

# Employee Resource Management Portal

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## ABSTRACT

Employee Resource Management Portal is to reduce the man-power and paperwork. HR can use this ERM-Portal to upload the documents to the data Centre, add employees/managers and change their designation. An employee can access the documents which are related to company project, and also they can view their subordinate's details. Employee can login to the system by using their Login ID and Password. Once the employees successfully logins then they can apply for leave or claim expenses to managers. Managers can approve or reject leave and expense details. They can also allocate or deallocate employees using ERM portal.

**Keywords:** Corporate portals, Information system, self-service desk, idashboards, Employee Resource Management.

## I. INTRODUCTION

Employee Resource Management (ERM) is a web-based service that provides employees with the ability to view and update information related to their employment. The ability to directly view data in System provides an excellent opportunity to ensure that the information is correct and kept up-to date. One of the major advantages of the ERM system and the resulting information is that the data is displayed in real-time. The main aim of Employee Resource Management Portal is to reduce manpower. An employee can access the documents which are related to company project and also they can view their subordinate's details. HR can upload the documents to data center, change the employee's designation and allot projects based on their specialization. The employee can login to the system by using their Login ID and Password. After successful logins they can view the details which are related to project, documents, subordinates details, salary and much of the other information. Employee Resource Management Portal allows the employees to access documents which are related to project. By

using ERM-Portal project manager can view the teams and he can allot the projects to the employees, here Project Manager can include or remove any employee from team. Employees can claim their expenses reports without using paperwork, by entering some expenses details they can claim their expenditures. All the details like documents, subordinates details, expenses reports and numerous details will be displayed whenever the employee logins successfully. The ERM-Portal allows the employees to access the information which is related to project, this application has a friendly user interface so that employees can use this application effortlessly, and it is fast and secure. The ERM-Portal reduces the paperwork and one can retrieve information anytime, there is no chance of misplacement of records. The details like project, employees, and document which are related to company project are stored securely.

## II. PROBLEM STATEMENT

**A. EXISTING SYSTEM**

The details like expense reports, project details and company related documents are handled manually, it requires much time and manpower. Assigning team members, and designating project to teams is done manually which is time consuming. All the documents related to company will be displayed in notice board by the company employees. Paperwork leads to lot of manual mistakes. Maintaining every detail in separate record is a tedious task. There is a chances of misplacements of records or documents it is a very difficult to handle data in physical medium. Currently overall process is working manually which consumes more time and it is a lengthy process to complete the work.

**B. PROPOSED SYSTEM**

To overcome the problem of the current system the proposed system has been evolved and aim of this project is to reduce paperwork and also manpower. Employee Resource Management Portal which allows the employees to access documents which are related to project, also it allows the HR to upload documents to the data center, so that employees can access them. By using this ERM-Portal project manager can view the teams and he can allot the projects to the employees, here Project Manager can remove or add any specified employee from team. Employees can claim their expenses reports without using paperwork, by entering expenses details they can claim their project expenditures. All the details like documents, subordinates details, expenses reports and numerous details will be displayed whenever the employee logins successfully.

This application allow the employees to access the information which is related to project, this application has a friendly user interface so that employees can use this application effortlessly, and it is fast and secure. This application also reduces the paper work, we can retrieve any information anytime there is no chances of misplacements of records. We can store details securely the details like

project, employees, and document which is related to company project. Employees can view all the details in a single form.

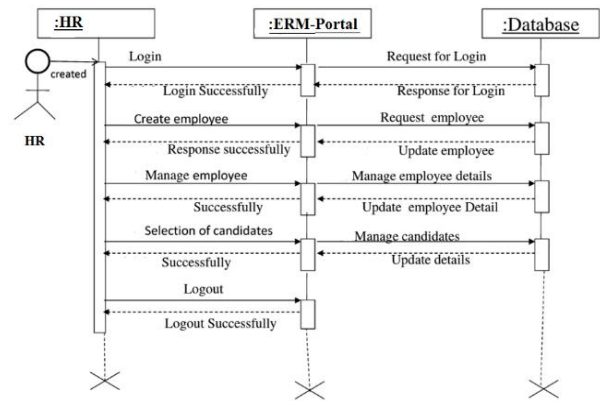


Fig 1: Sequence diagram for HR

In Fig 1 it is shown that HR logins to the portal to manage employees/managers.

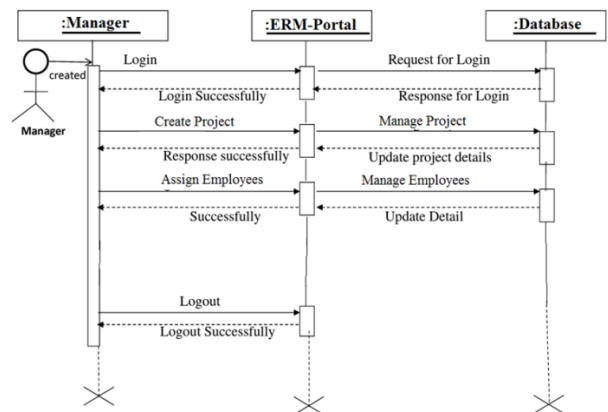
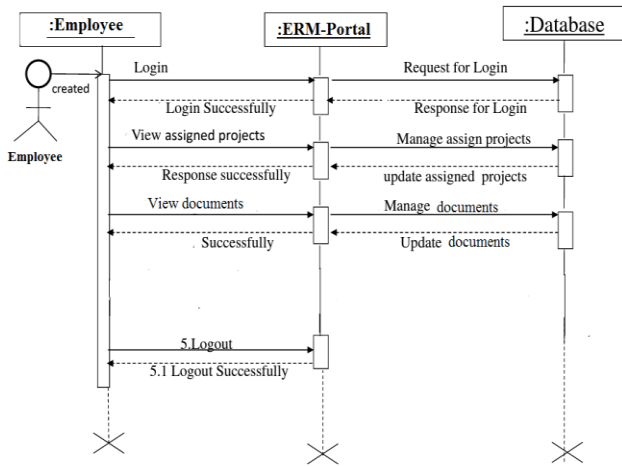


Figure 2. Sequence diagram for manager

In Figure 2 manager assigns employees to project using ERM-Portal



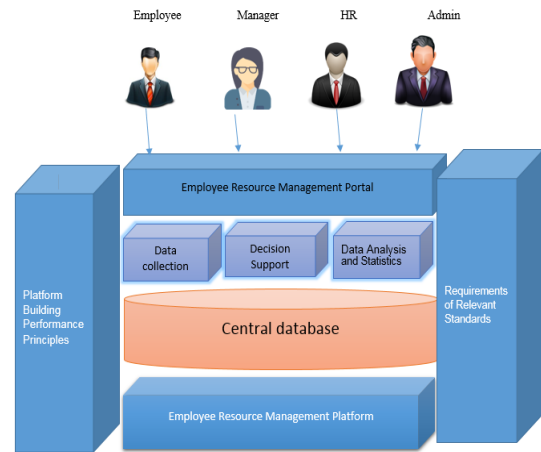
**Figure 3.** Sequence diagram for employee

In Figure 3 employee views the assigned project and documents using portal

### III. LITERATURE SURVEY

Quanbing Yao[1] proposed a case study with a view to investigate the benefits and associated issues obtained from an implementation of employee self-service portal. Nyoman Karna [2] depicts the use of an executive dashboard, senior leaders can view company's vital information that related to business goal and make a quick decision based on this information. The implementation process of large-scale enterprises financial shared service centre information system is proposed by Quanbing Yao [3]. Wikan Dinar Sunindyo[4] proposed a dashboard development methodology to accommodate heterogeneous stakeholders in an information system. It gives information about real-time data utilisation. Jurgen Bernard[5] discusses a visualization technique that segments patients' histories, visualizes the aggregated segments as static dashboards that are arranged in a dashboard network to show longitudinal changes.

### A. System Description



**Figure 4.** System Architecture

Figure 4 depicts that ERM- Portal acts as intermediary between the company and the employee. It is a tool that is used to represent the employee details and subordinates details.

### B. System modules

**Admin:** Responsible for managing various departments, designations, leave type, holiday list and adding HRs.

**HR:** Adds managers and employees and assigns projects to managers.

**Manager:** Assigns projects to employees, approves leave and expense claims.

**Employee:** Can apply leave, expense details and view the project details.

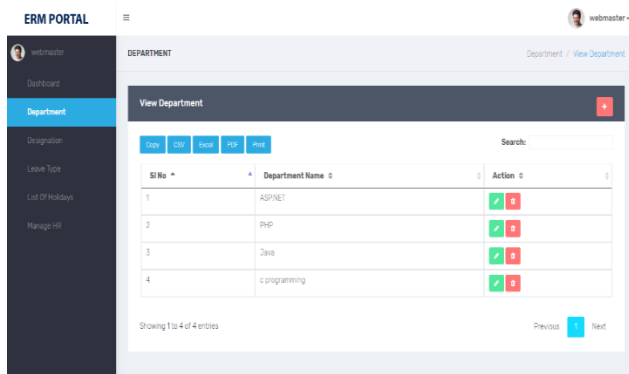
### C. ADVANTAGES

- All the details are viewed in a single form.
- Friendly user interface.
- Allows fast and secure access of the information.
- Reduces the paper work.
- There is no chance of misplacement of records.

## IV. RESULTS AND DISCUSSIONS

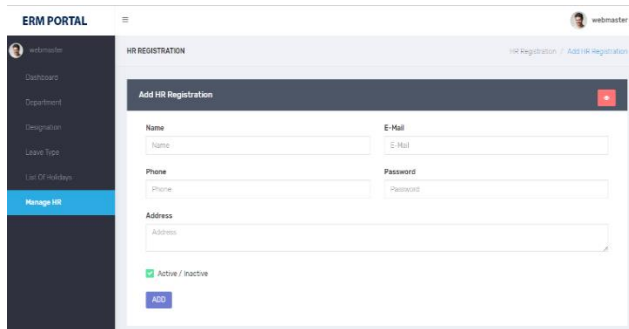
### A.Snapshots

Admin:



**Figure 5.** Adding various departments

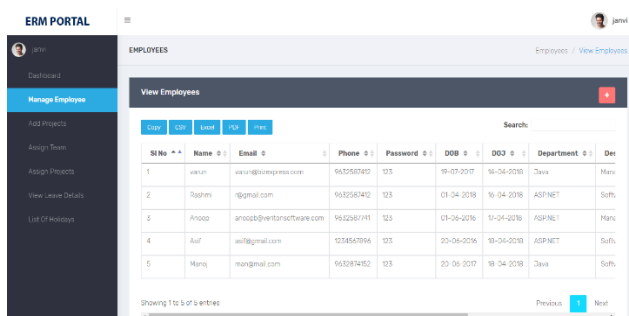
In Figure 5 admin adds various departments to which employees will be allocated to.



**Figure 6.** Managing HR

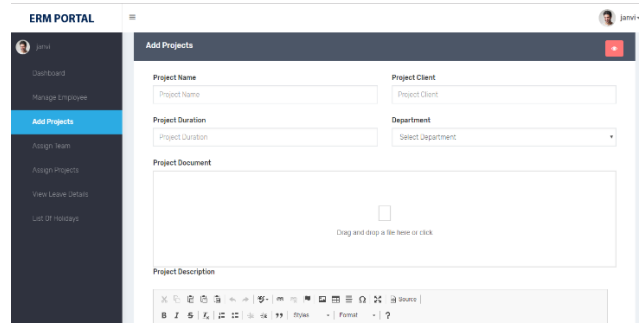
In Figure 6 Admin performs HR registration ,further adds other employees.

HR:



**Figure 7.** Adding managers/employees

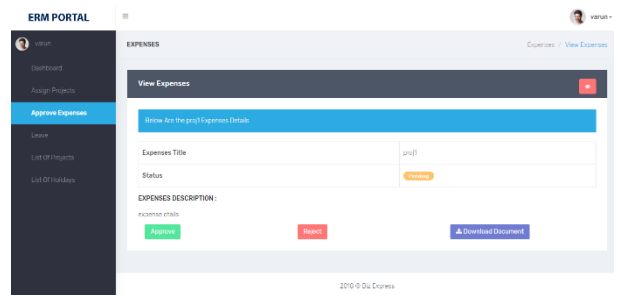
In Figure 7 HR adds managers and employees to the data center for various departments.



**Figure 8.** Adding projects

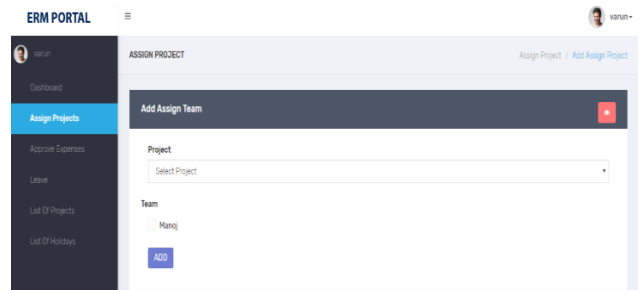
In Figure 8 HR adds projects from clients to different departments.

Manager:



**Figure 9.** Approve/Reject expense claims

In Figure 9 manager approves or rejects the expense details claimed by employees.



**Figure 10.** Assigning projects to employees

In Figure 10 manager allocates the project to employees working in the same department.

## Employee:

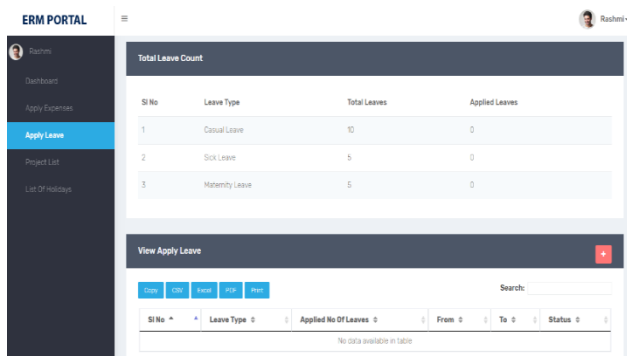


Figure 11. Applying for leave

In Fig 11 employee applies for leave to manager, he also can view the total number of leave and applied leave.

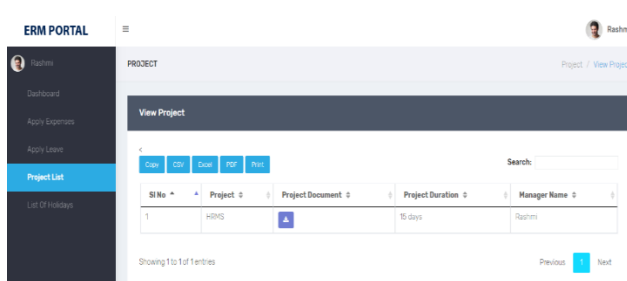


Figure 12. Viewing project details

In Figure 12 employee can view his project list, along with project documents.

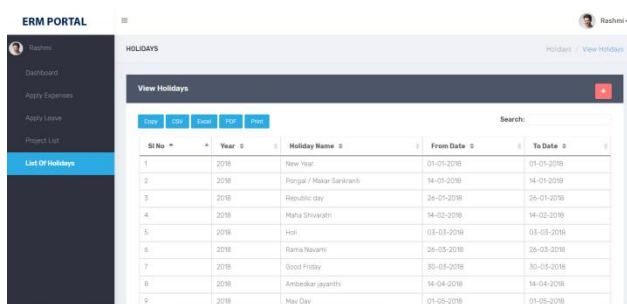


Figure 13. Viewing holiday list

In Figure 13 employee can view the list of holidays .

## V. CONCLUSION

ERM-portal allows to upload the documents to data centre, which is beneficial to allot specialized person to a particular project. Further HR can also change the employee designation. By using this ERM-Portal project manager can view the teams and he can allot the projects to the employees, here Project Manager can remove or add any specified employee from team.

Employees can claim their expenses reports without using paperwork, by entering expenses details they can claim their project expenditures. All the details like documents, subordinates details, expenses reports and numerous details will be displayed whenever the employee logs in successfully. The portal provides user-friendly interface and reduces the manpower hence this application is deployed.

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