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JUDUL: HUMAN RESOURCES MANAGEMENT SYSTEM (PAYROLL)

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(TANDATANGAN PENULIS)

Alamat tetap: 951, PEKAN GURNEP,
32010 SITIAWAN, PERAK.

Tarikh: 28/10/04



(TANDATANGAN PENYELIA)

Mohd Hafiz Zakaria

MOHD. HAFIZ ZAKARIA

Nama Penyelia

Jabatan Media Interaktif

Kolej Universiti Teknikal Kebangsaan Malaysia

Tarikh: Karung Berkunci 1200

Ayer Keroh, 75450 Melaka.

28/10/04

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^ Tesis dimaksudkan sebagai Laporan Projek Sarjana Muda (PSM)

HUMAN RESOURCES MANAGEMENT SYSTEM (PAYROLL)

YEE WEN CHOON

**This report is submitted in partial fulfillment of the requirements for the
Bachelor of Information and Communication Technology (Software Development)**

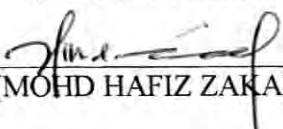
**FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY
KOLEJ UNIVERSITI TEKNIKAL KEBANGSAAN MALAYSIA
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STUDENT : W2. Date : 20/10/04
(YEE WEN CHOON)

SUPERVISOR :  Date : 20/10/04
(MOHD HAFIZ ZAKARIA)

DEDICATION

*Specially dedicated to
My beloved family members who have
encouraged, guided and inspired me throughout my journey of education*

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ABSTRAK

Human Resources Management System (HRMS) ialah satu laman web sistem yang menguruskan pengiraan gaji secara automatik. Sesetengah jabatan sumber tenaga kerja di syarikat-syarikat tertentu masih mengendalikan urusan harian dengan melibatkan kertas kerja yang banyak. Tujuan utamanya adalah untuk mencatatkan maklumat yang penting dan menyimpan maklumat tersebut dalam fail. Cara pengendalian seperti ini adalah tidak cekap dan memakan masa. Oleh itu, dengan ada borang digital yang dibekalkan oleh *HRMS*, pengguna dapat memasukkan data dengan cepat dengan menggunakan antaramuka yang peramah pengguna. Sistem ini mengandungi lima fungsi yang utama seperti *personnel information, transaction, payroll setting, payroll record, dan e-form*. Ia dapat mengira *EPF, SOCSO*, elaun, kerja lebih masa untuk semua pekerja dalam sesebuah organisasi. Kajian literatur yang dilaksanakan dapat memberikan gambaran keseluruhan tentang laman web sistem yang bakal dibangunkan. Selain itu, kajian literatur ini juga dapat membekalkan peluang kepada pembangun tentang idea baru untuk menghasilkan laman web sistem yang berkualiti. *HRMS* melibatkan rekabentuk pelanggan-pelayan.

ABSTRACT

Human Resources Management System (HRMS) is web-based human resource payroll evaluation or remuneration system. Traditional Human Resource (HR) services involve heavy paperwork and manually entry of data. By provides a computerized HRMS form, the human resource department can gather all the data entered by admin and users by using a user friendly interface of HRMS form instead of using a lot of paper. There are five modules in the proposed system such as personnel information, transaction, payroll setting, reporting, and e-form. HRMS payroll is a calculation and generate report system. It enable calculate EPF, SOCSO, allowance and overtime for all employee in organization. A non functional requirement such as reliability, serviceability, usability, timely, scalability, portability, user-friendly and accuracy describes a restriction on the system that limits our choices for constructing a solution to the problem arises.

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LIST OF ABBREVIATIONS

ASP	-	Active Server Pages
API	-	Application Program Interface
CGI	-	Common Gateway Interface
COM	-	Component Object Model
DBMS	-	Database Management System
DFD	-	Data Flow Diagram
EPF	-	Employees Provident Fund
ERD	-	Entity Relationship Diagram
FTMK	-	Fakulti Teknologi Maklumat dan Komunikasi
FTTP	-	File Transfer Protocol
HRP	-	Hourly Rate of Pay
IBM	-	International Business Machines
IIS	-	Internet Information Server
LAN	-	Local Area Network
ORP	-	Ordinary Rate of Pay
OS	-	Operating System
OT	-	Overtime
PC	-	Personal Computer
POP3	-	Post Office Protocol 3

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CHAPTER I

INTRODUCTION

1.1 Overview

Human Resources Management System (HRMS) is web-based human resource payroll evaluation or remuneration system. Traditional HR services involve heavy paperwork and manually entry of data. It will consume a lot of time when someone try to get some related information for reference purpose. By provides a computerized HRMS form, the human resource department can gather all the data entered by admin and users by using a user friendly interface of HRMS form instead of using a lot of paper.

Target users for this system are employees, Human Resource (HR) admin and manager from an organization or company with intranet system. There are five modules in the proposed system such as personnel information, transaction, payroll setting, reporting, and e-form. It enable calculate Employees Provident Fund (EPF), Social Securities Organization (SOCSO), allowance, unpaid leave and overtime for all employee in organization.

HRMS is developments stages are built up follow the waterfall with prototyping. The system will be developed using Active Server Page (ASP) and published with Internet Information Server (IIS). This system is using Microsoft SQL server as its back-end database.

1.2 Problems Statement

The Human Resource department is increasingly challenged to meet the growing demand for improved delivery of HR services. While traditional HR services involve heavy paperwork and manually entry of data, these days companies are starting to look for their HR functions in a different light.

In the other transaction like leave application, all the staffs require to fill out the application form. If they want to know their leave balance, they need to refer to the secretary. After completing the form, it will send to the authorities one for approve. In the payroll aspects, they are still using manually calculations for their employee. This is consume time and will cause problem, for example miscalculate of the salary of employee. When employee wants to update their personnel information, they need to inform the admin of Human Resource in order to achieve it

1.3 Objective

In order to success in this project, objectives are very importance as a guideline to make sure develop the right system. It will lead developer to a clear, right direction and help the developer to focus and concentrate in developing of the project. The following is the objective of HRMS

a. **To create an easy retrieve database**

To lighten the process of data retrieve, it is best to computerize everything so that user can retrieve data with one click. Accordingly, data manipulation procedure like data update, delete and modify can be done easily with a well-designed architecture, which can maintain the data validation.

b. Improve and enhance support of services

Services like automatically calculation of EPF, SOCSO, overtime, allowances, and unpaid leave. It also generates payroll report at the end of the month for the staff.

c. To reduce the time consuming problem

Timing in busy world is a very valuable property, so this system will relieve HR of a substantial portion of its paper-shuffling duties and will save their time.

d. Provide a sophisticated self-services system

Enable employees to review their payroll and update personal information. Managers and Admin have the ability to access employee profiles, track and create performance reviews, create reports and perform other managerial tasks.

e. Provide cost effective and security

With new intranet technologies, a cost effective and security method to deliver HR services because it enables employees and administrators easy access to data. These days, companies are starting to look at their HR functions base on intranet web base system without paperwork and manual.

f. To produce user friendly interface

To make interaction between the user and the system become more interactive and dynamic.

1.4 Scope

This project is aimed to develop a web application for all staff and administrators with intranet system in a company. The scope of the system basically covered the following functions. Sections to be developed are described as below:

a) Personnel Module

Admin and manager have ability to access employee profiles, add and delete employee information, track and create performance reviews, create reports and perform other managerial tasks. This module like sophisticated self services system enables employees to review their personal information and update new information.

b) Transaction Module

These modules have two main categories; one is for first-half and second-half month payroll and the other one is for monthly payroll.

First-half and second-half month payroll refers to an employee being paid twice a month while monthly payroll is refers to an employee being paid for one month.

c) Payroll Setting

This module enables admin control EPF and SOCSO contribution, add new admin, set the default payroll type and reset the annual leave.

d) Record Module

This module can display salary, EPF and SOCSO record for employee. It also let the admin to generate payroll report in Excel format.

e) E-form

E-forms can be filled out faster because the programming associated with them can automatically be formatted, calculated, looked up, and also validate information for the user.

1.5 Contributions

HRMS is web-based human resource payroll evaluation or remuneration system. The contribution of this project will describe as below:

a) To increase quality up-to-date and economical way of information management

The human resource department can get all the data entered by admin and users which they just need using a user friendly interface of HRMS form instead of using a lot of paper.

b) To save time and cost respectively.

By publishing HR policies and benefits on the intranet, the company saves printing costs. Besides, the using of E-form in the HRMS saves the cost of printing. It also allows captures data directly from employees and frees HR staff from time-consuming data entry.

c) To share company information and computing resources by using intranet

The Intranet enables users to centralize their information resources in a single point-and-click environment.

d) To provide satisfaction services to staff

Services provided to staff like automatically calculation of EPF, SOCSO, overtime, allowances and unpaid leave. This is fast and accurate. It also generates and display salary, EPF and SOCSO record for employee.

1.6 Expected Output

The purpose of designing HRMS is to help the HR department to enhance their services. After HRMS is fully developed, it will be able to manipulate on employees' details such as storing all the employees' information systematically, manipulate on all the payroll details. Besides that, HRMS also provide flexible choice of payroll type which has first half and second half month payroll and monthly payroll. HRMS is ensures that payroll is processed accurately and promptly. It includes automatic calculations of overtime, allowances and unpaid leave. Finally, it also can generate payroll report in Excel format for reference purpose.

CHAPTER II

LITERATURE REVIEW

2.1 Introduction

Literature Review is a background studies about the knowledge and information gains to develop this project. This chapter indicates findings, summarization, analysis, and synthesis of what have been read and explored. The purpose of this review of literature is to get better understanding in the development tools that can be used to develop a project and get a better knowledge on the development methodology used while developing project.

Some intensively reading had been done through printed documents such as books, magazine and journal to gather information about users' needs, system requirement and also technical requirement for the proposed system. Library is the right place to gain all the information related to Human Resources Management in order to have better understanding about the background, history and payroll method in Human Resources Department which can help to understand more about the system proposed.

Research for this project was also done via the Internet. The Internet is used as the main resource for referring to any ambiguities that might arise during the entire development period. Through the Internet, some idea from the similar system such as HR payroll system that are using in Malaysia can be found and it is very