BORANG PENGESAHAN STATUS TESIS*

JUDUL: E-LEAVE SYSTEM FOR FTMK

SESI PENGAJIAN: SEM 1 2007/2008

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E-LEAVE SYSTEM FOR FTMK

LEE YEN SIN

This report is submitted in partial fulfillment of the requirements for the Bachelor of Computer Science (Software Development)

FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY
UNIVERSITI TEKNIKAL MALAYSIA MELAKA
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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.

STUDENT: **LEE YEN SIN** Date: 9/11/07

SUPERVISOR: **PUAN NURAZLINA MD SANUSI** Date: 9 NOV. 2007

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DEDICATION

To my beloved family, lecturers and colleagues

Who offered me unconditional love and support that make this thesis possible. Although mere thanks are inadequate, I sincerely thank all of them.

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I would like to say thank you to my penyelia Puan Nurazlina Md Sanusi 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. Not forget also to say my thank you to Miss Intan Ermahani for giving me the guidance while my penyelia was away doing her khusus.

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ABSTRACT

The E-Leave system is to fulfill the requirement for the final year student to complete the final project. E-Leave system will upgrade the current leave management system at faculty ftmk E-leave is a smart online leave management system that allows users to apply for their leave conveniently. It is designed with auto-routing for approval and online leaves approving capabilities, making every level leave application a total breeze for both applying as well as those approving. These applications allow officer to view the employee/staff leave history within one year. With these this functionality, employee/staff will know their leave history, how many leave they left. Based on these history functionality employee/staff know their leave left. Besides that e-leave can auto sending email notification to officer for approval and employee/staff also can receive the email status notification.

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ABSTRAK

Sistem E-Cuti adalah untuk memenuhi kehendak setiap pelajar tahun akhir untuk menyelesaikan projek akhir mereka. Sistem E-Cuti ini akan menaiktaraf pergurusan cuti yang ada sekarang di fakulti ftmk. E-cuti adalah satu pengurusan cuti pintar yang membolehkan pengguna memohon cuti dengan mudah. E-cuti direkacipta dengan kebolehan pengesahan cuti secara automatic melalui aplikasi laman web. Ini membolehkan proses pengesahan cuti di setiap peringkat menjadi lebih mudah untuk kedua-dua parti.; pengguna yang memohon cuti dan pihak yang memberi pengesahan cuti.Aplikasi ini membolehkan pegawai melihat sejarah cuti staff dalam masa 1 tahun. Dengan fungsi ini staf boleh melihat sejarah cuti mereka, berapa cuti yang tinggal dan sebagainya. Selain itu E-cuti, boleh automatic kirim pemberitahuan e-mail kepada pegawai untuk cuti pengesahan dan staf boleh juga menerima pemberitahuan e-mail tentang status cuti mereka.

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LIST OF ABBREAVIATIONS

TERM	DEFINITION
E-Leave	Electronic Leave
UTeM	Universiti Teknikal Malaysia Melaka
FTMK	Faculty of Information Technology and Communication
Etc	et cetera
HR	Human Resource
CIO	Chief Information Officer
IRB	Inland Revenue Board
ICT	Information and Communication Technology
E-Filling	Electronic filling
E-Procurement	Electronic Procurement
G2B	Government to Business
SDLC	Software Development Life Cycle
ASP	Active Server Page
SQL	Structured Query Language
DBMS	Database Management System
XML	Extensible Markup Language

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RDBMS	Relational Database Management System
IIS	Internet Information Services
IE	Microsoft Internet Explorer

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CHAPTER 1

INTRODUCTION

1.1 Project Background

E-leave is a smart online leave management system that allows users to apply for their leave conveniently. It is designed with auto-routing for approval and online leaves approving capabilities, making every level leave application a total breeze for both applying as well as those approving.

These applications allow officer to view the employee/staff leave history within one year. With these this functionality, employee/staff will know their leave history, how many leave they left. Based on these history functionality employee/staff know their leave left.

Besides that e-leave can auto sending email notification to officer for approval and employee/staff also can receive the email status notification.

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1.2 Problem Statement(s)

i) Waste energy and time

Staffs need to fill up the leave application form then pass the form to the clerk, after that the clerk will pass it to the officer for approval. This will make the leave process become slower and waste the energy and time for all the people that involved in leave management.

ii) Not environmental friendly

Current leave application need us to print out the leave form. This will increase the demand for paper and in directly will cause more trees will be destroy for this purpose.

iii) Waste financial source

In the midst of current manually apply leave, it will waste more money for buying papers, ink, files to keep the leave record, cabinet to store the files and etc.

iv) Leave approval become much slower

Leave approval become slower because if the clerk or approving officer is not in the office. Then the leave application will be delay. This will make the leave process become annoying for the staffs who applies the leave.

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1.3 Objective

The main purpose of the E-Leave system is to upgrade or improved the current manually apply leave. There are several main objectives that this project is going to meet:

- To use computer to apply leave such as annual leave, unpaid leave, maternity leave, Haji leave, and emergency leave.
- To prepare the HR (Human Resource) Department with more efficiency and simplicity in leave processing.
- To solve HR problem on viewing employee leave
- To construct a calendar for user to choose the date.

1.4 Scope

E-Leave application is focus on human resource management. E-Leave limited the scope to one of the faculty in UTeM which is faculty FTMK. The target user for E-Leave can be categorized into three category based on the function they use the application.

- Staff of the faculty FTMK
- *Ketua Jabatan* of the faculty FTMK
- Dean of FTMK

The limitations of the project are listed below

- This project is for applying leave only, does not have relation with the payroll.
- Leave type is based on the need of the faculty FTMK.
- Staff at FTML must have the internet connection to access the E-Leave application.

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- This project only for applying the leave does not have relation with the payroll system.

1.5 Project Significance

E-Leave is the solutions of the current manually apply leave. This project will upgrade the leave management system at faculty FTMK because the staff here can apply leave anywhere, anytime they like through online.

The leave application process become smoother because there are no waiting period when staff apply for a leave. The leave record become more manageable because all the leave record is store into database.

Besides that, officer can view the staff leave history without much difficulty. This all can be achieve with the E-Leave system because all the data is store in the database and make the searching become faster compare to manually search, the staff need to search all files.

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