

Administration automation system

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Abstract - Employee are the backbone of any college therefore their management plays a major role in deciding the success of an organization [1].employee management software makes it easy for employer to keep track of all records. This software makes it easy for the employee to keep track of all records. This software allows the administrator to edit employees, add new employees, transfer/promote/terminate employees. Each employees in the database is associated with a position can be added and edited when need arises. Employee can be transferred between positions easily without having to retype back their information in the database. You can check to see if there are duplicate positions/employees in the database. Most of all the employer can assign tasks to employees and assess their progress in order to keep track of employee performance. The purpose of developing this software project is to fully automate the administrative process of managing the employee details of an organization. In this project we mainly concentrate on atomizing the employee details such as personal academics, and salary processing. In addition the provide IT calculation process where employee can calculate there IT statement and submit online. Keyword of this project is employee data atomization, online tax calculation.

Keywords: Income tax,salary.

INTRODUCTION TO THE RESEARCH

1.1 PROBLEM STATEMENT

Manual handling of employee information poses a number of challenges. This is evident in procedures such as leave management where an employee is requiring to filling a form which may take several weeks or months to be approved. The use of paper work in handling some of these processes could lead to human error, papers may end up in the wrong hands and not forgetting the fact that this is time consuming. A number of current systems lacks of employee self-service meaning employees are not able to access and manage their

personal information directly without having to go through their HR departments.

This system will maintain employee information in a database by fully privacy and authority access. The project is aimed at setting up employee information system about the status of employee, the educational background and the work experience in order to help monitor the performance and achievements of the employees through a password protected system.

1.2 PROJECT BACKGROUND

Employee are the backbone of any college therefore their management plays a major role in deciding the success of an organization [1].employee management software makes it easy for employer to keep track of all records. This software makes it easy for the employee to keep track of all records. This software allows the administrator to edit employees, add newemployees, transfer/promote/terminate employees. Each employees in the database is associated with a position can be added and edited when need arises. Employee can be transferred between positions easily without having to retype back their information in the database.

EXISTING SYSTEM:

The records are maintained in registers. Time consuming process. Complicated searching, editing & updating. The whole session attendance is stored in register and at the end of the session the reports are generated. We are not interested in generating report in the middle of the session as per the requirement because it takes more time in calculation. Existing system requires manual integration of data and management of different-different processes.

Admin requires different system for employee management, project management & tax calculation. Searching and tracking of

information becomes complex and time consuming. It makes data manipulation of projects & employees easy and fast. It's less time consuming and provides efficient searching. People have different personalities and work ethics .So in order to manage their work efficiently and fairly, there has to be a system in place to allocate tasks to different workers. Currently a manual system is used in the Rwandan business that will provide most of the requirements for this project. The system used in Rwanda is based on "TRUST" the employer trusts the employees. Although noble the manager has little it control over his business. In a manual system data is stored in a cabinet. Files are thus often misplaced or lost. And at times is difficult to find relevant files. Records for stocks are also not always filed correctly and thus information is not centralized and not easily accessible.

Drawbacks of present working system:

- Not user friendly.
- Difficulty in report generating.
- Manual control.
- Lots of paperwork.
- Time consuming.

PROPOSED SYSTEM:

The proposed system is designed to eliminate all the drawbacks of the existing employee management software. The system shall be responsible for maintaining information about employees, thus their personal profile. The system will manipulate the income tax for an employee and view his salary details.

- Employee profiles
- Salary credit
- Income tax manipulation

User friendly:

The graphical user interface is provided in the proposed system, which provides user to deal with the system very easily.

Summary can view:

Summary can be easily view in the proposed system.

Very less paper work:

All the data is feted into the computer immediately and report can be generated through computer.

MODULE DESCRIPTIONS:

- Employee id generation
- Salary credit
- Income tax calculation

Login form:

This login form is made for security purpose. So only authenticated user only access in to the project .there are three types of persons can enter in the project.

- ADMIN.
- USER.
- ACCOUNTANT.

Add information form:

- This form is showed when authorized administrated enters his correct user name and password.
- This form gives the option to fill the name of employee and salary details.
- If a new faculty has joined.

User form:

- This form is opened when users fill up his current user name and password and user type is user. This form is enables the Accountant to fill up attendance of each and every employees and see which employee is short listed and what is the total attendance of each individual attendance in a particular salary and in a particular month.

IT manipulation:

- Once the each and every employee computed income tax and submits to accountant.
- The accountant views the tax pay, and starts detect the tax amount from next month salary.
- Employee can view his own tax amount. Accountant can view tax amount of all employees in an institution.

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