LEAVE TRACKING SYSTEM FOR EDUCATIONAL ORGANIZATION

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Abstract— In educational organization, keeping track of leaves for each employee is very important. Proposed system provides the solution to keep track of leaves of the employee. It uses database of the employee details to get the information about the employees and to update details of the leaves that employees will take. This system will replace the manual system of keeping track of employee's leave. This system will help to reduce the

I. INTRODUCTION

Leave management system provides additional features in the educational organization as manually it is headache to keep track and updates of employee's leave. In administrative work this information System will play important role as manual work will be reduced and time will be reduced to do the same work and it will be easy to keep details up to date till the current status.It will make easy to analyze records also and it will keep separate tracking of leaves of the employees details. It will generate reports monthly for individual employees that you can use for calculating the salary of each employee. Otherwise there was problem of keeping track of leaves as manually leave forms are verified and update is done manually. When employee wants to check the leave status directly reports of employee can be verified easily. Reports can be used for the audit verification without any mistake but manually there can be mistake by the employee that keeps track of the employees leave details.

Features of the system are as:

- This system is easy to maintain as there is only entering data by employee who is having rights to access the system.
- Security is provided as only one login is given to system who is responsible for maintaining the system.
- Easy to update as there is no technical knowledge required to employee as automated updation are done by the system regarding leaves update as well as count of the leaves are reset automatically by the software.

II. PROPOSED DESIGN OF SYSTEM

To remove the manual system of using manual register for keeping track of leaves of employess,the proposed design of the system is shown in fig 1 that shows the correct working of the system. User first does the login by entering valid user name and password.

After successfully login, user selects department and enters empid corresponding to department, then selects leave type from to date count of days. User clicks on update button if leaves are available then only updation will be done otherwise system will display the message that leave not available that means it exceeds the count that have eneterd.

The types of leaves available are lisetd below:
Casual leave(CL)
Earned leave(EL)
Maternity leave(For Ladies staff only)
Official duty leave(OD)
Medical leave
Study leave
Leave without pay(LWP)

There is also provision in system if staff is taking half day leave that will also be counted correctly.
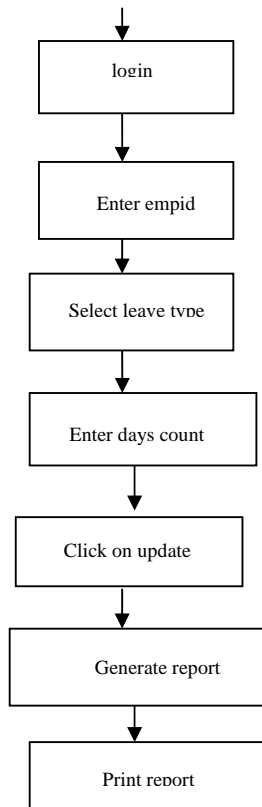

Fig.1 flow of the system

If the employee wants to verify the leaves details then employee can just go through the reports that are created by the administrator of the system and there will not be any mistake in keeping track of the leaves of employees. Because by manually there can be mistake as updation is done by on paper that cannot be up-to-date to maintain. It is very easy to keep records of leave details of employee by taking print of the reports instead of writing manually. This system will help to auditor to verify details of leaves taken by employee very easily otherwise he/she has to go through the manual register that is normally used for keeping track of the leaves of the employees and turn the pages to verify details. The reports generated by the system will give quick review of details of the leaves of the employees. To enhance the feature of the organization this system will help.

The reports that are generated with this system are in text report format that is shown with the path of that report in GUI of implementation.
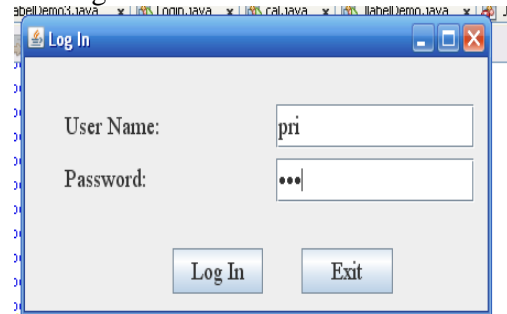
III. IMPLEMENTATION

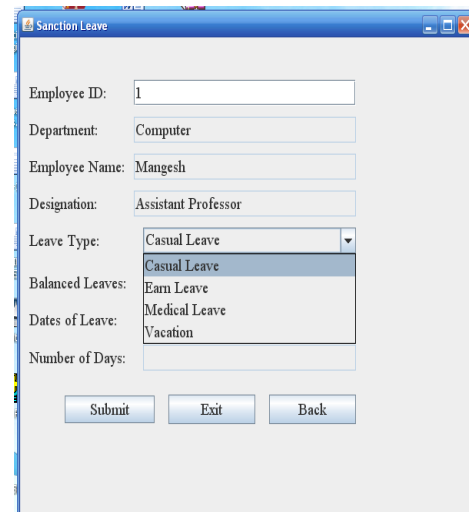Modules of the system are given below:

- Login: User will do login by clicking on login button.
- Leave details: Leave type will be choosen with its count from to date of leave taken or will take in future days.
- Availability: User will check availability of leave(stored as balance leave)by clicking on this button that will be accessed from the database of the employee.
- Update :User will update leaves of the employee by clicking on this button.
- Adding leave type: User can add any type of leave in the database by using this software.
- Report: By clicking on this button user can create reports of leaves balance of each employees. Report can be generated daily or monthly reports.
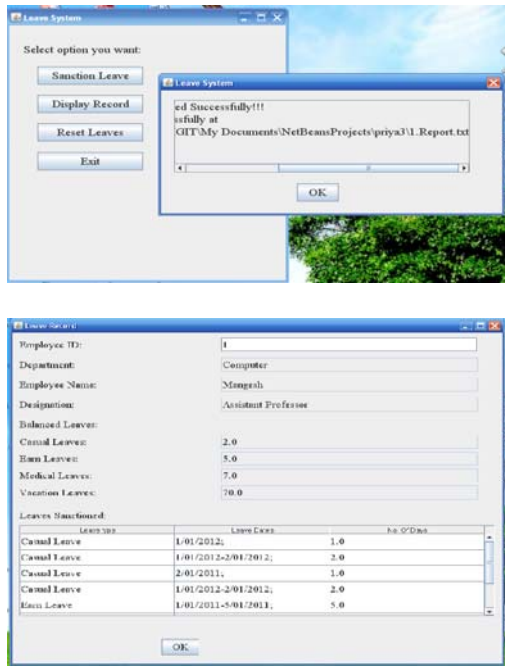
IV. RESULTS

4.1 Login screen of user of administrator

4.2 Entering valid Empid,leave type and dates of leave

4.3 updation of leave and automatically report creation in text format with its path shown in gui

V.FURTHER WORK

The objective of system is to reduce the headache of the administrator by using this system and reduce the manual work. In addition with that we can make this available online so that employees can apply for leave online. And the process will be faster for considering the leave of the employees.

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