A Survey Paper on Digital Leave Tracking System

Prof.Rupali Panpaliya[1], Tushar Ingale[2], Rutik Mehta[3], Mohsin Pathan[4], Raju Naybal[5]

[1, 2, 3, 4, 5] Dept of Computer Engineering

[1, 2, 3, 4, 5] Siddhant College of Engineering, Sudumbare

Abstract- *In the existing Leave Management System, College follows paper-based procedure to maintain leave of staff and administration department record those leave information in a record book. At the end of each month, the administration department calculates the leaves of every staff, which is a time-consuming process, and there are chances of losing data. The Web-based Leave Management System is an intranet-based application that can be accessed throughout the college. At anytime and anywhere, an staff can apply for their leave efficiently using this application. There is no necessity for manual filling of leave forms and wait to get higher authorities' approval. The Admin is responsible for creating, updating and deleting the details of the user and creating department and leave types. Also, Admin can generate leave reports of all staff. In the staff role, the staff can apply for leave and view the previous leave applied. Head of Department (HOD) can accept /reject leave applications of their department staff through this system and can view leave details of every member of their department. The Admin can view all staff leave details, accept/reject leave applications of HODs, and generate leave reports. Thus, this system can be used to automate the workflow of leave request and their approval process. Web-based Leave Management System will reduce manual work, and it helps to maintain leave-records efficiently..*

Keywords- Admin, Staff, College, Leave Management System.

I. INTRODUCTION

When done the usual way, managing, approving, and obtaining approvals for all forms of work is a difficult undertaking at most colleges. The traditional method is nothing but using papers for all types of requests. There are very few colleges that use an online automatic system for approvals. The online approval system will change the manual system in the future. Office work is done online in most firms and organizations around the world. However, these techniques have yet to be utilized in educational settings. Currently, the mechanism for submitting requests is extremely timeconsuming, since staff must submit each request on a printed document that must be physically signed by the appropriate faculty members. To get around this restriction, a mobile or web-based application can deliver a considerably more efficient and time-saving experience. The objective of the current research is;

- To eliminate paperwork and reduce the process time for leave request.
- To provide convenient, simple and user friendly environment.
- To increase the efficiency of college, leave record management.

II. EXISTING SYSTEM

The existing Leave Management System of the college is manual. It is a lengthy process, and these processes are not optimized. In the current system, staff fill a leave request form manually and submit it to their HOD for approval [2]. After the HOD's consent, the leave form is submitted to the administration department. At the end of each month, the administration department calculates the leaves of every staff, which is a time-consuming process, and there are chances of losing data or errors in the records. This increases the manual work, and handling records becomes more challenging and also it is a time-consuming process. The forms cannot be maintained systematically and efficiently

III. PROPOSED SYSTEM

Shetty K [3] emphasize that the Web-based Leave Management System is an online application and approval mechanism, which is the easiest way to request a leave and keep track of leave status in the College. All the staff of the College can access it. This application can be used to maintain leave applications and their approvals easily. It also reduces the chances of data loss [4]. This system minimizes the overwork and time duration. It provides a comfortable, maintained and systematic environment for the higher authorities (Head of Department – HOD) to approve leave. HOD will have permission to look after the leave details of every member of their department. HOD can approve the leave through this system and view every individual's leave information in their department. This system will reduce paperwork and maintain the record more efficiently and systematically [5]. This system will be designed in a hierarchical form and will have different user roles like Admin (Super User), Staff, HOD.
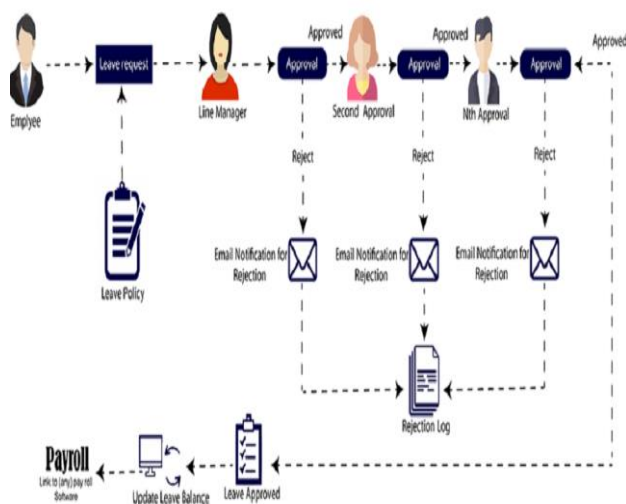
Admin-Admin can create user and department, leave type and maintain all the details related to staff leave. Also admin can approve and reject the leave of staff.

Staff - Staff can use to apply leave and keep track of their leaves, status of the applications for leave.

HOD - All head of departments can view all the request of to leave which is submitted by their department staff member and then take required action such as approve or reject.Also HOD can apply for the leave.

IV. SYSTEM DESIGN

Block Diagram:

SYSTEM REQUIREMENTS

SOFTWARE REQUIREMENTS:

Front End: HTML, CSS, Bootstrap, Javascript

Back End: PHP

Database: MYSQL

HARDWARE REQUIREMENTS:

Processor: Intel 3
Installed memory(RAM): 4 GB
Hard Disk: 500 GB
Operating System: Windows 8,10,11 - 64 bit

V. CONCLUSION

The Web-based Leave Management System has been developed to overcome applying for leave manually, which is time-consuming. It helps staff to apply the leave request through an online platform and get approval from higher authorities. Also, the system is an automated one aids in reducing time to leave requests and eliminate paperwork. At this juncture, the Web-based Leave Management System is an excellent tool for staff to apply their leaves and view the status and facilitates the admin to filling staff profile details, creating leave types, create departments, and generate leave reports. The system notification to higher authorities upon application of leave and leave status is notified to the respective user. Thus the application provides an optimized solution for leave request, approval, tracking of leaves status and generating leave reports.

VI. ACKNOWLEDGEMENT

REFERENCES

[1] H. Afsana ,"Leave Management System InMetLife Bangladesh", April .12, 2018
[2] M. Linda, Leave Management System, The International Journal of Multi-Disciplinary Research, 5(2), 70-112,2019.

[3] K. Shetty, G. Jha, P. Raju, R. Sanger, Cloud Based Employee Leave Management System, International Journal of Innovative Science and Research Technology, 2(6), 337-343, 2017.

[4] R.Rushitha. G. Preeth,. Android Based Leave Management System.International Research Journal of Computer Science, 6(6),112-117,2019.

[5] P.Udayshankar ,S.Fartyal. Employee Management System, International Research Journal of Engineering and Technology,6(5), 182 -192,2019

[6] A. Mohanapriya, G.Shyamala, R.Dharshini,Mobile HRM for Online Leave Management System, IJCSMC, 6 (2), 17 – 29,2017.

[7] A. Chukwudebe,A.Stephen, Leave management solution for improved service delivery in Nigeria university system, IEEE , ISSN: 2377-2697 ,2017

[8] V Kaushik. A.Gupta, Student Leave Management System, IJARIIE, 3(5),124-131,2017.

[9] R. Mishal,S.Prity, Employee Leave Management System, IJARIIE, 3(5), 1273- 1277,2017.

[10] M.Singh, P.Singh ,S.Gupta,Leave and Payroll Management System, IOSR Journal of Computer Engineering 6(2),(62-66),2017