Human Resource Management System

In larger organization, employees are large. At that time this paper is useful and helpful. HR Management system is not only becomes a desire of the company but it becomes the need of the company. The Administrator gets into the system using admin name and a password.

1.1 Advantages

1. Easy access to the data

2. The new system is more user-friendly, reliable and flexible.

3. Data alteration is easy.

4. Maintenance of the project is easy.

5. Reduced manual work.

6. Timely Report generation.

The main objective of case study is to reduce the effort of administrator to keep the daily events such as payroll, employee performance, and employees’ details. It consists of six modules.

They are:

1. Employee Details

2. Payroll

3. Training

4. Performance

5. Resignation

6. Resume tracking.

1.2 Employee Details Employee Details module is used to maintain the employees’ details such as adding new employee, modifying the existing employee and deleting the existing employee. When a new employee is selected from the resume tracking, all the details are to be entered and maintained in the database.

The employee details contains three kind of information. 1. Personal Information 2. Contact Information 3. Employee Status In the personal information, it consists of the information about the employee name, employee id, nationality, etc. In the contact information, it consists of the information about the employee address, phone numbers, etc, In the employee status, it consists of the information about the status of the employee, supervisor name, department, etc.

1.3 PAYROLL In the payroll module, it consists of the information about the employee salary details such as basic pay, allowances, deductions and calculate the gross pay and net pay from the given allowances and deductions.

All the employees’ pay details are maintained by the HR manager. The main function of this payroll module is to maintain the employee pay information.

1.4 TRAINING In this training module, it consists of the employees’ schedule about the training conducted in the organization for the particular employee. The employees’ previous training experience will be maintained in the database.

In the module contains the information about the employee who are in the Training and who are finished the training. These details are to be used in the payroll calculation.

1.5 PERFORMANCE This performance module contains information about the employee’s current position in the organization. This module has the information such as employee name, employee ID, Division, work group, evaluation date, evaluator, and evaluation period.

This module is used to monitor the employees, their work performance and the involvement of them in the organization. 1.5.1 Leave Management This module contains the information about the employees leave details. There are three kinds of leave which are sick leave, vacation, and holiday. There are fixed amount of days that are allocated for each type of leave and the database of leave details are maintained by the organization. The details includes number of days, period, total number of leave taken by that employee upto that date and number of days that are remaining.

1.6 Resignation This module contains the information about the ex-employees who have worked for the organization. The information are such as department, position, their supervisor, current contact information, joining date and resigning date. These information are used to contact the ex-employees in case of emergency in which project they have already involved.

1.7 RESUME TRACKING This module contains the information about the applicants such as their Curriculum, their contact information, their work experience, area of specialization and area of interest.

The applicant have the facility of registering their resume through online and their details are stored in the organizations database. If the applicants details suits the organizations requirement then they can be called for next step.