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1787

Employee Information System
Of
READ Foundation, Islamabad
Pakistan



MM 8992

Developed by
Saad Liaqat
&
Waseem Mehmood

Supervised by
Mr. Abdul Subhan
Mr. Waqar Arshad



Quaid-i-Azam University
Islamabad
Pakistan

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**In The
Name Of**

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**The Most Merciful
The Most Beneficent**



A Report Submitted to
Quaid-i-Azam University
As partial fulfillment of
Requirements for the Award of
Post Graduate Diploma in
Information Technology

DEDICATION

To our dearest parents and
all family members
who motivated, supported and
encouraged us in our studies and life.

DECLARATION

We hereby declare that this software neither as whole nor as part has been copied out from any source. It is further declared that we have develop this software and accompanied report entirely on the basis of our personal efforts, under the sincere guidance of our teachers especially our project supervisor Mr. Abdul Subhan and our project supervisor in the organization Mr. Waqar Arshad. If any part of this system is proved to be copied out from any source or found to be reproduction of some one else, we shall stand be the consequences

Saad & Waseem

ACKNOWLEDGEMENT

Project work is compulsory part of the PGD-IT. It consists of software development and final documentation of the software developed. We were allocated the office system and thus chosen "E-I-System of READ Foundation" as our project work. It was blessing of Almighty Allah, the guidance of my supervisor, Director and extended cooperation of Mr. Waqar Arshad, Software Engineer (D-P-S) and project supervisor (READ Foundation) that we've completed this project work successfully.

We owe a great deal too all respected teachers and well wishing friends especially Sohaib Ammar. We also owe to our sweet parents, and all family members who encouraged and supported us in our studies and whole life.

Saad & Waseem

PREFACE

This dissertation deals with the automation of "Employee Information System of READ Foundation". It comprises of six chapters and three appendices. Brief overview of these chapters is as follows:

The first chapter provides introduction of READ Foundation, its capabilities and its organizational structure. It also includes project introduction. Second chapter includes the existing system study and its drawbacks. The third chapter deals with the proposed system. In this chapter the project overview is given. It also includes the objectives of the proposed system. The fourth chapter explains database design and development of the system. The fifth chapter is related to system testing implementation and conversion of existing system to proposed system. The sixth chapter deals with the conclusion. Seventh chapter is Screen layouts of the software and finally references are given and appendices are for the Data Flow Diagrams, Entity Relationship Diagram and Bachman Diagram.



ABSTRACT

This project report deals with E-I System of READ Foundation. The existing system is manual and we were given responsibility to automate it, the report describes the working of the existing manual system of the new developed system.

The new automated system was developed keeping in mind the idea of providing ease in operation and information to the management so that they accomplish their tasks well with in time.

The system also provides the facility to retrieve information as printed reports and queries. The information stored in the database is manipulated, with the help of form layouts designed for the system.

PROJECT IN BRIEF

Project Title:	Employee Information System
Objectives:	To develop the software to provide timely and accurate information to the management about Employees
Undertaken by:	Saad Liaqat & Waseem Mehmood
Supervised by:	Mr. Abdul Subhan
Date Started:	Jan' 2005
Date Completed:	Mar' 2005
Tool Used:	Oracle 8i, Developer 6i
Operating System:	Microsoft Windows 2000 Professional
System Used:	Pentium IV

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INTRODUCTION

INTRODUCTION

In view of the importance of the development and progress of any organization, its very necessary that the information is provided in easy and quick format.

We tried to develop such a common information system which is a useful, user friendly and most importantly applicable in approximately all Organizations.

The facilities, benefits and experience we've got through this project are mentioned below. But in short we can say that due to combination of static & dynamic values this project has been transformed into a most demanding and powerful touch in database management environment. Consisting on any type of information about the employees, their attendance, short leaves, salaries, other leaves etc etc, this database will helps us to get any type of information with in few seconds, plus, it make very easy atmosphere for the data entry operators.

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THE EXISTING SYSTEM

INTRODUCTION TO THE EXISTING SYSTEMS:

The existing system is manual system. To maintain the existing system is so difficult and problematic, so much time taking, and huge numbers of papers, files are used for maintaining the records of employees which are very difficult to maintain for the client, to maintain each and every record of the employees, it has following modules;

- Data Entry Management
- Update Equivalence Record

Data Entry Management

This module keeps the information based on the following details;

- The management keeps the record manually.
- The wastage of paper and files.
- It is so much time consuming and problematic.
- More the employees are required to maintain and handle the manual record.
- The reports are so difficult, and can extract a lot of time.

Data Entry

This module keeps the information based on the following details;

- It is so difficult to enter updated records in the manual systems.
- It is not the efficient way for editing the old existing records.
- The updating of data is done manually,

DRAWBACKS IN THE EXISTING SYSTEM

There are a number of drawbacks in the existing systems, which are greatly increase cost, manpower and time taking factors, and on other hand decrease the efficiency and record accuracy. The following are the main drawbacks.

WASTAGE OF TIME

The existing system is difficult to use and time consuming because a system is maintained in he bulk of paper files and in Microsoft Word and Excel and many time work has been done manually.

LACK OF MANAGEMENT

The system has not been completely maintained. The complex modules are not defined and the system is just a storage place. Most of the functions are occurring on the conceptions of user.

HARD TO MAINTAIN

The maintenances of the system is not easy because huge bulk of paper, MS Word document and Excel Sheets requires a lot of searching and sorting for any specific equivalence for the Employees.

NO REPORT GENERATION

The report generation for the management is in the form of a book that is updated on annual basis. This document did not provide the exact situation because the management does not have the latest information about the Employees, if in case they some how manage to get the latest information about the Equivalence cases, it takes lot of time, currently data is maintained in simple text files.

NO UNDERSTANDING OF ADVANCE TECHNOLOGY

The management has no idea of current scenario. They don't know the efficiency of computerized data structure. They didn't rely in the advance technology; the skilled and advanced people are required to maintain the advance technology.

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THE PROPOSED
SYSTEM

SCOPE OF THE PROPOSED SYSTEM:

The scope of a proposed system means that which areas are being covered by the system. The scope clearly defines the boundaries of the proposed systems. The functional areas of the organization that lies under the scope of the proposed systems is "EMPLOYEE INFORMATION SYSTEM".

PROJECT OVERVIEW

Following will be the sub system of the proposed "EMPLOYEE INFORMATION SYSTEM".

- Management of Employees
- Management of data.
- Management of office Performa rules of an office.
- Management of the reports of the required information related to Employees.
- It will make easy for the management to work on it.

MANAGEMENT OF EMPLOYEES INFORMATION

This sub system will provide ease for the management of the organization. This system facilitates the user by reducing the burden of writing in the simple text files and table that are usually made in Microsoft Word and Excel. The management of organization is done in such a way that system will maintain all the office rules that are made in tables. It included the basic personal information of the employees. The rules are awarded with a unique code that is automatically assigned by the system. User can ADD in it, can EDIT in it, and can UPDATE the rules with the help of a search form that



will make the change in the database. The whole system of office is based on these predefine rules.

MANAGEMENT OF DATA

In the system is become very easy to maintain the millions of records. ORACLE is very highly securable database. It facilitates the user to depend on it. Data entry operator can ADD data in it, can EDIT in it, and can UPDATE the rules with the help of forms that will make the change in the database.

MANAGEMENT OF OFFICE PERFORMA RULES OF AN OFFICE

Office Performa rules also play an important role in the whole system. These rules are the backbone of the entire system because these rules infected the discipline and can affect the positive environment of the office. In the system there are proper rules mentions by the management. Like in the attendance system, the proper check in time and check out time these all according to the rules of the top management.

MANAGEMENT OF THE REPORTS OF THE REQUIRED INFORMATION RELATED TO EMPLOYEES

Due to the ORACLE database, it is so easy to extract the reports from database.

IT WILL MAKE EASY FOR THE MANAGEMENT TO WORK ON IT

Oracle is the easiest way of managing the database. It will be operationally feasible because it will be efficient, accurate and reliable and will provide more facilities than the manual system or any other available system.

PROJECT OBJECTIVES

The objective of the project describe that what is to be ultimately achieve from the development of the project. It is always essential and helpful before designing a computer based system, to understand the entire objective and requirements that Computer Based System is expected to satisfy. In addition, the relative importance of each objective should also be understood.

The proposed system is required to fulfill the following objectives:

- To increase the reliability of the system to an extent meeting the actual requirement of the organization.
- To assure the availability of the information at the right time.
- To increase the performance of the organization.
- To complete the conversion of the manual system into a Computerized System.
- To remove the drawbacks of the existing system.
- To make the information storage, processing and retrieving efficient.
- To provide a system with a user interface which is simple to understand and efficient to use.

MAIN FEATURE OF THE PROPOSED SYSTEM

The proposed system has the following major features.

EFFICIENT

Efficiency of any system is concerned with the minimum transaction processing time as well as the optimal use of the system resources. In designing the proposed system, the efficient factor has been taken well into consideration.

USER FRIENDLY INTERFACE

The interface of the system will be user friendly. The data retrieval, insertion, editing will be made easy and simple, so that a common user can handle the database efficiently.

MINIMUM REDUNDANCY

In the proposed system all the master data is stored in unique tables and other tables can access this data through their child tables of values. So, these are a minimum chance of data redundancy.

FACILITATED DATA INPUT

The simple to use data entry form will be provided to facilitate the user to enter the data in the database. The powerful data entry controls have been provided to view, add and modify the field of a record.

REPORT GENERATION

The proposed system will generate two types of reports according to the requirements of the Organization.

First is of type parametric, which contains some option for the user to generate the reports. e.g. enter the rules number

Second type of report is generation of the

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SYSTEM DESIGN &
DEVELOPMENT

SYSTEM DESIGN & DEVELOPMENT

INTRODUCTION

The Design phase begins when the requirements are available. As, we'd to do every thing behalf our knowledge & research, thus, it however gave us tough time in the start.

In the design phase, all the processes of the proposed system are designed. This means, to identify different processes, their implementation & interaction with one another.

The design of the system is the best if a system built precisely according to it completey satisfies the requirements specifications documents.

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BUTTON_NAME	VARCHAR(200)	NULL
BUTTON_LABEL	VARCHAR(200)	NULL
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USER_ID	VARCHAR(30)	NULL
BLOCK_NAME	VARCHAR(200)	NULL
ACT_BLK_NAME	VARCHAR(200)	NULL

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ACTIVE	NUMERIC(1,0)	NULL
DISPLAY_NAME	VARCHAR(200)	NULL

ADM\$L_USERS		
USER_ID	VARCHAR(30)	NULL

LOOKUP_CODES		
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DESCR_ARB	VARCHAR(200)	NULL
COMMENTS	VARCHAR(200)	NULL
P_CAT_ID	NUMERIC(5,0)	NULL
DEPARTMENT	VARCHAR(3)	NULL

ERROR_MESSAGE		
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TITLE	VARCHAR(100)	NULL
ERR_TEXT	VARCHAR(100)	NULL
SCOPE	VARCHAR(1)	NULL

ADM\$L_EXCLUDE_BUTTONS		
BUTTON_NAME	VARCHAR(200)	NULL
BUTTON_LABEL	VARCHAR(200)	NULL

ADM\$USER_FORMS

USER_ID	VARCHAR(30)	NULL
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ACTIVE	NUMERIC(1,0)	NULL
DISPLAY	VARCHAR(1)	NULL

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YEAR_STATUS	VARCHAR(1)	NOT NULL
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LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL

HRM\$SUBJECT

SUBJECT_NUM	NUMERIC(10,0)	NOT NULL
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CONTANTS	VARCHAR(50)	NULL
DURATION	VARCHAR(30)	NULL
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CONDUCTED_BY	VARCHAR(20)	NULL
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LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL

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DAYOFF_PER_MONTH	NUMERIC(2,0)	NULL
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OFF_SUN	VARCHAR(1)	NULL
OFF_MON	VARCHAR(1)	NULL
OFF_TUE	VARCHAR(1)	NULL
OFF_WED	VARCHAR(1)	NULL
OFF_THR	VARCHAR(1)	NULL
OFF_FRI	VARCHAR(1)	NULL
ATT_GRACE_TIME	NUMERIC(2,0)	NULL
ATT_HALF_DAY	NUMERIC(2,0)	NULL
ATT_FULL_DAY	NUMERIC(2,0)	NULL
OFF_START_TIME	DATE	NULL
OFF_END_TIME	DATE	NULL
LUNCH_BREAK_START	DATE	NULL
LUNCH_BREAK_END	DATE	NULL
TOTAL_WORKING_HOUR	NUMERIC(4,2)	NULL
LAST_UPDATE	DATE	NULL
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DELETED	VARCHAR(1)	NULL
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HRM\$EMP_SUBJECT

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SUBJECT_NUM	NUMERIC(10,0)	NOT NULL
SUBJECTCODE	NUMERIC(10,0)	NOT NULL
EMP_ID	VARCHAR(12)	NULL
QUALIFICATION	VARCHAR(30)	NULL
YEAR	NUMERIC(4,0)	NULL
GRADE	VARCHAR(15)	NULL
BOARD_UNIVERSITY	VARCHAR(50)	NULL
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LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL

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LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL

HRM\$DEGREE

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LAST_MOD_USER	VARCHAR(5)	NULL
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DELETED	VARCHAR(1)	NULL

HRM\$DISTINCTIONS

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DISTINNUM	NUMERIC(10,0)	NOT NULL
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LAST_UPDATE	DATE	NULL
LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL

HRM\$LEAVE_POLICY

LEAVE_POLICY_NUM	NUMERIC(10,0)	NOT NULL
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RATE_PER_DAY	NUMERIC(15,2)	NULL
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LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL

HRM\$MEMBERSHIP

MEMB_CODE	NUMERIC(10,0)	NULL
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ADDRESS	VARCHAR(2000)	NULL
WORK_NATURE	VARCHAR(20)	NULL
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LAST_MOD_USER	VARCHAR(5)	NULL
DELETED	VARCHAR(1)	NULL
STATUS	VARCHAR(1)	NULL

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LEAVE_TYPE_NUM	NUMERIC(10,0)	NOT NULL
DESCR	VARCHAR(200)	NOT NULL
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PAID	VARCHAR(1)	NULL
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LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL

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DAYOFF_TYPE	VARCHAR(20)	NOT NULL
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LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL
DAYOFF_DATE	DATE	NULL

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COURSE_NUM (FK)	NUMERIC(10,0)	NULL
EMP_NUM (FK)	NUMERIC(10,0)	NULL
EMP_ID	VARCHAR(12)	NULL
COURSE_CODE	VARCHAR(10)	NULL
NAME	VARCHAR(50)	NULL
ORGANIZATION	VARCHAR(50)	NULL
YEAR	NUMERIC(4,0)	NULL
LAST_UPDATE	DATE	NULL
LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL
COURSE_GRADE	VARCHAR(10)	NULL

HRM\$LOANS

EMP_NUM (FK)	NUMERIC(10,0)	NULL
APPLICATION_DATE	DATE	NULL
AMT_DEMANDED	NUMERIC(0,0)	NULL
AMT_APPROVED	NUMERIC(0,0)	NULL
PAID_DATE	DATE	NULL
AMT_PAID	NUMERIC(0,0)	NULL
UNPAID_BALANCE	NUMERIC(0,0)	NULL
AGREED_INST	NUMERIC(0,0)	NULL
PER_INST	NUMERIC(0,0)	NULL
FA_APPROVAL	NUMERIC(1,0)	NULL
FA_COMMENTS	VARCHAR(300)	NULL
MGR_APPROVAL	NUMERIC(1,0)	NULL
MGR_COMMENTS	VARCHAR(300)	NULL
HR_APPROVAL	NUMERIC(1,0)	NULL
HR_COMMENTS	VARCHAR(300)	NULL
CHAIRMAN_APPROVAL	NUMERIC(1,0)	NULL
CHAIRMAN_COMMENTS	VARCHAR(300)	NULL
DELETED	VARCHAR(1)	NULL
LAST_UPDATE	DATE	NULL
LAST_MOD_USER	VARCHAR(5)	NULL
FA_APPROVAL_DATE	DATE	NULL
HR_APPROVAL_DATE	DATE	NULL
CHAIRMAN_APPROVAL_DATE	DATE	NULL
MGR_APPROVAL_DATE	DATE	NULL

HRM\$ATTENDANCE

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ATTENDANCE_NUM	NUMERIC(10,0)	NOT NULL
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CHECKIN_DATE	DATE	NOT NULL
TOTAL_TIME	VARCHAR(10)	NULL
REMARKS	VARCHAR(2000)	NULL
LAST_UPDATE	DATE	NULL
LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL
CHECKOUT_DATE	DATE	NULL
DAYOFF_TYPE	VARCHAR(100)	NULL
ATTENDANCE_STATUS	VARCHAR(1)	NULL

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PENALIZE_LEAVE_NUM	NUMERIC(10,0)	NOT NULL
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DESIGNATION_NUM	NUMERIC(10,0)	NOT NULL
LEAVE_TYPE_NUM	NUMERIC(10,0)	NOT NULL
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HRM\$LEAVE_QUOTA

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END_DATE	DATE	NULL
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CHECKIN_TIME	DATE	NULL
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DELETED	VARCHAR(1)	NULL
SHORT_LEAVE_DATE	DATE	NULL
PERMITTED_BY	VARCHAR(100)	NULL
TOTAL_TIME	VARCHAR(10)	NULL

HRM\$DEGREE

S

DEGREE_CODE	VARCHAR(10)	NOT NULL
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LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL

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GRADE	VARCHAR(20)	NULL
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LAST_MOD_USER	VARCHAR(5)	NULL
DELETED	VARCHAR(1)	NULL
STATUS	VARCHAR(1)	NULL

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CHILD_SEX	VARCHAR(10)	NULL
CHILD_NIC	VARCHAR(50)	NULL
CHILD_MARITAL_STATUS	VARCHAR(20)	NULL
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LAST_MOD_USER	VARCHAR(5)	NULL
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DELETED	VARCHAR(1)	NULL
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DELETED	VARCHAR(1)	NULL

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CONTENTS	VARCHAR(50)	NULL
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COST_PER_PERSON	NUMERIC(15,2)	NULL
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DELETED	VARCHAR(1)	NULL

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WORKSHOP_LOG_NUM	NUMERIC(10,0)	NOT NULL
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DELETED	VARCHAR(1)	NULL
WORKSHOP_COURSE	VARCHAR(1000)	NULL
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DETAIL	VARCHAR(30)	NULL
YEAR	NUMERIC(4,0)	NULL
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STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL
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HRM\$EMPLOYEE

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FNAME	VARCHAR(30)	NULL
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DOMICILE	VARCHAR(20)	NULL
DOB_WORDS	VARCHAR(1000)	NULL
NICNUM	VARCHAR(15)	NULL
FILENUM	VARCHAR(10)	NULL
MAILING_ADD	VARCHAR(100)	NULL
PER_ADD	VARCHAR(100)	NULL
FAX	VARCHAR(15)	NULL
EMAIL	VARCHAR(60)	NULL
OFF_PHONE	VARCHAR(20)	NULL
RES_PHONE	VARCHAR(20)	NULL
MOB_PHONE	VARCHAR(20)	NULL
STATUS	VARCHAR(1)	NOT NULL
LAST_UPDATE	DATE	NULL
LAST_MOD_USER	VARCHAR(5)	NULL
EMP_PICTURE	IMAGE/LONG BINARY	NULL
DELETED	VARCHAR(1)	NULL
MAIL_HOUSE#	VARCHAR(20)	NULL
MAIL_STREET#	VARCHAR(20)	NULL
MAIL_VILLAGE	VARCHAR(20)	NULL
MAIL_TEHSIL	VARCHAR(20)	NULL
MAIL_DISTRICT	VARCHAR(20)	NULL
MAIL_PROVINCE	VARCHAR(20)	NULL
MAIL_COUNTRY	VARCHAR(20)	NULL
MAIL_POSTALCODE	VARCHAR(20)	NULL
PER_HOUSE#	VARCHAR(20)	NULL
PER_STREET#	VARCHAR(20)	NULL
PER_VILLAGE	VARCHAR(20)	NULL
PER_TEHSIL	VARCHAR(20)	NULL
PER_DISTRICT	VARCHAR(20)	NULL
PER_PROVINCE	VARCHAR(20)	NULL
PER_COUNTRY	VARCHAR(20)	NULL
PER_POSTALCODE	VARCHAR(20)	NULL
MARITAL_STATUS	VARCHAR(20)	NULL
SEX	VARCHAR(10)	NULL
USER_ID	VARCHAR(5)	NULL
USER_NAME	VARCHAR(5)	NULL
BANK_ACCOUNT	VARCHAR(10)	NULL
FAMILY_CODE	VARCHAR(20)	NULL
EOBI	VARCHAR(20)	NULL
JOBSTATUS	VARCHAR(20)	NULL
MAIL_SECTOR	VARCHAR(20)	NULL
MAIL_CITY	VARCHAR(20)	NULL
PER_SECTOR	VARCHAR(20)	NULL
PER_CITY	VARCHAR(20)	NULL

HRM\$LEAVE_APPLICATION

EMP_NUM (FK)	NUMERIC(10,0)	NULL
APPLICATION_NUM	NUMERIC(10,0)	NOT NULL
FISCAL_YEAR	NUMERIC(4,0)	NOT NULL
APPLICATION_DATE	DATE	NOT NULL
DESIGNATION_NUM	NUMERIC(10,0)	NOT NULL
EMP_ID	VARCHAR(12)	NOT NULL
LEAVE_TYPE_NUM	NUMERIC(10,0)	NOT NULL
FROM_DATE	DATE	NOT NULL
TO_DATE	DATE	NOT NULL
TOTAL_DAYS	NUMERIC(3,0)	NOT NULL
EMP_REMARKS	VARCHAR(500)	NULL
MANAGER_NUM	NUMERIC(10,0)	NULL
MANAGER_ID	VARCHAR(12)	NULL
MGR_APPROVAL_DAYS	NUMERIC(3,0)	NULL
MGR_STATUS	VARCHAR(1)	NULL
MGR_REMARKS	VARCHAR(500)	NULL
HR_NUM	NUMERIC(10,0)	NULL
HR_ID	VARCHAR(12)	NULL
HR_APPROVAL_DAYS	NUMERIC(3,0)	NULL
HR_STATUS	VARCHAR(1)	NULL
HR_REMARKS	VARCHAR(500)	NULL
LAST_UPDATE	DATE	NULL
LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL
MGR_START_DATE	DATE	NULL
MGR_END_DATE	DATE	NULL
HR_START_DATE	DATE	NULL
HR_END_DATE	DATE	NULL

HRM\$APPOINTMENT_LOG

DEPT_NUM (FK)	NUMERIC(10,0)	NULL
EMP_NUM (FK)	NUMERIC(10,0)	NULL
APPOINTMENT_NUM	NUMERIC(10,0)	NOT NULL
JOB_TYPE_ID	VARCHAR(10)	NULL
DESIGNATION_NUM	NUMERIC(10,0)	NULL
LOCATION_TYPE	VARCHAR(1)	NULL
FROM_DATE	DATE	NULL
EMP_ID	VARCHAR(12)	NULL
TO_DATE	DATE	NULL
SALARY	NUMERIC(15,2)	NULL
TRASFER_DATE	DATE	NULL
REASON	VARCHAR(50)	NULL
MANAGERNUM	NUMERIC(10,0)	NULL
MANAGERID	VARCHAR(12)	NULL
LAST_UPDATE	DATE	NULL
LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
ASSIGNMENT	VARCHAR(4000)	NULL
DELETED	VARCHAR(1)	NULL
CONTRACT_FROM_DATE	DATE	NULL
CONTRACT_TO_DATE	DATE	NULL
JOB_CHANGE_TYPE	VARCHAR(20)	NULL
OVERTIME_RATE	NUMERIC(15,2)	NULL
DIV_ID	NUMERIC(4,0)	NULL
AREA_ID	NUMERIC(4,0)	NULL
INST_ID	NUMERIC(4,0)	NULL
INCOME_TAX	NUMERIC(7,2)	NULL
SEVERANCE_DATE	DATE	NULL
ADJ_AMOUNT	NUMERIC(15,2)	NULL

HRM\$PREVIOUS_EXP

EMP_NUM (FK)	NUMERIC(10,0)	NULL
PREVIOUS_EXP_NUM	NUMERIC(10,0)	NOT NULL
EMP_ID	VARCHAR(12)	NULL
CO_NAME	VARCHAR(100)	NULL
ADDRESS	VARCHAR(50)	NULL
PHONENUM	VARCHAR(15)	NULL
CONTACT_PERSON	VARCHAR(30)	NULL
LAST_UPDATE	DATE	NULL
LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
JOB_TITLE	VARCHAR(100)	NULL
DELETED	VARCHAR(1)	NULL
FROM_DATE	DATE	NULL
TO_DATE	DATE	NULL

HRM\$COURSE

COURSE_NUM	NUMERIC(10,0)	NOT NULL
COURSE_CODE	VARCHAR(10)	NULL
NAME	VARCHAR(50)	NULL
CONTENTS	VARCHAR(50)	NULL
ORGANIZATION	VARCHAR(50)	NULL
FEE	NUMERIC(15,2)	NULL
DURATION	VARCHAR(20)	NULL
LAST_UPDATE	DATE	NULL
LAST_MOD_USER	VARCHAR(5)	NULL
STATUS	VARCHAR(1)	NULL
DELETED	VARCHAR(1)	NULL
FROM_DATE	DATE	NULL
TO_DATE	DATE	NULL
NEXT_EXP_DATE	DATE	NULL
TOTAL_COST	NUMERIC(15,2)	NULL
COST_PER_PERSON	NUMERIC(15,2)	NULL
FOLLOWUP	VARCHAR(20)	NULL
CONDITION	VARCHAR(30)	NULL
CLOSING_REASON	VARCHAR(20)	NULL
CONDUCTED_BY	VARCHAR(20)	NULL
REMARKS	VARCHAR(1000)	NULL

HRM\$EMP_MEMBERSHIP

EMP_NUM (FK)	NUMERIC(10,0)	NULL
MEMB_CODE	NUMERIC(10,0)	NULL
EMP_ID	VARCHAR(12)	NULL
FROM_DATE	DATE	NULL
TO_DATE	DATE	NULL
CAPACITY	VARCHAR(20)	NULL
LAST_UPDATE	DATE	NULL
LAST_MOD_USER	VARCHAR(5)	NULL
DELETED	VARCHAR(1)	NULL
STATUS	VARCHAR(1)	NULL

DESIGN PHASE

An ideal system design has the following design objectives:

SIMPLICITY

The system design should be simple to understand. This helps to simplify the task of development of the system. Also the maintenance will be easy and the maintenance cost of the system can be reduced.

VERIFIABILITY

The verifiability of design means that the correctness of the design can easily be proven to be according to the requirement specifications.

COMPLETENESS

The system design is said to be complete if all the components and detailed aspects of the design are specified. All the modules, interfaces and data relationship should be specified.

INTRODUCTION TO DATABASE DESIGN

Database is the collection of data with some logical relationship within the data. Database is used to store data that is required by the system. To be able to successfully design and maintain database the following steps should be taken:

- Identification of data entities
- Identification of attributes of each data entity
- Identify the relationship between the data entities

DATA MODELS

A data model is a logical scheme of data, which represent all the data entities and the relationship among them. There are three types of data models:

- Hierarchical Data Model
- Network Data Model

- Relational Data Model

The description of each data model is following:

HIERARCHICAL DATA MODEL

This data model is based on Parent-Child relationship. In this data model, a parent entity can have many Children entities but a Child entity can be related to one and only one Parent. Hence the major drawback of this model is that many-to-many relationships between two data entities cannot be represented.

NETWORK DATA MODEL

This data model allows many-to-many relationship between the data entities. A parent entity can have many children entities and vice versa is also true.

RELATIONAL DATA MODEL

This is the most popular data model. A relational database user tables called "Relation" to store information. A data table represents each entity.

This data model has the following characteristics:

The relational data model represents the data inform of tables consisting of rows and columns

The columns of data table represent the distinct attributes of an entity while the row corresponds to the records.

Most data management systems based on the relational model have a built-in query support for query languages.

Data security comes under the central control of RDBMS

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IMPLEMENTATION



SOFTWARE SELECTION

The system is developed using Developer 6/6i as front-end & oracle 8i as backend tool.

INTRODUCTION TO SYSTEM TESTING

Before system is implemented system testing is an important step for the development of a reliable and error-free system. Testing is the process of executing a program keeping in mind the requirement of the user & finding errors. A test case is a set of data items that the system processes as normal input. A successful test is the one, which does find an error.

TESTING STRETEGIES

Two basic strategies that are used for testing are follows

CODE TESTING

the source code was tested exclusively by executing the program under various possible conditions and situations and for different values and ranges of input data. The logic of the program was examined using database management system (Oracle) , it was tried to the best to make every statement in the program execute using dummy data or by explicitly creating dummy conditions.

SPECIFICATION TESTING

Even if code testing is preformed exclusively, it doesn't ensure against program failure. Code testing doesn't answers whether the code meets the agreed specification documented in the required specifications document. It doesn't determined whether all aspects of the design or implemented. Therefore, examining specifications performs specifications testing, stating what program should do and how it should behave under various conditions. Test cases are developed to test the range of values expected including both valid and invalid data. It helps in finding discrepancies between the system and its original objectives, current specifications and system

documentation. During this testing phase all efforts were made to remove programming the bugs and minor design faults.

CONVERSION FROM EXISTING SYSTEM TO PROPOSED SYSTEM

Conversion is the process of replacing the old system with new one. There are three different approaches for performing system conversion and insuring proper working of the system. The processes are :

PILOT CONVERSION

In this approach the system is implemented in one particular area of the organization or the department. Thus, the system is implemented in parts, the remaining departments or areas continue to work with the old system. The only advantage of this system is that it provides sound basis for the whole system to be installed.

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CONCLUSION

WHAT I HAVE ACHIEVED

After development and finalizing this project I feel a real taste of achievement. Developing a system by self analysis, design and test is a bit difficult but provides a real chance of practical learning. During the development of this project I have achieved the following benefits:

- Project management and time scheduling
- Interacting and interfering user
- Analyzing the system data collection according to user requirements
- Good working knowledge of system design and test
- During designing phase, I learnt some new features of the software like ERD Studio Max, TOAD (Quest Software) etc

LIMITATIONS

We were really keen to implement on the system on the web using oracle 9i, but due to some organizational constraints that it was not possible at this stage.

FUTURE ENHANCEMENTS

Following enhancements can be made after sometime, when the organization thinks that they switch to web based development in Oracle & Developer 9i

- Connectivity of the database using live IP
- Online transactions are expected in near future

REFERENCE

Developer 6i
By Alert Lulushi

Oracle Developer Book I & II
By Oracle Corporation

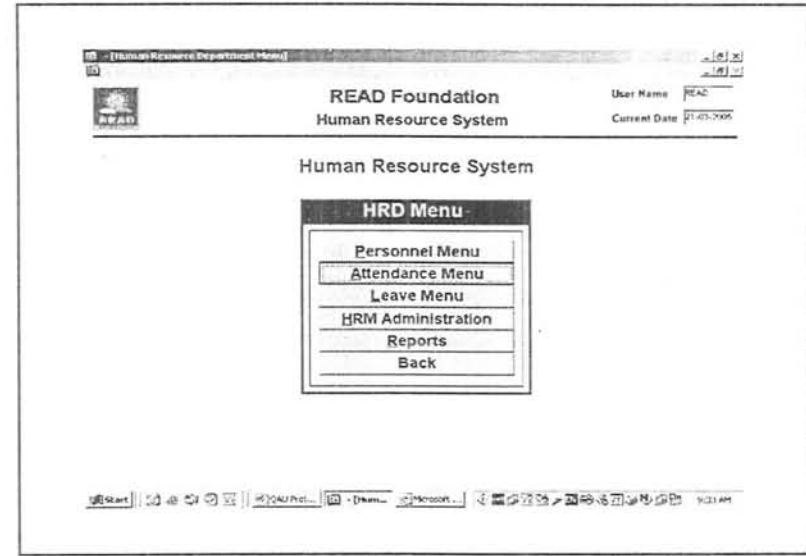
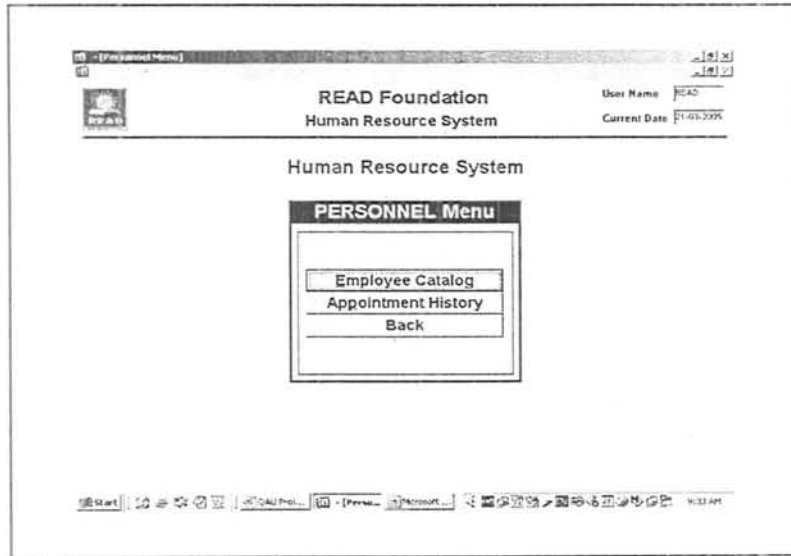
Internet Application I & II
By Oracle Corporation

Oracle Magazines
By OraTech



-7-

DATA ENTRY SCREENS



READ Foundation
Human Resource System

User Name: READ
Current Date: 11/05/2006

EMPLOYEE FAMILY INFORMATION

Family Name: []
 Father Name: []
 Mother Name: []
 First Name: []
 Second Name: []

Marital Status: []

Gender: []

Religion: []

Education: []

Occupation: []

Address: []

Phone: []

Mobile: []

Search | Add | Save | Delete | Exit

READ Foundation
Human Resource System

User Name: READ
Current Date: 11/05/2006

STAFF PROFILE

Employee Code: []
 Name: []
 Date of Birth: []
 Gender: []
 Marital Status: []
 Religion: []
 Education: []
 Occupation: []
 Address: []
 Phone: []
 Mobile: []
 City: []
 State: []
 Country: []
 Postal Code: []

Search | Add | Save | Delete | Exit

Academic Qualification Detail

User Name:
 Current Date:

READ Foundation
Human Resource System

ACADEMIC QUALIFICATION

Academic Qualification with On-line

Qualification	Subjects	Year	Grade/Line	Board/Institution
1	Maths	2007	10	Private
2	Physics	2007	10	Private
3	Chemistry	2007	10	Private
4	Biology	2007	10	Private
5	English	2007	10	Private
6	History	2007	10	Private
7	Art	2007	10	Private
8	Music	2007	10	Private
9	Physical Education	2007	10	Private
10	Information Technology	2007	10	Private
11	Maths	2008	11	Private
12	Physics	2008	11	Private
13	Chemistry	2008	11	Private
14	Biology	2008	11	Private
15	English	2008	11	Private
16	History	2008	11	Private
17	Art	2008	11	Private
18	Music	2008	11	Private
19	Physical Education	2008	11	Private
20	Information Technology	2008	11	Private


Self Assessment

User Name:
 Current Date:

READ Foundation
Human Resource System

SELF ASSESSMENT


Skills	1	2	3	4	5	6	7	8	9	10
Leadership	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Planning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organizing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervising	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Office Management	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Coordination	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Team Building	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Public Speaking	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund Raising	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marketing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Designing & Printing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Performance Evaluation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mentoring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


READ Foundation
 Human Resource System

User Name:
 Current Date:

EMPLOYEE MEMBERSHIP

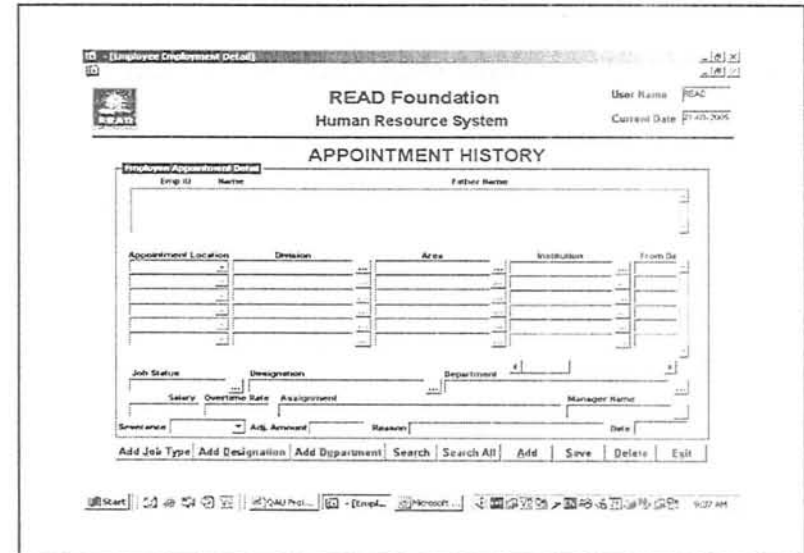
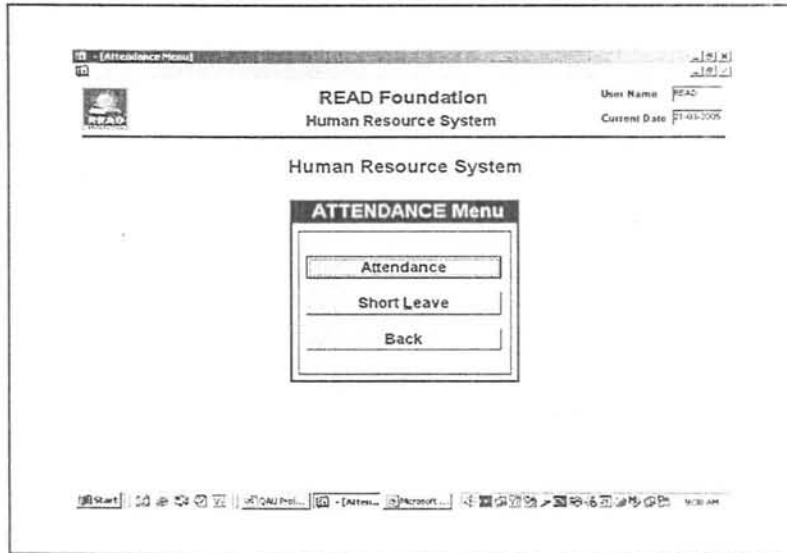
Organization	From Date	To Date	Country	Grade	Salary
				1	1000
				2	2000
				3	3000
				4	4000
				5	5000
				6	6000
				7	7000
				8	8000
				9	9000
				10	10000
				11	11000
				12	12000
				13	13000
				14	14000
				15	15000
				16	16000
				17	17000
				18	18000
				19	19000
				20	20000


READ Foundation
 Human Resource System

User Name:
 Current Date:

EMPLOYEE APPRAISAL GRADING

Year	Grading	Salary
	1	1000
	2	2000
	3	3000
	4	4000
	5	5000
	6	6000
	7	7000
	8	8000
	9	9000
	10	10000
	11	11000
	12	12000
	13	13000
	14	14000
	15	15000
	16	16000
	17	17000
	18	18000
	19	19000
	20	20000



Employee Checkin Time

READ Foundation
Human Resource System

User Name: READ
Current Date: 21-05-2008

ATTENDANCE CHECK IN

Checkin Information

Fiscal Year	Current Date	Day	Time	Day Type
2004	23-01-2005	MONDAY	09:34:27 AM	WEEKEND, WORKING DAY

Employee Name	Checkin Time	Remarks

Clear Add Save Delete Exit

Start | ... | 11:32 AM

Attendance Menu

READ Foundation
Human Resource System


User Name: READ
Current Date: 21-05-2008

Human Resource System

ATTENDANCE Menu

- Checkin Time
- Checkout Time
- Back


Start | ... | 11:32 AM



READ Foundation
 Human Resource System

User Name:
 Current Date:

Human Resource System

SHORT LEAVE Menu




READ Foundation
 Human Resource System

User Name:
 Current Date:

ATTENDANCE CHECKOUT


Check In Information

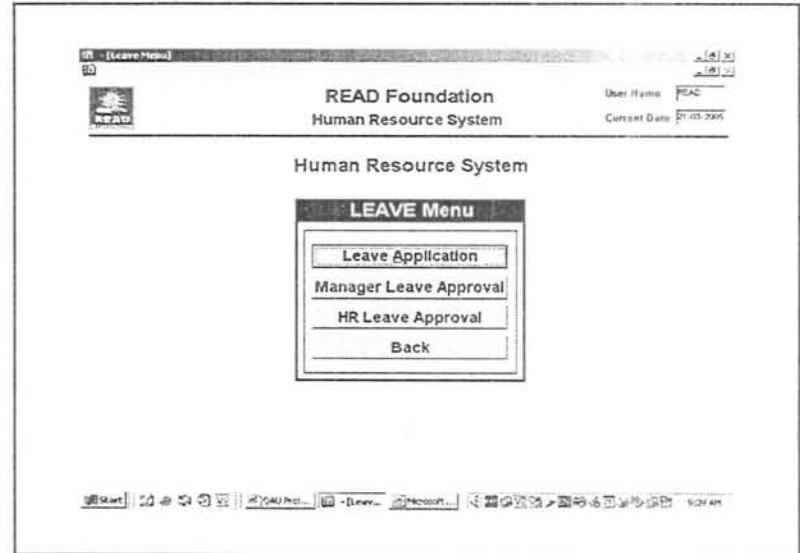
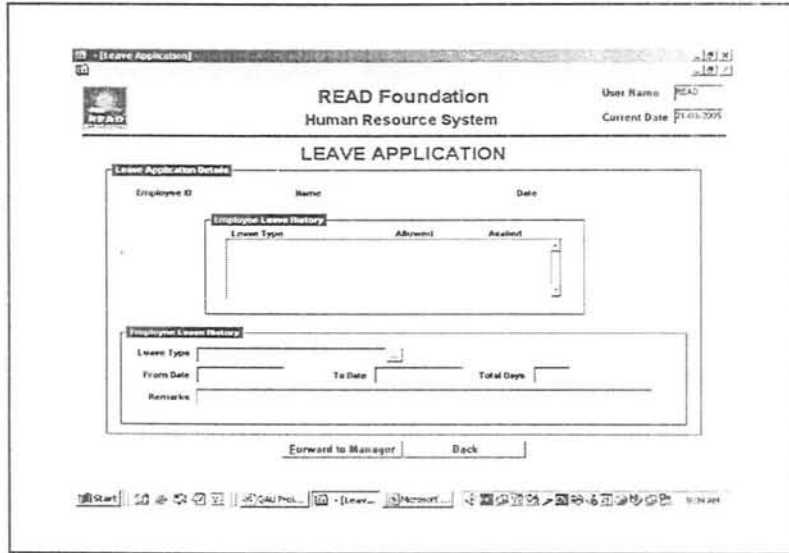
Fiscal Year	Current Date	Day	Time	Day Type
2004	02/27/2005	MONDAY	08:00 AM	NORMAL WORKING DAY

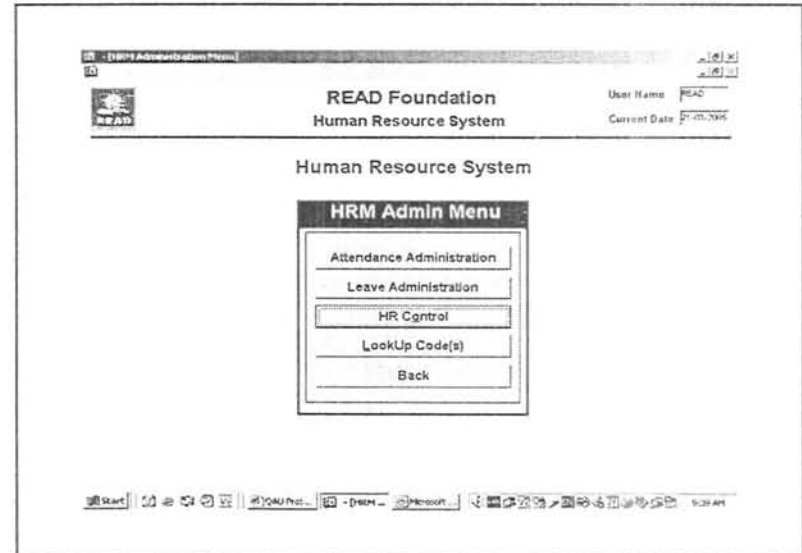
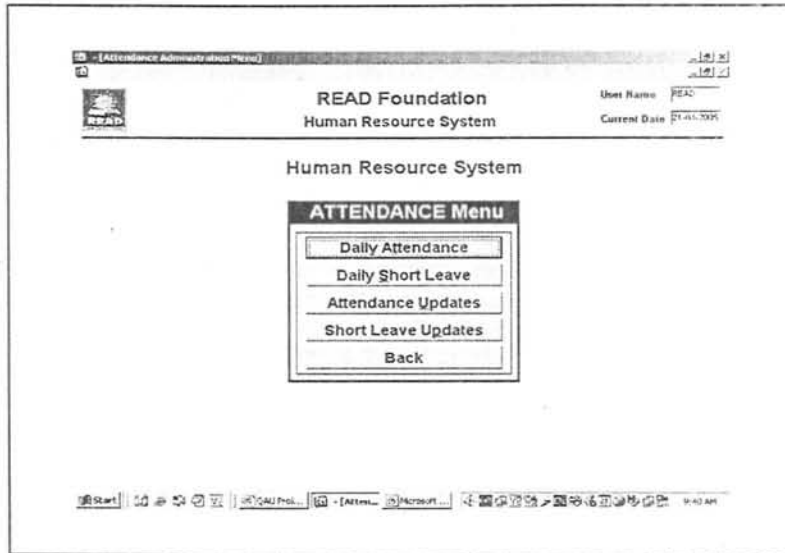
Employee Name	Checkin Time	Checkout Time	Total Time	Check-Out
John Azz	18/02/2005 07:52:33 AM			<input type="checkbox"/>
Muhammad Omer Khal	18/02/2005 07:52:08 AM			<input type="checkbox"/>
Sheh Azhar Khan	18/02/2005 07:52:12 AM			<input type="checkbox"/>
Muhammad Tariq	18/02/2005 07:52:15 AM			<input type="checkbox"/>
Muhammad Zahid Khan	18/02/2005 07:52:19 AM			<input type="checkbox"/>
Muhammad Ahsan Khan	18/02/2005 07:52:23 AM			<input type="checkbox"/>
Ajmal Arshad	18/02/2005 07:52:30 AM			<input type="checkbox"/>
Amir Farooq	18/02/2005 07:53:29 AM			<input type="checkbox"/>
Muhammad Haris	18/02/2005 07:54:07 AM			<input type="checkbox"/>
Imdad Hira Manzoor	18/02/2005 07:58:13 AM			<input type="checkbox"/>

Remarks:

Checked







[Administration - Employee Checkin Time] READ Foundation Human Resource System User Name: READ Current Date: 07-01-2005

ATTENDANCE CHECK IN

Checkin Information

Fiscal Year	Current Date	Day	Time	Day Type
2004	03/21/2005	MONDAY	08:00:00 AM	NORMAL WORKING DAY

Employee Name	Checkin Time	Remarks
	08:07:00 AM	

Add Save Delete Exit

Start | CAU Prod... | [Admin] | Microsoft... | 9:10 AM

[Attendance Menu] READ Foundation Human Resource System User Name: READ Current Date: 07-01-2005

Human Resource System

ATTENDANCE Menu

Checkin Time

Checkout Time

Back

Start | CAU Prod... | [Attendance] | Microsoft... | 9:10 AM

Academic Qualification
User Name: READ
Current Date: 21-03-2025

READ Foundation
Human Resource System

ACADEMIC QUALIFICATION

Academic Qualification Information

Qualification Code	Name	Status
001	Secondary School Certificate	Active
002	Intermediate	Active
003	Graduation	Active
004	Post Graduation	Active
005	M Phil	Active
006	Doctorate	Active
007	Post Doctorate	Active
008	Higher Secondary	Active
009	Others	Active
010	None	Active
011	Short Computer Course	InActive
012	Full Time	Active

Add Save Delete Exit

Start
Acad
Microsoft
9:41 AM

Lookup Codes
User Name: READ
Current Date: 21-03-2025

READ Foundation
Human Resource System

Human Resource System

Lookup Code Menu

- Academic Qualification(s)
- Professional Qualification(s)
- Designation(s)
- Workshop(s)
- Job Type(s)
- Course(s)
- Department(s)
- Sport(s)
- Membership Detail(s)
- Leave Type(s)
- Fiscal Year / Leave(s)
- Leave Policy
- Back

Start
Lookup
Microsoft
9:42 AM

[[Designation Detail]]

READ Foundation
Human Resource System

User Name: READ
Current Date: 11-03-2005

DESIGNATION

Designation Detail

Designation Code	Designation	Status
001	Manager	Active
002	Deputy Manager	Active
003	Construction Projects Officer	Active
004	Human Resources Officer	Active
005	Section Officer	Active
006	Personnel & Accounts	Active
007	Project Manager (Schools - Grade I)	Active
008	Principal	Active
009	General Teacher	Active
010	Subject Teacher	Active
011	Site Principal	Active
012	Personal Secretary to Chairman	Active

Add | Save | Delete | Exit

Start | [Taskbar icons] | 11:41 AM

[[Professional Qualification]]

READ Foundation
Human Resource System

User Name: READ
Current Date: 11-03-2005

SPECIALITY FIELD

Professional Qualification Information

Subject Code	Name	Contents	Duration
001	PTC	Teaching	One Year
002	ET	Teaching	One Year
003	B Ed	Teaching	One Year
004	M Ed	Teaching	One Year
005	diploma of Associate Engineer (Civil)	Unknown	Three Year
006	FSCM	Unknown	Unknown
007	DDC	Unknown	Unknown
008	DAUTC	Unknown	Unknown
009	diploma in Physical Education	Physical Education	One Year
010	diploma in Computer (Software & Hardware)	Computer	Three Year
011	Post Graduate Diploma	IT	One Year
012	diploma in Information Technology	IT	Three Year

Add | Save | Delete | Exit

Start | [Taskbar icons] | 11:41 AM

READ Foundation
Human Resource System

User Name: [FAC] Current Date: [Feb-2005]

FISCAL YEAR / LEAVES

READ Year / Fiscal Year

Fiscal Year	Start Date	End Date	Status
2004	07/2004	06/2005	Current

READ Year / Fiscal Year

Dept	Description	Off Year	Status
		2004	Active
		2005	Active
		2006	Active
		2007	Active
		2008	Active
		2009	Active
		2010	Active

ADD SAVE DELETE EXIT

READ Foundation
Human Resource System

User Name: [FAC] Current Date: [Feb-2005]


LEAVE TYPE

READ Year / Fiscal Year

Leave Type	Full	Status
Annual Leave	Y	Active
Sick / Accrual Leave	Y	Active
Approved Leave	Y	Active
Parental Leave	Y	Active
Unemployment Leave	Y	Active
Legal Day Leave	Y	Active
Professional Leave	Y	Active
Special Leave	Y	Active
Grand Leave	Y	Active

ADD SAVE DELETE EXIT

10 [Data Report Menu]
10 [Print]


READ Foundation
 Human Resource System

 User Name:
 Current Date: 11/01/2005

Human Resource System

Report(s) Menu


[Personnel Report\(s\)](#)

[Attendance Log](#)

[Back](#)

Start
10:00 AM

10 [Designation Web Leave Policy]
10 [Print]


READ Foundation
 Human Resource System

 User Name:
 Current Date: 11/01/2005

LEAVE POLICY

Employee Leave Policy Information

Designation

Leave(s) Detail

Leave(s) Description	Paid	Carry Forward	Repayoff	Rate Per Day	Status
Emergency Leave	NO	NO			Active

[Search](#) | [Search All](#) | [Add](#) | [Save](#) | [Delete](#) | [Exit](#)

Start
10:00 AM

READ Foundation



HRM Personal Reports

Employee: _____

- Staff Profile
- Family Information
- Self Assessments
- Academic Qualification
- Professional Qualification
- Previous Experience
- Employee Discipline
- Sports Achievements
- Workshop Log
- Counsel Log

