EMPLOYEE TASK MANAGEMENT SYSTEM

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ABSTRACT

The Employee Task Management System (ETMS) provides the ability to authenticate for both administrators and employees to login into dashboard. The Employee Task Management System used to allocate some work (task) to employees. Given task is shown at employee task management module they can update it, delete it and also show their details. It helps them control all their work. The Employee Task Management System helps to enhance the communication between one administrator and multiple employees. This tool helps to management daily work management in school, office, and college. The Employee Task Management System is used reduce department head work burden, save time, reduce necessary meetings. When the system automatically manages tasks and tracks attendance, it helps the company work better. It also makes less work for administrators. This can make the company perform better overall [1].

Keyword: - *Task Create, Task Assign, Task Management, Task Tracking, Task Scheduling.*

1. INTRODUCTION

The Employee Task Management System is the web-based technology, developed using PHP and MySQL for creating database and HTML, CSS and JavaScript to make website interactive. The ETMS helps to manage administrators and employee's day to day workload data. In this web-based tool, the administrator can hold or managing all over data. The ETMS provide user-friendly interface for assign task and designed for easy to use from both Administrators and employees. This tool provides the effective two-way communication between Administrators and Employees. There is one Administrator and Multiple Employees as per administrators' requirements. If administrators adding new Employee with their details that Employee's dashboard are automatically created with their unique username and password. The Administrators can have the access of all employees, that's why only Administrators can manage all task, all Employees, and all over attendance. When an administrator assign the task to any employee with their details like name, description then select employee, with start time, end time, start date and end date. That assign task is shown at employee site in task management module. The Employee can start working on task there is need to clock-in and after completion of that task need to clock-out that time indicate how required to complete that task and this attendance is shown also in administrator's site. This web-based tool we are creating on real-time problem like in college Head of Department need to take a meeting manually to assign some work or task to staff members. This tool

reduces time and unnecessary meetings. An Employee Task Management System is help to enhancing team collaboration to complete or finish the workload of tasks with minimum time with less effort [2].

For the Back-End system, we used MySQL database to make more secure that stores data, including employees details, admin details, administrator attendance (clock-in and clock-out), Employees attendance (clock-in and clock-out), task details, deadlines, update, delete and status like in-progress, pending, incomplete. This tool includes basic features for creating, reading, updating and record deleting allowing Administrators to effectively manage tasks and employees details. Administrator and Employee authentication ensuring data protection, allow access only to authorize individually. The administrators have access of all employee but employee having their only own.

The Employee Task Management System can increase organizations productivity, teamwork and efficiency by structured and organization of task management, also provides data transparency within team. This tool provides both administrators and employee with tasks of clear overview. This web-based tool encourages employees to take ownership of their work. It provides an online platform for managing daily activities in industries, college faculties, schools, offices and more. All tasks are shown at administrators' dashboard that display's their status (pending, incomplete, completed etc.). Employees can log in to the dashboard to view their assigned tasks, update tasks, an attendance (clock-in and clock-out) and logout. It provides feature to distribute work among team members and increased communication and controls [3].

2. LITERATURE REVIEW

Title:	Author:	Summary:
Getting Things Done the Art of Stress-Free Productivity.	David Allen.	This book is all about learning how to capture numbers of tasks and ideas in your entire system. It allows you to understand the execution as well as remembering everything. It helps to boost efficiency of a particular productivity and also helps to concentrate next operation which will bring employee closer to their goal.
Time Management Essentials.	Anna Dearmon Kornick.	This book is all about learning better time management. It may help professional to manage time with an effective way and also to assign priorities on your task so as to improve efficiency. It also includes an access to downloadable resources or data/information which also benefits for planning related to time management system in performed numbers of operations on the project.
From To-Do to Done.	Maura Thomas	This book introduced empowered productivity which helps to understand for organizing perfect planning or organization for particular tasks as well as maximize productivity in both personal and professional setting. The mean purpose of this book is to learn all about how to create productive to-do list that helps to get achieve your personal and professional success.
Project Planner Notebook.	Wendy Brinton.	This book designed to help or understand individual planning and organizing project related task effectively. This book provides user-friendly format and the notebook refers to set priority and deadlines so as to focus to achieve result.
Daily Work Task Log Book.	Lon's.	It helps to understand performed operation by progress tracking system. It helps to reduce time utilization in the project. This type of a log book helps how to manage individual or team work for completing the entire task and also to increase productivity and to maintain quality.

3. METHODOLGY

In this project, Front-End Languages used are HTML (Hyper Text Markup Language) for the structuring and designing web pages, CSS (Cascading Style Sheets) used to the styling layout, JavaScript is a programming language primarily used to the interactivity and to provide dynamic content to website. Back-End Languages used are PHP languages as it is supported as server-side scripting language. It is used to handle dynamic content, manage databases, and track sessions [4]. For the database MySQL is used to handle all the data of this website like all employees detail, all employees' record of task complete etc.

In website (front-end) has home page, about us page, services page, contact us page, and login page. There you can see the all-details related employee task management system. Like home page contain some information, images, and videos, About Us contains some details about employee's task management system, Contact Us page contains form if have any problem then need to contact us and login page also contain form if want to login as employee or administrator. At the Back-end (Database) site have modules like task management, attendance management, employees' management and logout [5]. Means Task management contains all list of assign task, update task and delete task. Attendance management contains list of all employees' attendance, clock-in, and clock-out and delete attendance. Employees' management provides list of all employee where can add employee, update details of employee and can delete employee.
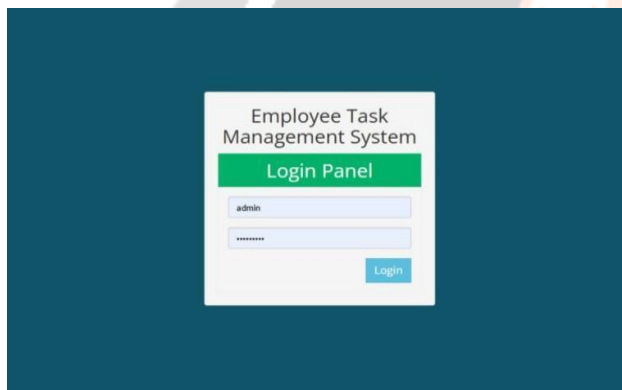
3.2 Performed Operations

Fig 3.2.1 Login

ETMS provides communication amongst administrators and employees. Both having separate role-based login. The administrators having access of Employee Management, they can add new employees as per their requirement. When administrator adding a new employee, that employee's login is separately created with their unique user's name and password as shown in fig (3.2.1). There is a need to fill username and password and then hitting login button. If filled information is correct then log-in will done otherwise message box will generate that indicates filled information is incorrect.
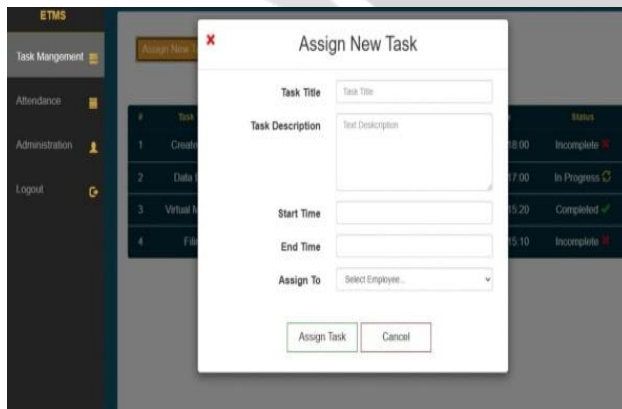

Fig 3.2.2 Assign Task

The ETMS has an ability to assign task to the employees then that task is directly shown at employee site in task management module. As shown in fig (3.2.2). To assign task, it is needed to fill the entire details about task like Task Title, Task Description, start time and end time with date assign to need to select employees to assign task then click on assign task button otherwise click on cancel button. The Administrator and Employee can also update that task details. An administrators can delete the assigned task [6] [7].

Fig 3.2.3 An Attendance

The ETMS provides an attendance module, when employee can start working on assign task. There is a need to clock-in and after completion to that task need to clock-out. That time duration indicates how time required to complete that task. This attendance is display at administrator's side. As shown in fig (3.2.3), an Administrator has an access of all employees' attendance. There is list of employee's attendance where some employees are clock-in and clock-out and some only clock-in. The administrator has ability to clock-out it and also delete the record.

Fig 3.2.4 An Administration

The ETMS provides communication between one administrator and multiple employees as per Administrators requirement. The administrators have ability to adding new employee, updating employees and their own details, deleting employees and also shows details of employees. As Shown in fig (3.2.4) there are two sections, one is for administrators and another is for employees. In that section they can manage their profile. To add new employee, click on add new employee button. Then form display enter that empty field if you want to add click on add otherwise click on cancel button.
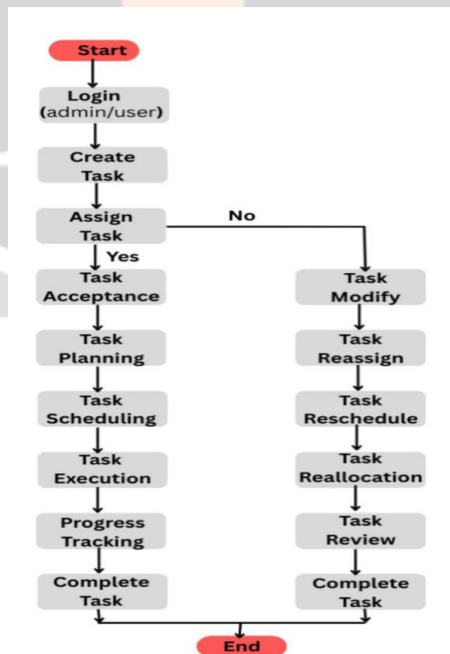
3.3 Flowchart

Fig. 3.3.1 Flowchart

3.4 Use-Case Diagram

Fig. 3.4.1 Use-Case Diagram
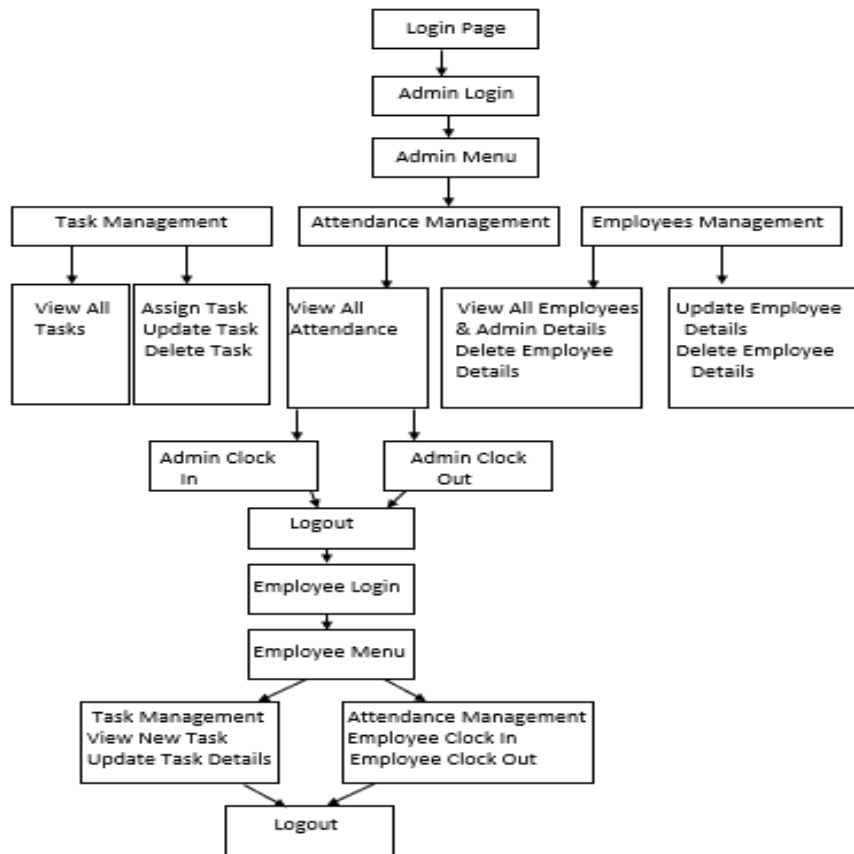
3.5 Structure Diagram
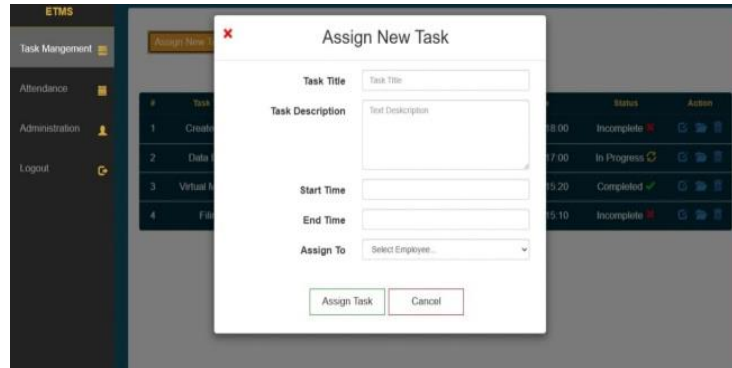

Fig. 3.5.1 Structure Diagram

4. RESULT

Fig. 4.1 Result of Assign New Task

Fig. 4.1 is related to task that is 'Assign New Task'. This section allows to task related points such as set name of title in your task, overall task description, start or ending time with dates and name of the assign to and this all the fields filled then finally you click on assign task or cancel button as per the administrators' requirements. Also, this 'Employee Task Management System' project is enabled to allow admin and there are multiple users to performed operations on related to tasks such as firstly create task then assign the task to the particular user as well as manage the tasks (insert, delete and modify/update/edit). This project is also enhancing team collaboration to complete or finish the workload of tasks with minimum time with less effort. This project is also providing authentication that's means admin is allows the numbers of users but user is only access admin.

5. ADVANTAGES

Using this suggested technology, we can obtain the following benefits:

- Creating and assigning tasks.
- Monitoring and scheduling tasks.
- Improved time management.
- Enhanced collaboration among multiple users.
- Increased productivity.
- Better management of tasks and projects.
- Greater efficiency and output.
- Meeting user needs while ensuring clarity for all team members.
- Resources can be allocated easily.
- Reduced stress levels.

6. CONCLUSION

The Employee Task Management System is a web-based tool designed to manage day to day task in college, school and office, etc. This tool helps to reduce administrator's workload by assigning task to employees. It provides communication between administrators and multiple employees. Their administrators can assign task with some task details (like title, description, start-time/date, end-time/date and select employee) to employees. These automated tools, where administrator can hold all over manage like assigned task, attendances, and employee's management. In this tool an employee has ability to update task details. Administrator and Employee authentication ensuring data protection, allow access only to authorize individually. The administrators have access of all employees but employee having their only own. The Employee Management System project provides a feature to distribute work among team members and increased communication and controls.

7. REFERENCES

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