BORANG PENGESAHAN STATUS TESIS

JUDUL: **LEAVE MANAGEMENT SYSTEM FOR BANK PERTANIAN MALAYSIA SEREMBAN**

SESI PENGAJIAN: **2005/2006**

SAYA **KHAIRUNNISA BINTI AZIZAN**

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Tarikh : _____	Tarikh : 23 NOV 2006

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Leave management system for Bank Pertanian Malaysia
Seremban branch / Khairunnisa Azizan.

LEAVE MANAGEMENT SYSTEM FOR BANK PERTANIAN MALAYSIA SEREMBAN BRANCH

KHAIRUNNISA BINTI AZIZAN

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

FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY
KOLEJ UNIVERSITI TEKNIKAL KEBANGSAAN MALAYSIA
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DECLARATION

I hereby declare that this project report untitled

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

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DEDICATION

To Bank Pertanian Malaysia Seremban Branch.

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During the time to prepared for PSM project, it was really though. Much new knowledge I have to capture to ascertain the project progress run properly. However, many descendants give a support to me to complete this task.

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ABSTRACT

Leave Management System for Bank Pertanian Malaysia Seremban Branch is a system that encircles annual leave application and leave approval, and the process to record the other leave type. Before this, they use manual method in manage leave where all information are recorded on paper and keep in the manual file. This system function is leave application, record inapplicable leave, leave approval and generate report. Beside that, there are many process need in leave application. This system will be use by all employees in Seremban branch. Only the accesses the systems are different between the categories that are staffs, manager and clerk as admin. This expectation of the system is to improve their management especially leave.

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ABSTRAK

Sistem Pengurusan Cuti Bank Pertanian Malaysia Cawangan Seremban adalah sistem yang merangkumi proses permohonan cuti tahunan dan persetujuan serta merekod jenis cuti-cuti yang lain..Sebelum ini,cara manual di gunakan dalam pengurusan di mana semuanya direkod di dalam kertas dan disimpan di dalam fail.Selain itu,banyak proses perlu dilakukan dalam permohonan cuti.Sistem ini akan digunakan oleh semua kakitangan Bank Pertanian Malaysia Cawangan Seremban.Hanya capaian sahaja yang berbeza mengikut kategori iaitu kakitangan,penyelia,pengurus cawangan dan kerani. Sistem ini dijangka dapat membantu pihak bank dalam memperbaiki sistem pengurusan mereka terutamanya bahagian cuti.

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CHAPTER I

INTRODUCTION

This chapter will describe the whole project briefly. It is very important to understand this project before it will discuss more detail in Chapter 2.The most important part to be viewed clearly is project background, problem statements and the objectives to archives, project scopes and project significant.

1.1 Project Background

Employee Leave Management System for Bank Pertanian Malaysia Seremban branch is develop to upgrade the current leave application and record which is manually processed in Seremban branch.

The proposed system will minimize the problem currently faced by Bank Pertanian Malaysia Branch Seremban. The function of this system is to simplify leave application through online, to improve the mechanism of receiving, approving and rejecting leave application to enable the clerk to record inapplicable leave, to generate report of employees in order to be use in evaluating the performance of an employee Seremban branch

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1.2 Problem Statements

Bank Pertanian Malaysia Seremban is one of Bank Pertanian Malaysia branch. The branch has about forty staffs. Nowadays, although another company and private bank have Leave Management System, Seremban branch still use half manual system. Some leave management data are store in Microsoft Excel and information is record in manual filing system. The problems in this previous system are:

i. The many processes of leave application require time and energy.

   The staffs have to fill the details on the leave application form. After that, there have to get the annual leave balance from the clerk. The clerk will record the leave application form. The clerk will get the permission from the branch manager.

ii. The staffs have to refer to the clerk to know their annual leave amounts and balance.

   The staffs have to get the annual leave balance from the clerk to fill in application form. There will have the problem if the clerks take a leave or not in office.

iii. The clerk has to record all kind of leaves in one record book.

   There are many kind of leave beside annual leave. Because of that, the clerk has to record the other leaves in a record book.

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iv. Leave report for each staff are 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.

1.3 Objectives

Employee Leave Management System for Bank Pertanian Malaysia Seremban branch is a management system. Above are certain objectives that should be gain in this project:

i. To apply leave online (staffs)
ii. To receive leave application from staff online by auto generated email (manager)
iii. To approve or reject staff leave application by auto generated email (manager)
iv. To calculate leave balance from a fix amount of annual leave
v. To record all leave information in database
vi. To generate report based on staffs leave

1.4 Scopes

The scopes of this project are:

i. The domain of this system is base on Bank Pertanian Malaysia Seremban branch
ii. The target user is the branch manager, staffs, supervisor and clerk.
iii. The main objectives of develop this system is to upgrade the current leave application and record that is manually processed in Seremban branch.

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iv. This system automatically calculates leave balance from a fix amount of annual leave and show to the user.

v. It enables the supervisor to record inapplicable leave in systematic database system.

vi. Generate statistic report of employees in order to be use in evaluating the performance of an employee Seremban branch.

vii. Improve the mechanism of receiving, approving and rejecting leave application through system.

1.5 Project Significance

Employee Leave Management System for Bank Pertanian Malaysia Seremban Branch is a very important project. This project is expected will improve the leave management of the branch. Nowadays, the branch still uses manual system in managing staff leave. Although there have local area network, it is not use to improve their management.

The existence of this system will actually give a huge contribution to improve leave management of Bank Pertanian Malaysia Seremban branch. Without this system, the staffs have to apply the leave manually, the manager has to approve and reject leave application manually the clerk has to record leave manually and report are generate manually. There are many process of leave application system that should be simplified using a systematic system.

The features that insert to system will give benefit to the branch. By using this system, the staffs simplify many processes in apply leave. Beside that, the branch can improve one of their management that is leave management. By improve the old management; the other can be upgrade step by step after this using the system.

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1.6 Conclusion

Employee Leave Management System for Bank Pertanian Malaysia Seremban covers two type of leave, which are annual leave (recorded leave) and unrecorded leave. The target users of this system are the branch manager, staffs and clerk. Each of these users has a different access to this system. The system believe to upgrade manual system and simplify the process in apply and record leave information. The system can record all the information about leave management system in one database. This project can improve the leave management in this branch.

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CHAPTER II

LITERATURE REVIEW AND PROJECT METHODOLOGY

2.1 Introduction

The literature review and project methodology is a chapter that describes the analysis and findings on passed research, case study or research that relates with this project, Employee Leave Management System for Bank Pertanian Malaysia Seremban branch and it also review the selected approach or methodology used in this system detail.

2.2 Fact and Finding

Leave Management System is the important system in administration department in all company. However, the management is different for each company. Some company still comfort with the manual system and the other make change the system from manual to computerize to make the management more effective.

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"The employee is considering absent if he or she did not come to work in daily working day. This is not involve certain time that the employee have privilege to time off such as public holiday ,annual leave that have been approve by the employers. The absent types that bring problem are absent that cause of sick (medical certificate) and leave without permission and strong reason." (Maimunah Aminuddin, 1992). [1].

Refer to Workteach in their website, leave time is a comprehensive and flexible leave management system enabling us to enter and manage leave requests according to company rules. Mantract Pty Ltd is one of software company that develops Leave Management System. Base on their experience, this time of the year, many employers face a formidable task of juggling and approving leaves applications. Employer need to ensure they are keeping staff happy but retaining the right workforce to do the job for themselves and customers over Christmas-New Year – traditionally a time with high priorities on maintenance and preparations for the year ahead. This company develop outsourced automated payroll and leave management systems which offers an on-line leave management system designed to radically simplify for employees and employers alike the process of planning, applying for and approving leave. This system eliminates paperwork and cuts delay by enabling employees and supervisors to action time-off applications simply by entering the dates and type of leave being sought after the employee has viewed his or her entitlements online. Managers can in turn view the applications on a graphical leave planner where they can see the overall pattern of leave applications and personnel availability, helping them to make prompt informed decisions on approvals and staffing levels. Employees used a personal ID code to get immediate access to their entitlements, while managers can at a glance see all employees' leave history, leave balances, pending leave applications, authorizations, authorizations awaited and statutory holidays. The benefit of the system is saves time by eliminating paperwork, enhances employee satisfaction by speeding up the process and helps managers by ensuring compliance with company policies. Their system is a web-based, there is no software to install or support and no additional hardware required to operate the system.

From the research that have been done, Leave Management System for

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Bank Pertanian Malaysia Seremban have a little different than Mantract system. The purpose system did not include in the payroll management because it is not include in project scopes.

2.3 Project Methodology

In this system development, OOAD (Object-oriented System Analysis and Design) is the best approach than traditional structured approach. This methodology is using UML (Unified Modeling Language).It is because base on John W.Satzinger, the object oriented approach has the potential to reduce errors, reduce costs, and increase flexibility because of its inherent features.

The development of the project consists of five SDLC (Software Development Live Cycle) phases .The phases are:

i. Planning Phase

In this phase, the first step is making a research in finding the best project to propose. After get information about the project, proposal is submitted. The proposal consists of the project summary, background, scopes, problem statement, objectives and project requirements. This is the most important thing to do in phase planning.

Beside that, the faculty has accommodated a flow that need to be follow by the student. From the schedule, the student can plan the best way in managing time to develop the project. Gantt chart are develop base on schedule and time that given by the lecturer to submit those entire thing needed.

ii. Analysis Phase

Analysis phase consist of Chapter 1, Chapter 2 and Chapter 3.In chapter 1,first of all, the analysis have to done to know the view of whole system to

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