Online Leave Portal

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ABSTRACT

Online Leave Portal (OLP) is a web-based application, which can be accessed all over the organization. This application is automated software application for handling leaves related information of employees and approval of leaves. It is a concept that is been developed by management to maintain leave. The application that can be accessed through any organisation or a specified department. This application can be used to the workflow of leave requests and their approvals. There are features like request of leave, approval of leave, cancellation of leave, report generation in the application. The registered people are to be employee or a staff particular organisation. At anytime and anywhere staff can apply their leave using this application. There is no necessity of manual filling of leave form and wait to get higher official signature. With the help of this application, a staff can also view the previous leave applied by them. Each employee is provided with unique user id and password for log in to system, send request for leave.HOD will look after the proposal, and they may accept, reject or keep it in pending. Before approving leave different department's people will look after the request through this system and take decisions. This method will improve the process of leave management inside organization by saving time and resources. In day-to-day life, manual maintenance of leave record became difficult. The main motto of this application is to reduce time.

Keywords: OLP (online leave portal), Application.

I.   INTRODUCTION

In the leave management, leaves are maintained using the attendance register for staff. The faculty needs to submit their leaves manually to their respective authorities. This increases the paperwork & maintaining the records becomes tedious. Maintaining notices in the records also increases the paperwork.

The main objective of the proposed system is to decrease the paperwork and help in easier record maintenance by having a particular centralized Database System, where Leaves and Notices are maintained. The proposed system automates the existing system. It decreases the paperwork and enables easier record maintenance. It also reduces chances of Data loss. This module intelligently adapts to HR policy of the management &allows employees and their line managers to manage leaves and replacements for better scheduling of workload. Also provides automated work for leaves. With help of this application user can apply the leaves easily. Head of the department can approve or escalate to higher levels; Admin can update the leave status online. The user can see the status of all leaves taken and their remaining leaves through this application. Head of the department can view the leave status of all staffs with the help of this application. The workflow is designed in such a way that online leave portal

generates the notifications to the respective users. Head of the department and principal enable them to act upon.

Online leave portal is very simple to understand, easy to use and more convenient for implementation. The major use of designing such an application is to provide a staff or an employee a better way for scheduling and calculating their leave details. As the existing system increases the paper work and record maintenance, which is a tedious work, so there is a need of new system, which makes the record maintenance easy that, is the common requirement for the management or an organization.

Application development can be generally being thought of having major components, analysis and design. In analysis more emphasis is given to understanding the details of an existing system or a proposed one and then the deciding whether the proposed system is desirable or not and whether the existing system needs improvements. Thus, analysis is the process of investing a system, identifying problems, and using the information to recommended improvements to the system.

II.   MODULES OF THE SYSTEM

STAFF MODULE: It consists of the following module contains details of Faculties. As described in functionalities of the system Employee (Leachier) can raise the Leave request and he can check his leave history and available leaves.

Once Employee raises leave request depending on number of leaves it will go to different level (HOD & Principal) of approvals. Higher-level peoples can accept and reject the request with proper comments.
HOD MODULE: It consists of Head of the Department/ Manager Body, which takes critical decision related to HR. HOD, will receive the entire leave request from all employees working under him

(Department), so that he can see all Employees leaves and take proper decision.
If Employees is accepting more leave or long-term leave then he can forward the same to Principal so that they can take better decisions.
ADMINISTRATION MODULE: It calculates leaves & maintains records. This module is responsible for activating and deactivating the accounts of Staff, Hod's and Principal's.
PRINCIPAL MODULE: Principal can see all employees Long-term leaves and HOD Leaves, and he can approve and reject the same.

OBJECTIVE
To automate the existing leaves management in educational institutes.
To decrease the paperwork and enable the process with efficient, reliable record maintenance by using centralized database, thereby reducing chances of data loss.

To provide for an automated leave management system that intelligently adapts to HR policy of the organization and allows employees and their line managers to manage leaves and replacements for better scheduling of work load & processes.

III.   EXISTING SYSTEM

The current system is manual one where, the company maintains all the information in the form of records. There by collecting the necessary information with require a manual search in the records.

Transfer of information between the different sections of the enterprise is in the form of documents per letters. Drafting letters will take time.
Selection of the person for specific task is done by manually approaching the person and conflicting the availability of the person.
Due to mismanagement, the work is delayed to later date than the due date.

Unavailability of proper information to different levels of employees within the firm.

IV. SYSTEM DESIGN

In this phase, a logical system is built which fulfils the given requirements. Design phase of software development deals with transforming customers' requirements into a logically working system.

Normally design is performed in the following two steps:

1) Primary Design Phase: In this phase, the system is designed at block levels. The blocks are created based on analysis done in the problem identification phase. Different blocks are created for different functions emphasis is put on minimizing the information flow between blocks. Thus, all activities, which require more interactions, are kept in one block.

2) Secondary Design Phase: In secondary design phase the detailed design of every block is performed.

V. FLOW CHART OF OLP

DATAFLOW:

A Employee should be able to login to the system through the first page of the application. query the leave balance, see his/her leave history since the time he/she joined the company/college, apply for leave, specifying the from and to dates, reason for taking leave, address for communication while on leave and his/her superior's email id,see his/her current leave applications and the leave applications that are submitted to him/her for approval or cancellation ,approve/reject the leave applications that are submitted to him/her, withdraw his/her leave application (which has not been approved yet),Cancel his/her leave (which has been already approved). This will need to be approved by his/her Superior, As soon as a leave application /cancellationrequest/withdrawal/approval/rejection is made by the Employee , an automatic email should be sent to the person and his superior (HOD) giving details about the action, The number of days of leave (as per the assumed leave policy) should be automatically credited to everybody and a notification regarding the same be sent to them automatically, An automatic leave-approval facility for leave applications, which are older than 2 weeks, should be there. Notification about the automatic leave approval should be sent to the Employee as well as his superior.
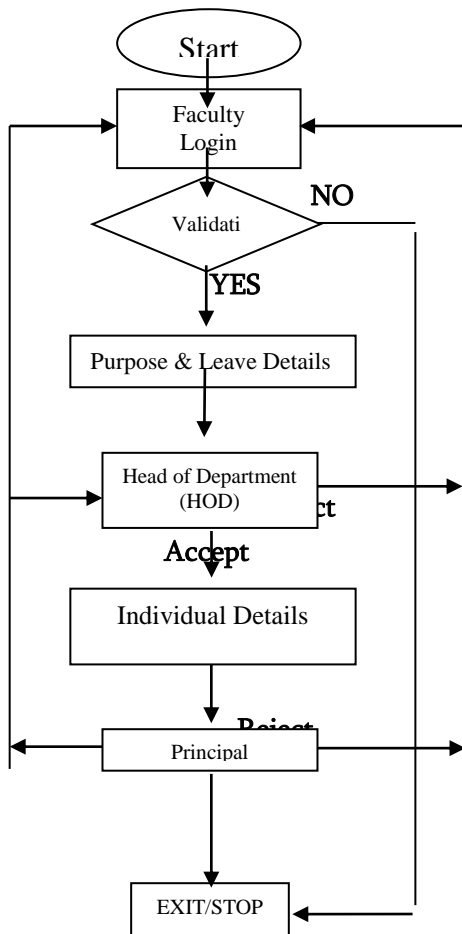
V. PROPOSED SYSTEM

The proposed system will solve most of the problems that the existing system encompasses. This web-based system will make the total leave management process faster and it will save a lot of time and energy.
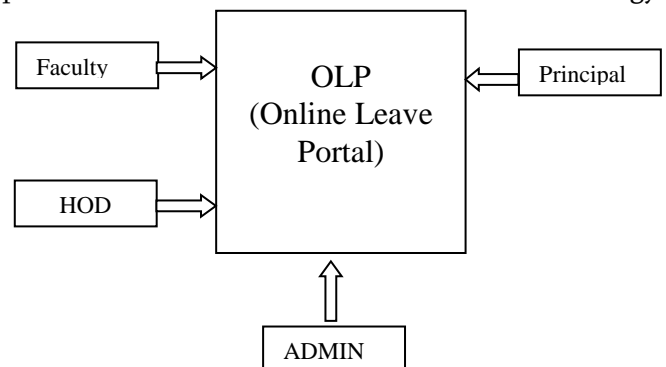
Working:

1. The Faculties will not need to wait for a long time to know the decision of the authority as unlike the existing system where they need to submit the leave application one month ahead from the date of commencement of the leave applied for.

2. It will ensure that the most deserving person will get the leave as priority is assigned for each types of leave and for each faculty.

3. Unlike the existing system where the leave register only contains the record of the granted leave, the pending leave list of the proposed system will contain the record of all the leave requests, which are pending as a result a faculty, will not need to apply twice for the same leave.

4. The management will get up-to-date report, which will help them in decision-making.

VI. CONCLUSION

Thus, the "Online Leave Portal" has been developed to overcome the problem of manually applying leave, which is time consuming. It helps a staff or an employee to apply the leave through online and get approval from higher officials. It provides an optimized solution like leave status can be viewed directly by the staff. Further up gradation of the Leave Management System for various types of organizations with multiple hierarchies can help in reducing paperwork, help achieve error free tabulation and calculation of leaves.

VII. LIMITATION

The leave status cannot be cleared until and unless the HOD approves/ rejects the application.

The staff cannot cancel the leave application once made.

The system will fail if the server fails, but the data will remain stored in the database.

VIII. FUTURE SCOPE

The leaves that have not been availed by the staff in the given session can be automatically carried forward to the next working session depending on the HR policy of the organization. Every employees individual leave record can be tabulated in a pie chart format to ascertain his/her performance during the working session for HR appraisal activity. The summarized data generated by this system can be further provided to different departments, for example, Finance, Accounts for direct calculation of salaries. If personal data is fed into the system while creating employee profiles, a single interface to ascertain information such as no. of years worked, birthdays, notice period, promotions, can be availed at a single point by the HOD.

IX. REFERENCES

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