

Design and Implementation of Employee Timesheet Management System

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ABSTRACT

The Employee Timesheet Management System allows employees to work on client's requirements and projects on a day to day basis. Timesheet may record the start and end time of tasks or just the duration. It may contain a detailed breakdown of tasks accomplished throughout the project or program. This data is used for payroll, client billing, billable and non-billable project costing, analysis, tracking, and management. Employees fill timesheets on daily, weekly and monthly basis. Employees will be able to easily find out what they need to be tracking, as well as prioritizing their tasks so that the most time-sensitive ones can be done first. Basically, it allows employees to work on the go and let them clock in and clock out on their mobile devices, or even at home. Timesheets being used to do this means that you can configure it any way you want in order to suit the requirements of your business.

Keywords: Timesheet Management, Payroll, Client Billing, Time tracking.

I. INTRODUCTION

This project issue to fetch the all information about individual employee and pass it to the authorized user and only authorized user can see the information of all the employees. Timesheet allows you to see how many hours have been spent per project and customer. You can compare projects and their resource consumption. The information such as report, payroll, client billing, estimation, tracking, and management etc. track by using the timesheet.

Timesheet Management System is very important indeed if you want the functions of your business to be done well and on time. It allows employees to work on the go and lets them clock in and clock out on their mobile devices, or even at home. Employees will be able to easily find out what they need to be tracking, as well as prioritizing their tasks so that the

most time-sensitive ones can be done first. In addition to this, the employee can submit the timesheets for accept instantly from wherever they are. The process by which approval is gained can also be optimized and modified to make sure that they are in line with the processes used within your business. Categories can also be selected for the acceptance of task submissions and timesheets based on client, project and other acceptance types. This Employee Timesheet Management System leads to a lot of time being saved, especially when it comes to leave tracking and vacation time.

II. EXISTING SYSTEM

In current situation, lots of companies are used online Timesheet Management System for the employees. Employees are fill this timesheet on day, monthly, and weekly basis.

- Employees enter their log-in and log-out time in timesheet.
- Lack of effective internal controls for time sheet management, resulting in violations of company work policies and inaccurate cost accounting.
- Difficult to tracking exact time period of employee work.
- In many companies the employees are not generate the whole progress report of project.

Hence, this new timesheet is more flexible for employees to use. This timesheet is manages the team, client and project, expenses, report generation, and timesheet management. The new system completely covers all the fields of work.

III. PROBLEM DEFINATION

In current scenario, management does not have access to real-time report on projects, clients, and work progress, making it difficult to measure progress of employee. To maintain all the data of employee's work is very complicated with the help of outdated time tracking systems with high maintenance costs. So many companies are used online Timesheet Management System but lots fields of timesheet are not included, like submission of whole report to the admin, expenses management, addition of task, etc. The main objective is to provide the fully functional report to the management and track all the information about the employee work.

IV. PROPOSED SYSTEM

In the proposed system, provides the time track of the Employees with their work to the company. By using the timesheet track all the records, reports, clients and projects. This Employee Timesheet Management System included three main modules:

- Register
- Employee
- Admin

Before the login process into the system it is necessary to register first. Admin has authority to new task, expenses, clients, new team member into the project. After the registration process the employee will login into the timesheet and start their work and end of the day, they are fill whole timesheet and submit to the admin and logout. Employees are used smart phones for logging and log-out. Employees are logging into the timesheet to complete their work allotted by the company. When employee is logging into the system timesheet will track the exact time of the employee login and logout time.

V. OBJECTIVES

The aim of this project is to track all information about employee's work.

- Provides full functional reports to management of company.
- Record the information of client billing, projects, and payroll type, etc.
- An easy way to automate all functionalities of the employees of company.

VI. SYSTEM REQUIREMENT ANALYSIS

1. Software requirement:

- Operating system: Windows 7
- Technology Used: PHP, Apache HTTP server 2.2
- Database: My SQL
- Tools used: XAMPP, Notepad++

2. Hardware requirement:

- Processor : Core2Dio
- Motherboard: Genuine Intel
- RAM: Min 1 GB
- Hard Disk: 80 GB

VII. ADVANTAGES AND APPLICATIONS

1. Advantages

- Project and task management with automated software installed.
- Easily Manage Scheduling, Jobs, Projects, and Assets.
- Simple and effective expenses tracking.
- Fast, effective and comprehensive reporting.
- Accuracy with greater productivity and efficiency.

2. Applications

- This Employee Timesheet Management is used in IT companies.
- This will also used in Digital agencies, Consulting Firms, Healthcare centre, etc.
- Comparing planned costs versus actual costs, as well as measuring employee’s performance, and identify problematic task.

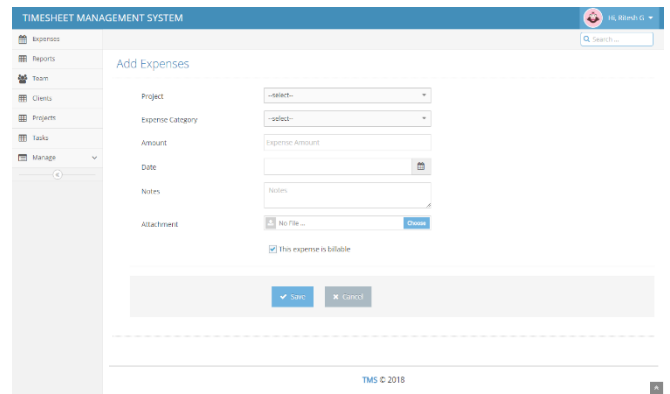


Figure 3:Add Expences.

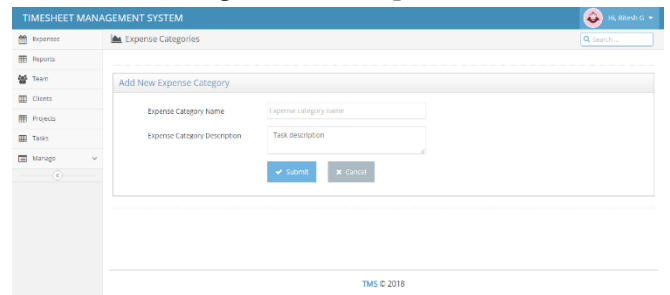


Figure 4:Add Expenses Category.

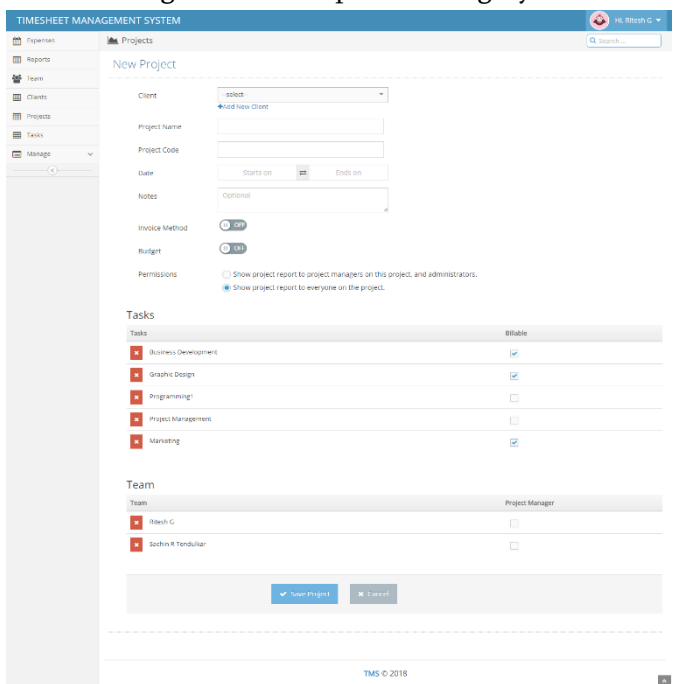


Figure 5:Add new Project.

VIII. SNAPSHOTS

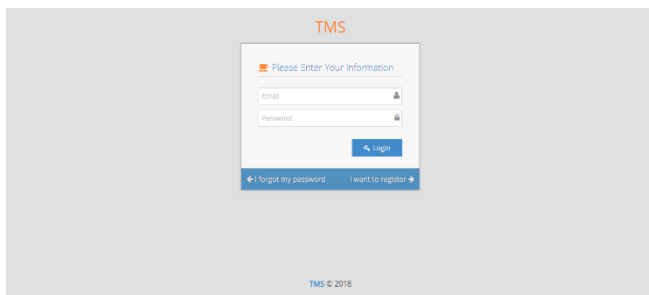


Figure 1:Homepage.

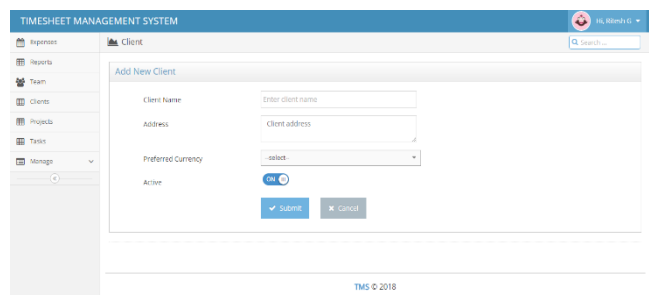


Figure 2:Add client into timesheet.

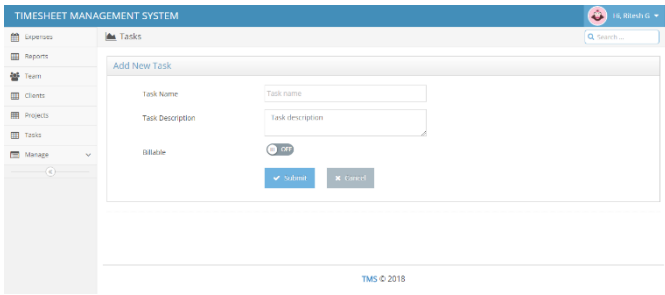


Figure 6: Add New Task into Timesheet.

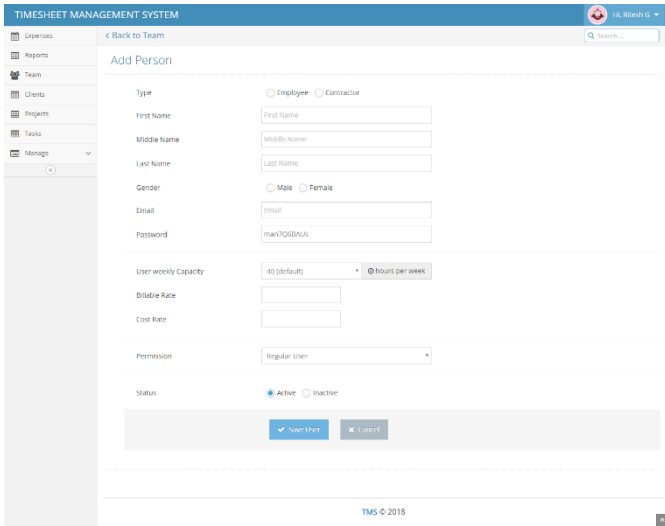


Figure 7: Add Team Member.

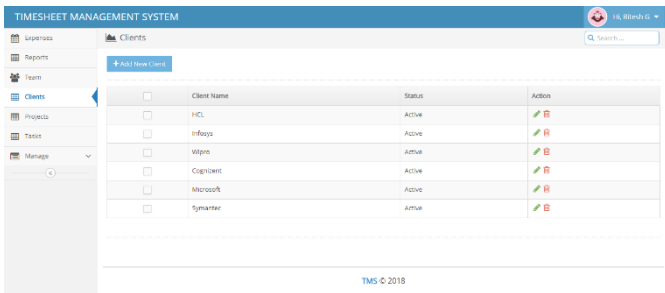


Figure 8: List of Client.

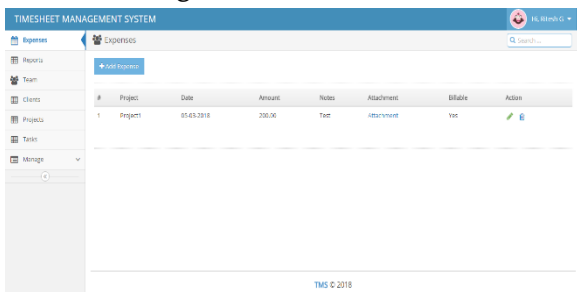


Figure 9 : List of Expenses.

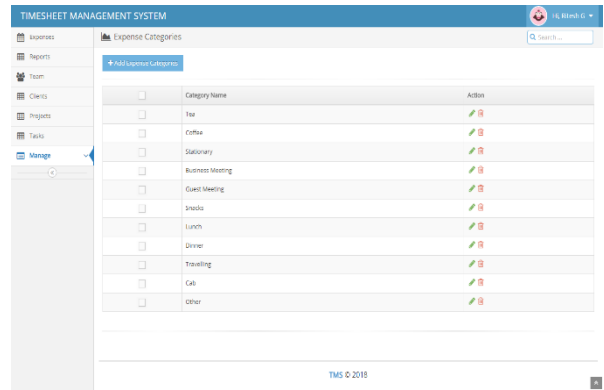


Figure 10: List of Expenses.

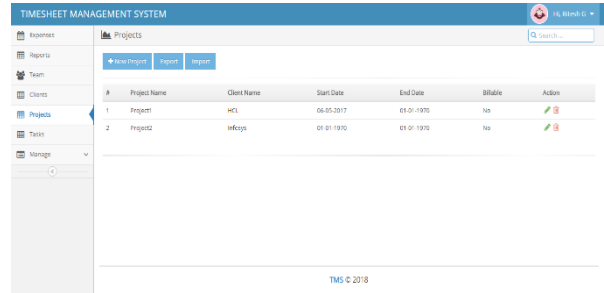


Figure 11 : List of Expenses Category.

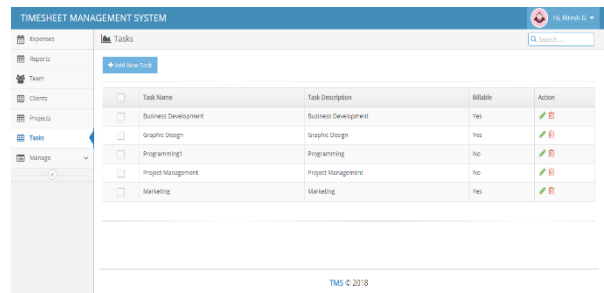


Figure 12: List of Task.

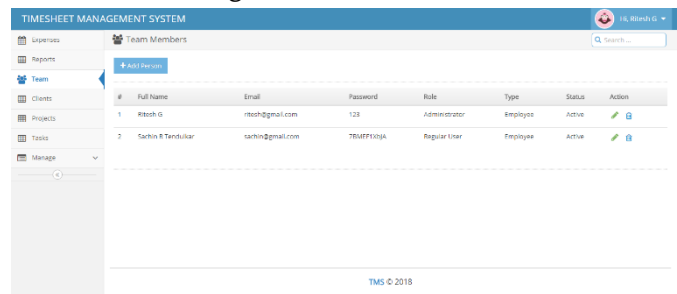


Figure 13: List of team Member.

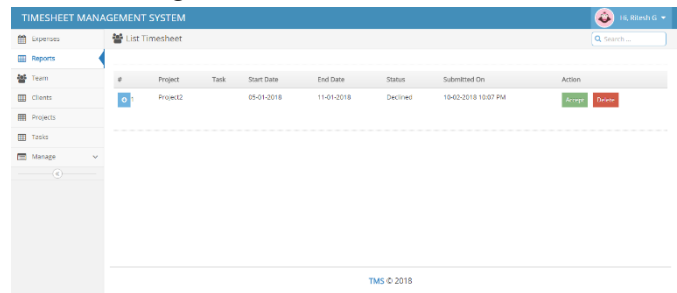


Figure 14: List of Timesheet.

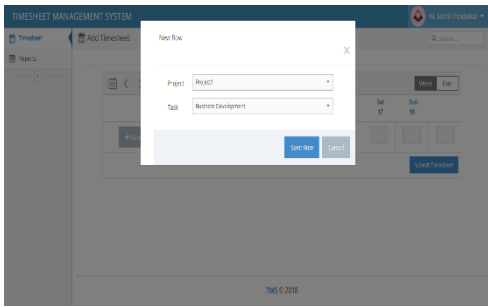


Figure 15: Add new timesheet.

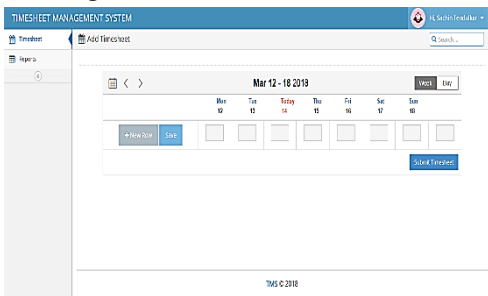


Figure 15: Add timesheet.

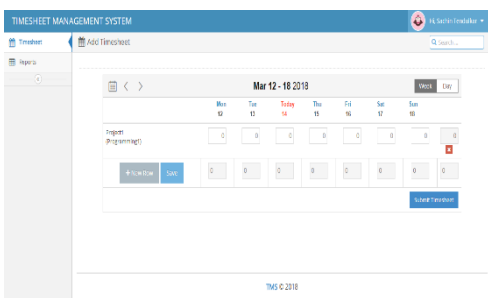


Figure 16 : Fill the Timesheet by Employee.

#	Project	Task	Start Date	End Date	Status	Submitted On	Action
0	Project2		05-01-2018	11-01-2018	Declined	10-02-2018 10:07 PM	Delete

Date	Day	Hours
05-01-2018	Mon	2.00
06-01-2018	Tue	5.00
07-01-2018	Wed	10.00
08-01-2018	Thu	11.00
09-01-2018	Fri	4.00
10-01-2018	Sat	5.00
11-01-2018	Sun	2.00

Figure 17: View detailed Timesheet.

IX. CONCLUSION

It includes latest technology as PHP, Apache HTTP server 2.2, database which embedded itself in android device as My SQL. This project is

helps companies to understand needs of their employees and make each employee accountable.

X. FUTURE SCOPE

- Employee Timesheet Management System work for the Android devices.
- Employees and administrator both can uses it easy.
- Can be use simultaneously and editing and updates can be make easily accordingly.

XI. REFERENCES

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