

## Employee Record Management System

**Nisha Krushna Lande<sup>1</sup>, Prajakta Sunilrao Dhote<sup>2</sup>, Prachi Manik Kamble<sup>3</sup>, Bhagyashree Ramesh Giri<sup>4</sup>, Sujata Ravindra Zade<sup>5</sup>, Professor. M. V. Gawande<sup>6</sup>**

<sup>1</sup>Nisha Krushna Lande Computer Science & Engineering Department, Govindrao Wanjari College of Engineering & Technology, RTM Nagpur University

<sup>2</sup>Prajakta Sunilrao Dhote Computer Science & Engineering Department, Govindrao Wanjari College of Engineering & Technology, RTM Nagpur University

<sup>3</sup>Prachi Manik Kamble Computer Science & Engineering Department, Govindrao Wanjari College of Engineering & Technology, RTM Nagpur University

<sup>3</sup>Bhagyashree Ramesh Giri Computer Science & Engineering Department, Govindrao Wanjari College of Engineering & Technology, RTM Nagpur University

<sup>3</sup>Sujata Ravindra Zade Computer Science & Engineering Department, Govindrao Wanjari College of Engineering & Technology, RTM Nagpur University

<sup>3</sup>Professor. M. V. Gawande Computer Science & Engineering Department, Govindrao Wanjari College of Engineering & Technology

\*\*\*

**Abstract** - The purpose of this project is to create online Record Management Program which is essential to Organization. The main Purpose of the online PHP projects is also to develop web applications. The Employee Record information Management System we designed to automate the employee administration and management and the strategic planning of leaves for employees. This program manages all of the employee records. Employee Leave Record Management System was developed primarily to handle information about the employee. That serves as an instrument for better management. The key goal of this project to create an effective web-enabled framework that would be able to simplify workplace knowledge a management needs. It is meant to simplify the current manual framework for quick information collection, produce statistical reports and act as a data archive for efficient sharing of data and possible retrieval.

**Key Words:** Employee, Admin, Leave Request, Leave Management system, Record Management, Organization

### 1. INTRODUCTION

The "Employee Leave 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 manners. A leave management system is a system that employers use to allow employees to request leave and managers to approve requests made by employees. Every Employee Leave Management System has different Employee 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 information and details 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. This module intelligently adapts to Human Resources Policy of the management.

### 2. PROBLEM DEFINITION

The purpose of Employee Leave Management System is to automate the existing manual system by the help of computerized tools, and full-fledged computer software, fulfilling their requirements, so that their valuable data/information can be stored for a longer period with easy accessing and manipulation of the same.

Employee Record Management System, as described above, can lead to error free, secure, reliable and fast management system. It can assist the user to concentrate on their other activities rather to concentrate on the record keeping. Thus it will help organization in better utilization of resources. The organization can maintain computerized records without redundant entries. Basically the project describes how to manage for good performance and better services for the clients.

### 3. RELATED WORK

It may help collecting perfect management in details. In a very short time, the collection will be obvious, simple and sensible. It will help a person to know the management of passed year perfectly. It also helps in current all works relative to Employee Record Management System.

Our project aims at Business process automation, i.e. we have tried to computerize various processes of Employee Leave Management System.

1. In computer system, it is not necessary to create the manifest but we can directly print it, which saves our time.
2. To utilize resources in an efficient manner by increasing their productivity through automation.
3. It satisfy the user requirement
4. Be easy to understand by the user and operator
5. Be easy to operate
6. Have a good user interface
7. Be expandable

### 4. PROPOSED WORK

1. System needs to help the internal employee to keep information of Leave and find them as per various queries.
2. System need to maintain quantity record.
3. System need to keep the record of Company.
4. System need to update and eradicate the record.
5. System also needs a scavenge area.
6. It also needs a surety system to prevent data.

### 5. AIM & OBJECTIVES

The main objective of the Leave Management System is to manage the details of Leave, Employee, and Company. It manages all the information about Leave, Leave Type, Leave Request, and Record Management. The project is totally built at administrative end and thus only the administrator is guaranteed the access.

### 6. PLAN OF WORK

Software project plan can be viewed as the following:

1. In the first step, we will select the test factors and rank them. The selected test factors such as reliability, maintainability, portability or etc., will be placed in the matrix according to their ranks.

2. The second step is for identifying the phases of the development process. The phase should be recorded in the matrix.

### 7. FEATURES

1. Creating & changing case at ease.
2. Uncertainty Issue list to any depth.
3. User Accounts to control the access and maintain security.
4. Simple Status & Resolutions.
5. Robust database back-end.
6. It contain better storage capacity.
7. Well design reports.
8. Decrease the load of the person involve in existing manual system.
9. Easy to update information.

### 8. HARDWARE & SOFTWARE REQUIREMENTS

**Hardware:** Processor, RAM (128 MB), Hard Disks (20 GB)

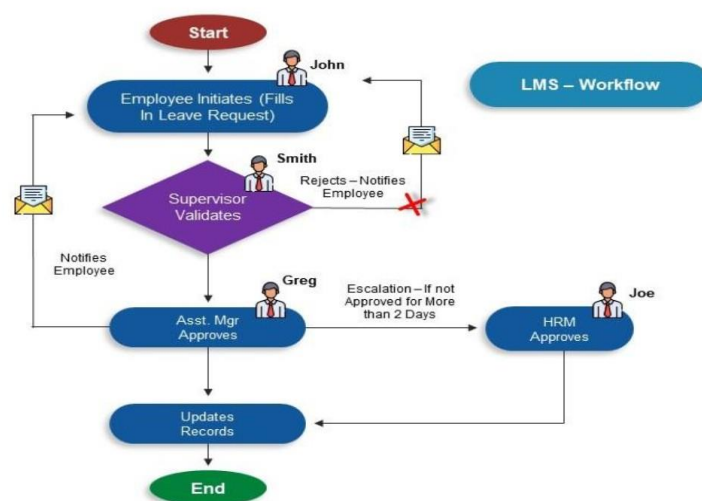
**Software:** OS, Windows XP, Web Server

Front End- PHP 5.3.10

Back End- MySQL 5.5.20 Database

Other Tools- Adobe viewer

**Flowchart:** Leave Management System Linear flow chart





**Fig -1:** Leave Management System Introduction

## 9. CONCLUSIONS

A leave application management system that can take the request of the staff for leave to be applied according to its own set of attributes filled by the user and requested. One requested is shown to the admin, admin reads that approve or disapprove according to his requirement then it is up to the admin. The leave request screen is an internal part of Employee Self Service. Leave request operates empowers the worker to request for varied leaves as per their demand & company time unit policy starting from short leaves to long leave, leave of absence to come off. Employees will read their past leave request & current leave application standing.

## REFERENCES

1. Google for problem solving
2. <http://www.pythonworld.com/pythonworld/jw-01-1998/jw-01-Credentialreview.html>
3. Database Programming with JDBC and Python by O'Reilly
4. Head First Python
5. <http://www.jdbc-tutorial.com/>
6. Python and Software Design Concepts by Press
7. <https://www.tutorialspoint.com/python/>
8. <http://www.pythontutorial.com/python-tutorial>
9. <https://docs.oracle.com/javase/tutorial/>
10. <http://www.wampserver.com/en/>
11. <http://www.Django.net/>
12. <http://www.tutorialspoint.com/mysql/>
13. <http://d.apache.org/docs/2.0/misc./tutorials.html>
14. <https://pdfcoffee.com/project-report-of-employee-leave-management-system-pdf-free.html>
15. <https://www.lovelycoding.org/leave-management-system/#:~:text=Conclusion%20of%20Leave%20Application%20Management%20System%3A&text=The%20leave%20request%20screen%20is,of%20absence%20to%20come%20off.>