Employee Attendance Monitoring System

Software Requirement Specification (SRS) Document

Sprint 1 Implementation

Project Timeline: 05.12.2022 to 12.12.2022

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1. INTRODUCTION: -

Attendance Monitoring System is software developed for daily student attendance in schools, colleges, and institutes**.** If facilitates to access the attendance information of a particular Employee in a particular industry. The information sorted by the operators, which will be provided by the employee for a particular working day. This system will also help in evaluating attendance eligibility criteria of an employee.

1.1 Purpose: -

The purpose of developing attendance monitoring system is to computerized the tradition way of taking attendance. Another purpose for developing this software is to generate the report automatically at the end of the session or in the between of the session.

1.2 Scope: -

The scope of the project is the system on which the software is installed, i.e., the project is developed as a desktop application, and it will work for a particular institute or organization. But later, the project can be modified to operate it online.

1.3 Employee Profile: -

Employee Personal information: Name, Date of Birth, Age, Marital Status, address (permanent and present) and contact person details, Email, Contact no., Blood group, Nationality, Category, employee profile, Date of joining, Service up to, employee current position and job profile, family background details, employee local address and references details, Passport No., PF No, ESI No, Bank A/c No., Qualification details and previous work experiences.

1.4 Time Monitoring: -

Prior intimation to HR in case of late coming, early going, absence due to travel on duty Management of shifts Managing overtime of employee Manual attendance entries in the system by HR in case of scanner failure

The benefits of using a time and attendance management solution at your workplace can not be underestimated. With thousands and thousands of employees working in many companies around the world, the need of an efficient organizational system or programs are getting more and more vital. Therefore, there are many companies implementing time management solutions in order to improve productivity.

Attendance Management System covers the requirements of the Personnel Department in terms of Manpower Analysis, day-to-day monitoring of the Attendance, Maintaining Statutory Registers, Monitoring of Leave Records, Calculation of Overtime, and transfer of relevant information to the Payroll System. It also works well as a member database. You can create customized attendance reports, event schedules, membership rosters, and attendance forms. The program is easy to use, and it is well suited for any organization that needs to keep track of attendance.

2.Overall Description: -

Employee attendance monitoring is the process of keeping track of when an employee starts and ends their workdays, while you can use a physical record kept in a ledger for this, most companies prefer using dedicated employee attendance tracking systems.

It helps them quickly access and analyze the work patterns, attendance, and productivity of their employees. It is also far easier to use a software to track employee hours than manually tracking it using a ledger. Naturally, it helps ensure that your employees maintain their required work hours. However, you can also keep track of overtime work records as per your attendance policy.

2.1 Assumptions and Dependency: -

- System should have any flavor of Linux installed.

- System should have either 4GB or more RAM.

- The service is used preferably on a desktop or laptop.

3. System Features and Requirements: -

3.1 Functionality: -

3.1.1 EAM_01-> Details of employees are present: First we must check the details of all employees of the organization are present in the text file.

3.1.2 EAM_02-> Employee Login: It is used to capture the EMPID from the EMPIN and login time i.e.., how much time the workers spend working and working off.

3.1.3 EAM_03-> List of employees logged in: It is used to capture the employee logged in the system of a particular time and the total working hours of each employee. Display the employee who has logged in.

3.1.4 EAM_04-> Employee Logout: It is used to capture the employee's logout details that who has been logged out.

3.1.5 EAM_05-> Total Working Hours of Employee: It Calculate the total working hours of the employee.

3.1.6 EAM_06 -> Employee who have not logged out for day: It captures that the employee who has not logged in for a particular day.

3.2 System Requirements: -

3.2.1. Tools to be used:

- Val grind
- Make File
- C File Handling
- C Unit

3.3 System Key Features: -

- **Biometric Attendance:** It assists in keeping track of employee schedules and accurately records employee entry and exit timings.

- **Time-in and Time-out Recording:** Timing in and out keeps track of how many hours an employee works each day and throughout the working days. The number of hours they work was also continuously checked during the working hours.

- **Late Time-in Monitoring:** This feature helps the admin monitor the late time-in of the employees using the Employee management System.

- **Over-time Recording:** This feature helps the admin track the overtime work done by the employees using the Employee management System.

- **Leave Monitoring:** This is the feature where the employees' leave can be managed by the admin and the employee will also be informed about their leave status.

4. Data Flow Diagram:

4.1 DFD Level 0 –

This Level 0 is also known as context diagram, it is an abstract view with the mechanism represented as a single process with external parties. This DFD for the system depicts the overall structure as a single bubble. The incoming, outgoing indicators showing input and output data.
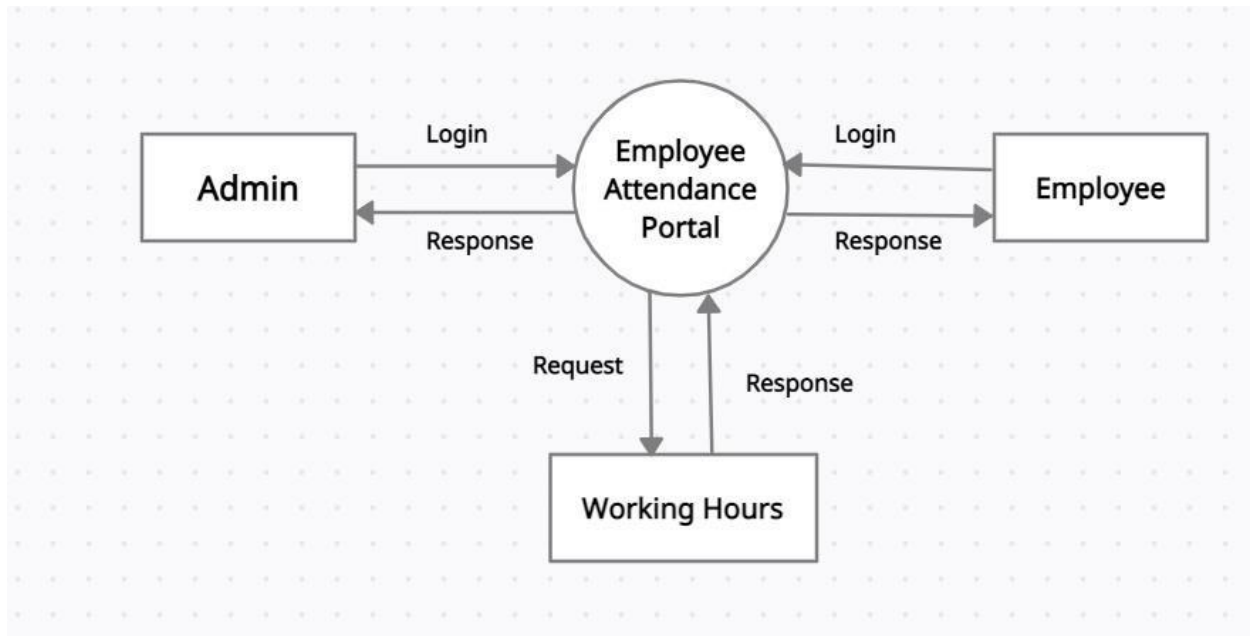
4.2 DFD Level 1: -

The context diagram is decomposed into multiple bubbles/processes. In this level, we highlight the main functions of the system and breakdown the high-level process of 0-level DFD into subprocesses.