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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

JOTHILAKSHMI V
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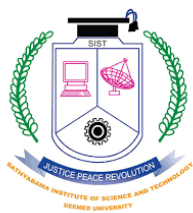


DEPARTMENT OF INFORMATION TECHNOLOGY

SCHOOL OF COMPUTING

SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY
JEPPIAAR NAGAR, RAJIV GANDHI SALAI,
CHENNAI – 600119, TAMILNADU

NOVEMBER 2021



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 **JOTHILAKSHMI** (Reg.No: **38120036**) 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.,

Submitted for Viva voce Examination held on _____

Internal Examiner

External Examiner

DECLARATION

I, **JOTHILAKSHMI V** 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 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.

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 CERTIFICATE

COURSE COMPLETION CERTIFICATE

This is to Certify that

Mr. / Ms. **JOTHILAKSHMI V**

has successfully completed the training on ZCF

ZOHO CREATOR FOUNDATION PROGRAM

conducted by **ITKESPL, Authorized Training Partner for Zoho**

Certification Number: ZCF-02027



ISSUED BY:
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DIRECTOR OPERATIONS



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 and money for the organization.

The objective of “Employee Management System” is designing a scheduling system for a work centre. Scheduling is such a tool with which the process of intimating activities and notifications will be easy and even online in the organization where it is installed. But these task of scheduling the different activities if manually done whether they may be personal or official is time consuming and also may lead to confusion if not properly scheduled.

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. It is simple to understand and can be used by anyone who is not even familiar with simple employee's system. It is user friendly and just asks the user to follow step by step operations by giving him few options. It is fast and can perform many operations of a company or organization.

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.

The main aim of this system is to prevent any kind of cheating and help the HR team to calculate pay correctly. As it is seen many times due to calculation mistakes there are clashes between employee and employer, which result in damaging relation and effect overall performance of employee which result in success of organization. So, this system aims to provide smooth and comfortable working of employees so that organization can grow and mark their goals.

Development of this employee management system consists of developing two Android applications. One Android application is for an employer and the other one is for an employee. The main application which will work is an application with an employee. The employer's application is only for registering the employees and providing them access so that they can get registered with the company

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 LITERATURE REVIEW

Literature review consists of various sections that tells us about application and benefits of using this system.

3.1 EXISTING SYSTEM

- The Records are maintained in the register.
- Time consuming process.
- Complicated searching, editing and updating.
- The problem definition for designing the system is to maintain data of employee, to make easy controlling employees, to divide jobs and access control of employees, to use technology for accurate and timely processing by fully privacy and full authority access.
- The objective of the project is to set up employee information system about status of employee and attendance of employee and monthly salary process and delivery.
- To eliminate or reduce as much as possible the hardships of existing system and avoid errors while entering data.
- In existing method employee management are employee.
- Record are maintaining in records. It's a manual process. Complicated to search the employee salary.

3.1.1 DISADVANTAGES:

- Needs for extra manual effort.
- In existing system is standalone process normal employee cannot track their employee status.
- Less Accuracy Danger of losing some files.
- Certain required report is not available Time- consuming process.

3.2 PROPOSED SYSTEM

- Helps in maintaining the computerized employee details.
- Easy Attendance marking.
- Easy calculation of various leave in categories
- Calculate the salary.
- This chapter builds on the work done in the Analysis Chapter and gives documentation for the Design of the Employee Management System.
- The proposed system is designed to eliminate all the drawbacks of the existing employee management software.
- The system shall be responsible for maintaining information about employees, thus their personal profile.
- The system shall incorporate leave management all the way from application to acceptance/rejection of leave requests as well as all employee projects with close monitoring of the projects from creation to completion and trainings to assist in monitoring active and inactive employees.

3.2.1 ADVANTAGES

- Portability
- Compatibility
- Secure
- User Friendly
- Transparency to all the user of system.
- Less paper use and removal of redundancy.
- Less prone to errors.
- The whole system is interactive.

3.3 FEATURES

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

3.3.1 EMPLOYEE DETAILS

An employment detail is the employee's information pertaining to their employment. You can view information of employee such as their personal details, employment details and the assets provided to them by the organization.

3.3.2 ANNOUNCEMENT FOR EMPLOYEES

Employee monitoring announcements are a great way to keep the monitoring process transparent when employees work. If the manager want to tell anything to employee means the manager just make one announcement and it delivers to all employees. By using this managers can easily communicate with their employees.

3.3.3 APPLY LEAVE

A leave application letter is a letter written to apply for a leave of absence from the office for a certain period. The concept of a leave application centers around a formal way of asking for a break/leave of absence from work for a specified time period.

3.3.4 APPROVING AND REQUEST LEAVE

Manager will decide about the leave request, manager can accept or decline the leave request from the employee.

3.3.5 SALARY STRUCTURE

Salary structure is the details of the salary being offered, in terms of the breakup of the different components constituting the compensation. Any change(s) to the salary structure i.e. among the elements, can have a major impact on what the employee does, such as the kind of tax exemptions claimed.

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. The software keeps record of employee's attendance, provident fund, gratuity and salary and generates the slip of salary too.

The employee management system is designed to save money, time and power. In an organization to simplify the process of record maintenance it is very helpful. As employees are the backbone of any organisation so it is necessary to keep them happy. It will make the HR work easy so they can focus on some other work. This employee management system manages the overall performance and different aspects of an employee in an organization.

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.

Overall, the system is useful for all the users to maintain information at various levels. It connects admin and employee and thus easy to maintain. Now admin can easily set the task or any notifications to the respective employees without having a person to send to employees and employees can apply for leave or reply with task allotted to them. It has been a great pleasure for me to work on this exciting and challenging project. This will provide better opportunities and guidance in future in developing projects independently.

REFERENCES

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APPENDIX

A.SCREENSHOTS

ORGANIZATION DETAILS

The screenshot displays the 'Add Organization' form within the Zoho Creator Employee Management application. The form is titled 'Add Organization' and is located in the 'Employee Management' section. The form fields are as follows:

- Organization Name:** Durai&co
- Website:** www.duraiaandco.com
- Link Name:** (empty)
- Organization Email:** durai@gmail.com
- Organization Contact Number:** +91 9976937140
- Organization Address:** 12.new street
- Address Line 1:** rajapalayam
- City / District:** rajapalayam
- State / Province:** Tamil Nadu
- Postal Code:** 626111
- Country:** India

The form includes a 'Submit' button and a 'Reset' button. The application is running in a web browser, and the user is logged in as Jothilakshmi.

EMPLOYEE DETAILS

EM

Add Organization

Employee Details

Make Announcements

View Announcements

Apply Leave

Add Pay Component

Salary Structure

Employee Management

Employee Details

Personal Information

Name *

joK

First NameLast Name

Photo *

groups.pngX

Gender *

☐ Female

☒ Male

Email *

jo@gmail.com

Phone *

+91 9976937140

Address *

123,old street

Address Line 1

Address Line 2

BaltimoreMaryland

City / DistrictState / Province

21201India

Postal CodeCountry

Jothilakshmi

Type here to search

23°C Rain

11:37 PM

08-11-2021

MAKE ANNOUNCEMENTS

EM

Add Organization

Employee Details

Make Announcements

View Announcements

Apply Leave

Add Pay Component

Salary Structure

Employee Management

Jothilakshmi

Make Announcements

Announcement Title *

Chirtmas Holidays

Description

Hey guys,
you have a holidays from 24 dec to 1 jan.
njoy your holidays..

Status

Active

Submit

Reset

Type here to search

23°C Rain

11:38 PM

08-11-2021

ALL ANNOUNCEMENT DETAILS

The screenshot displays the Zoho Creator Employee Management application interface. The browser address bar shows the URL: `creatorapp.zoho.in/jothi01701/employee-management/#View_Announcements`. The application header includes the title "Employee Management" and the user name "Jothilakshmi". A vertical sidebar on the left contains navigation options: "Add Organization", "Employee Details", "Make Announcements", "View Announcements", "Apply Leave", "Add Pay Component", and "Salary Structure". The main content area features a "Welcome!" message, followed by the section "All Announcement Details!". Below this is a "Make Announcements Report" section with a search bar and a list of six announcements displayed in a grid. The announcements are: "Christmas Holidays" (Dec 24 to 1 Jan), "Diwali" (today onwards), "new year" (Jan 1, 2022), "Chirtmas" (Dec 25, 2021), "diwali" (Nov 4, 2021), and "Pooja holidays" (Oct 14 to 16, 2021). A status bar at the bottom indicates "Showing 6 of 6". The Windows taskbar at the very bottom shows the system clock as 11:38 PM on 08-11-2021, with weather information for 23°C Rain.

Employee Management

Welcome!

All Announcement Details!

Make Announcements Report

Christmas Holidays Hey guys, you have a holidays from 24 dec to 1 jan. ...	Diwali njoy your holidayys from today inwards ...	new year jan 1 2022
Chirtmas Dec 25 2021	diwali Nov 4 2021	Pooja holidays From 14-10-2021 To 16-10-2021

Showing 6 of 6

APPLY LEAVE

EM

Add Organization

Employee Details

Make Announcements

View Announcements

Apply Leave

Add Pay Component

Salary Structure

Employee Management

Jothilakshmi

Apply Leave

Employee ID12 - Jothilakshmi

Leave Type *Sick

From *09-Nov-2021

To *11-Nov-2021

StatusRequested

Reason for LeaveFever

SubmitReset

Type here to search

23°C Rain

11:39 PM

08-11-2021

LEAVE REQUESTS

Zoho Creator - Employee Manag

← → ↻ creatorapp.zoho.in/jothi01701/employee-management/#Report:Leave_Requests

Employee Management

EM

Employee Management

Leave Requests

Employee ID	Leave Type	From	To	Status	Reason for Leave	Approve	Reject
12 - Jothilakshmi	Sick	09-Nov-2021	11-Nov-2021	Requested	Fever	Approve	Reject
12 - Jothilakshmi	Others	09-Nov-2021	19-Nov-2021	Approved	medical check up	Approve	Reject
124 - Jothilakshmi	Casual	02-Oct-2021	07-Oct-2021	Approved		Approve	Reject
123 - Jothilakshmi	Others	30-Sep-2021	09-Oct-2021	Rejected	medical appointment	Approve	Reject

Showing 4 of 4

Add Organization

Employee Details

Make Announcements

View Announcements

Apply Leave

Add Pay Component

Salary Structure

Jothilakshmi

Type here to search

23°C Rain 11:39 PM 08-11-2021

SALARY STRUCTURE

EM

Add Organization

Employee Details

Make Announcements

View Announcements

Apply Leave

Add Pay Component

Salary Structure

Employee Management

Jothilakshmi

Salary Structure

CTC *
350000

Salary Split Up

Pay Component	Monthly	Annual	Is Deduction?
Manager	20,000	2,40,000.00	☒

+ Add New

Submit

Reset

Type here to search

23°C Rain

11:40 PM

08-11-2021

B.SOURCE CODE

EMPLOYEE DETAILS

```
managerlist = list();  
managersList = Employee_Details[Is_Reporting_Manager == true].Email.getAll();  
input.Reporting_To:ui.add(managersList);
```

SALARY CALCULATION

```
disable Salary_Split_Up.Annual;  
if(row.Monthly != null)  
{  
    row.Annual=row.Monthly * 12;  
}  
else  
{  
    row.Annual=0;  
}
```