

Administration in Employee Management System

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Abstract

Employee Management System has been developed to manage employee details in an organization. It manages the personal information details of these employees. The application has been developed using C language. The interface is user friendly and can be used by any individual who is not even familiar with computer. The system has been designed in such a way that it asks the user to operate in a user friendly way with very limited options. It is quick and can perform multiple operation of the organization The package has been developed using C as a coding tool and has the feature of add, delete, Modify the individual details of an employee. As we know that most of the companies use this type of system to manage their employees but are coded using different programming languages. Employee Management System is an secured system and is very user friendly. The system is quite time saving and robust. It is widely used and improves the efficiency of an organization by way of managing employee details. As the world is moving towards highly secured technology, it is matter of days that such Employee Management System would replace the existing widely used manual hard copy based systems results into efficient systems reducing wastage of time and resources.

Introduction

Objective of the Employee Management System is to manage the details of employees of an organization. The system thus capture basic details of the employee and manages the information in the following way :

- It adds the new employee in the organization.
- When an new employee joins an organization, employee's details are added to the organization database. The details thus captured are related to employee's ID, First name, Last name, Age, educational details and other employment details like joining date and basic salary.
- The ID of employee is unique and thus uniquely identifies an employee.
- The system is capable of modifying details of existing employees.
- In case of discrepancy in the employee details or in case there is a change in existing details like salary hike etc. the details can thus be modified based on ID of the employee.
- Details of the employee can be deleted from the database.
- When an employee quits the organization, employee's record is deleted from the database of the organization.
- It display's the list of employees in the organization.

Administrator of the system can view the list and details of all active employee of the organization.

The main objective behind development of such a computerized system is to reduce paper work and save time in the organization, keeping security of data in mind. This also helps in increasing the efficiency of the organization and thus decreasing the work load of an employee.

Employee Management System (EMS)

- It is an user friendly system.
- It records various details of the employees.
- It manages the records of the current employees.
- It also manages the records of employees who have left the organization.
- Each of the employees can update their own details but are authenticated based on administrator authorization.

Why use employee management system?

Employee management system is a neatly organized single system, easily accessible to all from a single dashboard. This centralized insight is what a good employee management system offers to an organization.

How to implement an employee management system-

Introduction of administrative changes could be quite time consuming for any organization. It typically means wastage of valuable time from substantial work to deal with the necessary set up of tasks of organizing, reporting, sorting and transferring documents.

However, things become little more efficient when implementing a new web-based system.

The process could be gradual and performed in a progressive manner. The most important thing while adopting a computer based management system is to get individual team members trained in sessions that are easy, visual and short.

Data Security-

Data security is another main reason to use good Employee management systems.

Availability-

Employee details are immediately available and is the tested source of information in an organization and its employees.

Efficiency-

Employee management system is an highly efficient system. The employees can retrieve information about his/ her colleague on need basis whenever required, and that too immediately. This will thus help in contacting employees in case of non-availability of him/ her whenever required.

Accuracy-

Details are filled by the employees themselves and are duly authenticated by the administrator, one can be sure of the information that it is accurate since its coming from the verified source. Moreover, an employee can retrieve their information at any time.

Successful Employee management system must therefore be able to :-

1. Meet user requirements
2. Easily adaptable by the users
3. Definitely should be user friendly
4. Should have good interface with the users
5. Adaptable to changes
6. Scope for future enhancements
7. Meet security features
8. Must overcome the errors satisfactorily
9. Must be well within approved budget

What are the limitations of Employee management system?

Earlier day's employee data was dependent on manual system. Further, if a system is developed in such a way that we are not able to modify the details of an employee and we need to re-register the details then there is no use of new EMS also.

Existing Employee Management System-

- **Current system is based on manual retrievals.**
- **Developed using MS access 95.**
- **The HR department was not able to control activities of their employees and thus failed in analyzing his/ her strengths and weakness.**
- **Being manual system it is not user friendly and thus require lot of time in retrieving information and also lacks security features.**

Drawbacks of existing EMS-

- **Always dependent on human intervention.**
- **Since records were physically scanned hence it took much time to find any employee of an organization.**
- **Lacks accuracy.**
- **System is not upward compatible.**

- No data security.
- Complex to interact with existing EMS.

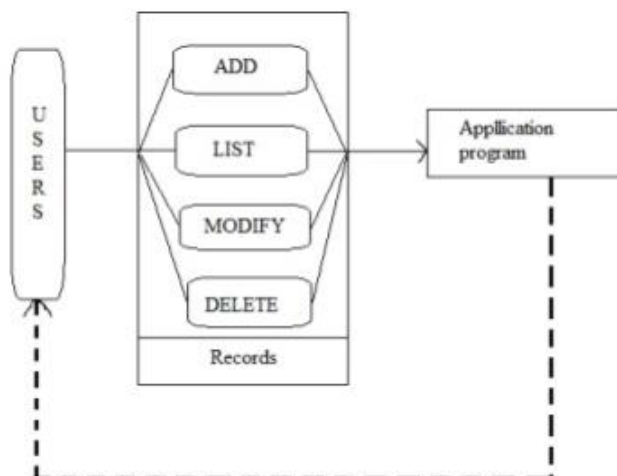
Need for new EMS-

- It was proposed to have an system which is available across multiple platform on organization intranet so that employee can also participate in this system and track their details.
- Proposed system will have security feature by way of controlling logins based on domains as per organization requirement so no need to remember user id and password.
- The system should be able to provide general information and its educational qualifications.
- It provided tool to HR department in adding, viewing and updating employee's details.

Advantages of new Employee management system-

- As EMS is an application implemented on the organization intranet so that it can be accessed by multiple user at a time.
- The new system is based on domain login so does not require to remember user id and password.
- Meets the requirements of accuracy and efficient system.
- No manual intervention.
- Since the system was user friendly hence required little knowledge to operate the system.
- Adaptable on existing hardware available in the organization.

Structural design-



Testing-

During system testing, the system is used critically tested for uncovering any errors and to ensure that the software does not fail. In other words, we try to ensure that system will run according to its specifications and work full proof as per user's expectations.

System was thrown open to limited number of users. Software modules are tested for their functionality as per the specific requirements identified during their requirement analysis phase. During the testing phase each of the modules is executed with certain test cases and output of the test cases is evaluated to check the correctness of the program.

Design

The application is designed as per the requirement specifications freezed initially. The main menu gives the administrator following options to manage the employees

Add employee: New employee record with a unique employee ID can be added. If the employee ID is already in database, the administrator should get a warning message to add employee with new ID.

Also the administrator should be given option to add multiple employees in single run.

1. **Delete Employee:** In case some of the employee quit the organization then it gives the feature to delete existing employee.
2. **Modify Employee:** It gives the feature to modify information of existing employee based on employee id

The employee should be able to modify the basic employee information after entering employee ID. The employee can update piece of the information

or all of it. Also notify employee if the employee ID is not in the records.

3. **List Employees:** It is able to list current employees of the organization. If there are no employees, notify accordingly.
4. **Exit:** Exit from the application

Implementation

Following is the implementation of the design stated above

1. Add Employee

Add a new employee

```
1.Add Records
2.Delete Records
3.Modify Records
4.List Records
5.Exit
Enter your choice
1
Enter the first name,last name,age and basic salary :
Dev Kumar 23 50000
Enter joining date,id,last education,subject taken :
1-Feb-2016 4213 BE EC
Add another Record (Y/N):
```

Add employee with existing employee id

```
3.Modify Records
4.List Records
5.Exit
Enter your choice
1
Enter the first name,last name,age and basic salary :
Dev Kumar 23 50000
Enter joining date,id,last education,subject taken :
1-Feb-2016 4213 BE EC
Add another Record (Y/N): Y
Enter the first name,last name,age and basic salary :
Kunal Kapoor 26 55000
Enter joining date,id,last education,subject taken :
4-Jan-2016 4213 BE EC
Employee id is already in Use. Please Use a new id
Add another Record (Y/N):
```

2. Delete Employee

Delete valid employee

```
1.Add Records
2.Delete Records
3.Modify Records
4.List Records
5.Exit
Enter your choice
2
Enter the id of the employee to be deleted :
4213
Record Deleted
Delete another Record(Y/N):
```

Delete invalid employee

```

Enter the Id of the employee to be modified :
1209
Want to Modify another record(Y/N)?
N

1.Add Records
2.Delete Records
3.Modify Records
4.List Records
5.Exit
Enter your choice
2
Enter the Id of the employee to be deleted :
1209
No record found
Delete another Record(Y/N):

```

3. Modify employee

Modify Age of employee

```

3
Enter the Id of the employee to be modified :
4213
Enter the data to be modified
1. First Name
2. Last Name
3. Age
4. Basic Salary
5. Joining Date
6. Education
7. Subject Taken
8. All
9. Exit
3
Enter Modified Age
24

```

4. List employees of Firm

```

5.Exit
Enter your choice
4

```

First-Name	Last-Name	Emp-Age	Basic-sal	Emp-Id	Joining-Date	Last-Edu	Emp-Subject-Taken
Dev	Kumar	23	50000.00	4213	1-Feb-2016	BE	EC

```

1.Add Records
2.Delete Records
3.Modify Records
4.list Records
5.Exit
Enter your choice

```

5. Exit

```
1.Add Records
2.Delete Records
3.Modify Records
4.List Records
5.Exit
Enter your choice
5
sh-4.75
```

Conclusion

Employee Management System has been developed to manage employees of the organization. Emphasis was on the basic steps and to develop a user friendly information system for an organization. It was developed as per the requirement specifications finalized during the development phase within time and also within the budget finalized.

Future enhancement-

None of the system is perfect and there is always scope for enhancements. The system is adaptable to future changes as the same has modular approach. Coding is flexible and approach is to deploy system immediately after modifications; especially to integrate a payroll module, for instance.

Apparently, it can be seen that a system is perfect if it is able to keep a really good control of its employee's personnel data. Organization, today, definitely require to manage its employees at all level as the staff is definitely the greatest asset of the organization as such as it is.

Organization managed employee's means managing its assets in the appropriate financial award-ness and all sorts of perks for instance as they deserve. However, the development of certain systems is not considered only a programming deal score of people are basically linked with such projects moreover one of the primary needs is the systems reliability, especially the major concern is the storage of data along with the operations needed to be performed.

Reference:

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- 2-Dr A.K.Singh, entrepreneurship development and management, second edition 2008