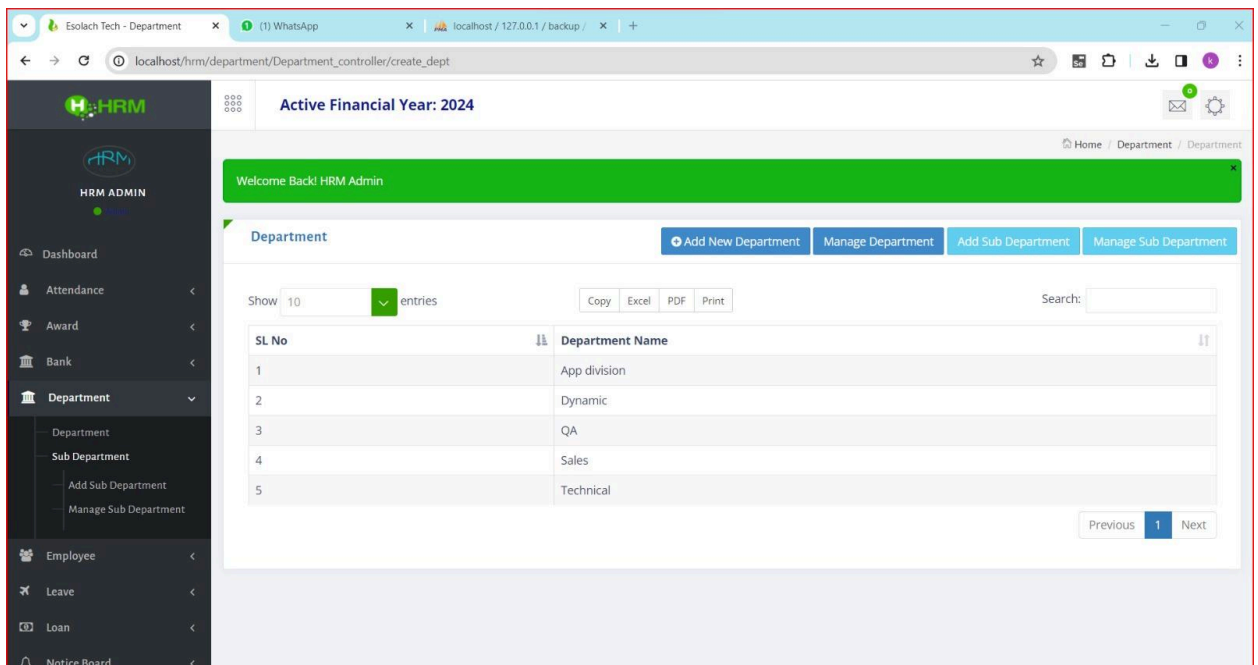
#### 1) Notice board

A platform for posting company-wide announcements, events, and recognition.



## 2) Department

Manages employee organization by categorizing them into departments.



## 3) Bank

Facilitates financial transactions and management within the organization.

Active Financial Year: 2024

Welcome Back! HRM Admin

Bank List

Show 10 entries

Copy Excel PDF Print

Search:

SL	Bank Name	Account Name	Account Number	Branch Name	Action
1	ABCD Bank	test	1235	test	<a href="#">✓</a> <a href="#">✗</a>
2	Meezan	wania	2379901	Nazimabad	<a href="#">✓</a> <a href="#">✗</a>
3	New Bank	trtrt	4242	tr	<a href="#">✓</a> <a href="#">✗</a>
4	test	test	123456	khk	<a href="#">✓</a> <a href="#">✗</a>
5	Zenith Bank	Bay Tech	123456	New Branch	<a href="#">✓</a> <a href="#">✗</a>

Previous 1 Next

#### 4) Project Management

A comprehensive tool for planning, tracking, and managing projects, ensuring streamlined project workflows.

Active Financial Year: 2024

Welcome Back! HRM Admin

Manage Tasks

Show 10 entries

Copy Excel PDF Print

Search:

SL No	Project Name	Client Name	Project Lead	Approximate Tasks	Project Duration	Action
1	Hrm system	Iqra	Sakin Rahman	2	10 days	<a href="#">All Tasks</a> <a href="#">Sprints</a>

Previous 1 Next

## 5) Messages

Enables internal communication, allowing employees to send and receive messages within the HR portal.

The screenshot displays the HRM Admin interface. The left sidebar contains a menu with options: Dashboard, Attendance, Award, Bank, Department, Employee, Leave, Loan, Notice Board, Payroll, Project Management, Clients, and Projects. The main content area is titled 'Active Financial Year: 2024' and 'Manage Tasks'. A green banner at the top says 'Welcome Back! HRM Admin'. Below it, there's a table with columns: SL No, Project Name, Client Name, Project Lead, Approximate Tasks, Project Duration, and Action. The table contains one row with data: SL No 1, Project Name 'Hrm system', Client Name 'Iqra', Project Lead 'Sakin Rahman', Approximate Tasks 2, and Project Duration '10 days'. The Action column has buttons for 'All Tasks' and 'Sprints'. There are also pagination controls: 'Previous', '1', and 'Next'.

SL No	Project Name	Client Name	Project Lead	Approximate Tasks	Project Duration	Action
1	Hrm system	Iqra	Sakin Rahman	2	10 days	<a href="#">All Tasks</a> <a href="#">Sprints</a>

## 6) Loan

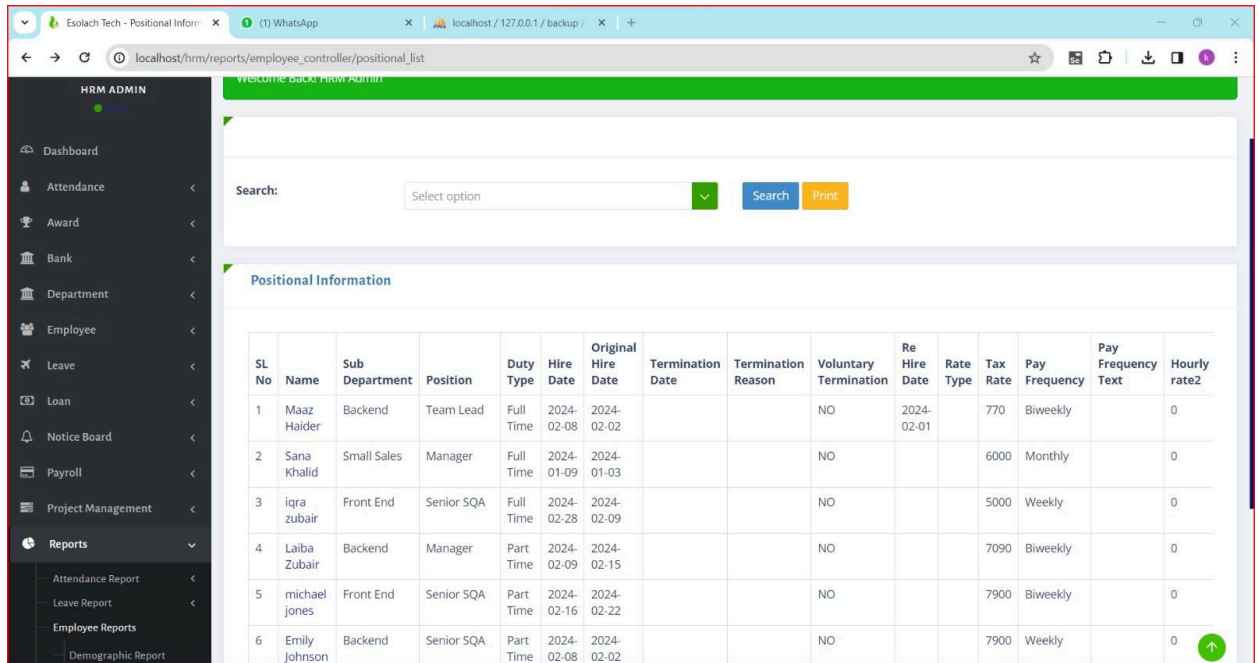
Manages employee loan applications, approvals, and repayments.

The screenshot displays the HRM Admin interface for the 'Loan Report' section. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Active Financial Year: 2024' and 'Loan Report'. A green banner at the top says 'Welcome Back! HRM Admin'. Below it, there's a form with 'Employee Name \*' and a dropdown menu. There are also date pickers for '2024-02-28' and a 'Filter' button. Below the form, there's a table with columns: SL, Name, Employee Id, Total Loan, Total Amount, and Repayment Total. The table contains two rows with data: SL 1, Name 'Test User', Employee Id 1, Total Loan 1, Total Amount 'PKR 2500', and Repayment Total 'PKR 2525'. The second row has SL 2, Name 'Test User', Employee Id 1, Total Loan 1, Total Amount 'PKR 300', and Repayment Total 'PKR 300'. There are pagination controls: 'Previous', '1', and 'Next'.

SL	Name	Employee Id	Total Loan	Total Amount	Repayment Total
1	Test User	1	1	PKR 2500	PKR 2525
2	Test User	1	1	PKR 300	PKR 300

## 7) Report

Generates detailed reports on various HR metrics, aiding in data-driven decision-making.

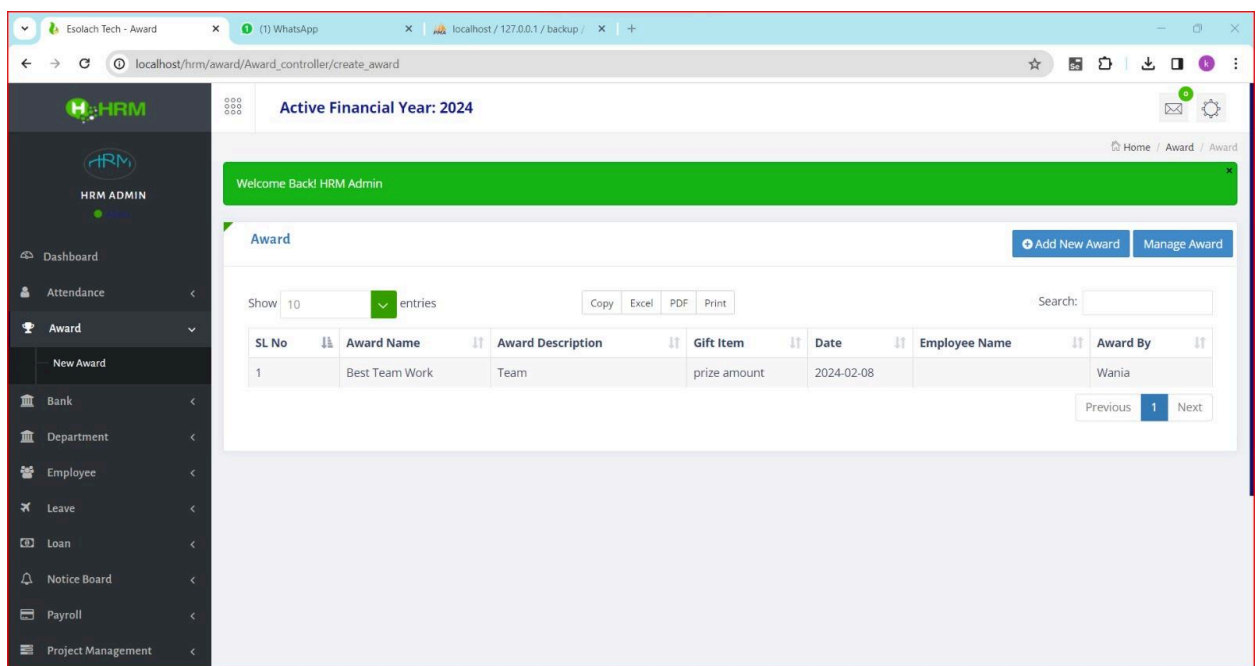


The screenshot displays the HRM Admin interface with a sidebar menu on the left and a main content area. The sidebar menu includes options like Dashboard, Attendance, Award, Bank, Department, Employee, Leave, Loan, Notice Board, Payroll, Project Management, and Reports. The Reports section is expanded, showing sub-options: Attendance Report, Leave Report, Employee Reports, and Demographic Report. The main content area shows a 'Positional Information' report with a search bar and a table of employee data.

SL No	Name	Sub Department	Position	Duty Type	Hire Date	Original Hire Date	Termination Date	Termination Reason	Voluntary Termination	Re Hire Date	Rate Type	Tax Rate	Pay Frequency	Pay Frequency Text	Hourly rate2
1	Maaz Haider	Backend	Team Lead	Full Time	2024-02-08	2024-02-02			NO	2024-02-01		770	Biweekly		0
2	Sana Khalid	Small Sales	Manager	Full Time	2024-01-09	2024-01-03			NO			6000	Monthly		0
3	Iqra Zubair	Front End	Senior SQA	Full Time	2024-02-28	2024-02-09			NO			5000	Weekly		0
4	Laiba Zubair	Backend	Manager	Part Time	2024-02-09	2024-02-15			NO			7090	Biweekly		0
5	michael jones	Front End	Senior SQA	Part Time	2024-02-16	2024-02-22			NO			7900	Biweekly		0
6	Emily Johnson	Backend	Senior SQA	Part Time	2024-02-08	2024-02-02			NO			7900	Weekly		0

## 8) Reward

Recognizes and rewards employees for achievements.



The screenshot displays the HRM Admin interface with a sidebar menu on the left and a main content area. The sidebar menu includes options like Dashboard, Attendance, Award, Bank, Department, Employee, Leave, Loan, Notice Board, Payroll, Project Management, and Reports. The Reports section is expanded, showing sub-options: Attendance Report, Leave Report, Employee Reports, and Demographic Report. The main content area shows an 'Award' report with a search bar, a table of award entries, and a 'New Award' button.

SL No	Award Name	Award Description	Gift Item	Date	Employee Name	Award By
1	Best Team Work	Team	prize amount	2024-02-08		Wania



#### 4. UPDATED TIMELINE:

<b>Time(in months)</b>	<b>Milestone</b>
<b>September</b>	<b>Requirement Analysis</b>
<b>September</b>	<b>Problem Formulation, Feasibility Study</b>
<b>September</b>	<b>Proposal Preparation</b>
<b>September - December</b>	<b>Wireframe creation</b>
<b>October - December</b>	<b>mock UI creation</b>
<b>November</b>	<b>Database Creation</b>
<b>November - December</b>	<b>Front-end Development</b>
<b>December - December</b>	<b>First Back-end sprint</b>
<b>November - December</b>	<b>Front-end Development</b>
<b>December</b>	<b>First Back-end sprint</b>
<b>January - February</b>	<b>Backend Development</b>
<b>March</b>	<b>Complete module Deployment</b>
<b>April - May</b>	<b>Mobile App Development</b>