BORANG PENGESAHAN STATUS TESIS

JUDUL: ONLINE e-LEAVE MANAGEMENT SYSTEM

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(HURUF BESAR)

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ONLINE e-LEAVE MANAGEMENT SYSTEM

NURUL FADILAH BINTI MOHD FAKRI

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

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ONLINE e-LEAVE MANAGEMENT SYSTEM

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

FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY
UNIVERSITI TEKNIKAL MALAYSIA MELAKA

2011

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DECLARATION

I hereby declare that this project report entitled

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is written by me and is my own effort and that no part has been plagiarized without citations.

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DEDICATION

To my beloved parents, your love and support are my greatest inspirations.

To my friends, your sacrifices and encouragement build my foundation of perseverance.

To my lecturer and supervisor, for being receptive and critical and challenging me to be a better student.

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ABSTRACT

Web-based is an online application which can access by the internet. The project that developed for Bachelor's Degree Project is Online e-Leave Management System. This project purposes to help the staff and manager at Lembaga Kemajuan Kelantan Selatan (KESEDAR) to manage the leave process efficiently. In additional, this system also able to generate report of the statistic leave information every year. Moreover, the Manager is able to know about their staff's performance. This project is developing according to waterfall methodology This methodology helps to achieving successful and quality at the end of project. As a conclusion, this Online e-Leave Management System is a system functioning to help solve the problem in manual processes that user cannot visualize the result which will be decorated in the real world.

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ABSTRAK

Web-based adalah sebuah aplikasi atas talian yang boleh diakses melalui internet. Projek yang dibangunkan untuk Projek Sarjana Muda ialah *Online e-Leave Management System.* Projek ini bertujuan untuk membantu kakitangan dan pengurus di Lembaga Kemajuan Kelantan Selatan(KESEDAR) untuk menguruskan permohonan cuti secara efisyen. Sebagai tambahan, system ini juga mampu menghasilkan laporan statistik cuti setiap tahun. Selain itu, Pengurus dapat mengetahui perkembangan tentang kakitangan mereka. Projek ini seiring dengan methodologi *waterfall.* Methodologi ini membantu dalam menyelesaikan projek ini. Sebagai kesimpulan, *Online e-Leave Management System* dapat membantu menyelesaikan masalah proses manual dimana pengguna tidak dapat membayangkan hasilnya di dunia nyata.

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CHAPTER I

INTRODUCTION

1.1 Project Background

The system will be develop is Online e-Leave Management System. This system will be web based application. The organization that has been chosen involved in handling this system is Lembaga Kemajuan Kelantan Selatan (KESEDAR).

Currently, traditional system is being used to apply the leave and to keep record of all the data. The Manager also needs to reply the request manually. There is no computerized database being develop yet.

The Online e-Leave Management System mainly will be used by the KESEDAR's staff to apply the leave online. It means, the staff does not need to apply the leave by filling up the form and deliver manually to get the approval. They can do it from one place. For the approval, it will be analyze by their Manager. They just need to use this system and respond to the request. This system also has the ability to stored record of leave status. It can give the faster result to the staff.

In additional, this system also able to generate report of the statistic leave information every year. Moreover, the Manager is able to know about their staff's

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performance. The administrator can make backup and recovery of the data that had been inside the database in order to avoid the data lost or database crash.

This system will be managed by an administrator. The system will be used PHP as programming language and MSSQL SERVER as the database.

1.2 Problem Statement

There are few problem statements that found from the current system:

- The current system for apply the leave which is done manually by paper will cause the data lost. It uses the filling system where it causes the high possibility to lose.
- The current system will easily being manipulated by unauthorized person. For a database, the security of data is very important. Unsecured database can cause the data being hacked or change. So, it can cause the company unable to maintain their data.
- There is no backup and recovery for the current system. Backup and recovery are very important to keep track the data from being.

1.3 Objective

The main point of developing this system is to replace the current system. This system is expected to help the KESEDAR's staff, Manager and Human Resource Manager (Administrator) to manage the information effectively, efficient and faster. The objectives of this system as follow:

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- **To help the KESEDAR's staff to apply the leave online.**

  In this context of helping the KESEDAR's staffs in applying the leave online mean that all the process to apply the leave will do inside the system and it will give a faster result. It save the time and give advance performance.

- **To help the Manager to give the faster respond for the request.**
  By using this system, the Manager will get the request leave information and they can give the faster respond to the request.

- **To reduce the time taken for the user to access and retrieve data.**

  By using this system, the user can save the time to access and retrieve the data. It means, they can get the faster information when using this system.

- **To increase the KESEDAR's staff performance.**

  When this system has developed, it facilitates the Manager to check their staff performance.

- **To avoid from missing data and information that often happen to current system.**

  Data authentication can be trusted when using this system. This is situation where all unauthorized person cannot modified and manage the data in the system without permission from the administration. All the information can be store safely by using this system.

- **To aid in doing backup and recovery.**
  To aid in doing backup and recovery for the system to ensure the availability of the data at any time and can be restored if the event of the database crash to happen.

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1.4 Scope

A few scope have been define to develop this project. This system will be developed based on two scopes that are the system's scope and the user's scope.

System scope

- **Administration modules**
  In this administration module, the administrator shall be able to view the entire user data in order to make a correction if there are mistakes or errors during data insertion in the computer system. Admin also need to insert the new staff information into system.

- **Staff information management.**
  All the staff information will be stored in this system.

- **Reporting**
  This system will generate the report for statistic leave information every year.

- **Backup and Recovery.**
  The administrator can make backup and recovery of the data that had been inside the database in order to avoid data lost or database crash.

User scope

The users for this system can be divided into three. Each of the users has their own responsibility to the system functionality.

- **Administrator (Human and Resource Manager)**

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Administration of the system that shall be able to control, manage and configure overall of the system.

- **Manager**
  Have privilege to access and manipulate information about their staff and leave information.

- **Staff**
  Have limited privileged to access the data because of their status as ordinary staff.

1.5 Project Significant

This project is being develop because to replace the manual system with computerized system. Currently, all the data and information are kept in files which then stored at the office. But, with the new system, all the data and information can be kept into database. The organization that will use this system is Lembaga Kemajuan Kelantan Selatan (KESEDAR). This organization will have a computerized system that will ensure the security, easy to retrieve data and have backup and recovery procedure. With this new computerized system, the management of the data will be more efficient and less time consuming.

Currently, KESEDAR is using the manual system that has many disadvantages. With the security features, only the authorized person that have privilege can access the data such as KESEDAR's staff, Manager, Human and Resource Manager (Administrator). For the current manual system, when the staffs want to apply the leave, they need to fill up the request form and send the request form to Manager. The process will take a lot of time and after that, the staffs need to send a copy of form to Human and Resource department for the filling process. Then, when the Manager want to see their staff's leave

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information, the staff at Human and Resource need to get the staff's leave information file. But, with this system, the retrieval of KESEDAR's staff information becomes more efficient.

This new system can ensures that there will be no occurrences of data loss happen. For the current system, the data will be loss or damage by any means. But with the new system, the data not only intact, it also can be backup and recovery if the system crash.

1.6 Expected Output

The expected output from this new system will make the KESEDAR's management becomes more efficient. The procedures to apply the leave can be done in short time and efficient. There is no more wasting time on procedures.

The KESEDAR's staff does not need to take a lot of time to apply the leave. They can apply it everywhere and also, the Manager can give faster respond for each request. This system also can reduce the paper usage.

All the data that have been insert by user will be safely stored into database. The data in the database can be view when the display button was pressed. It can be manipulated and used by the certain user because the entire user has their own limit to access data from database.

Based on the information in the system, the report will be generated according to specification. It will generate the statistic leave information every year. So, the Manager can used it to monitor their staff performance.

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