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**ADDIS ABABA INSTITUTE OF TECHNOLOGY**

**CENTER OF INFORMATION TECHNOLOGY AND SCIENTIFIC COMPUTING**

**DEPARTMENT OF** **SOFTWARE ENGINEERING**

**HUMAN RESOURCE MANAGEMENT SYSTEM**

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**User Manual - Human Resource Management System**

1. Dependencies for the program To Run

* PIL Module
* OPENPYXL Module
* XLWT Module
* XLRD Module

This program is a computerized database system using excel as the data storage and python’s tkinter module for the user interface, which handles day to day personal data, generates report, displays prompt information etc.

**Note:** make sure to close the excel file. In order for the data to be stored the excel file shouldn’t be open.

The major features of this program are: -

* Records personal and employee data of probationers. Example: - Employee name, Date of birth, Date of joining, Position etc.…
* Manages letter of leave
* Displays announcements
* Employees can see their own data by supplying their username and password

The program has two main parts:

* The administrator(admin) database system
* The employee database system

**The administrator database system**

The administrator database system home page which contains the subdivisions:

* Employee
* Leave
* Attendance
* Announcement

Employee: contains the data of the employees in the organization. It has the following subdivisions:

* Add employee: add data of a new employee
* Update employee’s personal data: edit the personal data stored in the excel of an employee
* Update employee’s job data: edit the job data stored in the excel of an employee

Leave: contains the data of the employee leave in the organization. It has the following subdivisions:

* Leave application: displays the leave request in order to be approved or denied

Attendance: contains the attendance data of the employees in the organization. It has the following subdivisions:

* Monthly attendance report: displays the monthly attendance data of employees

Announcement; displays announcements to the employees

**The employee database system**

The administrator database system home page which contains the subdivisions:

* Profile
* Leave application
* Announcement

Profile: displays the personal data of the employee

Leave application: stores the leave application for approval

Announcement: displays announcements

The logout program used in both of the system closes the program.

**How to use the software**

One can choose their directory (whether it is the admin or the employee) on the main screen.

**For the ADMINSTRATOR**

Username: admin

Password: 12345678

Note: double click the sign in button to open the administrator page.

As mentioned above the administrator has the properties of adding and updating information of employees, approve or deny leave applications, view and report the monthly attendance and send announcement to employees.

**To add new employee to the system**: first click the employee menu on the menu bar then click on the first element of the drop-down list named “add new employee”. After filling the entries with information of the employee click the button “Save” to save the data.

To cancel the program, click on the “Cancel” button.

**To update employee’s personal data:** first click the employee menu on the menu bar then click on the second element of the drop-down list named “update employee’s personal data”. Then click on the ID of the employee from the drop-down list of ID right next to the “Employee ID “label. Then click on the “View” button to display the employee’s job detail. After filling the entries with information of the employee click the button “Save” to save the data.

To cancel the program, click on the “Cancel” button.

**To update employee’s job data:** first click the employee menu on the menu bar then click on the third element of the drop down list named “update employee’s job data”. Then click on the ID of the employee from the drop-down list of ID right next to the “Employee ID “label. Then click on the “View” button to display the employee’s personal detail. After filling the entries with information of the employee click the button “Save” to save the data.

To cancel the program, click on the “Cancel” button.

**To approve or deny leave applications:** first click the leave menu on the menu bar then click on the first element of the drop down list named “leave application”. Then click on the ID of the employee from the drop-down list of ID right next to the “Employee ID “label. Then click on the “View” button to display the application detail. Then click the button “Approve” to approve the application.

To cancel the application, click on the “Deny” button.

**View and report the monthly attendance:** first click the attendance menu on the menu bar then click on the first element of the drop down list named “attendance”. Then click on the ID of the employee from the drop-down list of ID right next to the “Employee ID “label. Then click on the “View” button to display the application detail. Then click the button “Save” to save the information written on the entry below the “Monthly attendance report” label.

To cancel the program, click on the “Cancel” button.

**To send announcement to employees:** first click the announcement menu on the menu bar then click on the first element of the drop down list named “announcement”. Then click on the Name of the employee from the drop-down list of Name right next to the “To “label. Then click the button “Send” to send the message written on the entry next to the “Message” label.

To cancel the program, click on the “Cancel” button.

**For the Employee**

If the employee is new he/she has to register in order to access information. To register press the signup button on the main screen and a new window will open, then the employee must add the information on the screen and press the “Sign up button”.

If the employee has an account they must enter their username and password and press the login button.

As mentioned above the employee has the properties to view their profile, send leave applications to the administrator and view announcement to from the administrator.

**To view profile:** first click the employee menu on the menu bar then click on the first element of the drop-down list named “view profile”. Then enter the ID of the employee in the ID entry right next to the “Employee ID “label. Then click on the “View” button to display the profile. To exit from the program, click on the “Exit” button.

**To send leave application:** first click the leave menu on the menu bar then click on the first element of the drop-down list named “leave application”. Then click the button “Apply” to send the application after filling out the entries provided on the window.

To exit from the program, click on the “Exit” button.

**To view announcement:** first click the announcement menu on the menu bar then click on the first element of the drop-down list named “announcement”. Then enter the full name of the employee in the name entry right next to the “Employee name “label. Then click on the “View” button to display the announcement.

To exit from the program, click on the “Exit” button.