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JUDUL: FRONT END EMPLOYMENT SYSTEM

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Front End Employment System / Norfariza Shaharudin
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FRONT END EMPLOYMENT SYSTEM

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**This Report Is Submitted In Partial Fullfilment of The Requirements For The Bachelor
Of Computer Science**

**FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY
KOLEJ UNIVERSITI TEKNIKAL KEBANGSAAN MALAYSIA
2006**

DECLARATION

I hereby declare that this project report entitled
FRONT END EMPLOYMENT SYSTEM

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

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ABSTRACT

Front End Employment System (FEES) is a standalone system that effective for group front end management. FEES provide time, attendance and front end management solution for TESCO Front End Department that includes clock in/out order for attendance and short break, task scheduling, emergency leave application and standard report. There are a few of main objective to achieve such as to have an effective and efficiency Front End Employment System at Front End Department eliminate buddy punching, reduces paper usage, quickly produce report, provide accurate data collection and real-time visibility. Scope for this project is all data can be added, updated and deleted, contain menu option to collect employee time attendance and short break data, verification of employee data and checks the schedule and also allows collecting data using labor tracking menu which to keep track of employee time, exception, absence and emergency leave. This system allows work places that require time stamping information to operate more efficiently and accurately by preventing falsified time entry information. FEES using Object – Oriented methodology to build this system. Using a coordinated fashion called Unified Modeling Language (UML), it can apply the object – oriented and convert it into code. Generally, this methodology separates into two phases which are analysis and design phases. The advantages of using this system are widespread public acceptance, convenience and reliability. It's also can save the time. The focused in developing this system is the Front End management can rest assured that clocking in/out times accurately reflects employee actual times.

ABSTRAK

Front End Employment System (FEES) merupakan sistem 'standalone' yang begitu efektif didalam pengurusan bahagian Front End. FEES menyediakan masa, kedatangan dan penyelesaian didalam bahagian pengurusan Front End, TESCO yang berfungsi untuk mendaftar kedatangan dan keluar/masuk di waktu rehat, penjadualan, permohonan cuti kecemasan dan penyediaan laporan. Terdapat beberapa objektif utama yang efektif and efisien dalam membangunkan sistem ini. Antaranya ialah menghapuskan 'buddy punching', mengurangkan penggunaan kertas, menyediakan laporan yang cepat dan lengkap, ketetapan data dan masa. Skop bagi sistem ini dapat meyimpan data, membuat kemasukan data baru, kemaskini data dan menghapus data, terdapat bar menu disetiap antaramuka yang berfungsi bagi mencatat masa dan kedatangan dan waktu rehat kakitang, mengenalpasti data kakitangan dan penyemakan serta terdapat menu pencarian untuk memudahkan membuat pencarian dalam masa, pengecualian status dan cuti kecemasan. Dalam penggunaan methodology, FEES menggunakan methodology Object – Oriented dan Unified Modeling Language (UML). Secara umumnya, methodology ini terbahagi kepada dua fasa iaitu analisis dan rekabentuk. Focus dalam mebangunkan system ini adalah memberi kemudahan yang efisien untuk kakitangan dalam melakukan semua perkara atau pengurusan. Ianya turut memberi panduan supaya menitik beratkan ketetapan masa dalam bidang pekerjaan

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CHAPTER I

INTRODUCTION

1.1. Project Background

Front End Employment System (FEES) is a standalone system that effective for the front end management. FEES provide time, attendance and front end management solution for TESCO Front End Department. This system includes clock in/out order for attendance and short break, task scheduling, emergency leave which in case of an emergency and suite of standard report. The main objective for this system is to replace the current system which uses manual system where recording using a log book. With this proposed system, the management will be more systematic and efficient where available data collection option for use biometric finger prints and save the record in database. FEES can be configured or operated as simple as capturing employee in/out clock or as complex as tracking of employee detail.

The system will detect automatically if employee goes out more than 20 minutes for a break and alert message will appear. This system includes a full suite report designed around common customer needs. The reports provide real-time access for staffing, attendance report, task schedule, daily activities report and worked summary report. FEES also are an incentive that helps the business in rewarding the employees for their good working efforts and achievements. It also provides the graph and it integrates with the daily time and attendance workflow.

1.2. Problem Statement

Through surveys and observation done, there are some the problems that arise in the current situation. The following describes the problems evident during from registration.

1.2.1. Buddy Punching

Buddy punching is happened when one employee clock in/out on behalf of other. This type of employee behavior may generate security concerns and create deficiencies in tracking employee attendance or short break where management needs to monitor who is on location or it may result in false punches. Buddy punching is responsible for an enormous amount of undue payroll each year, increase labor costs and reducing bottom lines. So by using biometrics fingerprint, each of this issue is virtually eliminated. As there is no two people have exactly the same arrangement of pattern. The patterns of anyone individual remain unchanged throughout their life time. While other characteristic may change, fingerprints do not, offering a virtually infallible means of personal identification.

1.2.2. No Actual Time/Cheating

Several employees are not responsible for maintaining records of not actual time worked like cheating to enter the clocking time when they want to clock in/out. This record must be maintained and used by the department to determine the overtime. So in addition, the system generates an accurate timesheet for each employee. The timesheet, in turn, can be printed or imported to an accounting program for time and billing or payroll transactions.

1.2.3. Difficult to Tracking

It's to difficult to keep track of the jobs performed on every work order, on a specific part and of total time spent on a specific job. So, this system provides the labor tracking menu to make an easy to tracking the specific part that needed.

1.2.4. Security

The present system insecure because just used log book. There is no secure. So, a security access control systems provide fully integrated solutions with using the username and password. Its means the unauthorized user cannot access the system.

1.3 Objectives

The objectives of this system are:

- i. To enable eliminate buddy punching which to ensure that employee can't clocking in/out for each other.
- ii. To reduce paper usage due to all data stored in electronically.
- iii. To able to protect data against disaster.
- iv. Capable to quickly produce the reports that they need.
- v. Save time which that gives the supervisor the information they need to keep track of their employee and the report.
- vi. To provide the most accurate data collection solution available by requiring employees to be present in order to punch.
- vii. Provide the user friendly interface.
- viii. Provide real-time visibility into all work performed.
- ix. Ability to record and track detailed configurable employee.

1.4 Scope

The propose system is aimed to provide time, attendance, and front end management solutions for small to enterprise organization in nearly every industry. The immediate users of this system will be the manager or supervisor which handle computer operations and data-entry. Major function integrated into the system covers the capabilities that contain menu options to collect employee time and attendance and short break. This menu also provides verification of employee data and checks the schedule and also allows data collection using labor tracking menu which keep track of employee time, exception, absence and emergency leave.

This system provides a supervisor's menu which password protected menu that contains options that should be available only to supervisors. Reporting is available on every element of time, attendance and short break data and is designed to reports. Considering the enormous amount of data to be captured over a long period of time, the system is hence developed using programming languages-Visual Basic 6.0, database management system-Microsoft Access 2002 and Crystal Report.

1.5 Project Significance

Front End Employment System is a systematic and efficient system that replace the current system where is use a manually system which record all clocking in/out time in log book. With this system, its give ease to the front end department management. This means it can use the time and attendance and scheduling data to the full advantage. For example, automatic alerts help managers quickly react to employee exceptions and enforce attendance policies proactively.

Every employee must scan the finger print if he want to have a short break before left. When the cashiers scan their fingerprint, employee name and id will display and also include the time of clocking in/out that captured from the system automatically. This system makes an ease for administrator that in charge the system to detect who are late with the alert message. This message is display when the employee had exceeded their break period limited.

This system also can manage if any employee has an emergency case immediately. The employee just key in the data in emergency leave and save in the database record. This system reduces the amount of time needed to prepare data for payroll, help tracking and manage employee. FEES also incentive that help business reward employees for good behavior with graph report and integrate with the daily time and attendance workflow. So, that's mean this system have user-friendly and attractive interface and it is easy to use. This system can give a comfortable for both, which to the administrator and employee. The system make the job easier and efficient.

1.6 Expected Output

The FEES shall be the new product that lines itself with other management system but typical it is targeted mainly for small to medium enterprise organization in nearly every industry. Key features included will be user friendly desktop with bar menu and icon, many detailed and summarized report at fingertips, the system confirms/ denies access to the PC within a second, the inter-relation between human biometric checking and automated systems, availability tracking, call-in lists, unlimited scheduling length-schedule as far into the future as you wish and hot keys for quick scheduling.

FEES also include function for task scheduling beside the clock in/out for attendance and short break, emergency leave application which is in the case an emergency and site of standard report.