**Project Abstract**

**on**

**Employee Leave Management**

**ABSTRACT**

We are developing a Web application named as “**Employee Leave Management System**” and this web application is used to manage the leaves related to employee. Managing employee leaves is a core HR activity that every company needs to handle. Leave management is a crucial activity of benefits administration and is needed for many reasons like for record keeping, business operation and planning and much more. This system combines number of processes and systems to automate and easily manage employee data, leave request, track and grant leave.

**EXISTING SYSTEM**

In existing, we need to maintain by either paper work or by Excel sheets, CSV etc.. In existing, there is no as such complete solution to keep a track of all employee leave details at once central place which cause to lot of problem when it comes to business operation, planning or analysis of the employee at year end. Managing leave of the employee in traditional or in paper format is headache for HR of company. So to overcome.

Key Feature:

1. **Admin centralize Dashboard**
2. **Department and Designation Management**
3. **Generate Report**
4. **User-Friendly**
5. **Availability**

**SOFTWARE AND HARDWARE SPECIFICATIONS**

**HARDWARE REQUIREMENTS:**

|  |  |  |
| --- | --- | --- |
| Processor | : | Intel P-IV based system |
| Processor Speed | : | 2.0. GHz |
| RAM | : | 1GB |
| Hard Disk | : | 40GB to 80GB |

**SOFTWARE REQUIREMENTS:**

|  |  |  |
| --- | --- | --- |
| Database | : | MySQL |
| Server | : | Apache  |
| Frontend | : | HTML |
| Scripting language | : | Java Script |
| IDE | : | Sublime |
| Technology | : | PHP |

**PROJECT OVERVIEW**

**Employee Leave Management**

Employee leave management system combine number of processes and systems to automate and easily manage employee data, leave request, track and grant leave.

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Employee leave management system (ELMS) divided into two modules:

1. **Employee module**
2. **Admin module**

#### ****Admin Module details****

* Admin can add/update/ delete leave type and departments
* Admin can add an employee and also update the employee info. Also can active or block an employee.
* Admin can also manage the leave application(approve and not approve).
* Every time when an employee applies for leave admin will get a notification.
* Admin can change own password after login.
* Admin can also view admin dashboard

#### ****Employee Module****

* The employee can log in with a valid email and password.
* Update his/her profile
* Applied for leave
* View the leave history
* Change his/ her password
* Password Recovery with the valid email id and empid