

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 Degree in

Information Technology

By

Pooja Balakrishnan (38120058)



DEPARTMENT OF INFORMATION TECHNOLOGY
SCHOOL OF COMPUTING
SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY
JEPPIAAR NAGAR, RAJIV GANDHI SALAI,
CHENNAI – 600119. TAMILNADU.
NOV 2021



SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY

(Established under Section 3 of UGC Act, 1956)
Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai - 600119

www.sathyabama.ac.in



SCHOOL OF COMPUTING

BONAFIDE CERTIFICATE

This is to certify that this Professional Training Report is the bonafide work of POOJA BALAKRISHNAN(38120058) who carried out the project entitled **“EMPLOYEE MANAGEMENT SYSTEM USING ZOHO CREATOR”** under our supervision from Jun 2021 to Nov 2021.

Internal Guide

Dr. 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, Pooja Balakrishnan(38120058) hereby declare that the Professional Training Report on “**EMPLOYEE MANAGEMENT SYSTEM USING ZOHO CREATOR**” done by me under the guidance of **Dr.REVATHY M.E., Ph.D.**, at Sathyabama Institute of Science and Technologies submitted in partial fulfillment of the requirements for the award of Bachelor of Technology degree in Information Technology .

DATE:

PLACE: CHENNAI

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.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. POOJA BALAKRISHNAN

has successfully completed the training on ZCF

ZOHO CREATOR FOUNDATION PROGRAM

conducted by ITKESPL, Authorized Training Partner for Zoho

Certification Number: ZCF-02038

ISSUED BY:
ITK EDUCATION SERVICES PVT LTD


JOSEPH M
DIRECTOR OPERATIONS

 Authorized Partner



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.

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 – 4 FEATURES

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

CHAPTER – 5 CODE

CHAPTER 5.1 – EMPLOYEE DETAILS

custom Employee_Details

```
{
  displayName = "Employee Details"
  show all rows from Add_Employee
  (
    Name
      (
        displayformat = [first_name+""+prefix+""+last_name+""+suffix]
      )
    Permanent_Address as "Permanent Address"
      (
        displayformat =
[address_line_13+""+address_line_23+""+district_city3+""+state_province3+""+postal
_Code3+""+country3]
        enable = Show_As_Text
      )
    Father_s_Name as "Father's Name"
      (
        displayformat = [first_name1+""+prefix1+""+last_name1+""+suffix1]
      )
    Permanent_Address_same_as_Present_Address as "Permanent Address same as
Present Address"

    Mother_s_Name as "Mother's Name"
```

```

(
    displayformat = [first_name2+""+prefix2+""+last_name2+""+suffix2]
)
Emergency_Contact_Person as "Emergency Contact Person"
(
    displayformat = [first_name3+""+prefix3+""+last_name3+""+suffix3]
)
Employee_Type as "Employee Type"
Employee_Level as "Employee Level"
CTC
Date_of_Joining as "Date of Joining"
Seat_Location as "Seat Location"
Extension
Work_Experience as "Work Experience"
Employee_Status as "Employee Status"
Is_a_Reporting_Manager as "Is a Reporting Manager"
Reporting_To as "Reporting To"
Department
Present_Address as "Present Address"
(
    displayformat =
[address_line_12+""+address_line_22+""+district_city2+""+state_province2+""+postal
_Code2+""+country2]
    enable = Show_As_Text
)
Location
Official_Date_of_Birth as "Official Date of Birth"
Actual_Date_of_Birth as "Actual Date of Birth"
Nick_Name as "Nick Name"
Marital_Status as "Marital Status"

```

```

Blood_Group as "Blood Group"
Relationship
Hobbies
Gender
Skill_Sets as "Skill Sets"
Employee_ID as "Employee ID"
Official_Email as "Official Email"
Designation
Contact_Number as "Contact Number"
About
Personal_Email as "Personal Email"
Photo
Mobile_Number as "Mobile Number"
)
quickview
(
layout
(
datablock1
(
    title = "Overview"
fields
(
    Photo
    Name
    Designation
    Official_Email as "Official Email"
    Mobile_Number as "Mobile Number"
)
)
)

```

)

menu

(

header

(

Edit

Duplicate

Delete

)

record

(

Edit

Duplicate

Delete

)

)

action

(

on click

(

View Record

)

on right click

(

Edit

Delete

Duplicate

View Record

)

```

        )
    )
    detailview
    (
    layout
    (
    datablock1
    (
        title = "Overview"
    fields
    (
    Name
    Gender
    Relationship
    Personal_Email as "Personal Email"
    Mobile_Number as "Mobile Number"
    )
    )
    datablock2
    (
        title = "Work Information"
    fields
    (
    Employee_ID as "Employee ID"
    Official_Email as "Official Email"
    Location
    Employee_Type as "Employee Type"
    Department
    Designation
    Reporting_To as "Reporting To"

```

Employee_Level as "Employee Level"
 CTC
 Date_of_Joining as "Date of Joining"
 Seat_Location as "Seat Location"
 Extension
 Work_Experience as "Work Experience"
 Skill_Sets as "Skill Sets"
 Employee_Status as "Employee Status"
 Is_a_Reporting_Manager as "Is a Reporting Manager"
)
)
 datablock3
 (
 title = "Personal Information"
 fields
 (
 Official_Date_of_Birth as "Official Date of Birth"
 Actual_Date_of_Birth as "Actual Date of Birth"
 Nick_Name as "Nick Name"
 Gender
 Marital_Status as "Marital Status"
 Present_Address as "Present Address"
 Permanent_Address as "Permanent Address"
 Blood_Group as "Blood Group"
 Father_s_Name as "Father's Name"
 Mother_s_Name as "Mother's Name"
 Emergency_Contact_Person as "Emergency Contact Person"
 Relationship
 Contact_Number as "Contact Number"
 Hobbies

```
)
)
datablock4
(
    title = "Education Details"
    related field = Education_Details
fields
(
Course
Institute_Name as "Institute Name"
Marks_Scored as "Marks Scored(in %)"
Year_of_Completion as "Year of Completion"
)
)
```

```
datablock5
(
    title = "Work Experience"
    related field = Work_Experience1
fields
(
Previous_Company_Name as "Previous Company Name"
Job_Title as "Job Title"
From
To
Job_Description as "Job Description"
)
)
```

```
datablock6
(
    title = "Dependents"
```

```

        related field = Dependents
fields
(
    Name
    Gender
    Relationship
    Date_of_Birth as "Date of Birth"
)
)
)

menu
(
    header
    (
        Edit
        Duplicate
        Delete
    )
)
)
}

```

CHAPTER 5.2 – LEAVE DETAILS

```

list All_Leaves
{
    displayName = "All Leaves"
    show all rows from Apply_Leave
(

```

Employee
From
To
Reason_for_Leave as "Reason for Leave"
Leave_Type as "Leave Type"
Status
No_of_Days as "No of Days"
)

conditional formatting

(
"Rejected Formatting"
{
condition = (Status == "Rejected")
fields = [Status]
format = "color:#f75959;"
}
"Approved Formatting"
{
condition = (Status == "Approved")
fields = [Status]
format = "color:#4eab4f;"
}
"Requested Formatting"
{
condition = (Status == "Requested")
fields = [Status]
format = "color:#6686de;"
}
)

quickview

```

(
  layout
  (
    datablock1
    (
      title = "Overview"
      fields
      (
        Employee
        Leave_Type as "Leave Type"
        From
        To
        Status
        Reason_for_Leave as "Reason for Leave"
        No_of_Days as "No of Days"
      )
    )
  )

  menu
    (
      header
      (
        Edit
        Duplicate
        Delete
      )
    )

  record
  (
    Edit

```

```

Duplicate
Delete
    )
    )
    action
    (
on click
(
View Record
    )
on right click
(
Edit
Delete
Duplicate
View Record
    )
    )
)
detailview
(
layout
(
datablock1
(
    title = "Overview"
fields
(
Employee
From

```

```

To
Reason_for_Leave as "Reason for Leave"
Leave_Type as "Leave Type"
Status
No_of_Days as "No of Days"
)
)
)

```

```

menu
    (
        header
        (
            Edit
            Duplicate
            Delete
        )
    )
)
}

```

CHAPTER 5.3 DASHBOARD

```

<zml isPdfEnabled='false' isPrintEnabled='false' bgColor='#f3f3f3'>
<layout>
<row>
    <column width="100%">
        <dspZml id='ZMLScript1' /> </column>
    </row>
<row>
    <column width="60%">

```

```
<report title='Current Year Leaves' titleSize='20px' importedTemplate='false'
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>

CHAPTER 5.4 EMPLOYEE PROFILE

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

<layout>

<row>

<column width="100%">

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

</row>

</layout>

</zml>

CHAPTER – 6 CONCLUSION

- 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.

REFERENCES

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APPENDIX

SCREENSHOTS

The screenshot shows a web browser window displaying the Zoho Creator Employee Management interface. The browser's address bar shows the URL: `creatorapp.zoho.com/keerthanasasikumar04/employee-management#Form:Apply_Leave`. The page has a dark blue header with a notification: "We have a few updates planned for the month of November. [Click here](#)". Below the header is a sidebar menu for "Employee Management" with options like "Add Organization", "Employee Details", "Make Announcements", "View Announcements", "Apply Leave" (selected), "Apply Leave Report", "My Leave", "Leave Request", "Add Pay Component", and "Salary Structure". The main content area is titled "Apply Leave" and contains a form with the following fields: "Employee ID" (216546 - BALAKRISHNAN), "Leave Type" (Casual), "From" (16-Nov-2021), "To" (17-Nov-2021), "Status" (Approved), and "Reason For Leave" (FAMILY FUNCTION). At the bottom of the form are "Submit" and "Reset" buttons. The Windows taskbar at the bottom shows the date as 15-11-2021 and the time as 13:47.

Field	Value
Employee ID	216546 - BALAKRISHNAN
Leave Type	Casual
From	16-Nov-2021
To	17-Nov-2021
Status	Approved
Reason For Leave	FAMILY FUNCTION

Zoho Creator - Employee Manag... x

creatorapp.zoho.com/keerthanasasikumar04/employee-management#Add_Organization

Apps Gmail YouTube Maps

Employee Management

Employee Management

Add Organization

Add Organization

Add Organization R...

Employee Details

Make Announcements

View Announcements

Apply Leave

Add Pay Component

Salary Structure

LOGANAYAGI S

Add Organization

Organization name

ZOHO

Website

https://zoho.com

zoho

Organization Email

zoho@gmail.com

Organization Contact Number

+91 9876543210

Organization Address

2/278, Ambal Road

Address Line 1

Silarapuravu Village, Mathalamparai, Ten

Address Line 2

Tenkasi Tamil Nadu

City / District State / Province

600001 India

Postal Code Country

Submit Reset

Type here to search

25°C 13:38 15-11-2021

Zoho Creator - Employee Manag... x

creatorapp.zoho.com/keerthanasasikumar04/employee-management#Report:All_Employee_Details

Apps Gmail YouTube Maps

Employee Management

Add Organization

Employee Details

Employee Details

All Employee Details

Make Announcements

View Announcements

Apply Leave

Add Pay Component

Salary Structure

LOGANAYAGI S

We have a few updates planned for the month of November. [Click here](#)

Hide Close

All Employee Details

Name	Gender	Photo	Phone	Address	Employee...	Seat Locat...	Is Req
BALAKRISHNAN	Male		+917358375907	Villupuram, Tamil Nadu, Villupuram, Tamilnadu, 604302, India	216546	KOLKATA	Mana
kiki sasi	Female		+916473769126	no.90, south street, chennai, Tamil Nadu, 600001, India	46625	chennai	Empl
LOGANAYAGI S	Female		+917358375907	No.18 Nedu street Allagramam po , Thindivanam, Villupuram, Tamilnadu, 604302, India	123	Chennai	Mana

Showing 3 of 3

Type here to search

25°C 13:53 15-11-2021

Zoho Creator - Employee Mana... x

creatorapp.zoho.com/keerthanasasikumar04/employee-management#Report:Apply_Leave_Report

Apps Gmail YouTube Maps Reading list

We have a few updates planned for the month of November. [Click here](#)

Hide Close

Employee Management

- Add Organization >
- Employee Details >
- Make Announcements >
- View Announcements
- Apply Leave
- Apply Leave
- Apply Leave Report**
- My Leave
- Leave Request
- Add Pay Component >
- Salary Structure >

LOGANAYAGI S

Apply Leave Report

Employee ID	Leave Type	From	To	Status	Reason For Leave
216546 - BALAKRISHNAN	Casual	16-Nov-2021	17-Nov-2021	Approved	FAMILY FUNCTION
123 - LOGANAYAGI	Casual	16-Nov-2021	17-Nov-2021	Requested	
46625 - kiki	Casual	30-Sep-2021	04-Sep-2021	Rejected	casual
123 - LOGANAYAGI	Sick	14-Sep-2021	01-Oct-2021	Rejected	sick

Showing 4 of 4

Type here to search

25°C 13:52 15-11-2021