

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
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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
GOWTHAM S (Reg.No: 38120027) who carried out the project entitled "**Employee Management System**" under my supervision from June 2021 to November 2021.

Internal Guide

Dr.V.Nirmalrani.M.E.Ph.D

Head of the Department

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

Submitted for Viva voce Examination held on _____

Internal Examiner

External Examiner

DECLARATION

I, **GOWTHAM S** hereby declare that the project report entitled **Employee Management System** done by me under the guidance of **Dr.V.Nirmalrani.M.E.Ph.D** is submitted in partial fulfillment of the requirements for the award of Bachelor of Engineering Degree in Computer Science and Engineering.

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.

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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 CERTIFICATE

COURSE COMPLETION CERTIFICATE

This is to Certify that

Mr. / Ms. **GOWTHAM S**

has successfully completed the training on ZCF

ZOHO CREATOR FOUNDATION PROGRAM

conducted by ITKESPL, Authorized Training Partner for Zoho

Certification Number: ZCF-02025



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ABSTRACT

In this world of growing technologies everything has been computerized. With large number of work opportunities the Human workforce has increased. Thus there is a need of a system which can handle the data of such a large number of Employees in an organization. This project simplifies the task of maintain records because of its user friendly nature. The “EMPLOYEE MANAGEMENT SYSTEM” has been developed to override the problems prevailing in the practicing manual system.

This software is supported to eliminate and in some cases reduce the hardships faced by this existing system. Moreover this system is designed for the particular need of the company to carry out operations in a smooth and effective manner. The application is reduced as much as possible to avoid errors while entering the data. It also provides error message while entering invalid data. No formal knowledge is needed for the user to use this system. Thus by this all it proves it is user-friendly.

This project will allow admin to add new employees after proper authentication. 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, skill sets, current and past projects in different tables with proper relations. This system enables employees to perform their own profile.

This project enables the automation of work flow notifications and leave request. Work flow notification from administrator are stored in the backend and notified to employee, once employee log in to the system. Leave request made by the employee is placed for administrator approval, the administrator module checks up with the leave availability and approves or rejects the request.

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CHAPTER – 1 INTRODUCTION

Every organization, whether big or small, has human resource challenges to overcome. every organization has different employee management needs, therefore we design exclusive employee management systems that are adapted to your managerial requirements. This is designed to assist in strategic planning, and will help you ensure that your organization is equipped with the right level of human resources for your future goals.

Also, for those busy executive who are always on the go, our systems come with remote access features, which will allow you to manage your workforce anytime, at all times. These systems will ultimately allow you to better manage resources. One of the main features in employee management system is time tracking for employees. Effective time tracking mechanism saves both time

CHAPTER – 2 AIM AND SCOPE OF THE PROJECT

Employee Management System is a distributed application, developed to maintain the details of employees working in any organization. It maintains the information about the personal details of their employees, also the details about the payroll system which enable to generate the payslip.

This project is helpful in maintaining the employee's record, calculating the salary for each employee and it also focuses on each employee's attendance and the no of leaves taken per month/year. There is also a possibility of checking salary report at any time so that it doesn't lead to any miscalculation.

Though the Human Resource Management includes the management of various aspects of human resource, the project will be focused on the development of the Employees Leave and Attendance Management System. Works in multiple pc's with VB 6.0. Employee's & administrator both can use it with ease. Can be used simultaneously and editing & updates can be made easily accordingly

CHAPTER – 3 EXISTING SYSTEM AND PROPOSED SYSTEM

CHAPTER – 3.1 EXISTING SYSTEM

- The Records are maintained in the register
- Time consuming process
- Complicated searching, editing and updating

CHAPTER – 3.2 PROPOSED SYSTEM

- Helps in maintaining the computerized employee details
- Easy Attendance marking
- Easy calculation of various leave in categories
- Calculate the salary

CHAPTER – 3.3 FEATURES

- Adding Employee Details
- Announcement for employees
- Apply for Leaves
- Approving and Request of Leave
- Salary Structure

CHAPTER – 4 RESULTS AND DISCUSSION

- 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. This project is used for computerizing employee management work in offices, schools, etc.

CHAPTER – 5 SUMMARY AND CONCLUSIONS

- This project is developed using Deluge scripting language and fully meets the objective of the system which it has been developed.
- This project is used for computerizing employee management work in offices, schools, etc.
- The software keeps record of employee's attendance, provident fund, gratuity and salary and generates the slip of salary too.

CONCLUSION

Finally, zoho creators is used in many places now a days because the creation of zoho app is easy to create and maintain. Even People who are not good at programming language can also grab this technology. So, this technology has a reach on almost every area. The main advantage is we can add payment integration in this. Overall, It's the best application to start a career as app development.

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