

**HUMAN RESOURCES LEAVE MANAGEMENT SYSTEM**

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**UNIVERSITI TEKNIKAL MALAYSIA MELAKA**

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**HUMAN RESOURCES LEAVE MANAGEMENT SYSTEM**

**NURUL HAZIRA BINTI ZAKARIA**

**This report is submitted in partial fulfillment of the requirements for the  
Bachelor of Computer Science (Database Management)**

**FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY  
UNIVERSITI TEKNIKAL MALAYSIA MELAKA  
2008**

## DECLARATION

I hereby declare that this project report entitled  
**HUMAN RESOURCES LEAVE MANEGEMENT SYSTEM**

is written by me and is my own effort and that no part has been plagiarized

Without citations.

STUDENT : NURUL HAZIRA BINTI ZAKARIA

Date: 24/06/08

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## **DEDICATION**

To my beloved family, lecturers and colleagues

Who offered me unconditional supports that make this thesis possible. Although more thanks are inadequate, I sincerely thank all of them.

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I would like to say thank you to my supervisor Prof Madya Norhaziah Md Salleh for giving assistant to complete this project successfully. She had given me a lot of guidance and support to make sure the project finish as planned.

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## **ABSTRACT**

Human Resources Leave Management System (HRLMS) for KrimNetwork Sdn.Bhd is systems that encircles leave application, leave approval, and the process to record the other leave type. Before this, they used manual method in manage leave where all information are recorded on paper and keep in manual file. This system function is leave application, leave balance, leave approval and generate report staff on leave by department. Beside that, this system also can backup and recover the data from the database. This system will be use by all staff at krimNetwork Sdn.Bhd. Only the accesses the systems are different between the categories that are staffs, assistant manager and manager. This expectation of the system is to improve their management especially leave.

## **ABSTRAK**

Human Resources Leave Management System (HRLMS) untuk KrimNetwork Sdn.Bhd adalah sistem yang merangkumi proses permohonan cuti, persetujuan serta merekod jenis cuti-cuti yang lain. Sebelum ini, cara manual di gunakan dalam pengurusan dimana semua informasi disimpan di dalam file secara manual. Sistem ini berfungsi untuk meminta cuti, melihat baki cuti, menunggu untuk persetujuan dan membuat laporan kakitangan yang bercuti mengikut bahagian. Selain itu, sistem ini berfungsi untuk menyimpan data dan mengambil data daripada pangkalan data. Sistem ini akan di gunakan oleh semua kakitangan krimNetwork Sdn. Bhd sahaja. Hanya capaian sahaja yang berbeza mengikut ketogori iaitu kakitangan, penolong pengurus dan pengurus. Sistem ini akan dijangka dapat membantu krimnet dalam memperbaiki sistem pengurusan mereka terutamanya bahagian cuti.



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**LIST OF ABBREVIATIONS**

AJK	Ahli Jawatan Kuasa
HRLMS	Human Resources Leave Management System
DBA	Database Administrator
DBLC	Database Life Cycle
DBMS	Database Management System
DCL	Data Control Language
DDL	Data Definition Language
DFD	Data Flow Diagram
DML	Data Manipulation Language
ERD	Entity Relationship Diagram
FK	Foreign Key
PHP	Personal Home Page
PK	Primary Key
PSM	Projek Sarjana Muda
RAM	Random Access Memory
SDLC	Software Development Life Cycle
SSADM	Structured Systems Analysis and Design Methodology
SQL	Structured Query Language

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## **CHAPTER 1**

### **INTRODUCTION**

#### **1.1 Project Background**

Human Resource Leave Management System (HRLMS) for KrimNetwork Sdn.Bhd is a smart online leave management that allows staff to apply their leave conveniently. It is designed with auto-routing for approval and online leave approving capabilities, making every level leave application a total breeze for both applying as well as those approving.

HRLMS is developed to upgrade the current leave application record which manually process in KrimNetwork Sdn.Bhd. The users for this system are staff, assistant manager and manager in KrimNetwork Sdn.Bhd. The manager is admin instructor for this system. HRLMS is a web-based system for handling all types of leave. For example, annual leave, hospitalisation leave, medical leave, and others. This system allows staff and assistant manager to apply leave online. It also allows manager and assistant manager to approve or reject staff leave that are requested from virtually anywhere around the world via the web, thus saving time and increasing efficiency.

Staff can also get up-to date information of leave status without contacting human resource department. It is the simple and easy to use system that eliminates paper work, save time and money.

The modules involve are registration for new staff module, leave application module, leave detail module, people on leave module, leave approval module, personal setting module, report module, staff record module, leave type module, backup and recover data, import/export data and transaction logging.

## **1.2 Problem Statement**

First, for the current manual filing system the data will be kept in files according to the year or company alphabetically. This may take time to search for the information needed in time as the staff may have to look for the file, one by one and other related files just to search for some information. For example, if the assistant manager wants to calculate leave balance of their staff, he or she has to search every file, one by one and it will take a long time.

Second, when staff wants to apply for leave, he or she must take time to see the manager to submit applications.

Third, the manager has a problem to approve or reject application because he does not know the leave balance when using manual system and the staff have to refer to the assistant manager to know their leave balance to fill the application form and there is a problem when the assistant manager is on leave or not in office.

Fourth, Leave report for each staff is design on paper. For management purpose, the manager needs a leave report for each staff. However, the clerk only record on paper and the record will be check every month.

Fifth, the manual file system has no backup and if the file with all the information are lost or damaged, the staff at KrimNetwork Sdn.Bhd will lose all its valuable information.

### 1.3 Objective

The following are the objectives for this project:

- To apply leave online and upgrade the current leave application and record that is manually processed in KrimNetwork Sdn.Bhd.
- To prepare the HR (Human Resources) Department with more efficiency and simplicity in leave processing.
- To calculate leave balance from a fix amount of annual leave.
- To generate report based on staff leave.
- To backup and recover important data about the staff.

### 1.4 Scope

The project scope will define for HRLMS which include system functionality, users and operating location/availability.

#### a) System Functionality

Modules to develop are:

##### 1) Registration for new staff module

This module will process the function for manager to register new staff in KrimNetwork sdn.bhd. it is also for the new user registration to be the authorized user in HRLMS.

##### 2) Leave application module

This module will process the function for staff and assistant manager to apply leave online.

##### 3) Leave detail module

This module is to show the leave balance and leave status.

**4) People on leave module**

This module shows the staff take the leave by view the graft by department.

**5) Leave approval module**

This module will process the function for manager or assistant manager to approve the leave application.

**6) Personal setting module**

This module will process the function to change the new password and update the profile for more security.

**7) Report for leave module**

Reports that are generated can be a graphical form such as a bar graft or table. Example of the reports is report the staff take the leave by department.

**8) Staff record module**

This module will process the function for manager to edit profile or remove data staff from the database.

**9) leave type module**

This module will process the function for manager to add new leave, edit leave entitlement and remove leave type from database.

**10) Backup and Recover**

The data will be backup from database to WordPad and recover from WordPad to database.

**11) Export / Import Data**

The record from database can be exported to Excel format and import data record can be imported from Excel into the database.

## 12) Transaction Logging

This module will process function for users to know last login from the system.

### b) Users

#### 1. Manager

- a) Responsible to approve, reject or remove the leave application.
- b) View a bar graft to know people on leave by department.
- c) Responsible to register new staffs.
- d) Responsible to update staff record
- e) Update personal profile and password.
- f) Check the report of staff takes the leave.
- g) Responsible to add, update or delete leave type.
- h) Responsible as database admin such as backup and recover data and import/export data.

#### 2. Assistant Manager

- a) Apply leave online
- b) Check the leave balance and leave status.
- c) Responsible to approve, reject or remove the leave application.
- d) View a bar graft to know people on leave by department.
- e) Check the report of staff takes the leave.
- f) Update personal profile and password.

#### 3. Staff

- a) Apply leave online.
- b) Check the leave balance and leave status.
- c) View a bar graft to know people on leave by department.
- d) Update personal profile and password.

### c) Operating location/availability

1. Available to deploy at KrimNetwork Sdn.Bhd.
2. A desktop server in manager
3. A desktop client at the assistant manager