

HRMS Leave Management System

A Project Report

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VeriTech Software IT Services



By

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ABSTRACT

The HRMS Leave Management System is a front-end web application developed as a part of the self-paced virtual internship offered by VeriTech Software IT Services. The project aims to simplify and digitalize the employee leave request process within an organization. Built using HTML, CSS, and JavaScript, the application features a structured and responsive user interface where employees can log in, apply for leaves, and view their application status. Simultaneously, administrators can view leave requests and approve or reject them based on organizational policies.

All functionalities are simulated using browser-based local Storage to mimic database behaviour. This allows the application to function without a backend server or database system. The project was completed independently without a mentor, requiring the intern to manage their learning, development, testing, and documentation. It is designed to demonstrate a solid understanding of web development fundamentals and the ability to deliver a user-centric solution.

The project was divided into four phases: UI design, functionality implementation for employees, admin features, and final touch-ups with documentation. This modular approach provided clarity and structure, making the development process efficient and goal-driven.

ACKNOWLEDGEMENT

I would like to sincerely thank **VeriTech Software IT Services** for providing me with the opportunity to undertake this self-paced virtual internship. It has been a valuable experience that enabled me to work independently on a real-world web application and apply my academic knowledge to practical use.

This internship project gave me a platform to explore and enhance my front-end development skills in HTML, CSS, and JavaScript. The clear structure and timeline provided by the company helped me stay focused and complete each development phase efficiently.

Additionally, I am grateful to my family and friends for their constant encouragement and support throughout this journey. Their motivation helped me stay positive and committed to completing the project successfully.

Completing this internship without any external mentorship has strengthened my problem-solving abilities and self-discipline. I now feel more confident in managing and delivering projects independently, and I look forward to utilizing these skills in future academic and professional pursuits.

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INTRODUCTION

In today's fast-paced and technology-driven work environment, the need for efficient and digital solutions for organizational processes is essential. One such process is the management of employee leaves, which can become time-consuming and error-prone when handled manually. To address this challenge, many organizations are adopting automated leave management systems.

The **HRMS Leave Management System** project is a step toward creating such a solution using front-end technologies. The goal of this project is to provide a user-friendly web-based platform where employees can submit their leave applications, and administrators or managers can manage and respond to those applications in a streamlined manner.

This project was undertaken as a part of the self-paced internship program offered by **VeriTech Software IT Services**. It enabled the intern to work independently on planning, designing, coding, and testing a functional application using **HTML**, **CSS**, and **JavaScript**. The use of `localStorage` serves as a stand-in for database operations, allowing the project to simulate a real-time experience without requiring backend integration.

The development of this system not only enhanced the intern's technical capabilities but also fostered skills in project management, time allocation, and logical thinking. Through this project, a practical understanding of how UI/UX principles and JavaScript logic come together to solve real-world problems was achieved.

PROJECT OBJECTIVE

The main objective of the HRMS Leave Management System is to develop a responsive and user-friendly web application that enables employees to apply for leaves and allows administrators to manage and approve those leave requests effectively. The project aims to:

- Provide an intuitive and accessible platform for managing employee leave requests.
- Enable employees to submit leave applications with relevant details.
- Allow managers or administrators to review, approve, or reject leave applications.

- Maintain a basic leave history for employees.
- Simulate database storage using browser localStorage to mimic real-time functionality.
- Offer an experience of full-cycle front-end development from design to documentation.

SCOPE OF THE PROJECT

The scope of this project is limited to front-end development using HTML, CSS, and JavaScript, with all data being stored in the browser's localStorage. The system does not include backend integration or actual user authentication systems but simulates a basic version of them for demonstration purposes. The key components within the scope are:

- Designing and developing UI components such as login forms, leave application forms, and dashboards.
- Implementing form validation and dynamic content handling using JavaScript.
- Managing application state and leave records using localStorage.
- Displaying leave history and leave request statuses dynamically.
- Ensuring mobile-friendly and responsive design for ease of access across devices.

The project serves as a foundation for future enhancements such as backend connectivity, secure authentication, and database integration.

PROPOSED SYSTEM

The proposed HRMS Leave Management System is designed as a lightweight and efficient web application that simplifies leave application and approval processes within an organization. The system eliminates the need for paper-based records or manual communication by providing an intuitive online interface for both employees and administrators.

Key features of the proposed system include:

- **Employee Interface:**
 - A user-friendly form to submit leave requests with fields for leave type, duration, and reason.
 - View status of submitted leave applications.
 - Maintain a history of leave records for personal reference.
- **Administrator Interface:**
 - A dashboard to view all incoming leave requests from employees.
 - Options to approve or reject applications with status updates.
 - Real-time update of leave status visible to employees.
- **System Functionalities:**
 - Data is stored and managed using the browser's localStorage for simulation.
 - All interactions are handled on the client-side using JavaScript.
 - Responsive design ensures access from various devices including smartphones and tablets.

By offering a structured and easy-to-use system, the proposed application aims to improve organizational efficiency and reduce administrative workload. It also provides a hands-on learning platform to demonstrate the integration of form handling, validation, storage, and UI logic purely through front-end technologies

TECHNOLOGY STACK

The HRMS Leave Management System has been developed entirely using front-end technologies. The selected stack provides an efficient way to design, implement, and test a working model without requiring a backend or external database.

1. HTML (HyperText Markup Language):

- Used to create the structure of web pages.
- Provides form elements, layout divisions, buttons, and links.
- Acts as the skeleton of the application.

2. CSS (Cascading Style Sheets):

- Used for styling the HTML elements.
- Helps in designing responsive and attractive layouts.
- Ensures consistent design and layout across pages.

3. JavaScript:

- Handles the dynamic behavior of the application.
- Implements form validation, DOM manipulation, and logic to simulate data processing.
- Facilitates interaction between UI elements and the data stored in localStorage.

4. Browser localStorage:

- Simulates a simple data storage system.
- Used to store user inputs and leave records within the browser.
- Allows retrieval and modification of data even after page reloads.

5. Development Tools:

- **Visual Studio Code (VS Code):** Primary code editor used for development.

- **Google Chrome:** Used for testing, debugging, and running the application.
- **Chrome Developer Tools:** Helpful for inspecting elements, console logging, and network monitoring.

This technology stack enabled the creation of a fully functioning front-end prototype that mimics a real-time leave management system, ideal for educational and demonstrational purposes.

IMPLEMENTATION

The HRMS Leave Management System is implemented as a responsive, browser-based web application using only front-end technologies. The user interface is divided into two primary roles: **Admin** and **Employee**. A common **homepage** provides navigation to these sections, ensuring a clean and structured flow.

Upon visiting the homepage (index.html), users can navigate using a top menu bar with the following options: Home, Admin, and Employee. Selecting either **Admin** or **Employee** expands into two sub-options: **Sign Up** and **Login**.

➤ **Admin Flow:**

- Admin signs up by entering required details: first name, last name, username, phone number, and password.
- Upon successful signup, the system redirects the admin to a login page.
- After logging in, the admin is taken to the **admin dashboard**, where:
 - ✓ Their name and username are displayed.
 - ✓ A summary of total employees and pending requests is shown.
 - ✓ Selecting **Leave Requests** displays a list of submitted employee leave forms, allowing the admin to approve or reject each request.

➤ **Employee Flow:**

- The employee sign-up and login process mirrors that of the admin.
- On logging in, the employee is directed to the **employee dashboard**, where:
 - ✓ Personal information (name, job role) is visible.
 - ✓ An **Apply Leave** form is provided to submit leave requests.
 - ✓ Employees can view the status of submitted requests (Pending, Approved, or Rejected).

All actions such as signing up, logging in, applying for leave, and approving requests are handled using JavaScript. Data persistence is simulated through **localStorage**, enabling smooth interaction across sessions without a server.

The system is optimized for mobile responsiveness using mobile.css and dynamic adjustments handled via mobile.js.

PROJECT STRUCTURE

The following is the organized folder and file structure for the project:

HRMS/

— images/	# Image assets
— admin_dashboard.html	# Admin dashboard interface
— admin_login.html	# Admin login page
— admin_login.js	# Admin login logic
— admin_signup.html	# Admin sign-up page
— Admin.html	# Admin navigation and redirection
— ApplyLeave.html	# Employee leave application form
— employee_dashboard.html	# Employee dashboard interface
— employee_login.html	# Employee login page
— employee_signup.html	# Employee sign-up page
— Employee.html	# Employee navigation and redirection
— index.html	# Homepage with navigation bar
— mobile.css	# Responsive styling for mobile devices
— mobile.js	# JavaScript for mobile behaviors
— style.css	# Main styling file for desktop view

Each HTML file is linked with corresponding JS and CSS for behavior and design. Navigation is handled internally within the HTML pages and dynamically via JavaScript functions. The structure promotes modularity and easy future scalability.

HOW TO RUN THE PROJECT

To run the HRMS Leave Management System on your local machine:

1. Download or Clone the Repository:

- Ensure all project files are stored in a single directory.

2. Locate the Main File:

- Open the index.html file. This is the entry point of the application.

3. Use a Modern Browser:

- Right-click on index.html and open it using any modern web browser (Chrome, Firefox, Edge, etc.).

4. Explore the Application:

- Use the navigation bar to access Admin or Employee options.
- You can register and log in as either role.
- All features including leave applications, approval, and status tracking can be tested directly in the browser.

5. No Installation Required:

- The project is completely front-end based and does not require a server or internet connection after loading.

LEARNING OUTCOMES

By completing this internship project, I gained hands-on experience and practical knowledge in the following areas:

• Front-End Web Development:

- Structured page design using HTML.
- Styling and responsive layout design using CSS and media queries.

• JavaScript Functionality:

- DOM manipulation for dynamic behavior.
- Form validation, user authentication simulation, and UI feedback.
- Use of browser localStorage for persistent data handling without a backend.

• User Interface & Experience Design:

- Designing dashboards and navigation flow for better user accessibility.

- Optimizing UI for both desktop and mobile experiences.
- **Project Planning and Management:**
 - Dividing work into logical phases (UI Design, Functionality, Testing).
 - Completing tasks within a given timeline.
- **Self-Directed Learning:**
 - Gained confidence in independently developing a complete project.
 - Understood the significance of documentation and clean code structure.

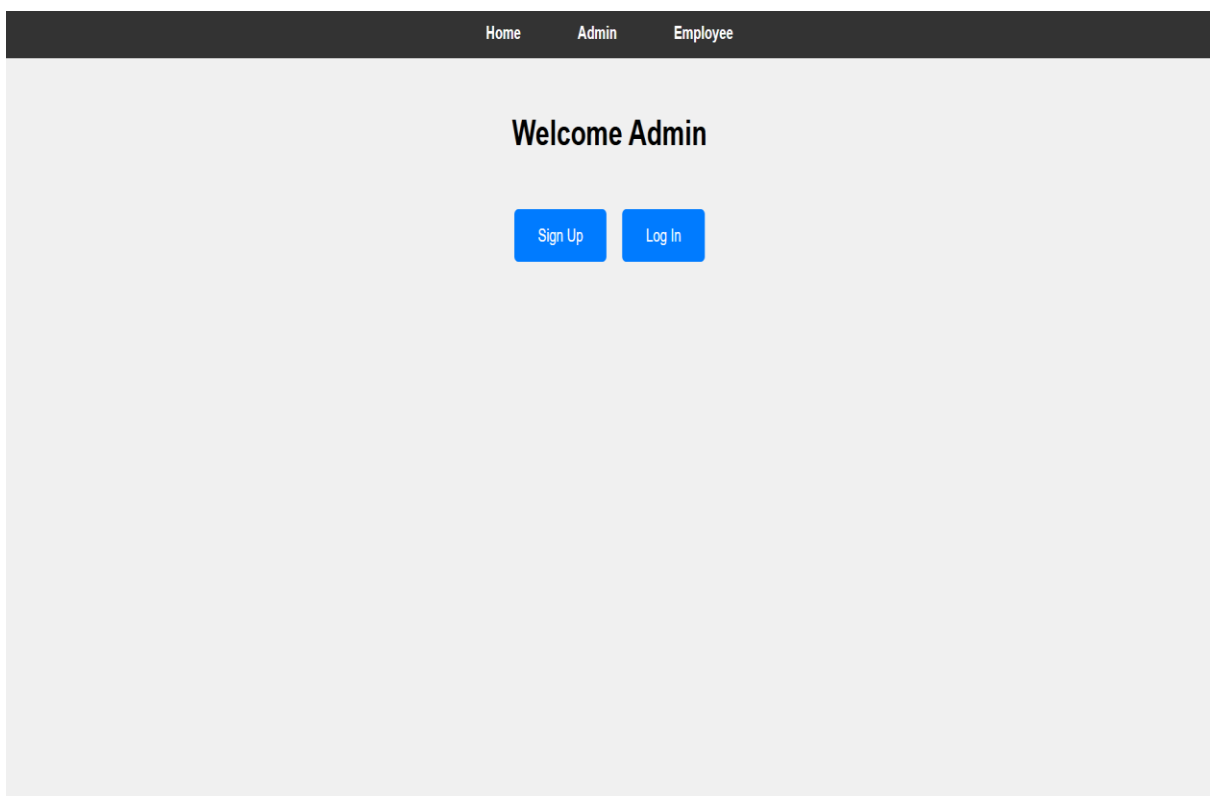
This project not only enhanced my technical abilities but also strengthened my confidence in building and managing web applications from scratch.

OUTPUT SCREENSHOTS

Home Page



After selecting Admin tab in navigation bar



After clicking on Sign Up button

Admin Sign Up

First Name *

Last Name *

Phone Number *

Username *

Create Password *

Confirm Password *

Submit

After submitting a sign up it redirects to login page

Admin Login

Username:

Password:

Login

After login the page redirects to Admin dashboard page

HRMS Admin

Dashboard

Leave Requests (1)

Sign Out

Admin Name

Reyansh Siganiya

Username

Reyansh_123

Total Employees

5

Leave Requests

Total: 5

Pending: 1

Admin approving and disapproving the leave request of an employee

HRMS Admin

Dashboard

Leave Requests (1)

Sign Out

Pending Leave Requests

Employee	From	To	Reason	Status
Ramesh Kumar	2025-05-29	2025-05-31	High Fever	Approved
Yadhav Sri Krishn	2025-06-10	2025-06-12	Viral Fever	Rejected
Parvathaneni Gowthami Sindhu	2025-06-13	2025-06-21	My sister marriage	Approved
Basava Jhansi	2025-06-18	2025-06-20	Casual leave	Approved
Angray Shekawath	2025-06-05	2025-06-19	Need to go for a family vacation	<div>Approve</div> <div>Reject</div>

After approving and disapproving of a leave request of an employee

HRMS Admin

Dashboard

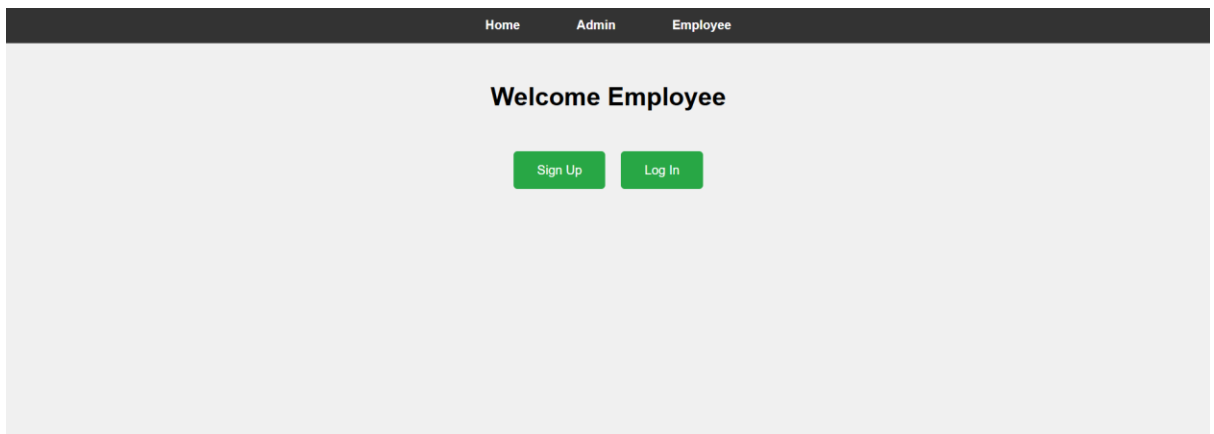
Leave Requests

Sign Out

Pending Leave Requests

Employee	From	To	Reason	Status
Ramesh Kumar	2025-05-29	2025-05-31	High Fever	Approved
Yadhav Sri Krishn	2025-06-10	2025-06-12	Viral Fever	Rejected
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Basava Jhansi	2025-06-18	2025-06-20	Casual leave	Approved
Angray Shekawath	2025-06-05	2025-06-19	Need to go for a family vacation	Rejected

After clicking Employee tab in navigation bar



After clicking on signup button

A screenshot of the 'Employee Signup' form. The form is centered on a light gray background. It has a white background with rounded corners. The title 'Employee Signup' is at the top in bold. Below the title, there are four input fields: 'First Name', 'Last Name', 'Username', and 'Password'. Each field has a light gray border and a light gray placeholder text. Below the input fields, there is a blue button with the text 'Sign Up' in white.

After submitting the signup form it redirects to employee login page

A screenshot of the 'Employee Login' form. The form is centered on a light gray background. It has a white background with rounded corners. The title 'Employee Login' is at the top in bold. Below the title, there are two input fields: 'Username' and 'Password'. Each field has a light gray border and a light gray placeholder text. Below the input fields, there is a green button with the text 'Login' in white.

After successfully login it redirects Employee dashboard page

Employee Panel

Dashboard
Apply Leave
View Leave Status
Sign Out

Welcome, Angray

Employee Name
Angray Shekawath

Job Role
HR Executive

Employee applying for a leave through apply leave field

Leave Application Form

Employee Name
Angray Shekawath

From Date
05 - 06 - 2025

To Date
19 - 06 - 2025

Reason
Need for family Vacation

Apply Leave

After applying for leave an employee can view his leave status by view leave status field.

Employee Panel

Dashboard
Apply Leave
View Leave Status
Sign Out

Welcome, Angray

My Leave Status

From	To	Reason	Status
2025-06-05	2025-06-19	Need to go for a family vacation	Rejected

HRMS Leave Application in mobile



After clicking toggle menu bar it shows drop down list of fields in mobile



After the process is same where admin can signup, login, view, approve, disapprove leave request of an employee and Employee can signup, login, view his details, apply for leave, view his leave status that is functionality same for both desktop and mobile devices.

CONCLUSION

The HRMS Leave Management System project has successfully demonstrated the development of a responsive and interactive web-based application using only front-end technologies. Through this self-paced virtual internship offered by VeriTech Software IT Services, I have gained valuable insights into real-world problem-solving using HTML, CSS, and JavaScript.

This system efficiently addresses the challenges associated with manual leave management by providing a structured digital platform for both employees and administrators. By implementing form validation, dashboard interaction, and local data storage using browser localStorage, I was able to simulate essential functionalities of a full-fledged HR management tool.

Moreover, this project enhanced my skills in front-end architecture, user interface design, and application logic. It also strengthened my ability to work independently, manage time effectively, and document my work professionally.

In conclusion, this internship experience has laid a solid foundation for my career in software development, and I look forward to applying the skills and knowledge gained from this project to more advanced and real-time applications in the future.