CSE231 / EG7313

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# Employee Management System

# Prepared by

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# **System Requirements**

## **Login System:**

The user of the system must enter his own username and password which was previously determined by employee, admin. So that the system could limit his privilege on using of the data this is to prevent unintended use of features, if a user has forgot his password, then he is able to change a user's password

## **Talent Management:**

When the employee finishes his tasks, the program will record that he finished it in a certain time and then it will calculate how well he is performing by measuring the number of tasks that he has done in a certain day and average of this in a week (how long have he been doing tasks at the same rate?)

The employee can assess his work, his managers also can review his performance and if this employee does an amount of work per day exceeding a certain criterion, then this employee will be rewarded either prioritizing him in the upcoming salary raise and in the yearly bonuses and by showing the HR and his managers his outstanding performance or if there is a slow-down in his performance then HR and his managers should be aware and take actions.

### **Financial management:**

The managers should be able to review--financial records--and know when the monthly payment will be and how the money will be spent and where (while calculating the profit the company has gained), and if there's a specific salary decrease or an increase for a specific employee, the program should calculate the bonus of each employee upon his accomplishments and his performance (measured in functional requirement 2.) that he have done through the year, It also should take into account the request for salary increase done by any employee and this should be reviewed by his manager by accepting or declining it, and should know from a manager if a certain employee has to have a compensation due to certain situation.

### **Employee information management**

The core of this program of course is to manage and organize the information of the employee involved in a company's framework as follows:

- a- The HR employee can add a new employee into the database of the company or removing an existing one already after getting the approval of the company manager. The process of adding a new employee involves creating a new employee object recording their basic data (Name, Address, Email, Birth date, Mobile number, type of employment international/ domestic, full-time/ part-time, job description, salary, pension plan package, medical insurance-if exists, division, and contract)
- b- The employee could access and review his information, for example an employee can get his contract information, or his salary, or update his certification and training. These field cannot be modified by the employee but requires the HR employee to be changed. On the other hand, the employee can change some data such as his address, his phone number).
- c- The HR employee can access and modify the employee data if necessary, after getting the required approval from the manager. For instance, the HR employee can modify an employee's salary after confirmation from the parties considered in taking such decision.
- d- The employee can file a request for salary raise after providing the sufficient requirements for such a raise.
- e- The program organizes the daily tasks of the employee and send a notification when a deadline is near or when there is a meeting scheduled.
- f- The employee can check his balance of paid vacations with the database.
- g- The employee can apply a request for a vacation whether paid or unpaid one, the request is sent to the HR and the employee's direct manager within an hour from filing it and await approval within maximum 5 days from the concerned parties.
- h- The employee could apply for promotion after providing the required documents to the system.

## **Task Management**

## a- Reminder of meetings/deadlines:

An email is sent to members of a certain project teams reminding them of important meetings or deadlines. The time this reminder is sent is determined by the admin it can be any number of days chosen before the specified date of the meeting or deadline.

## b- Scheduling:

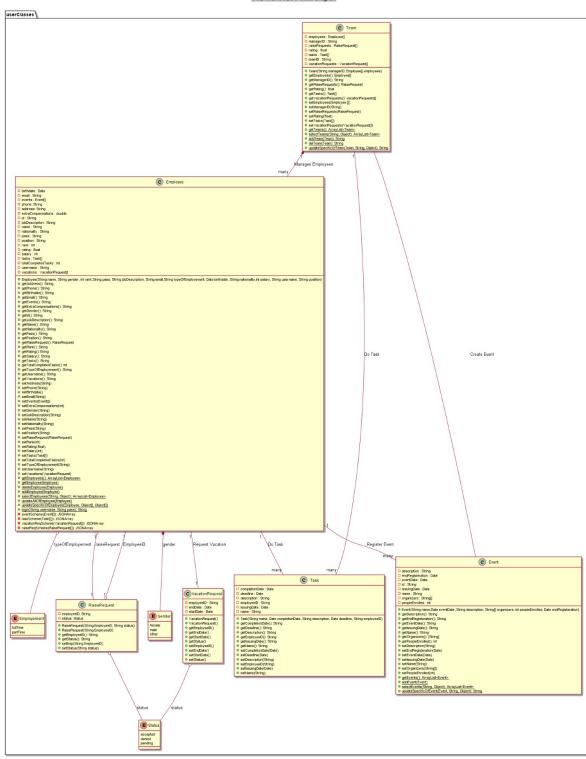
A manager sets a schedule for meetings, projects, milestones, or deadlines. Automated email of the time of scheduled meeting to the employee. It also checks if an employee would have a clash between two meetings occur at the same time.

## c- Project Organization:

Responsible for storing a project information. Including project name, manager name, and employee's name, role of each employee, time frame and the deadline of the project.

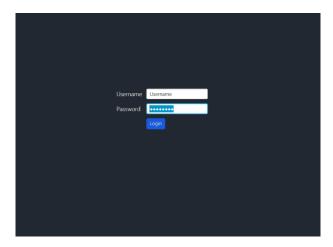
# **Class Diagram**

#### USERCLASSES's Class Diagram

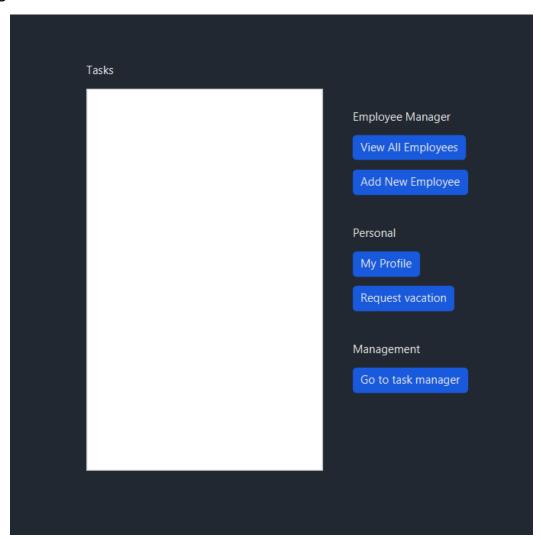


# **Screenshots**

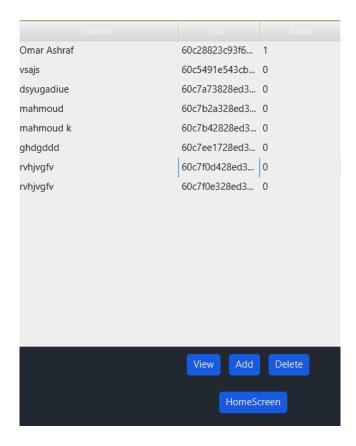
# Login



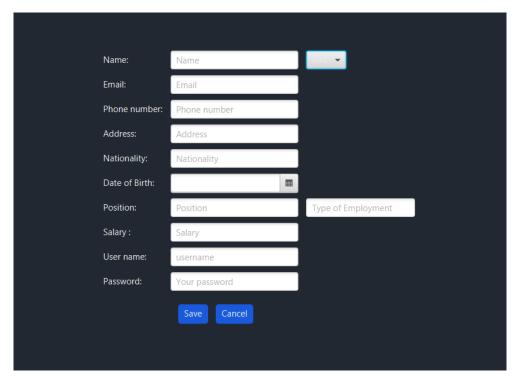
## **Manager Main screen**



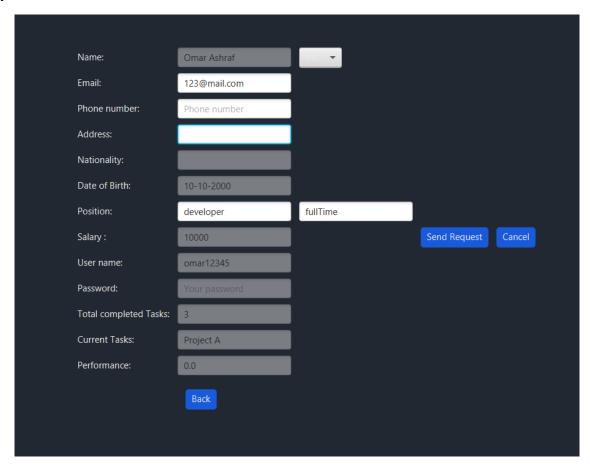
## **View All Employees**



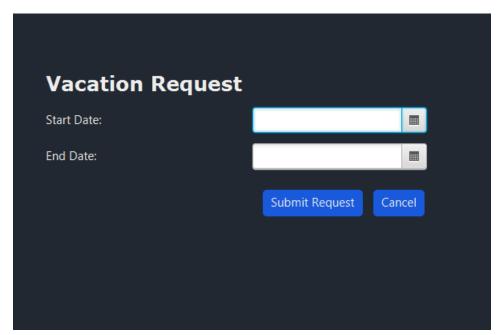
## **Add New Emlpoyee**



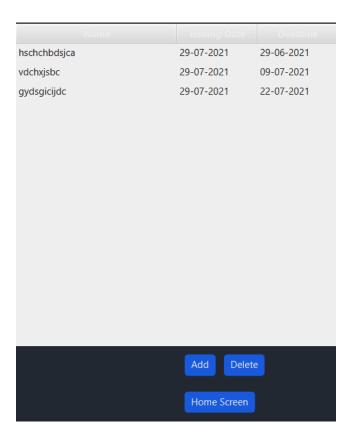
# **My Profile**



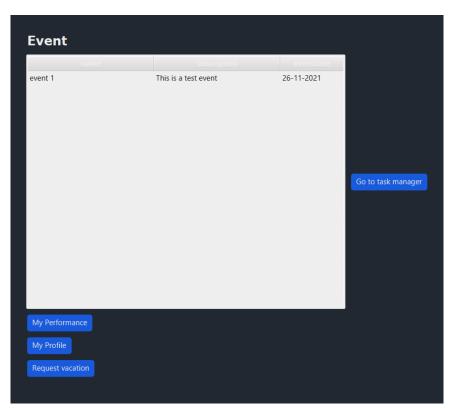
## **Request Vacation**



# Task Mananager



# **Employee Main screen**



# My Profile

Profile		
Name	Omar Ashraf	
Phone		
Address		
Email	123@mail.com	
Current Salary:	10000	Send Raise Request
Back to Main		

# My Performance

