HHCO Employee Management System

Diploma in Computer System Design 22.2F Final Project Proposal

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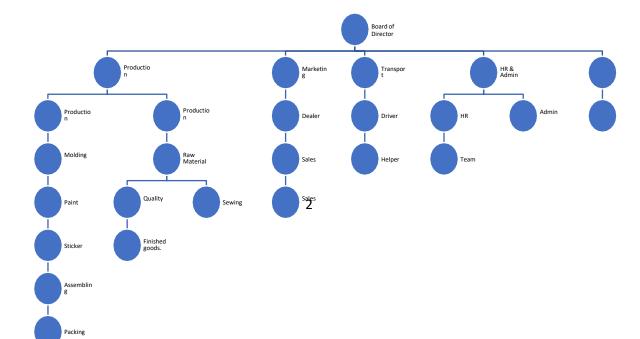
Table of Contents

1.0 Introduction of the Company	2
2.0 Existing System & Problem Definition	3,5
3.0 Proposed Solution	6,7
3.1 Functional Requirements	8,9
3.2 Non-Functional Requirements	10
4.0 UML diagrams	12
5.0 ER diagram	60
6.0 File designs	61
7.0 User Interfaces	71
8.0 Generated Reports	92
9.0 Apendix	96

Introduction of the Company

HHCO INDUSTRIES (PVT) LIMITED was established in 1998 in Thalapathpitiya, Nugegoda, Sri Lanka. We are manufacturing and distributing a wide range of helmets and helmet parts under the brand name of H.H.C.O. We are one of the leading manufacturers and suppliers of a wide range of all kinds of Helmet and helmet parts in Sri Lanka. We have marked a distinct and dynamic position in the market by providing high-quality helmet and helmet parts. The offered helmets are precisely designed at our highly advanced manufacturing unit following industry-defined guidelines and keeping in mind all the safety norms, that is why, they provide complete protection to the user and help in preventing head injuries, and highly appreciated for their durability and long-life span. We have an island-wide distribution network and dealers. Being a quality-oriented organization, we assure our clients that our offered helmet has been the best in quality during the last 25 years.

HHCO Industries (Pvt) Ltd has emerged as Sri Lanka's leading helmet and bike accessory brand that sets benchmarks in the industry has the flagship brands HHCO HELMETS and leads the way with a network of dealerships across the country. "SMART, FLASH, SUPER, CRUSH, SAKKA & KIDS FIRST" premier brands from HHCO Industries Pvt ltd entered the Sri Lankan auto accessories market in 2008 with its state-of-the-art manufacturing plant in Hokandara, with headquarters in Thalapathpitiya, Nugegoda



Existing System

Presently, HHCO Industries Pvt Ltd operates with a partially implemented employee management system. Their current system poses several issues in managing various operations in the factory and head office. The Employee Management System of the company depends on staff recruiting manually, which is prone to errors and operational disruptions in the long run. The company does not have an employee management system to support recruiting, training and job placement is dependent on manual record keeping with verbal communications, in the end, complicates the process.

The company also has a similar problem with its product delivery system and raw material ordering system. The sales and transport managers arrange deliveries by depending on phone calls and manual delivery notes. A purchasing team requires raw materials from various suppliers through over-the-phone contact and text messaging. This complicates the ordering process and adds additional costs for helmet shops.

Furthermore, the company also manages customer relationships with limitations that make itdifficult for the company to collect data about their customers and identify their payment transactions to provide discounts or any kind of sales support.

Problem Definition

An employee management system plays a crucial role in efficiently overseeing various aspects of an organization's workforce. This offers numerous benefits that contribute to the effective functioning of the company. Here are some key points highlighting the current employee management system at HHCO Industries:

- 1. Lack of Centralized Data Storage: An employee management system allows for the centralization of employee information, including personal details, job roles, skills, performancemetrics, and attendance records. This makes it easier to access and update information, eliminating the need for scattered physical files or multiple digital documents.
- 2. Failure in Streamlined HR Processes: Automating HR processes such as employeeonboarding, leave requests, performance appraisals, and payroll management reductions. administrative burdens. This streamlining enhances operational efficiency, reduces errors, andensures compliance with labor laws and company policies.
- 3. **Data Accuracy and Security**: Employee data is sensitive and must be securely managed. An employee management system enables controlled access, ensuring that only authorized personnelcan view or modify sensitive information. Data accuracy is also improved through standardized data entry and reduced manual handling.
- 4. **Issues with Performance Monitoring and Evaluation**: Tracking employee performance becomes more efficient with an employee management system. Supervisors can set goals, trackprogress, provide feedback, and conduct performance reviews systematically. This data-driven approach helps in identifying top performers and areas needing improvement.
- 5. Lack of Effective Communication: Employee management systems often include communication tools like internal messaging or notification systems. These tools facilitate communication among team members, departments, and management, fostering collaboration and transparency.
- 6. No methodology for Perfect Time and Attendance Tracking: Accurate time and attendancetracking is essential for payroll calculation and compliance. An employee management system can integrate with

biometric systems, access cards, or digital time clocks to automate attendancerecording, minimizing errors and ensuring fair compensation.

7. **Lack of Training and Development**: Identifying skill gaps and providing targeted training iscrucial for employee growth. An employee management system can track employees' skills, certifications, and training histories, assisting HR in designing relevant training programs and career development plans.

In summary, an employee management system brings together various HR functions into a cohesive digital platform, enhancing operational efficiency, data accuracy, and employee engagement. It streamlines processes, ensures compliance, and empowers organizations to make informed decisions based on accurate data and analytics

Proposed Solution

Employee Management System Enhancements:

- Implement a comprehensive 'Employee Management System' that combines both manual and online management.
- Develop a web-based platform to implement secure user authentication mechanisms, defining roles and permissions to control access based on user roles (e.g.: admin, manager, employee) and log their attendance through web-portal. (Ensure the portal is responsive and accessible from various browsers)
- Create a database to store employee data, including personal information (name, dob, contact details), job details (position, department, salary), and historical records (employment history, performance reviews).
- Ensure data security through encryption, access controls, and regular security audits.
- Implement a notification system to inform employees/departments about important events (e.g.: pending leave approvals, upcoming performance reviews), Sending email or SMS to employees and

managers.

- Develop an onboarding module to streamline the hiring process, including employee documentation, training, and equipment provisioning.
- Implement an offboarding process to handle resignations and terminations, including access revocation and exit interviews.
- Design the system to handle a growing number of employees and data volumes.
- We propose to implement and enhance the employee management system which can support 'web content management system'.
- The system we propose will also provide SMS or Email to the employees to improve communication/updates between departments.
- Our solution also includes a centralized database so the industry can manage the data of the employees without any errors or losses.

Functional Requirements

1. Employee onboarding & offboarding system:

- This part of the system is used to register new users/hires for HR personnel and create digital employee profile for each new employee.
- Upload, store, and manage new employee documents, including resumes, identification, and signed contracts.
- Ability to create a digital departure profile for each departing employee.
- Capture and store departure details, including departure date, reason for leaving, and future contact information (if needed).
- This side of the web-platform displays an organized registration process & resignation process to register new employees and depart employees as per the HR panel.

- This web-platform must have the feature to display and save employee personal documents, resume, identification and signed contracts, departure dates, resignations as an easy view to the admin (manager, HR panel).
- System must generate a summary of the newly registered/departed employee with his personal details.
- Employee management system must be integrated with an online onboarding & offboarding system for easy and secured employee registration/departure.

2. Time and attendance management system:

- Secure login mechanisms with options for multi-factor authentication.
- Capture clock-in and clock-out times for employees.
- Record attendance data, including late arrivals, early departures, and absences. Handle different types of attendance, such as regular work hours, overtime, and leave.
- This webpage is designed to track the clock-in and clock-out hours of employees and track the attendance of the employee personally.
- This webpage must-have features to calculate and track overtime hours worked by employees, apply overtime rules and calculate overtime pay accurately and generate various reports, including attendance summaries, timesheet reports, and compliance reports.

3. Payroll management system:

• Store and manage employee records, job-related data (position, department), and compensation details (salary, bonuses, deductions).

- Automate salary calculations based on predefined salary structures, pay rates, and work hours.
- This webpage helps employees to view and download their pay stub documentation.
- This page must-have features to calculate employee salary with the overtime tracked from the 'time and attendance system' and process payroll on defined schedules (e.g.: weekly, biweekly, monthly).

4. Learning Management System (LMS):

- Employee authentication and registration.
- Course creation, editing, and deletion.
- Employee enrollment in courses based on job roles and requirements.
- Create and manage personalized learning paths for employee skill development.
- LMS can provide a comprehensive solution for employee training, development, and performance management.
- This system helps employees to train and develop their skills through various content types (videos, documents, quizzes).
- This webpage automates course assignments based on 'EMS' data.
- Features on this platform help to Generate reports on employee training progress and completion and analytics on employee skills development and performance improvement.

5. Employee Self-Service (ESS) Portal:

ESS allows employees to access and manage their own HR-

related information and tasks.

- Role-based access control to ensure employees only access their own information and relevant tasks.
- Allow employees to view and update personal details, including contact information, emergency contacts, and marital status.
- Employees can request leave from this portal and view leave balances.
- This portal provides the function of updating personal information, view workplace documentation, request for leaves, and view leave balances.
- Every employee is given a personal login address and a password to view and analyse personal documentation, goals and analytics.
- This portal can Display attendance records, work schedules, and leave balances and enable employees to request time off, view leave approvals, and check attendance history.

Non-Functional Requirements

1. Responsive timing:

- Ensure that the user interface of the EMS responds quickly to user interactions, such as clicking buttons, entering data, and navigating through menus.
- Specify that user interface actions should have a response time of less than 1 second to provide a smooth user experience.

2. Security:

• All data transmitted between the user and server should be encrypted using strong encryption protocols (personal logins, passwords).

- Sensitive data, including personal information, financial details, and passwords, must be stored in the database in an encrypted format.
- Ensure that only authorized personnel can access and modify sensitive

employee information.

3. Reliability:

- The system should be available 24/7 or within specified business hours, minimizing downtime for maintenance or upgrades.
- It should be resilient to hardware or software failures and continue to operate with minimal disruption.
- Ensure the accuracy and consistency of data and implement backup and recovery mechanisms to prevent data loss.

4. Usability:

- Create an intuitive and user-friendly interface that requires minimal training for users.
- Maintain a consistent look and feel throughout the system to enhance user experience.

5. Scalability:

- Anticipate future growth and plan for hardware and software upgrades accordingly.
- The database should scale horizontally or vertically as needed to accommodate increased data volume.

6. Maintainability:

- Design the system in a modular way to facilitate updates, enhancements, and maintenance.
- Provide comprehensive documentation for system

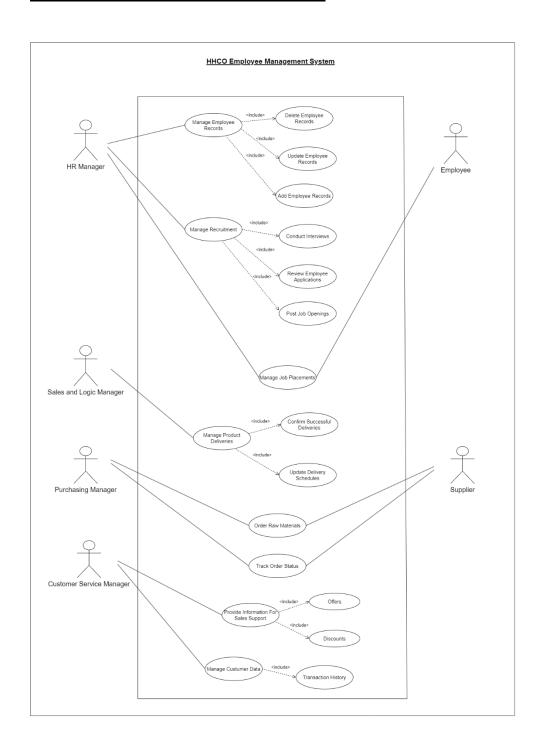
administrators, developers, and end-users to understand and manage the system effectively.

7. Data Backup and Recovery:

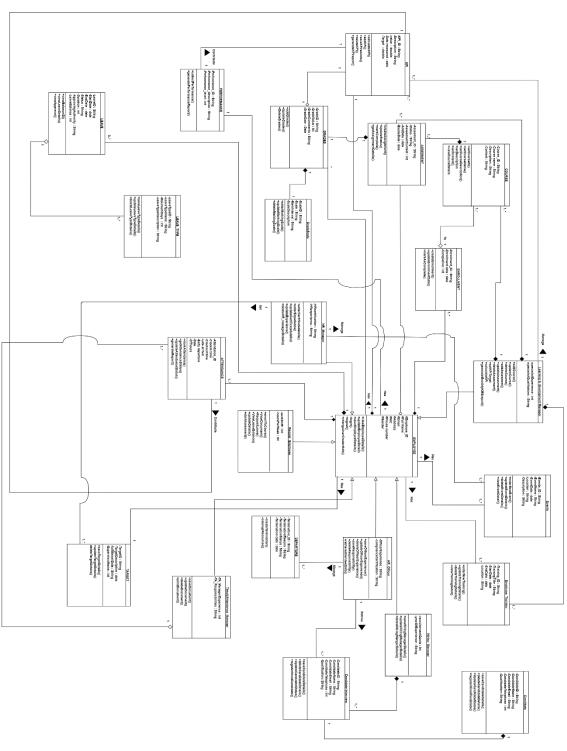
- Schedule regular backups of employee data and system configurations.
- Develop a disaster recovery plan to minimize data loss and system downtime in the event of a catastrophic failure

UML diagrams

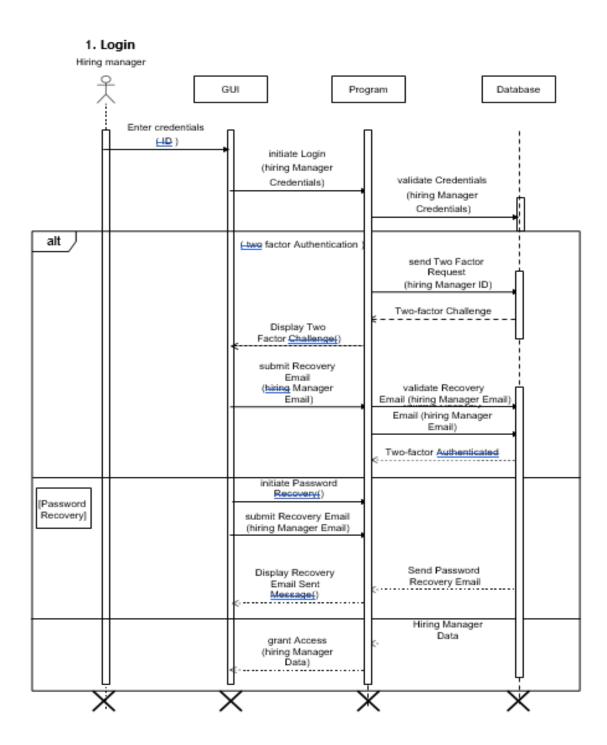
Use-case diagram for an existing system



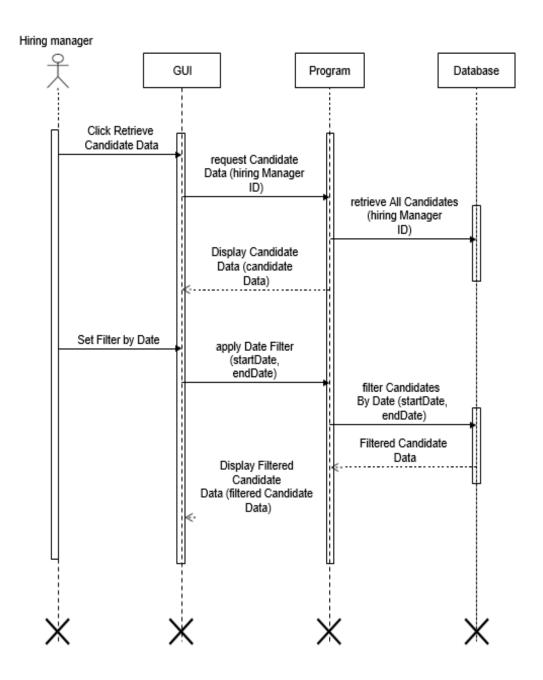
Class diagram for the proposed system



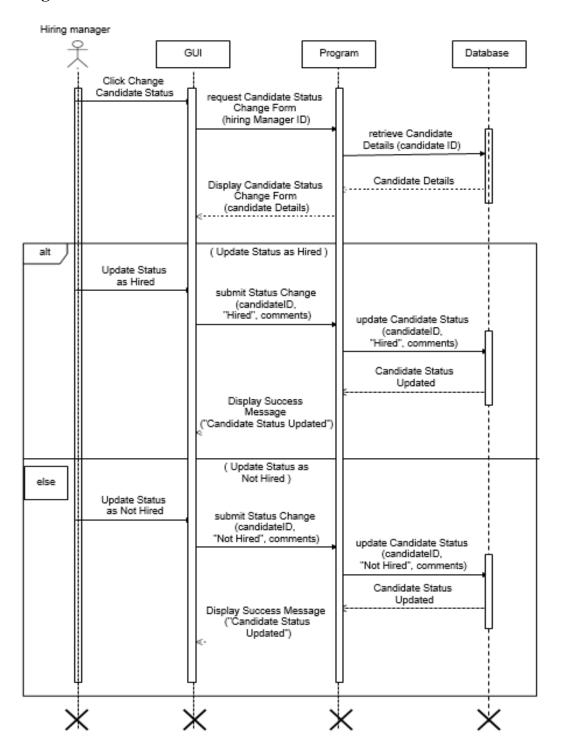
Sequence diagram for the proposed system



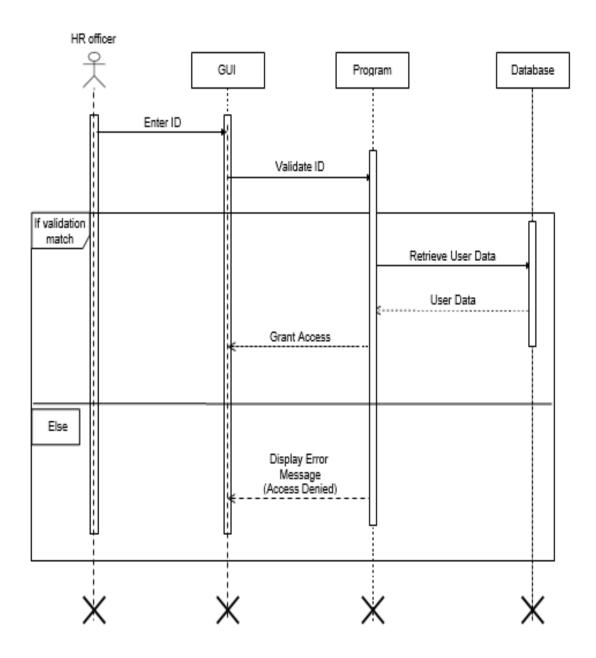
2.retrieve candidate data



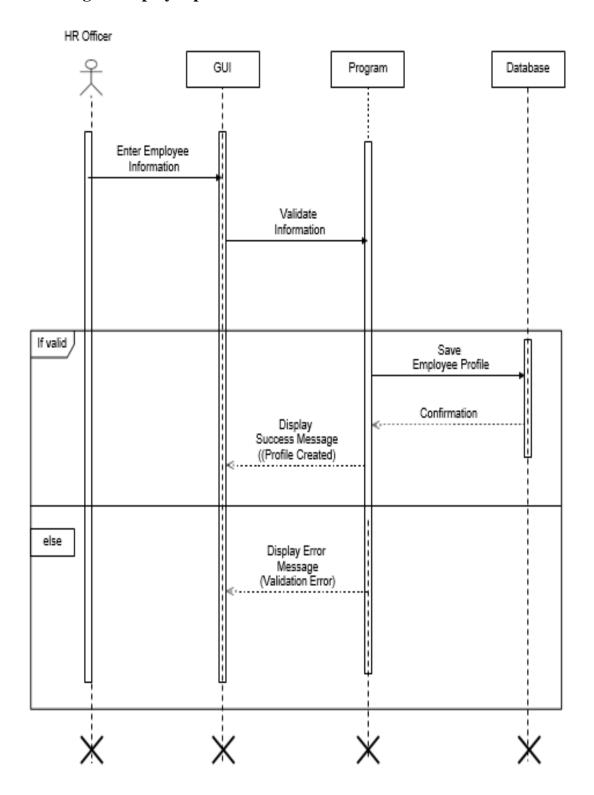
3. Change candidate status



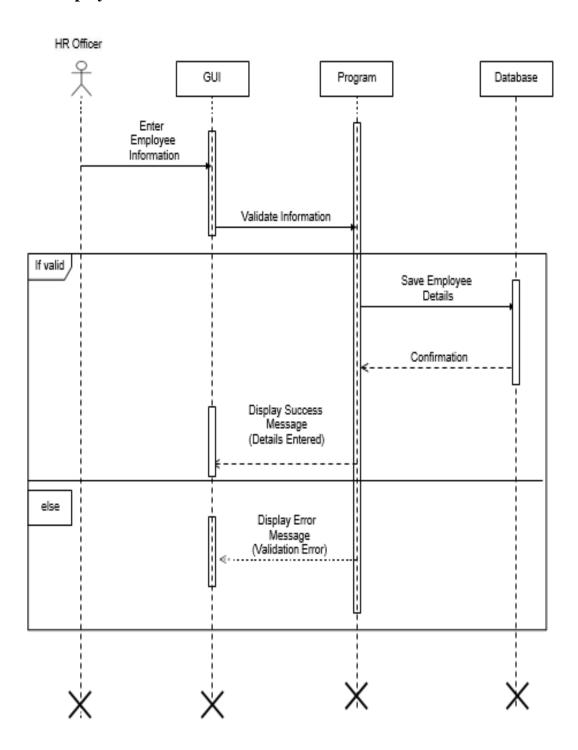
4. Login to onboard & offboard system



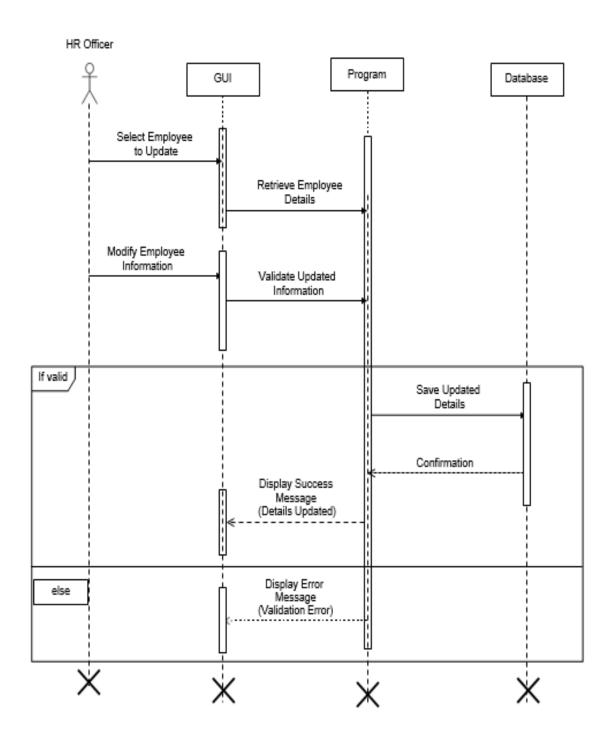
5.Create digital employee profile



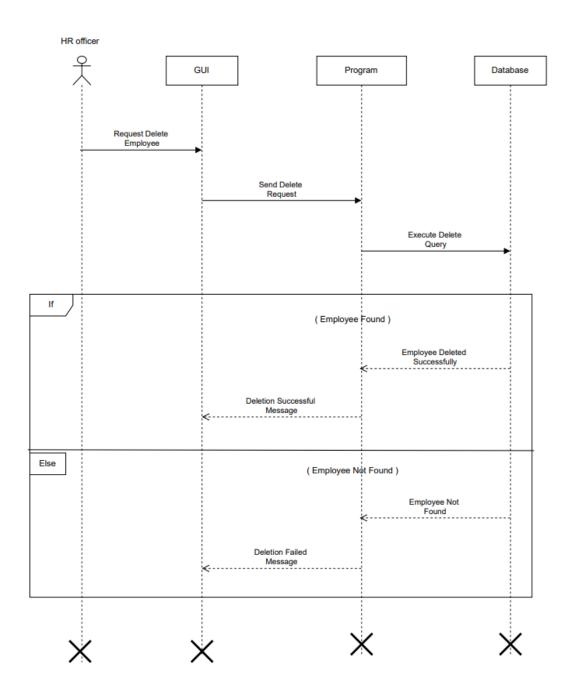
6.Enter employee details



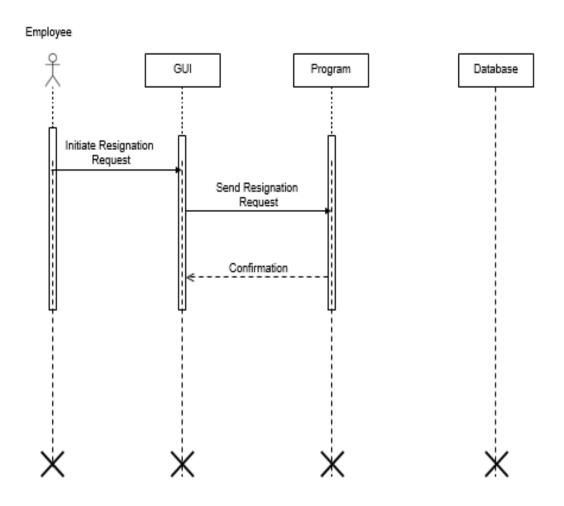
7. Update employee details



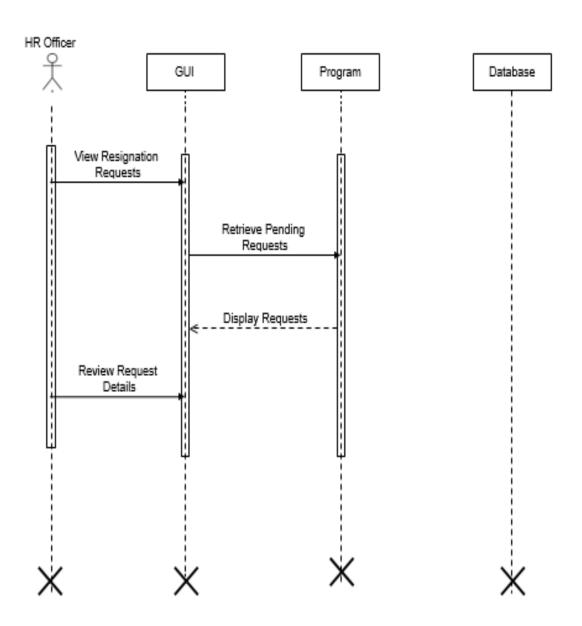
8. Delete employee details.



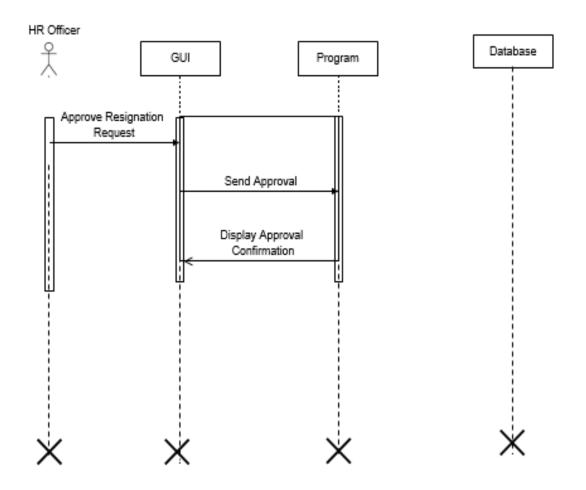
9. Submit resignation.



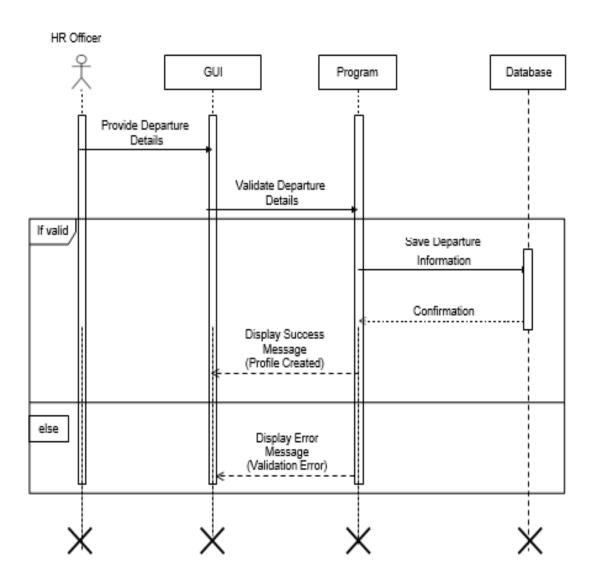
10.Review resignation



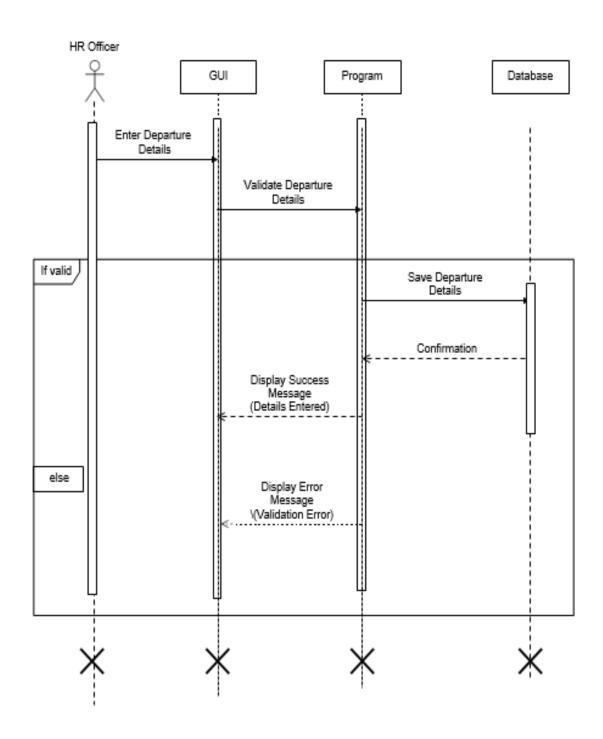
11.Approve resignation



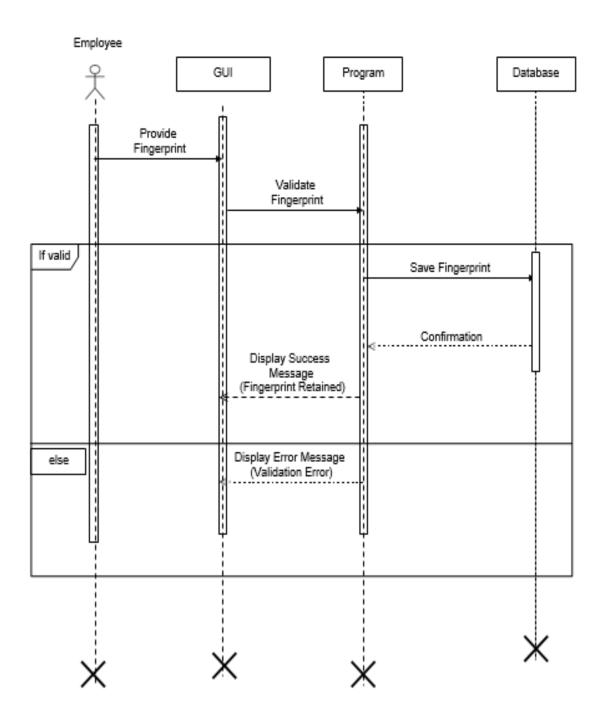
12.Create digital departure profile



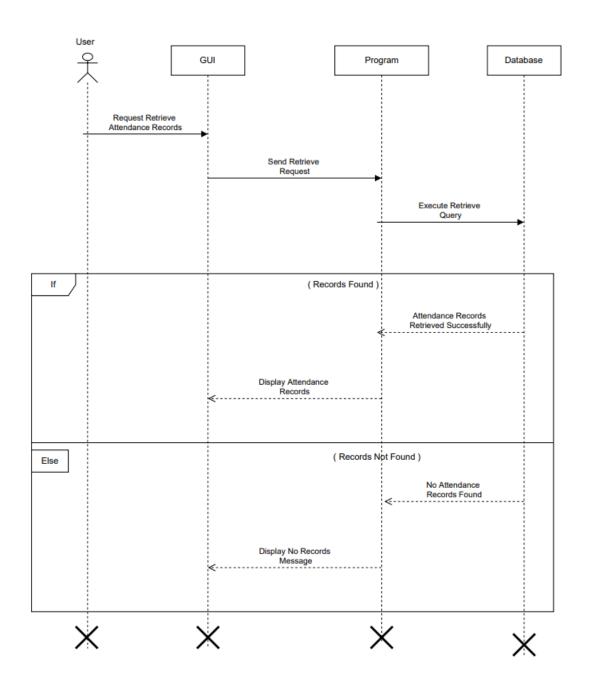
13.Enter employee departure details



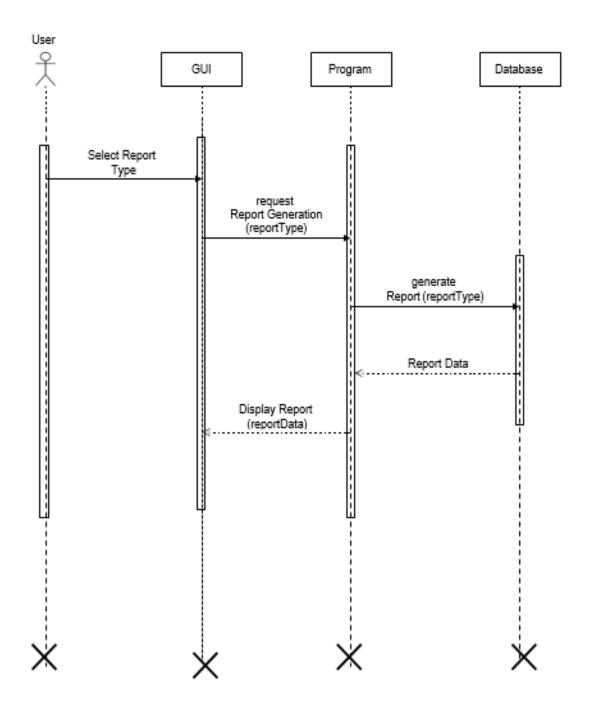
14.Employee retains fingerprint



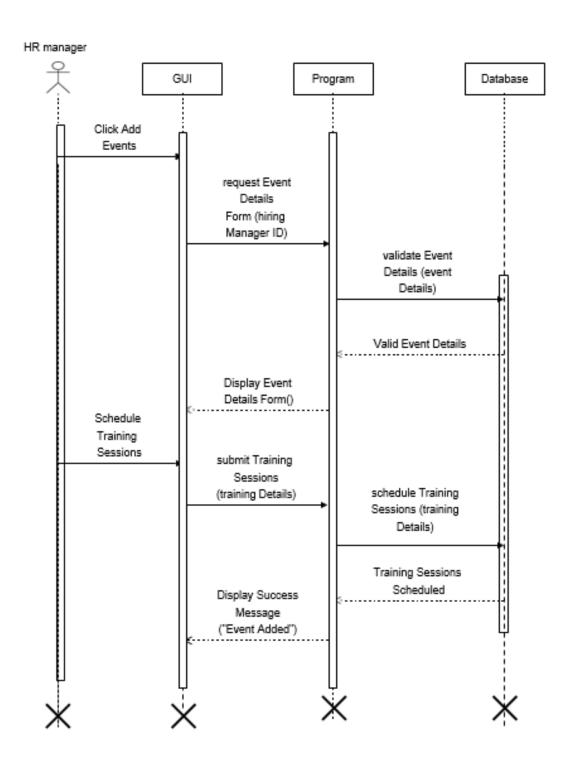
15.Retrieve employee attendance records



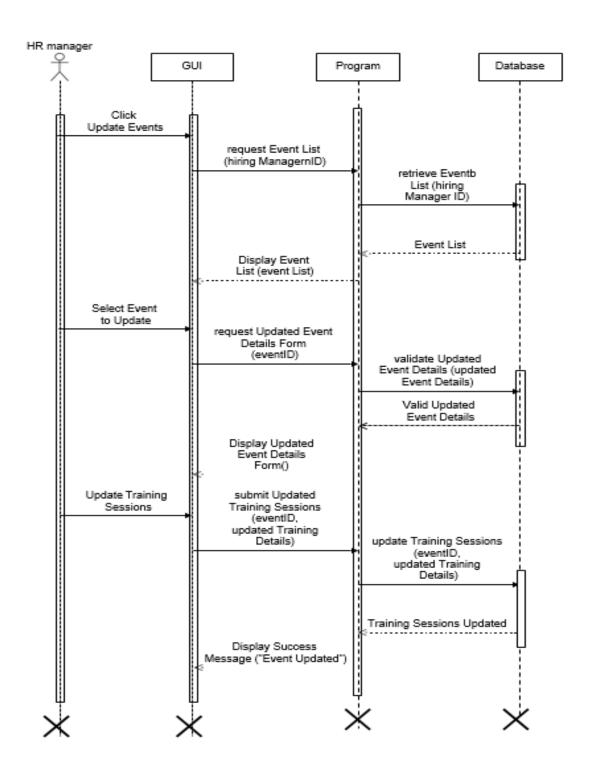
16.Generate and view monthly attendance records



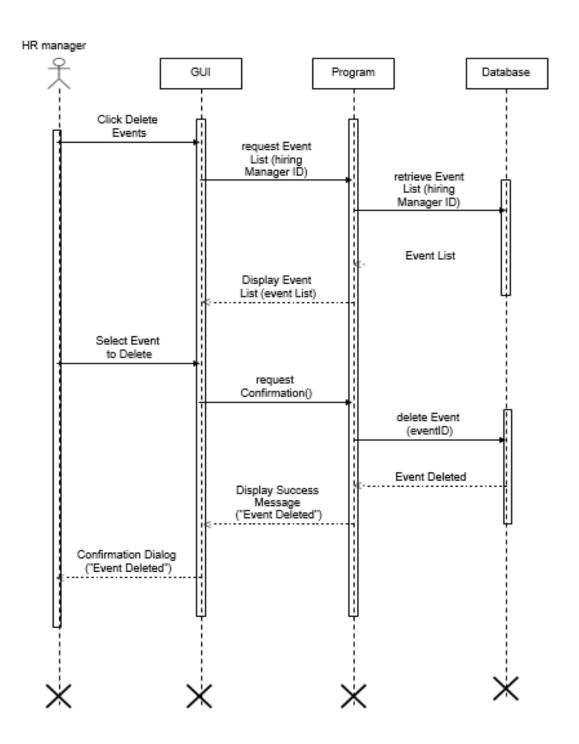
17.Add events for employees



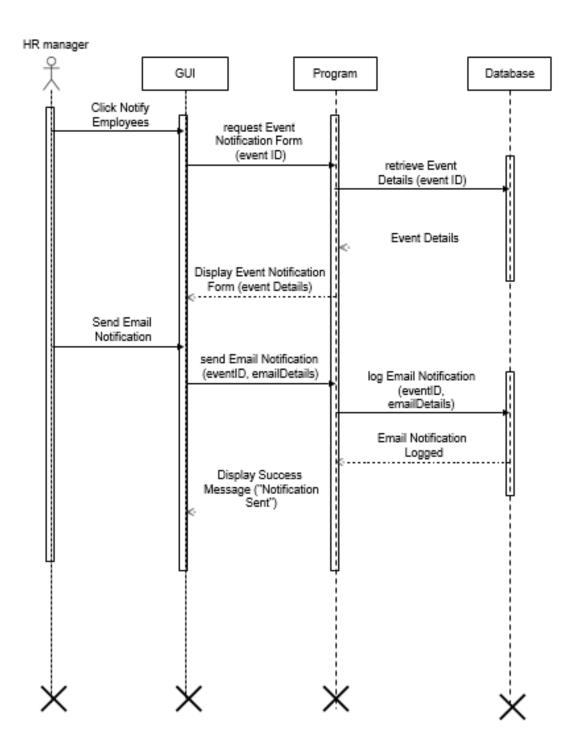
18.Update employee event details



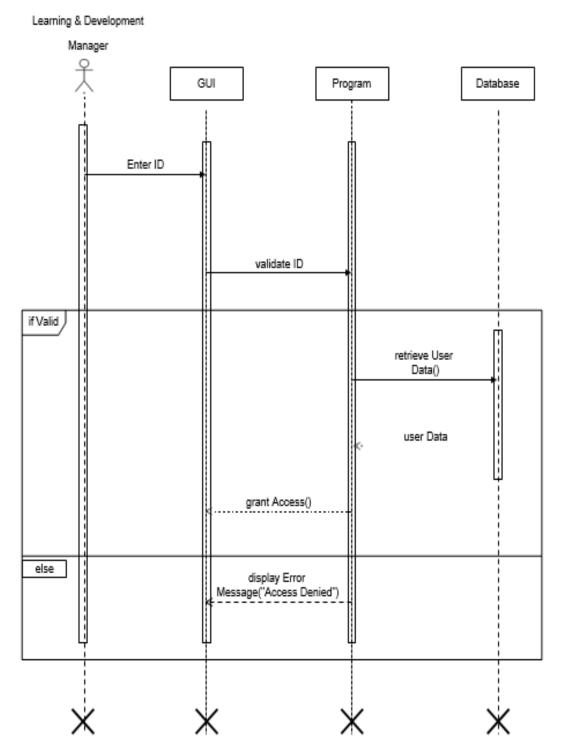
19.Delete employee event details



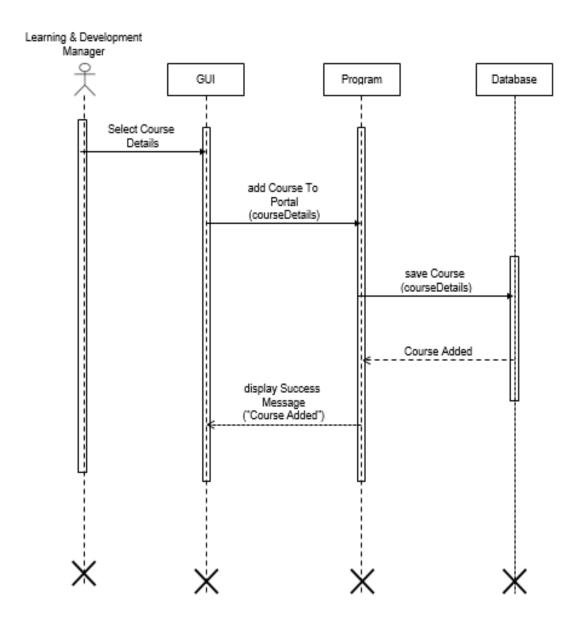
20. Notify employee about event



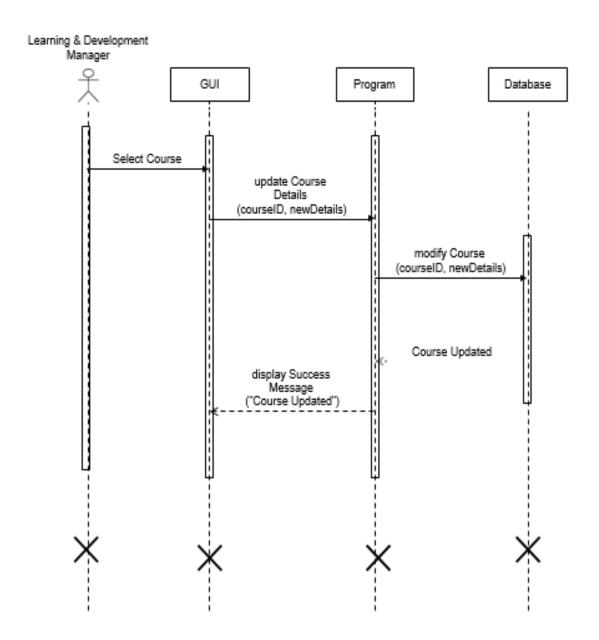
21.Login to KMS



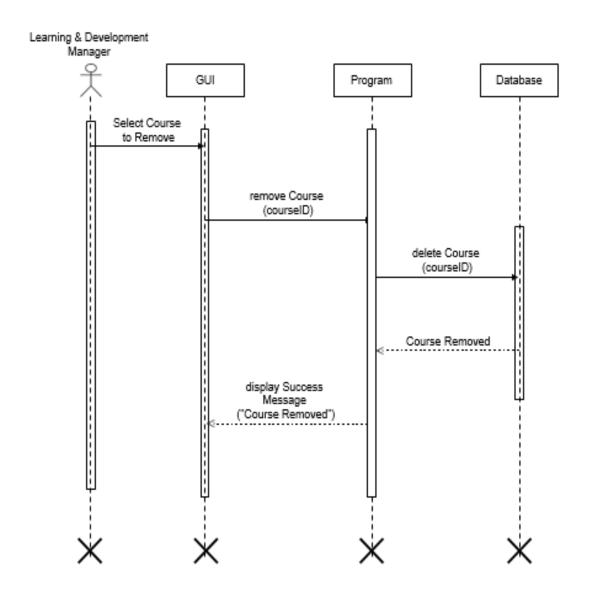
22.Add course to portal



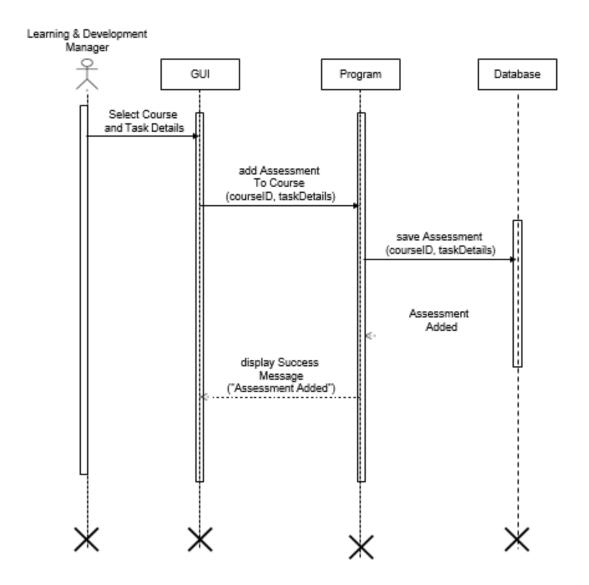
23.Update course



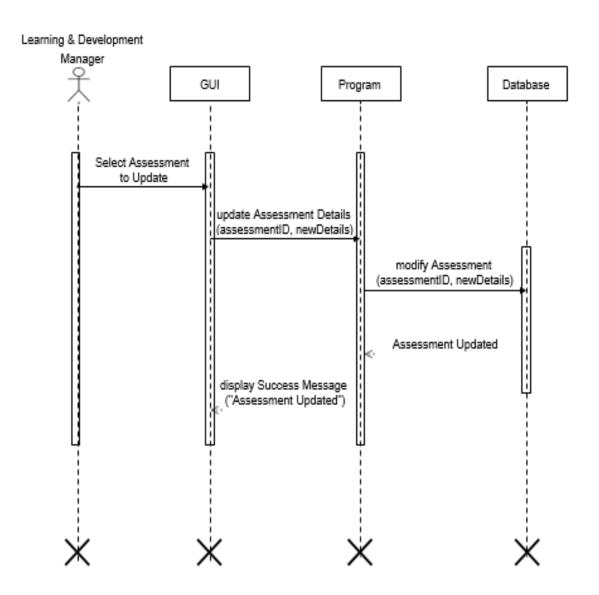
24.Delete course



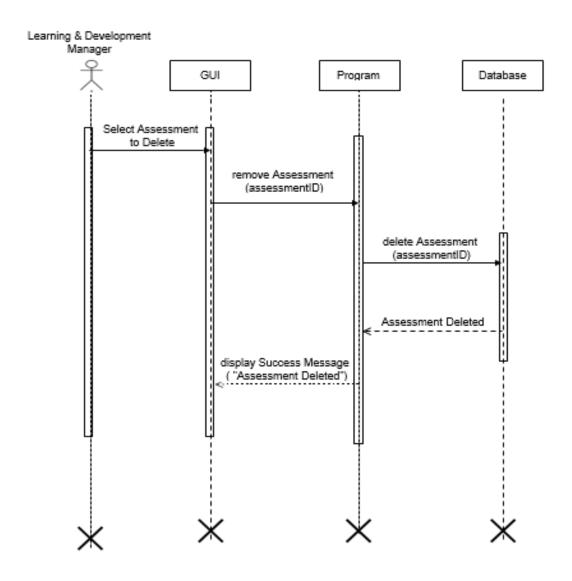
25.Add assessment



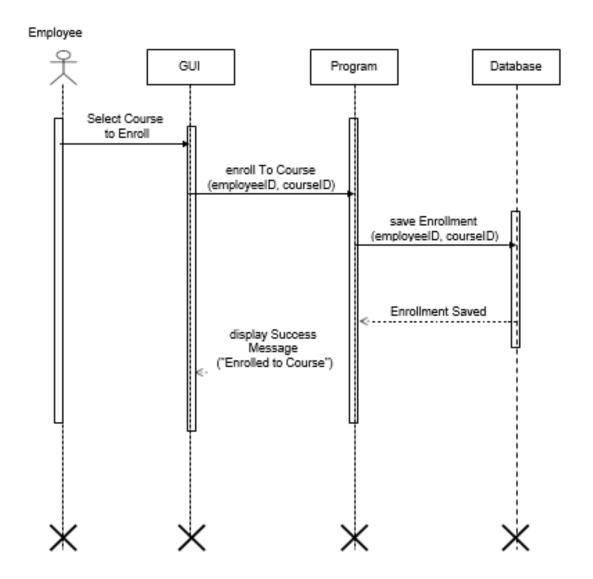
26.Update assessment



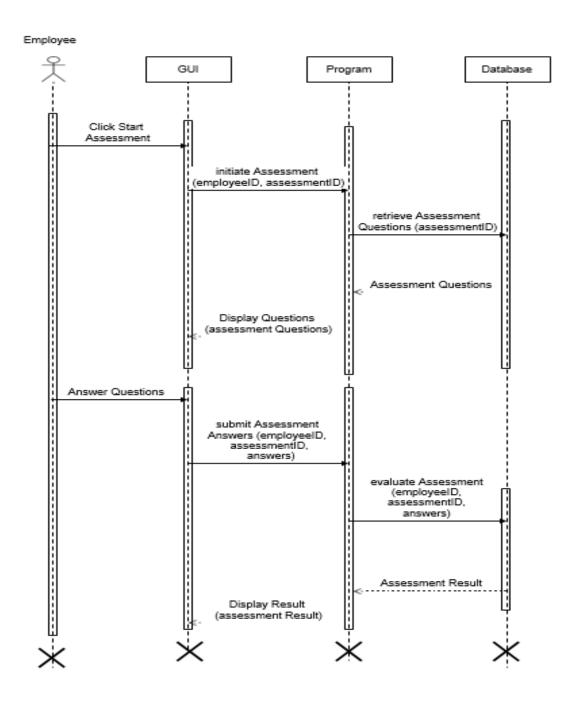
27.Delete assessment



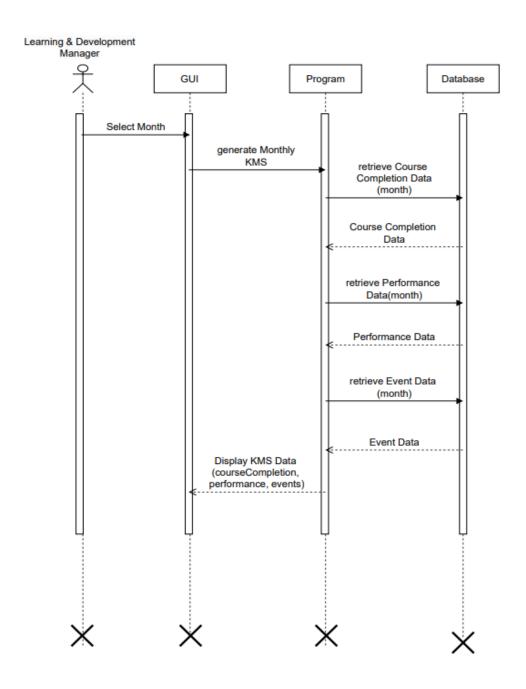
28.Enroll to course



29. Start and complete assessment



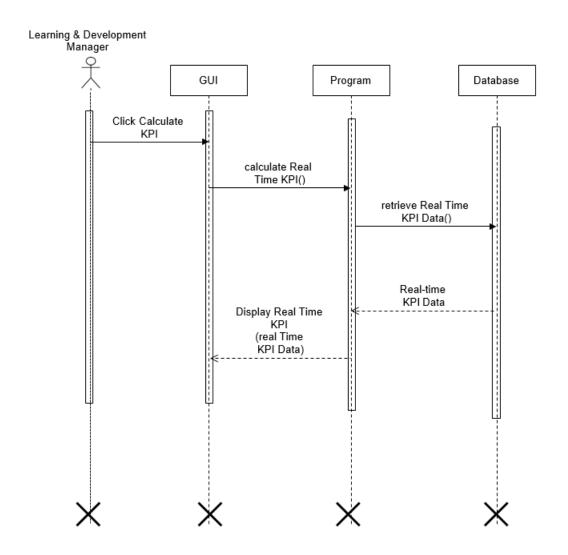
30.Generate monthly KPI values



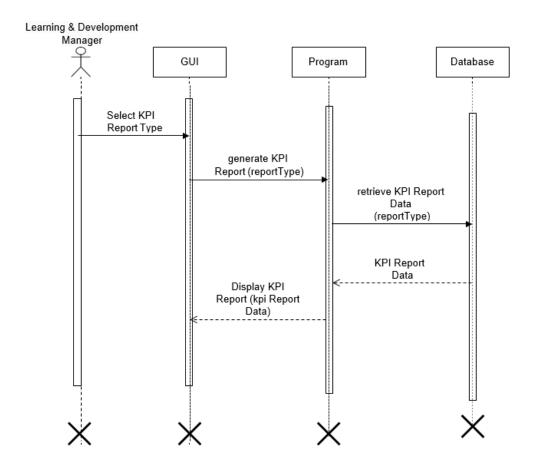
31.Set KPI Target

Learning & Development Manager GUI Program Database Enter KPI Targets (kpi Targets) save KPI Targets (kpi Targets) KPI Targets Saved display Success\ Message ("KPI Targets Set")

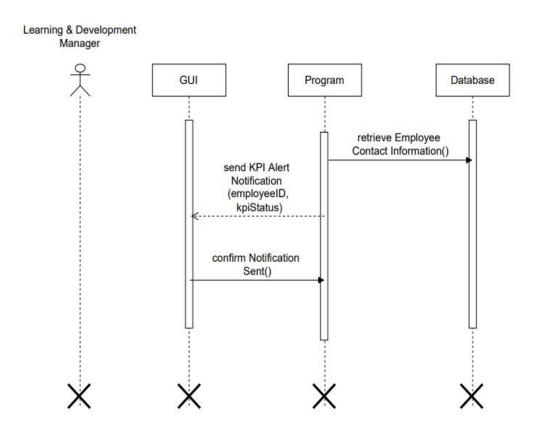
32.Calculate KPI value



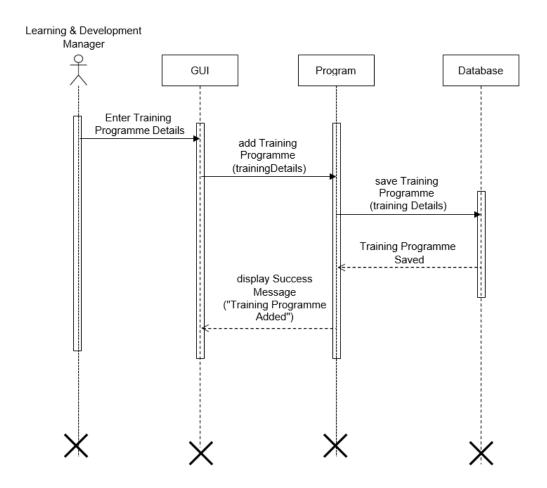
33.Generate and view KPI reports



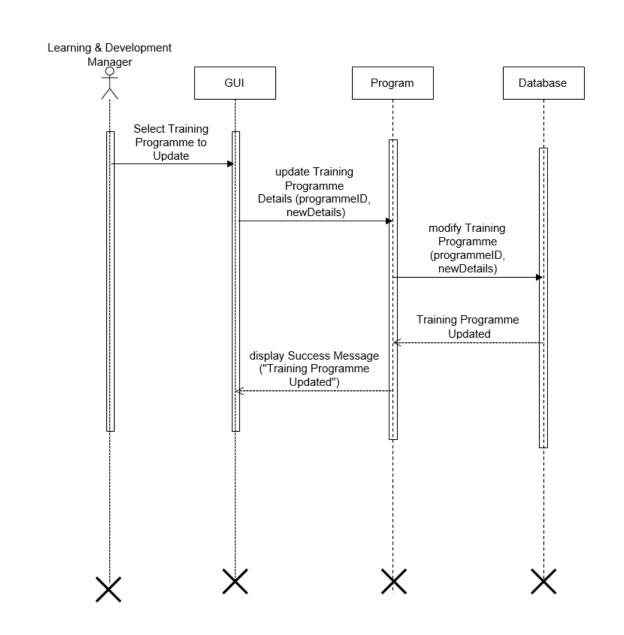
34.Alert employee if KPI exceeded or not met



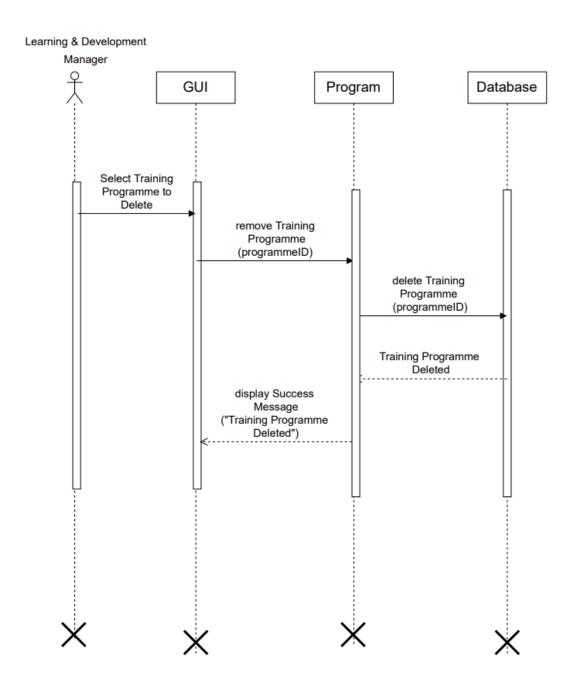
35.Add employee training program



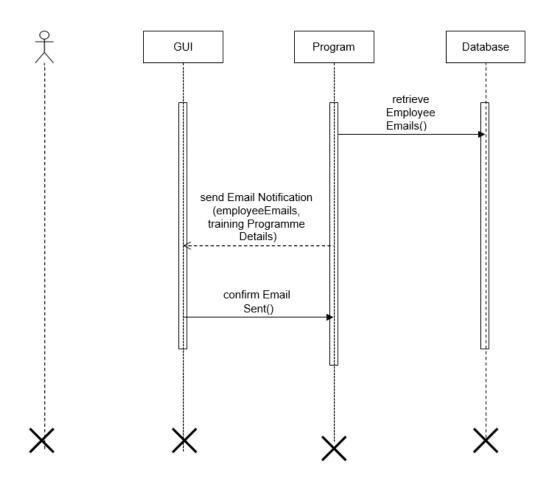
36.Update employee training program



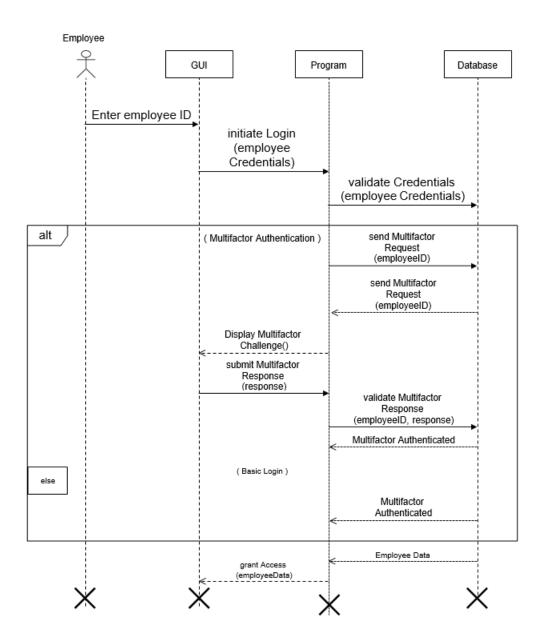
37.Delete Employee training program



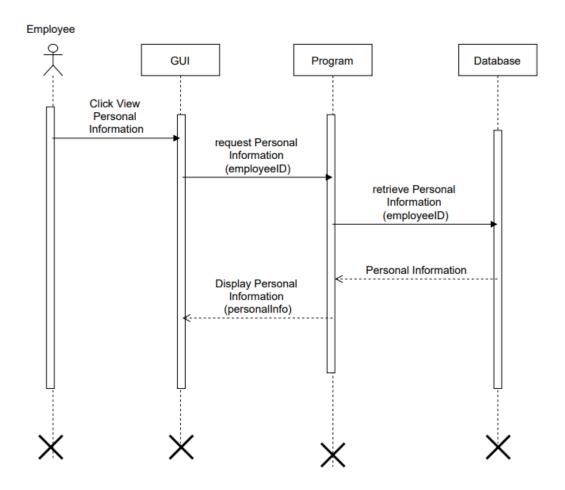
38.Notify employee about employee training program



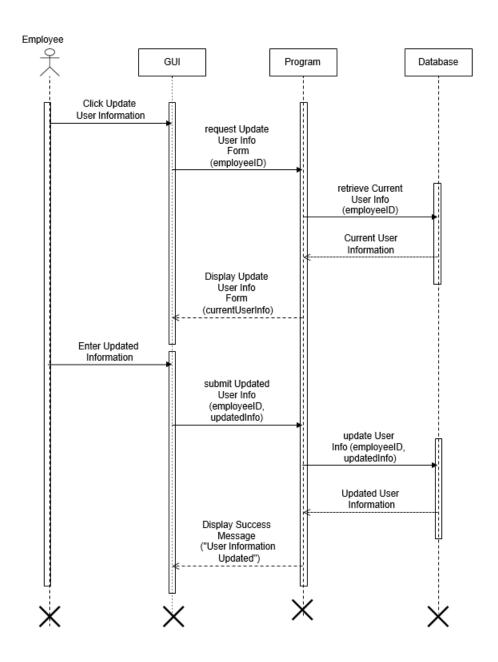
39.Login to Employee Self Service Portal



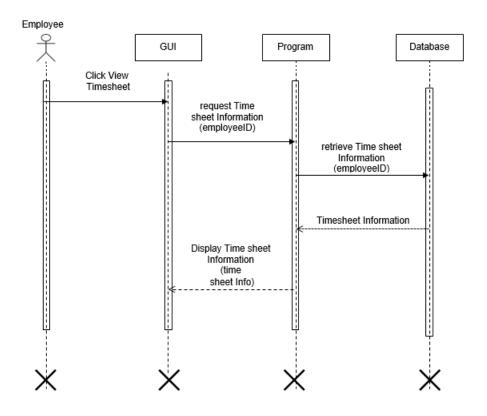
40. View personal details



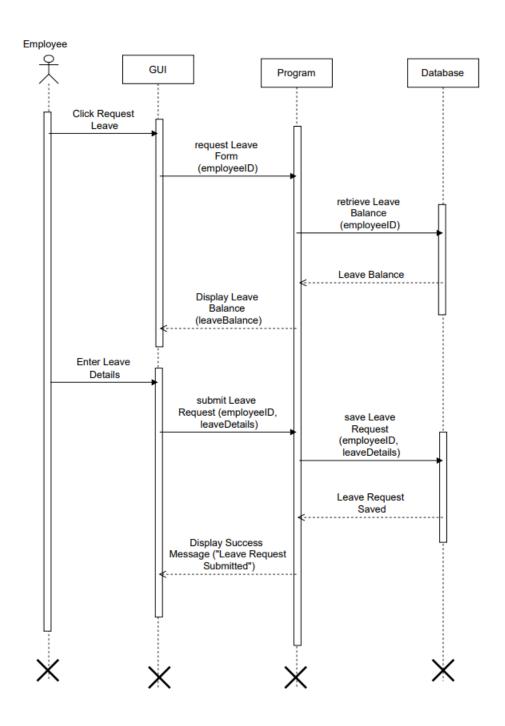
41.Update user information



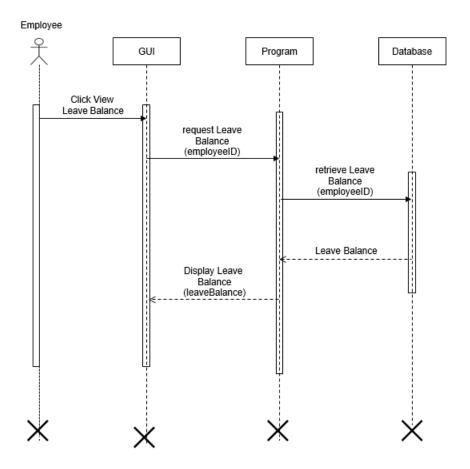
42.View attendance time sheet reports



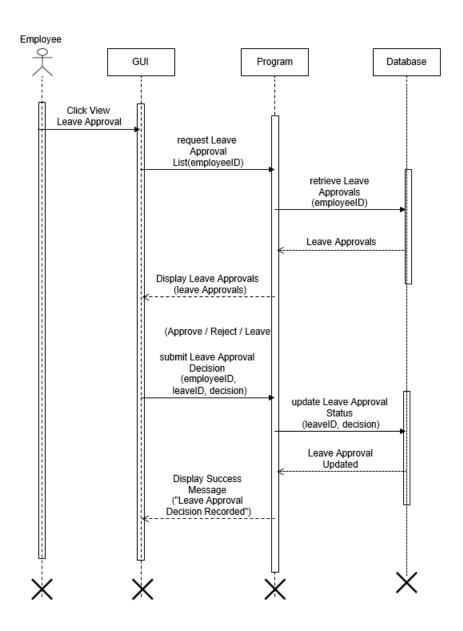
43.Request Leave



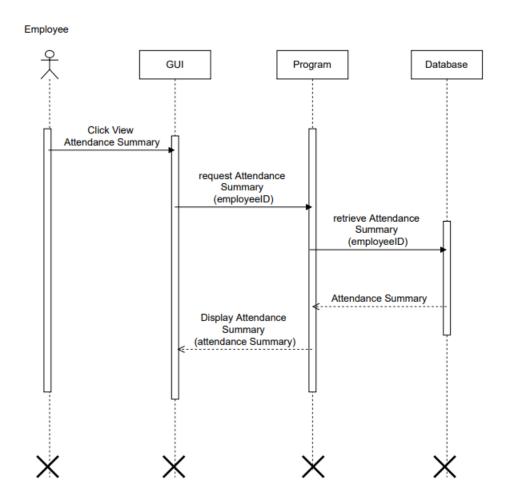
44. View Leave balance



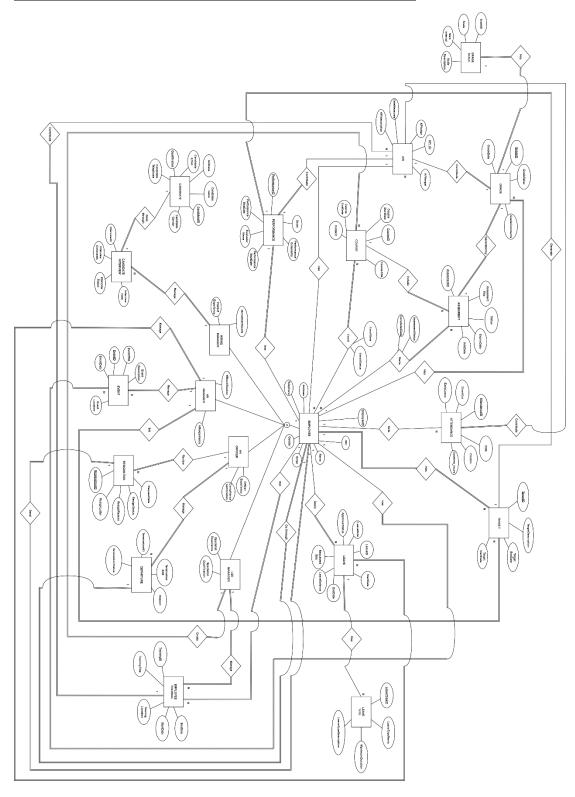
45.View Leave approval



46.View attendance summary



Entity Relationship diagram for proposed solution



File Designs

Table number: 01

Table name: Candidate

Primary key: CandidateID

Foreign key: -

Field name	Data type	Data size	Description
CandidateID(PK)	String	10	Candidate ID
CfullName	String	20	Candidate's Full name
CAddress	String	60	Candidate's address
CEmail	String	30	Candidate's email
CTelephone	Integer	10	Candidate's telephone
Cgender	String	10	Candidate's gender
Cqualifications	Blob	-	Candidate's qualification

Table number: 02

Table name: CandidateInterview

Primary key: InterviewID

Foreign key:

CandidateID,CfullName,CAddress,CEmail,CTelephone,Cgender,Cqualifications

Field name	Data type	Data size	Description
InterviewID(PK)	String	10	Interview ID
CandidateID(FK)	String	10	Candidates full name
CAddress(FK)	String	60	Candidates' address
CEmail(FK)	String	30	Candidates email
CTelephone(FK)	Integer	10	Candidates telephone number
CGender(FK)	String	10	Candidates gender
Cqualifications(FK)	Blob	_	Candidate's qualifications
InterviewDate	Date	_	Interview date
Interview Status	String	10	Interview Status
InterviewComments	String	70	Interview Comments

Table name: Employee

Primary key: EmpID

Foreign key: DepID

Field name	Data type	Data size	Description
EmpID(PK)	String	10	Employee's ID
EmpFisrtName	String	20	Employee's first name
EmpLastName	String	20	Employee's last name
EmpAddress	String	60	Employee's address
EmpNIC	String	15	Employee's NIC number
EmpEmail	String	30	Employee's email
EmpTelephone	Integer	10	Employee's telephone
Empgender	String	10	Employee's gender

Table number: 04

Table name: Resignation

Primary key: ResignID

Foreign key: EmpID

Field name	Data type	Data size	Description
ResignationID(PK)	String	10	Employee's resignation ID
EmpID(FK)	String	10	Employee's ID
RequestDate	Date	_	Resignation date
ResignReason	String	60	Reason for termination
ResignLetter	Blob	30	Letter of Resignation request
ResignStatus	String	10	Status of resignation

Table name: Departure

Primary key: DID

Foreign key: EmpID, EmpFirstName, EmpEmail, EmpTelephone, Empgender

Field name	Data type	Data size	Description
DID(PK)	String	10	Departure ID
EmpID(FK)	String	10	Employee's ID
EmpFirstName(FK)	String	20	First name of the employee
EmpEmail(FK)	String	30	Employee email
EmpTelephone(FK)	Integer	10	Employee telephone number
Empgender(FK)	String	10	Employee gender
DepartureDate	Date	_	The date of departure
TerminationStatus	String	20	Status of termination
Eligibility	String	20	Whether the employee can be
			hired again or not

Table number: 06

Table name: Course

Primary key: CourseID

Foreign key: -

Field name	Data type	Data size	Description
CourseID(PK)	String	10	ID of the course
CourseTitle	String	20	Name of the course
CourseContent	String	1000	The content of the course
CourseStartDate	Date	-	Starting date of the course
CourseEnddate	Date	_	Ending date of the course

Table name: Assessment

Primary key: AID

Foreign key: CourseID

Field name	Data type	Data size	Description
AID(PK)	String	10	ID of assessment
ATitle	String	20	Title of Assessment
CourseID(FK)	String	10	The ID of the course the
			assessment belongs to.
AContent	Blob	_	Content of the assessment
AStartDate	Date	_	Starting Date of the assessment
AEndDate	Date	-	Ending date of the assessment

Table number: 08

Table name: Grades

Primary key: GID

Foreign key: AID,EmpID,ScaleID,Scale

Field name	Data type	Data size	Description
GID(PK)	String	10	Grade ID
AID(FK)	String	10	Assessment ID
EmpID	String	10	Employee ID
GValue	Integer	3	Grade Value
GDate	Date	_	Graded date
GradeComment	String	50	Comments for grades
ScaleID(FK)	String	10	Scale ID
Scale(FK)	String	1	Scale

Table name: GradeScale

Primary key: -ScaleID

Foreign key:

Field name	Data type	Data size	Description
ScaleID(FK)	String	10	Scale ID
Scale	String	1	Grade scale
MarkInterval	String	10	Marking interval
ScaleDescription	String	20	Scale description

Table number: 10

Table name: Attendance

Primary key: AtID

Foreign key: EmpID

Field name	Data type	Data size	Description
EmpId(FK)	String	10	Employee ID
AtID	String	10	Attendance ID
ClockIn	Time	-	Clockin time
ClockOut	Time	-	Clockout time
ADate	Date	-	Date
EarlyLeave	Time	-	Early leave
OThours	Time	-	Over time hours

Table name: Enrollment

Primary key:

Foreign key: EmpID, CID

Field name	Data type	Data size	Description
EmpID(FK)	String	10	Employee ID
CID(FK)	String	10	Course ID
EnrollDate	Date	_	Enrollment Date
CourseProgress	Integer	-	Course Progress

Table number: 12

Table name: Leave

Primary key: LeaveID

Foreign key: -EmpID, LTName,

Field name	Data type	Data size	Description
LeaveID(PK)	String	10	Leave Type
EmpID(FK)	String	10	Employee ID
LStartDate	Date	_	Leave start date
LEndDate	Date	-	Leave end date
LeaveNote	String	50	Leave note
leaveBalance	Integer	3	Leave Balance
RequestedDate	Date	_	Leave requested date
ApprovalStatus	String	10	Approval status
LTName(FK)	String	10	Leave type name
LTypeID(FK)	String	10	Leave type ID

Table name: LeaveType

Primary key: LTypeID

Foreign key: -

Field name	Data type	Data size	Description
LTypeID(PK)	String	10	Leave type ID
LTName	String	10	Leave type name
MaxDuration	Integer	3	Maximum duration
LTdescription	String	50	Leave type description

Table number: 14

Table name: Training

Primary key: TID

Foreign key: -EmpID

Field name	Data type	Data size	Description
TID(PK)	String	10	Training ID
Ttitle	String	20	Training Title
Tlocation	String	10	Training location
TStartDate	Date	-	Training Start date
TendDate	Date	-	Training End date
EmpID(FK)	String	-	Employee ID

Table number: 15
Table name: Event
Primary key: EID

Foreign key: -EmpID

Field name	Data type	Data size	Description
EID(PK)	String	10	Event ID
EventTitle	String	30	Event title
EventDate	Date	_	Event date
EventLocation	String	20	Event location
EventDescription	String	40	Event description
EmpID(FK)	String	10	Employee ID

Table number: 16

Table name: Target

Primary key: TargetID Foreign key: -EmpID

Field name	Data type	Data size	Description
TargetID(PK)	String	10	Target ID
TargetDescription	String	100	Target description
TargetStartDate	Date	-	Target start date
TargetEndDate	Date	-	Target end date
EmpID(FK)	String	10	Employee ID

Table name: Performance

Primary key: PID

Foreign key: -TargetID,EmpID

Field name	Data type	Data size	Description
PID(PK)	String	10	Performance ID
EmpID(FK)	String	10	Employee ID
TargetID(FK)	String	10	Target ID
Pscore	Interger	3	Performance Score
PDate	Date	_	Performance date
P comments	String	50	Performance comments

Table number: 18

Table name: KPI

Primary key: KPIID

Foreign key: -EmpID,PID,GID,AtID

Field name	Data type	Data size	Description
KPIID(PK)	String	10	KPI ID
KPIValue	Integer	3	KPI Value
KPITarget	Integer	3	KPI target
DateMeasured	Date	-	KPI date measured
KPIdescription	String	30	KPI description
EmpID(FK)	String	10	Employee ID
PID(FK)	String	10	Performance ID
AtID(FK)	String	10	Attendance ID
GID(FK)	String	10	Grade ID

Table name: AssessmentStart

Primary key:

Foreign key: - EmpID, AID

Field name	Data type	Data size	Description
EmpID	String	10	Employee ID
AID	String	10	Assessment ID
AssessmentStatus	String	10	Assessment status
CompletedDate	Date	-	Completed date

Table number: 20

Table name: HiringManager

Primary key:

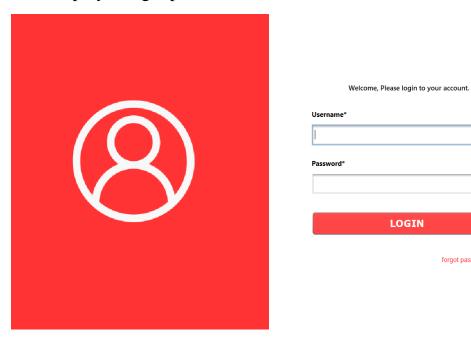
Foreign key: EmpID, EmpName, EmpNIC, EmpEmail, EmpAddress,

EmpTelephone, EmpGender

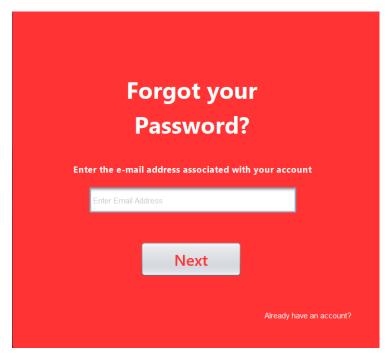
Field name	Data type	Data size	Description
EmpID(FK)	String	10	Employee ID
EmpName(FK)	String	50	Employee name
EmpNIC(FK)	Integer	12	Employee NIC
EmpEmail(FK)	String	20	Employee Email
EmpAddress(FK)	String	60	Employee address
EmpTelephone(FK)	Integer	10	Employee telephone
EmpGender(FK)	String	10	Employee gender
CommunicationSkills	String	50	Communication skills
YearsofExperiece	Integer	2	Experience years

User Interfaces

1-all employee login portal

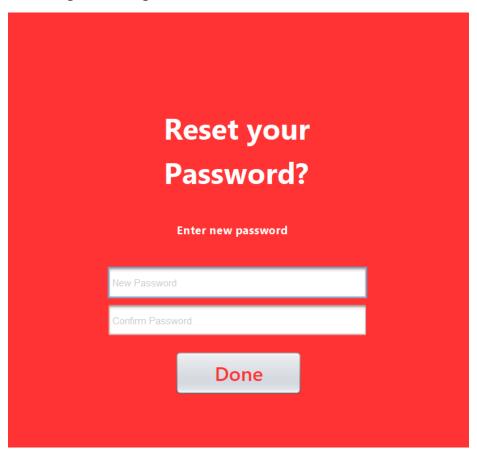


2-forgot password portal

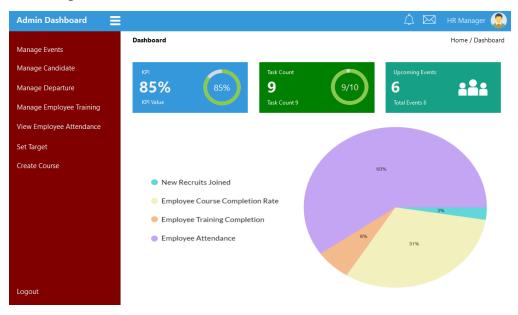


forgot password?

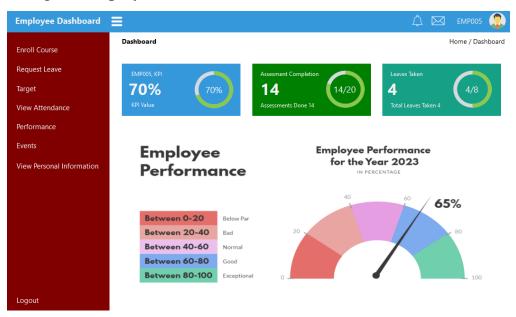
3- reset password portal



5-Management dashboard



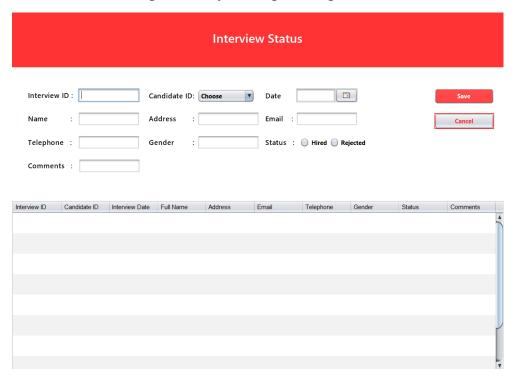
6-Regular employee dashboard



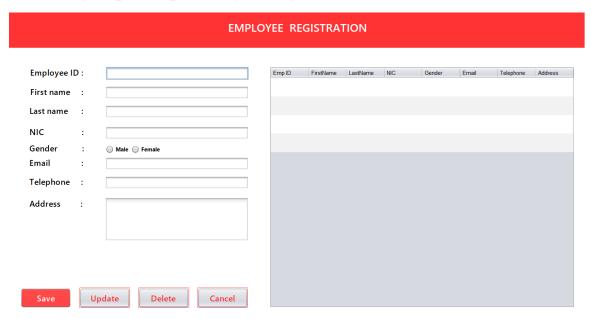
7-Candidates register form

	Candi	idate Registration	
	ı	Please fill in all the Fields*	
Full name	:		
Address	:		
Email	:		
Telephone	:		
Gender	:	Male Female	
Qualifications	:		
		Submit folder	
Re	gister	Cancel	

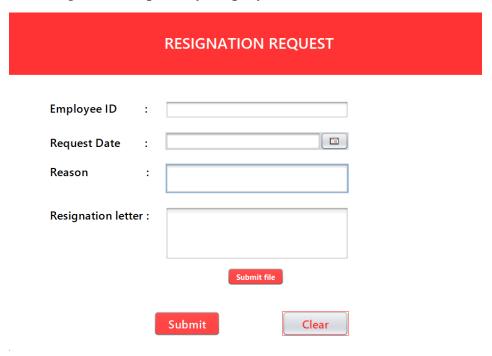
8-Candidate management by Hiring Manager



9-Creating employee profile by Hiring officer



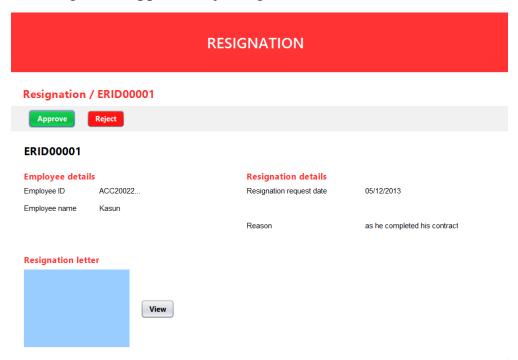
10-Resignation request by employee



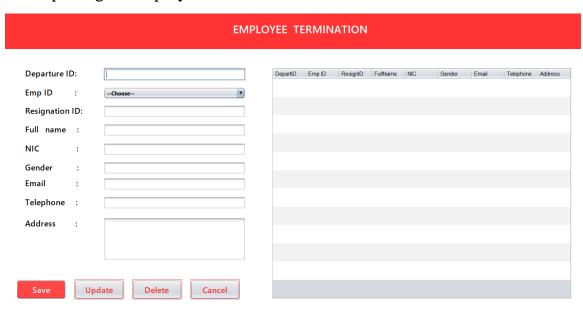
11-Resignation list view to management



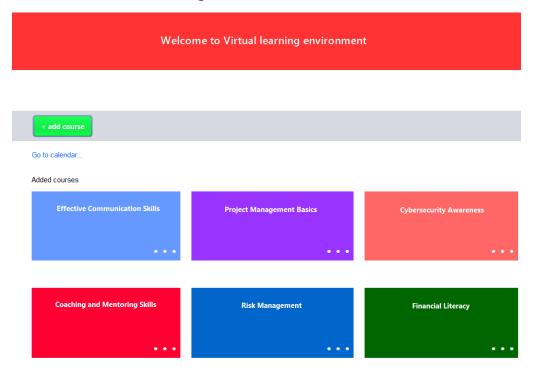
12-Resignation approval/rejecting UI



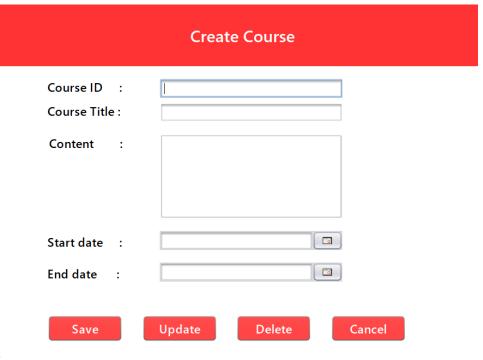
13-Departing an employee



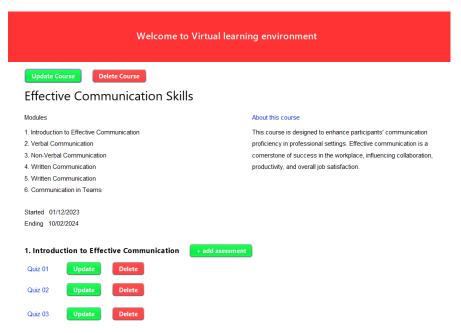
14-Admin view in KMS portal



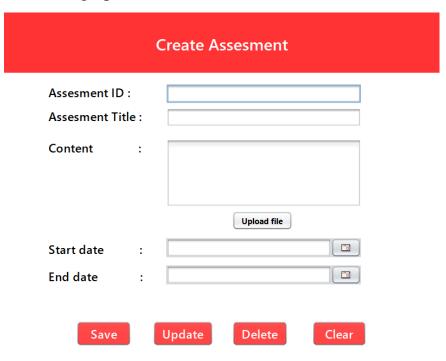
15-Adding/update/delete course to KMS



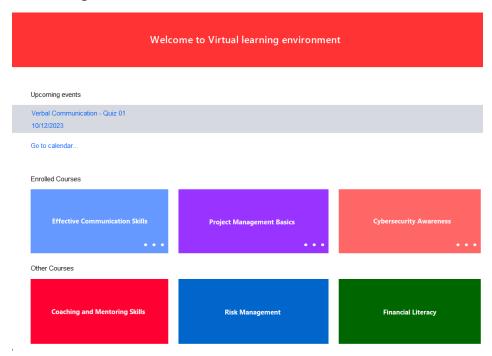
16-Managing assessments in KMS



17- Adding/update/delete assessments to KMS



18-KMS portal to choose to course



19-KMS portal to enroll to course



Effective Communication Skills

Modules 1. Introduction to Effective Communication 2. Verbal Communication 3. Non-Verbal Communication 4. Written Communication 5. Written Communication 6. Communication in Teams Started 01/12/2023 Ending 10/02/2024 Enroll

About this course

This course is designed to enhance participants' communication proficiency in professional settings. Effective communication is a cornerstone of success in the workplace, influencing collaboration, productivity, and overall job satisfaction.

20-employee choose assessment portal

Welcome to Virtual learning environment

Effective Communication Skills

Modules

- 1. Introduction to Effective Communication
- 2. Verbal Communication
- 3. Non-Verbal Communication
- Written Communicatio
- 5. Written Communication
- 6. Communication in Teams

Started 01/12/2023 Ending 10/02/2024

1. Introduction to Effective Communication

Quiz 01

Quiz 02

Quiz 03

About this course

This course is designed to enhance participants' communication proficiency in professional settings. Effective communication is a cornerstone of success in the workplace, influencing collaboration, productivity, and overall job satisfaction.

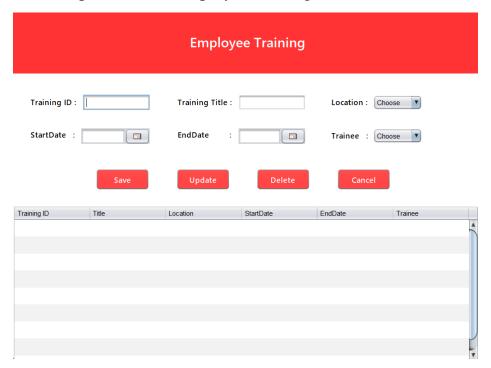
21-View Grades portal

Employee Grades

View Grades

GradeID	AssesmentID	Graded date	Grade Value	Grade
G001	A001	05-12-2023	79	Α
G002	A002	09-12-2023	60	В-
G018	A004	13-12-2023	87	A +

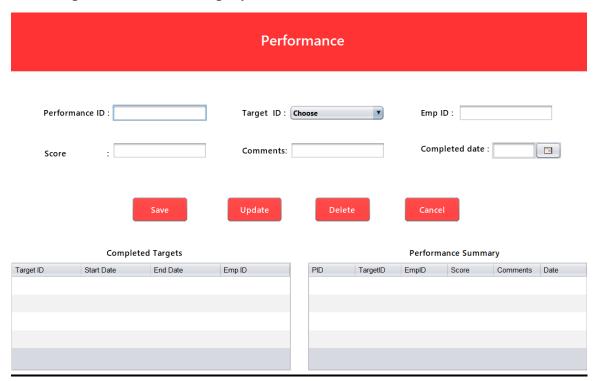
22-add/update/delete Employee training



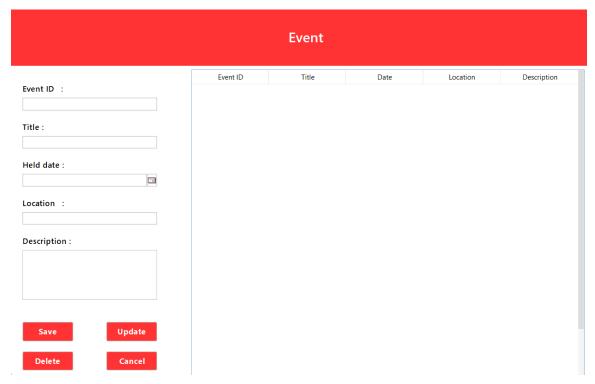
23-Adding/updating/deleting portal for Employee training



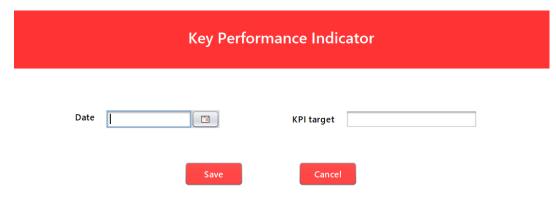
24-Add performance to Employees



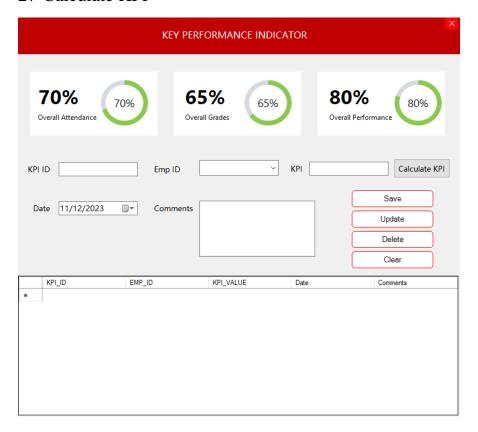
25-Add/update/delete events portal



26-Set KPI target



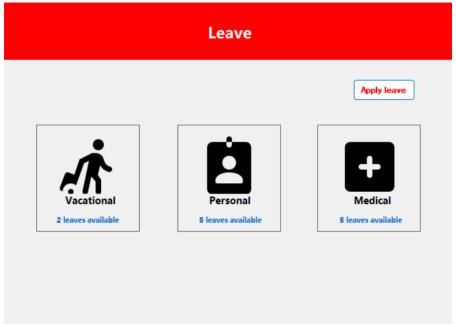
27-Calculate KPI



28-Attendace portal for Attendance manager



29-View Leave portal and leave balance

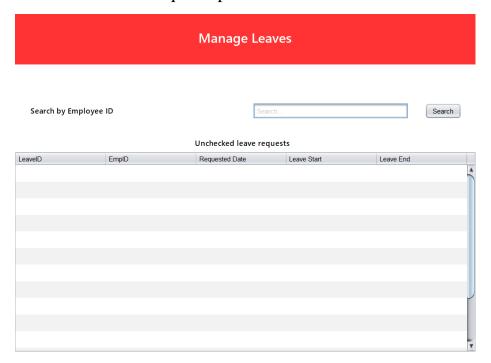


30-Request for Leave

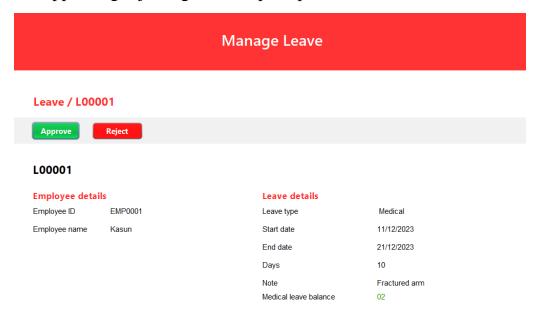
Apply leave

Emp ID :				
Leave ID :				
Leave Type				
Medical	Personal	O Vaction	onal	
From			То	
Note				
	Submit		Cancel	

31-Retrieve leave requests portal



32-Approving/rejecting leave request portal

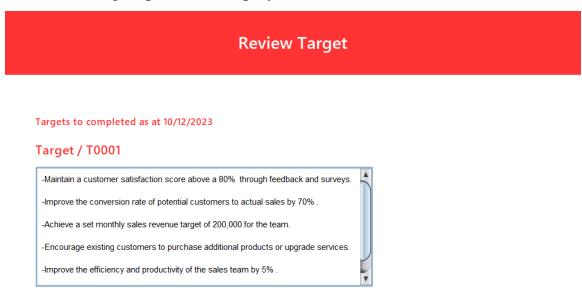


33-View and update personal details

Personal Details

EmpID	:	EMP1320
Full name	:	Hulathduwage Mattia
NIC	:	200224800290
Gender	:	Male
Email	:	mwathsilu@gmail.com
Telephone	:	0753354076
Address	:	201/9, dodamgahakottanuwa, kotagedara roard madapatha, batakettara, piliyaldala
		Update Cancel

34-Review targets portal for employees



35-Report generating portal



36-Employee attendance summary view

ATTENDANCE							
DATE	▲ CLOCK_IN	CLOCK_OUT	LATE_IN	EARLY_OUT	OVER_TIME		
2023/12/01	8.35am	5.30pm	00:05:00	00:00:00	00:00:00		
2023/12/02	8.30am	6.00pm	00:00:00	00:00:00	00:30:00		
2023/12/03	8.45am	4.30pm	00:15:00	01:00:00	00:00:00		
2023/12/04	8.55am	5.00pm	00:25:00	00:30:00	00:05:00		
2023/12/05	8.30am	5.30pm	00:00:00	00:00:00	00:00:00		
2023/12/06	am	pm	00:00:00	00:00:00	00:00:00		
2023/12/07	8.00am	5.00pm	00:00:00	00:30:00	00:00:00		
2023/12/08	8.30am	5.30pm	00:00:00	00:00:00	00:00:00		
2023/12/09	am	pm	00:00:00	00:00:00	00:00:00		
2023/12/10	8.45am	6.30pm	00:15:00	00:00:00	01:30:00		
2023/12/11	9.15am	5.30pm	01:15:00	00:00:00	00:00:00		
2023/12/12	8.15am	5.00pm	00:00:00	00:30:00	00:00:00		
2023/12/13	8.35am	5.30pm	00:05:00	00:00:00	00:00:00		

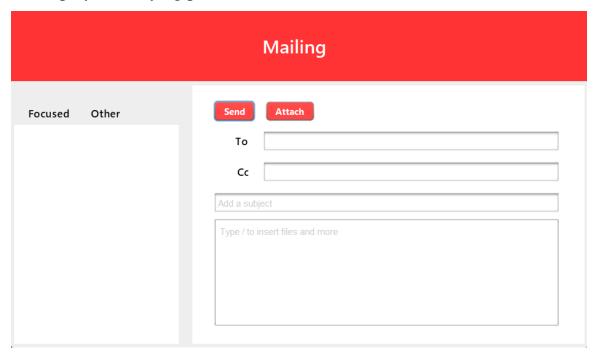
37-Employee personal performance portal

Personal Performance

Performance history

PID	TID	Date	Performance
P0001	T0001	31-12-2023	78
P0021	T0042	30-11-2023	89
P0137	T0621	31-10-2023	67
P0165	T0690	30-09-2023	78
P0211	T0699	31-08-2023	80
P0234	T0721	30-07-2023	64

38.Employee notifying portal



39.leave summary portal for employee



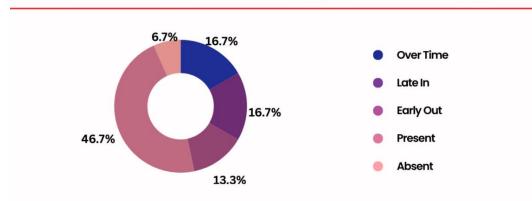
Generated reports

1-Monthly attendance report

ATTENDANCE REPORT



FROM: 2023/12/01 TO: 2023/12/31 BRANCH: NUGEGODA YEAR: 2023



Employee ID	Employee Name	<u>Date</u>	<u>Clock</u> <u>In</u>	Clock Out	<u>Late</u> <u>In</u>	<u>Early</u> Out	<u>Over</u> <u>Time</u>
EMP001	Udara Herath	2023/12/01 2023/12/15 2023/12/17 2023/12/23 2023/12/24	8.35am 8.30am 8.45am 8.55am 8.30am	5.00pm 5.30pm 4.45pm 5.45pm 6.00pm	00:05:00 00:00:00 00:15:00 00:25:00 00.00.00	00:30:00 00:00:00 00:45:00 00:00:00 00:00:00	00:00:00 00:00:00 00:00:00 00:15:00 00:30:00
EMP002	Sakith Pieris	2023/12/01 2023/12/11 2023/12/19 2023/12/21 2023/12/24	8.00am 8.30am 8.45am am 8.00am	5.00pm 6.00pm 5.00pm pm 5.30pm	00:00:00 00:00:00 00:15:00 00:00:00	00:30:00 00:00:00 00:30:00 00:00:00	00:00:00 00:30:00 00:00:00 00:00:00
EMP003	KWL Oushadee	2023/12/17 2023/12/18 2023/12/19 2023/12/20 2023/12/23	8.00am 8.30am 8.00am 8.55am 8.00am	5.00pm 6.00pm 5.00pm 5.45pm 4.00pm	00:00:00 00:00:00 00:00:00 00:25:00 00:00:00	00:30:00 00:00:00 00:30:00 00:00:00 01:30:00	00:00:00 00:30:00 00:00:00 00:15:00 00:00:00

2-Monthly KPI report

KEY PERFORMANCE REPORT



MONTH : DECEMBER BRANCH : NUGEGODA YEAR : 2023

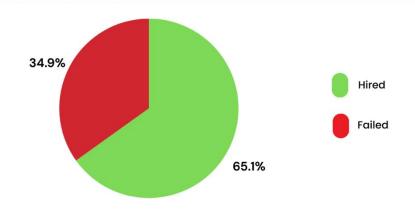
MONTHLY OVERALL EMPLOYEE ATTENDANCE 90% 75% 70% 66% 65% 60% 50% 45% 45% 43% 35% 35% 30% 30% 25% 20% 20% 18% 16% % 15% 10% 12% 10% 10% 10% First Third Fourth Fifth Second Week Week Week Week Week Overtime Attendance Rate Late Arrivals Absenteeism Rate **Early Out**

Employee Name	Date	Attendance Rate	Performance Rate	Grade Score	KPI Value
Amanda Rajapaksha	2023/12/31	70%	55%	56)	60 1
Asanka Pieris	2023/12/31	85%	70%	65%	73 🛧
Sameesh Pathirana	2023/12/31	40%	579	50%	49 🔱
Chamali De Silva	2023/12/31	60%	48%	65%	57 🔱
Neraj Roshan	2023/12/31	95%	88%	59%	80 1

EMPLOYEE RECRUITMENT REPORT



FROM: 2023/12/01 TO: 2023/12/31 BRANCH: NUGEGODA YEAR: 2023

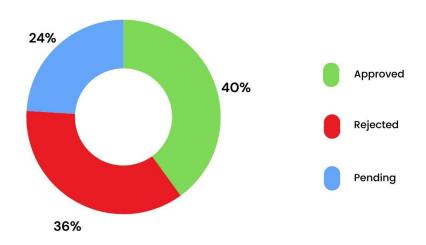


Interview ID	Candidate ID	Candidate Name	Date	Gender	Status	Comments
INV022	CAN030	Amanda Rajapaksha	2023/12/01	Female	Hired	Candidate met the required qualifications for the position
INV023	CAN031	Asanka Pieris	2023/12/05	Male	Failed	Interview performance did not align with the job requirements
INV024	CAN032	Sameesh Pathirana	2023/12/14	Male	Hired	Impressed with the candidate's relevant experience and achievements
INV025	CAN033	Chamali De Silva	2023/12/16	Female	Failed	Andidate lacked necessary technical skills for the role
INV026	CAN034	Neraj Roshan	2023/12/20	Male	Hired	Impressed with the candidate's relevant experience and achievements
INV027	CAN035	Harini Senanayake	2023/12/25	Female	Hired	Interview performance was satisfactory, but no outstanding strengths noted

EMPLOYEE LEAVE REPORT



MONTH: DECEMBER BRANCH: NUGEGODA YEAR: 2023



Leave Id	Employee ID	Employee Name	Status	Туре	From	То	Leave Blanace
L0012	EMP001	Udara Herath	Approved	Medical	2023/12/10	2023/12/15	2
L0013	ЕМР002	Sakith Pieris	Approved	Medical	2023/12/09	2023/12/14	2
L0014	ЕМР003	KWL Oushadee	Rejected	Vacation	2023/12/02	2023/12/07	3
L0015	EMP004	Maneesha Cahnchala	Pending	Personal	2023/12/11	2023/12/20	3
L0016	EMP005	Chithma Ekanayake	Approved	Personal	2023/12/05	2023/12/07	2
L0017	ЕМРОО6	Chithma Ekanayake	Pending	Medical	2023/12/16	2023/12/22	3



PV 104515

HHCO INDUSTRIES (PVT) LTD

HIGH QUALITY HELMET MANUFACTURER AND DISTRIBUTOR







2023.08.28

The Course Director, School of Computing, National School of Business Management, No 120/03, Wijerama Mawatha, Colombo 07.

Dear Sir/ Madam,

HHCO Employee Management System

This is to inform you that our company has approved the solution which was given to the employee management system by the four students of NIBM (CODCSD22.2F-011,CODCSD22.2F-023,CODCSD22.2F-005,CODCSD22.2F-029.)

The Current system is a manual system, which was a huge problem to manage the data of the employee management process.

Our company appreciate and approve the computerized system which was proposed by the students after studying our current system.

It is a new experience for our company to work with students, and we are pleased to help them throughout the project.

Yours faithfully,

Saranga Welagedara Marketing Manager HHCO Industries Pvt Ltd

HEAD OFFICE: NO 53/27, 03^{PD} LANE, CEMETARY ROAD, THALAPATHPITIYA, NUGEGODA, SRI LANKA **FACTORY**: NO 20,PUWAKGAHADENIYA ROAD, HOKANDARA EAST, HOKANDARA, SRI LANKA

CONTACT: 0112 835 136: 0115012436 HOT LINE: 077 302 9207: 070 5000 101: 070 5000 105

E MAIL : hhcohelmet@gmail.com Web: www.hhcohelmet.lk