

**PROFESSIONAL TRAINING REPORT**  
**at**  
**Sathyabama Institute of Science and**  
**Technology (Deemed to be University)**

Submitted in partial fulfillment of the requirements for the  
award of Bachelor of Technology in Information Technology

By

**CATHERINE JENIFER**  
**REG. NO. 38120022**



**DEPARTMENT OF INFORMATION TECHNOLOGY**

**SCHOOL OF COMPUTING**

**SATHYABAMA INSTITUTE OF SCIENCE AND**  
**TECHNOLOGY**

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**SATHYABAMA**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
(DEEMED TO BE UNIVERSITY)

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**DEPARTMENT OF INFORMATION TECHNOLOGY**

**BONAFIDE CERTIFICATE**

This is to certify that this Project Report is the Bonafide work of **CATHERINE JENIFER (Reg. No: 38120022)** who carried out the project entitled "**Employee Management System**" under my supervision from June 2021 to November 2021.

**Internal Guide**

**Dr.S.Revathy M.E.,Ph.D.,**

**Head of the Department**

**Dr.R.Subhashini M.E.,Ph.D.,**

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**Submitted for Viva voce Examination held on \_\_\_\_\_**

**Internal Examiner**

**External Examiner**

## **DECLARATION**

I, **CATHERINE JENIFER** hereby declare that the project report entitled **Employee Management System** done by me under the guidance of **Dr.S.Revathy M.E.,Ph.D.**, is submitted in partial fulfillment of the requirements for the award of Bachelor of Technology Degree in Information Technology.

**DATE:**

**PLACE:**

**SIGNATURE OF THE CANDIDATE**

## ACKNOWLEDGEMENT

I am pleased to acknowledge my sincere thanks to **Board of Management** of **SATHYABAMA** for their kind encouragement in doing this project and for completing it successfully. I am grateful to them.

I convey my thanks to **Dr. T. Sasikala M.E., Ph.D**, **Dean**, School of Computing, **Dr. R. Subhashini, M.E., Ph.D. Head of the Department of Information Technology** for providing me necessary support and details at the right time during the progressive reviews.

I would like to express my sincere and deep sense of gratitude to my Project Guide **Dr.S.Revathy M.E.,Ph.D.**, for her valuable guidance, suggestions and constant encouragement paved way for the successful completion of my project work.

I wish to express my thanks to all Teaching and Non-teaching staff members of the **Department of Information Technology** who were helpful in many ways for the completion of the project.

## COURSE COMPLETION CERTIFICATE

This is to Certify that

Mr./Ms. CATHERINE JENIFER

---

has successfully completed the training on ZCF

**ZOHO CREATOR FOUNDATION PROGRAM**

conducted by ITKESPL, Authorized Training Partner for Zoho

Certification Number: ZCF-02021

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ISSUED BY:  
ITK EDUCATION SERVICES PVT LTD

JOSEPH M  
DIRECTOR OPERATIONS



## **ABSTRACT**

Employee Management System is essentially software designed to keep track of employee information in any company. It stores information about their employees' personal information.

This module provides a consolidated database for application tracking, employee demographics, compensation and benefit options, time tracking, and more. It's also the central location for all of your personnel data, including the most up-to-date statistics on your organization's hiring and retention patterns.

It's useful for keeping track and securing the leave information of the employees. This can also can assist in problem solving and avoid conflicts. Generating these reports will assist the admin in updating details regarding important information.

Admin can also add new departments and posts. It can allocate employees to different departments at different posts. Database should store all personal details of employees such as date of birth full name etc. and his educational background, work experience, rskill sets, current and past projects in different tables with proper relations.

## **TABLE OF CONTENTS**

| <b>CHAPTER NO.</b> | <b>TITLE</b>                                       | <b>PAGE NO.</b> |
|--------------------|----------------------------------------------------|-----------------|
|                    | ABSTRACT                                           | 7               |
|                    | LIST OF FIGURES                                    |                 |
| <b>1</b>           | <b>INTRODUCTION</b>                                | <b>10</b>       |
|                    | 1.1 PROBLEM STATEMENT                              |                 |
|                    | 1.2 PROBLEM DISCUSSION                             |                 |
| <b>2</b>           | <b>AIM AND SCOPE OF THE PROJECT</b>                | <b>11</b>       |
|                    | 2.1 AIM                                            |                 |
|                    | 2.2 OBJECTIVES                                     |                 |
|                    | 2.3 SIGNIFICANCE OF STUDY                          |                 |
|                    | 2.3.1 ADDITIONAL BENEFITS                          |                 |
| <b>3</b>           | <b>LITERATURE REVIEW</b>                           | <b>12</b>       |
|                    | 3.1 REVIEW OF LITERATURE ON<br>EMPLOYEE MANAGEMENT |                 |
|                    | 3.2 EMPLOYEE MANAGEMENT<br>ISSUES                  |                 |
|                    | 3.3 REVIEW OF RELATED<br>APPLICATIONS              |                 |

|   |                        |    |
|---|------------------------|----|
| 4 | <b>METHEDOLOGY</b>     | 13 |
|   | 4.1 BLOCK DIAGRAM      |    |
|   | 4.2 CODE               |    |
|   | 4.2.1 DASHBOARD        |    |
|   | 4.2.2 EMPLOYEE PROFILE |    |
|   | 4.2.3 ADD EMPLOYEE     |    |
|   | 4.3 OUTPUT SNAPSHOTS   |    |
| 5 | FUTURE ENHANCEMENT     | 19 |
| 6 | CONCLUSION             | 20 |

## **CHAPTER – 1 INTRODUCTION**

Most of the contemporary Information systems are based on the Database technology as a collection of logically related data, and DBMS as a software system allowing the users to define, create, maintain and control access to the database. The process of constructing such kind of systems is not so simple. It involves a mutual development of application program and database. The application program is actually the bridge between the users and the database, where the data is stored. Thus, the well-developed application program and database are very important for the reliability, flexibility and functionality of the system. The so defined systems differentiate to each other and their development comprises a great variety of tasks to be resolved and implemented.

### **1.1 PROBLEM STATEMENT**

This report's documentation goes through the whole process of both application program and database development. It also comprises the development tools have been utilized for these purposes.

### **1.2 PROBLEM DISCUSSION**

This system should consist of an application program, on one hand, and a database on the other. The program should perform the basic operations upon the database as retrieving, inserting, updating and deleting data. Any additional functionality is a goal of a further module development.

It is a kind of strategy to start the development from designing and constructing the database, as this structure will determine the further structure of the application program.

## **CHAPTER – 2 AIM AND SCOPE OF THE PROJECT**

### **2.1 AIM**

To Design an Application for Employee Management System

### **2.2 OBJECTIVES**

- Develop a well-designed database to store employee information
- A user-friendly front end for the user to interact with the system
- Easy retrieval of employee information
- Ability to sort employee queries by departments
- Remove details of employees no longer working in organization

### **2.3 SIGNIFICANCE OF STUDY**

This system is expected to be user friendly and will offer easy access to data as well as services such as online leave management, e-recruitment, and timely report generation, monitoring employee trainings, task management, project management and employee tracking. Without an employee management system, it is very tedious for the human resource department to keep track to the project team. The employee management system will be developed to provide information to provide information of employees and many other facilities at the click of a button.

#### **2.3.1 ADDITIONAL BENEFITS**

- This system will reduce the complexity of employee management.
- By using this system, we can easily maintain all records about “ON EMPLOYEES” or “OFF EMPLOYEES”.
- It will reduce searching time.

- It can be easily handled by the person who have elementary knowledge of computer because it provides a user-friendly environment.

## **CHAPTER – 3 LITERATURE REVIE**

### **3.1 REVIEW OF LITERATURE ON EMPLOYEE MANAGEMENT**

Management is not only about managing resources and controlling expenses. Although these are basic functions of management, there is more to management than just managing resources and controlling expenses. Another extremely important function of management is the ability to manage employees - especially since they are the lifeline of any business. Given the downturn in the economy, many businesses have not only been forced to lay off employees, but they've also been forced to close their doors due to a lack in demand. However, there are also businesses that have capitalized on the downturn of the economy to reduce overhead and increase employee productivity even if the need does not exist. This can certainly be a temporary fix, but squeezing everything out of employees does not appear to be the solution for long term business success.

### **3.2 EMPLOYEE MANAGEMENT ISSUES**

Given the fact that every person and employee is different, managing employees effectively continues to be one of the most common management issues that businesses face in this demanding world of business. Businesses can certainly hire employees that have great credentials and impressive resumes. However, managing employees and addressing management issues effectively is just as important as hiring employees with the proper experience and education in order to establish a good employee base that will be instrumental for future success.

### **3.3 REVIEW OF RELATED APPLICATIONS**

We analyzed the biggest, most popular websites that let users review service-based businesses. Read on for a sense of the size and relative reach of each of these sites, as well as a look at the costs and benefits of becoming a member, and the policies

that protect the site from spam and shield the business owner from abuse.

## CHAPTER – 4 METHODOLOGY

### 4.1 BLOCK DIAGRAMS

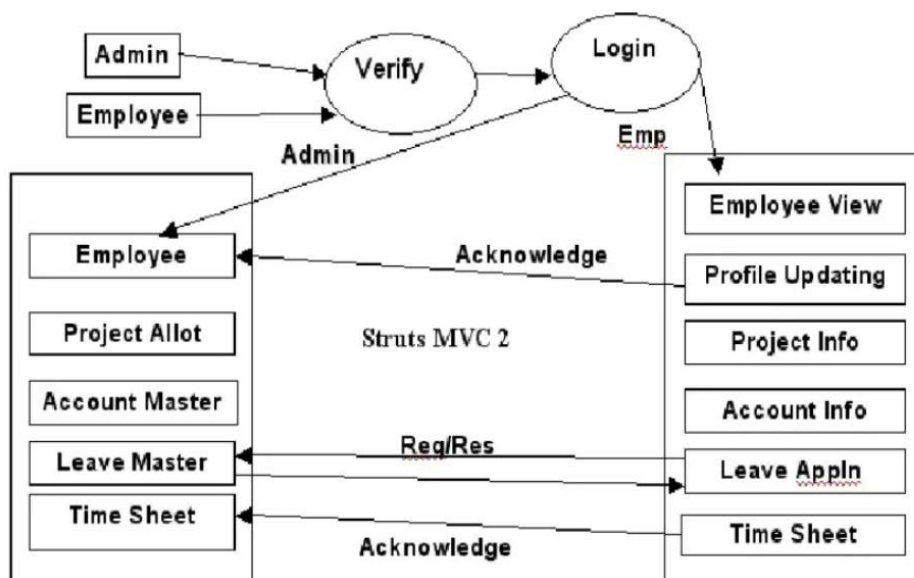


Figure 4.1.1

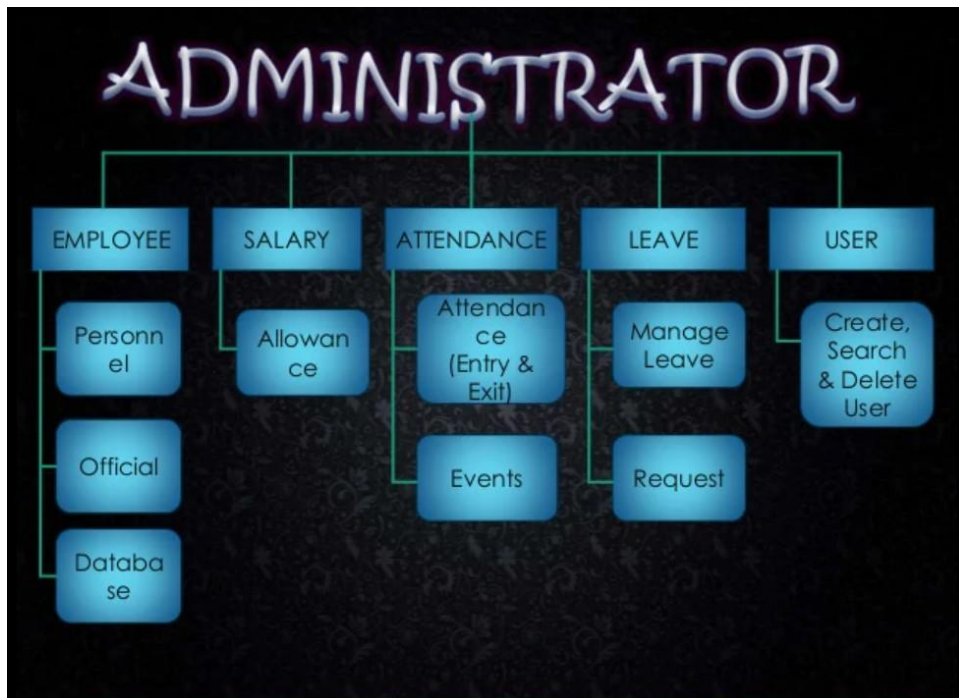


Figure 4.1.2



Figure 4.1.3

## 4.2 CODE

### 4.2.1 DASHBOARD

```

<zml isPdfEnabled='false' isPrintEnabled='false' bgColor='#f3f3f3'>
  <layout>
    <row>
      <column width="100%">

```

```

        <dspZml id='ZMLScript1' /> </column>
    </row>
    <row>
        <column width="60%">
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appLinkName='thisapp' linkName='Current_Year_Leaves' allowPublicAccess='false'
isCompPublished='false' heightType='custom' heightValue='450' iszreport='true' />
        </column>
        <column width="40%">
            <dsp id='html_snippet' /> </column>
        </row>
    <row>
        <column width="100%">
            <report title='Announcements' titleSize='20px' importedTemplate='false'
appLinkName='thisapp' linkName='Announcements' allowPublicAccess='false'
isCompPublished='false' heightType='undefined' heightValue='undefined'
iszreport='false' zc_Footer='false' zc_AddRec='false' zc_EditRec='false'
zc_Print='true' zc_Export='true' zc_DelRec='false' zc_DuplRec='false'
zc_Search='true' /> </column>
        </row>
    <row>
        <column width="100%">
            <report title='New Hires' titleSize='20px' importedTemplate='false'
appLinkName='thisapp' linkName='New_Hires' allowPublicAccess='false'
isCompPublished='false' heightType='undefined' heightValue='undefined'
iszreport='false' zc_Footer='true' zc_AddRec='false' zc_EditRec='false' zc_Print='true'
zc_Export='true' zc_DelRec='false' zc_DuplRec='false' zc_Search='true' />
        </column>
        </row>
    <row>
        <column width="100%">

```

```

        <report title='Holidays' titleSize='20px' importedTemplate='false'
appLinkName='thisapp' linkName='Holidays' allowPublicAccess='false'
isCompPublished='false' heightType='undefined' heightValue='undefined'
iszreport='false' zc_Footer='true' zc_AddRec='false' zc_EditRec='false' zc_Print='true'
zc_Export='true' zc_DelRec='false' zc_DuplRec='false' zc_Search='true' />
</column>

</row>

</layout>

</zml>

```

#### **4.2.2 EMPLOYEE PROFILE**

```

<zml isPdfEnabled='false' isPrintEnabled='false'>

<layout>

<row>

<column width="100%">

<dsp id='ZMLScript1' /> </column>

</row>

</layout>

</zml>

```

#### **4.2.3 ADD EMPLOYEE**

```

if(Add_Employee.count() == 0)
{
input.Official_Email = zoho.loginuserid;
disable Official_Email;
}

managersList = Add_Employee[Is_a_Reporting_Manager ==
true].Official_Email.getAll();
input.Reporting_To:ui.add(managersList);

```

## 4.3 OUTPUT SNAPSHOTS

The screenshot displays the 'Add Organization' form within the Zoho Creator Employee Management application. The form includes fields for Organization Name, Website, Email, Phone Number (with a dropdown for country code and a default value of +91 81234 56789), and Address (with sub-fields for Address Line 1 and Address Line 2). The application's navigation bar shows 'DASHBOARD', 'PROFILE', 'LEAVES', 'ADMIN', and 'SETTINGS'. The user 'Catherine Jenifer' is logged in. The browser address bar shows the URL: https://creatorapp.zoho.com/catherinejenifer/employee-management#Form:Add\_Organization.

Figure 4.3.1

The screenshot displays the 'Add Employee' form within the Zoho Creator Employee Management application. A dropdown menu is open, showing options: 'Add Employee', 'Employee Details', 'All Announcements', and 'All Holidays'. The form includes fields for Basic Information (Name, First Name, Last Name, Personal Email, Gender, Mobile Number, Photo) and Work Information (Employee ID, Official Email, Employee Type). The user 'Catherine Jenifer' is logged in. The browser address bar shows the URL: https://creatorapp.zoho.com/catherinejenifer/employee-management#Form:Add\_Employee.

Figure 4.3.2

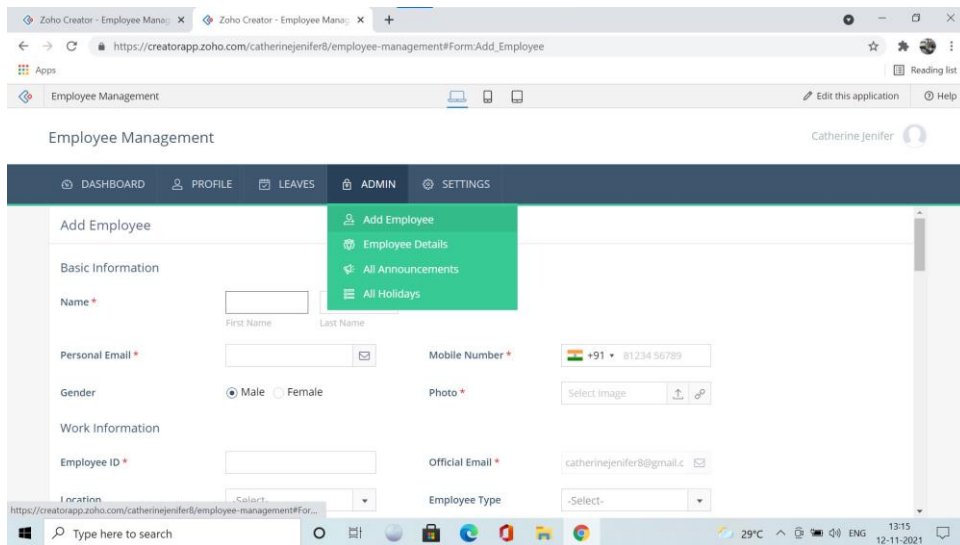


Figure 4.3.3

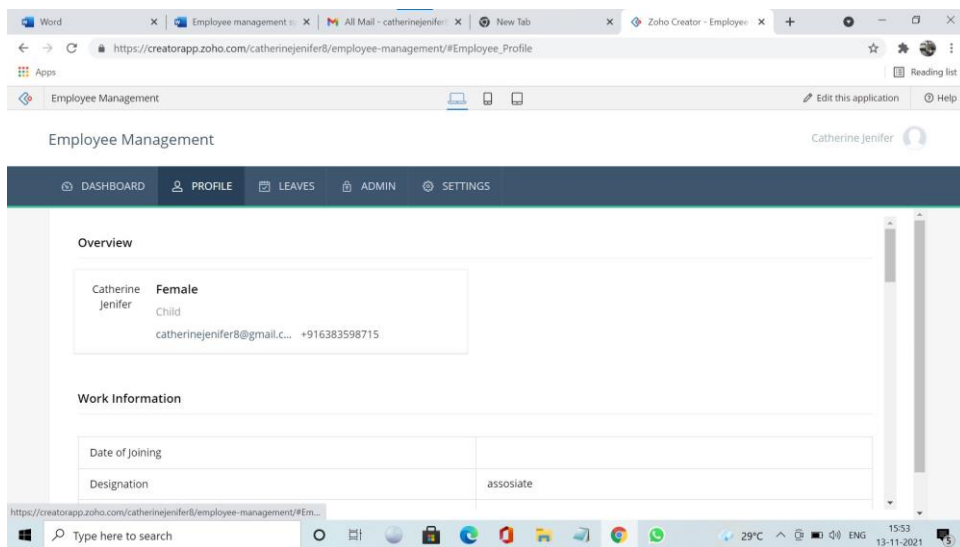


Figure 4.3.4

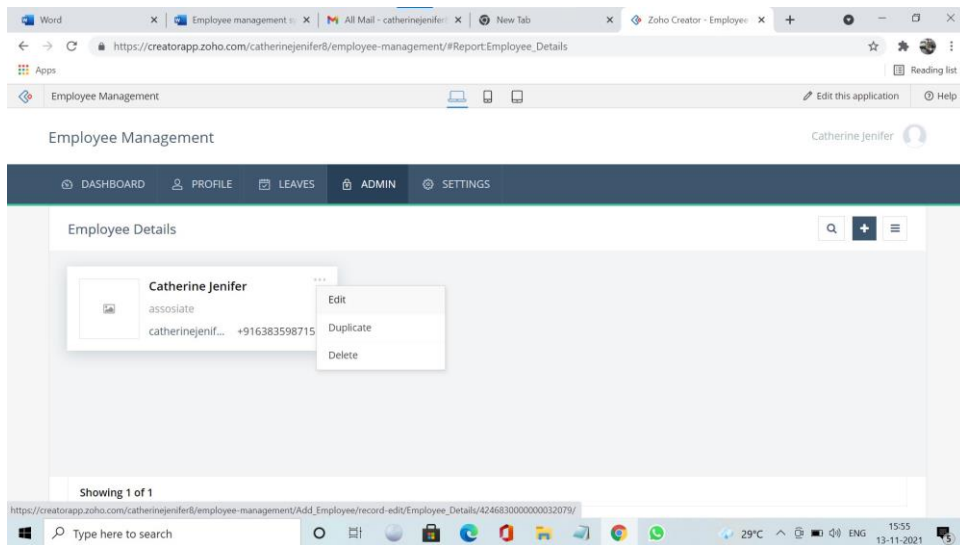


Figure 4.3.5

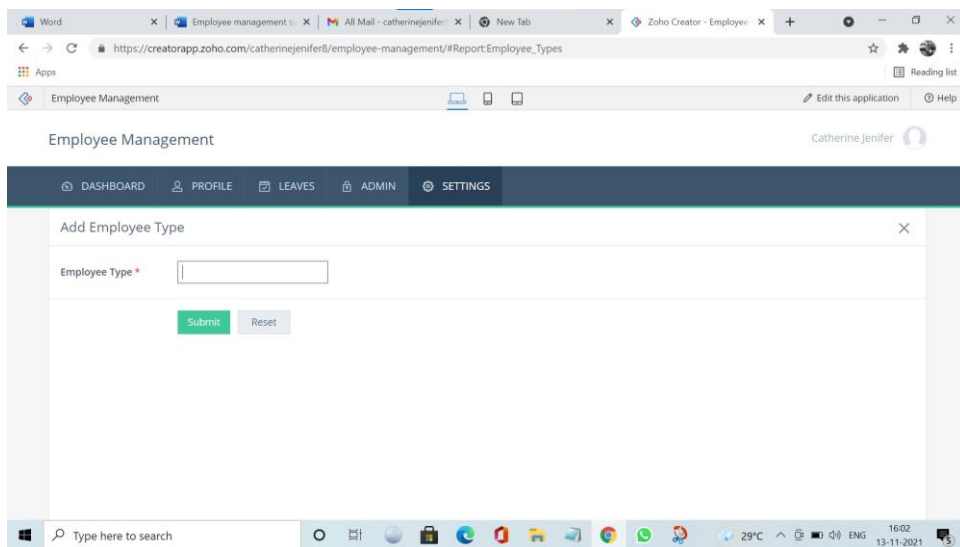


Figure 4.3.6

## **CHAPTER – 5 FUTURE ENHANCEMENT**

This project can be modified in future according to the need of the employees, administrator and users.

This project can be used not only as the information system but as the management system also only by including some more management features and modifications

I would like to implement a regular backup mechanism to back up the

employee database to avoid disasters.

The system can be developed in such a way that its existing features can be modified to better versions.

## **CHAPTER –6 CONCLUSION**

This project is built keeping in mind that it is to be used by only one user that is the admin. It is built for use in small scale organization where the number of employees is limited. According to the requested requirement the admin can add, manipulate, update and delete all employee data in his organization. The admin can add new departments and delete them. The admin can also add predefined pay grades for the employees. The required records can be easily viewed by the admin anytime time he wants in an instant. The payment of the employee is based on monthly basis. Numerous validations implemented would enable the admin to enter accurate data. The main objective of this framework is to save time, make the system cost effective and management records efficiently.