Employee Management System (College)

Use-Case Design

A use-case diagram represents the interaction between users (actors) and the functionalities of the **Employee Management System (EMS)**.This system is designed for **college employees such as teaching staff and non-teaching staff**, and is used by the **college administration** to manage employee-related activities efficiently.

Actors Identified

- **Employee** – Faculty or non-teaching staff who use the system to manage attendance, leave, and salary details.
- **Admin** – College administrative authority who manages employee records and system operations.

Use-Cases for Employee

The employee interacts with the system for day-to-day academic and administrative activities.

1. Register

- Employee creates a new account in the system.
- Required for first-time users.

2. Login

- Employee logs in using username and password.
- Ensures secure access to the system.

3. Manage Profile

- Employee updates personal and professional information.
- Helps maintain accurate employee records.

4. Mark Attendance

- Employee marks daily attendance.
- Attendance data is used for record keeping and salary calculation.

5. Apply Leave

- Employee applies for leave by selecting leave type and dates.
- Request is forwarded to the Admin for approval.

6. View Leave Status

- Employee checks whether the leave request is approved, rejected, or pending.
- Provides transparency in leave management.

7. View Attendance Report

- Employee views monthly or yearly attendance summary.
- Helps track work performance.

8. View Payslip

- Employee views salary details and payslips.
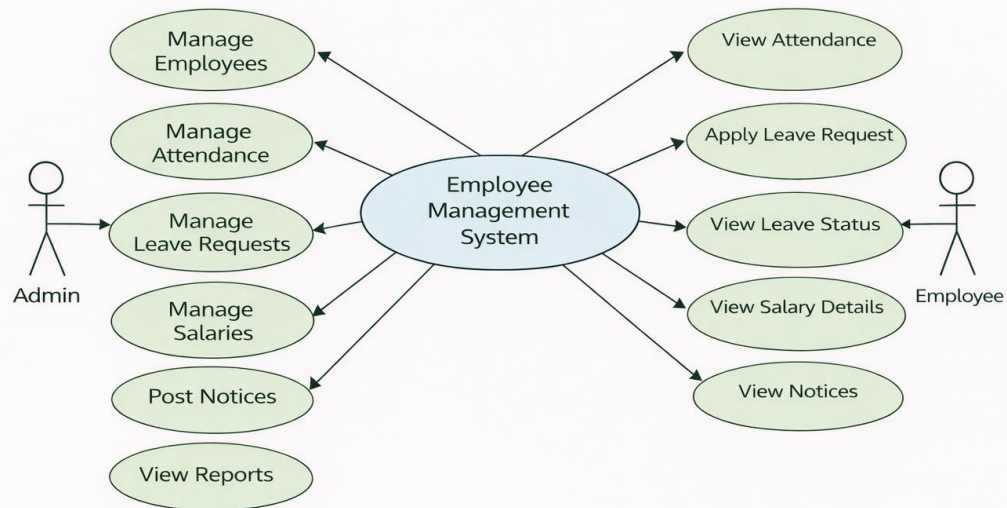- Ensures transparency in salary distribution.

9. View Notifications

- Employee receives notifications related to leave approval, attendance, or salary.
- Keeps the employee informed about system updates.

10. Logout

- Employee safely exits the system.

Use Case Diagram for Employee Management System

Use-Cases for Admin

The admin manages overall employee data and system activities.

1. Login

- Admin logs into the system with secure credentials.

2. Manage Employees

- Admin adds, updates, or deletes employee records.
- Maintains complete employee information.

3. Manage Attendance

- Admin views and verifies employee attendance.
- Can correct attendance records if required.

4. Approve / Reject Leave

- Admin reviews leave applications submitted by employees.
- Approves or rejects requests based on rules.

5. Manage Payroll

- Admin calculates salary based on attendance and policies.
- Ensures accurate payroll processing.

6. Generate Payslips

- Admin generates salary slips for employees.
- Payslips are made available in the system.

7. Manage Notifications

- Admin sends announcements or system notifications.
- Helps in effective communication.

8. View Reports

- Admin views attendance, leave, and payroll reports.
- Supports monitoring and decision-making.

9. Logout

- Admin securely logs out of the system.

Conclusion

The use-case design of the **Employee Management System (College)** clearly defines the interaction between employees and the administrative authority.By automating attendance, leave, payroll, and reporting processes, the system reduces manual work, improves accuracy, and ensures transparency within the college environment.

UI FIGMA LINK:

https://www.figma.com/make/BMUpLy2vLnRJtKAFuE3QuU/Employe
e-Management-System-Design?t=fnm2wL87xBhmsmFJ-
20&fullscreen=1&preview-route=%2Fadmin%2Fleaves