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Employee Task Allocation System

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ABSTRACT

To maintain track of the data about the employees in every given business, a distributed application server called the employee job allocation system was developed. Both the technology utilised to produce work status and information about the employees' personal details are kept on file. Anyone can utilise it because it's straightforward to understand, even people who aren't familiar with a basic workers task system. It is easy to use and only gives the user a limited number of alternatives while instructing him to do tasks step by step.

***Keywords*—** Employee, Task, Organisation

I. INTRODUCTION

This system is employed to keep an employee's work flow in check. With a module-by-module breakdown and the nature of the task that requires attention, it aids the administrator in evaluating and assigning them to responsibility for all tasks. When an employee arrives at work, the workflow is prepared in percentages, and another person takes over. Every detail is kept up to date in a single Windows application. Each employee can then enter their daily report in the same system and obtain information about their jobs from the main system. A distributed application server called the employee task allocation system was created to keep track of the information about the employees in any given organisation. It keeps records of the personal information of its employees as well as information about the system used to create work status. Anyone, even those unfamiliar with a simple employees task system, can use it because it is easy to understand. It is simple to use and only provides the user with a few options while asking him to perform operations step by step. It is quick and capable of handling many business operations. An application that allows users to create and store employee work records is called an employee task management system. The team leader finds it useful to keep an eye on the progress of the job.

1.2 Existing System

In the existing system ,records are maintained manually. The Work allocation details, Works details, employer's details etc.. are maintained manually. The study of the existing system revealed that the system has several drawbacks are available.

1.2.1 Drawbacks of the Existing

- To maintain all the Reports and backups.
- The end user has to remember a lot of command to make efficient use of the system.
- The system does not have any descriptive reports and thus did not help Monitoring in decision-making.
- The case Information's per day is unable to find.
- Enormous amount of time is consumed

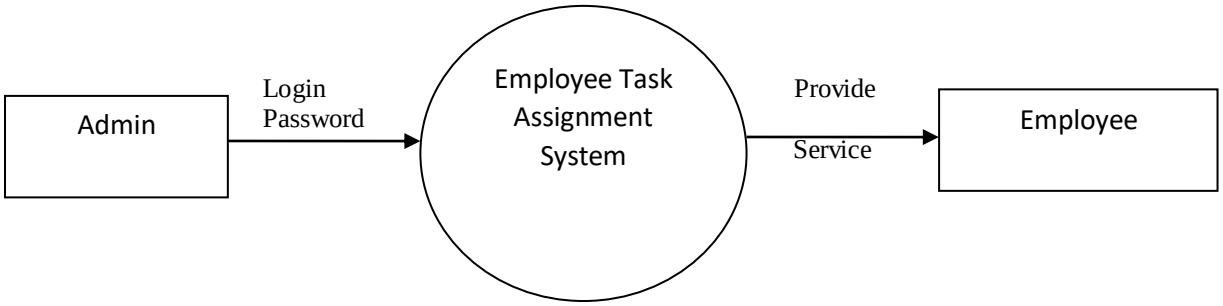
II. PROPOSED SYSTEM

The proposed system should overcome all the disadvantages of the existing system. The existing system is not functioning well due to manual process. Thus the proposed system should minimize the manual efforts. Time consumption for arrangement will be minimum. Keep all your Work discussions in one central place, and etc.

2.2.1 Advantages of the Proposed System

- Easy toidentify the allocated work.
- Very Easy to Send (Punching) the work report date time hours.
- The end user has to remember a lot of command to make efficient use of the system.
- The system does not have any descriptive reports and thus did not help Monitoring in decision-making.
- The case Information's per day is unable to find.
- Enormous amount of time is consumed.
- The required information can be retrieved easily.
- The details can be stored in the storage system permanently.
- Time will not be wasted in the calculations.
- Corrections can be made easily.

Level-0



III. SYSTEM DESIGN AND DEVELOPMENT

3.1 System Design

System design is the process of planning a new system to complement or altogether replace the old system. The purpose of the design phase is the first step imoving from the problem domain to the solution domain. The design of the system is the critical aspect that affects the quality of the software. System design is also called top-level design. The design phase translates the logical aspects of the system into physical aspects of the system.

3.2 Input Design

Input design is the process of converting the user-oriented input to a computer based format. The goal of the input design is to make the data entry easier, logical and error-free. Errors in the input data are controlled by the input design. The quality of the input determines the quality of the system output.

The entire data entry screen is interactive in nature, so that the user can directly enter into data according to the prompted messages. The users are also can directly enter into data according to the prompted messages. The users are also provided with option of selecting an appropriate input from a list of values. This will reduce the number of error, which are otherwise likely to arise if they were to be entered by the user itself.

Input design is one of the most important phases of the system design. Input design is the process where the input received in the system are planned and designed, so as to get necessary information from the user, eliminating the information that is not required. The aim of the input design is to ensure the maximum possible levels of accuracy and also ensures that the input is accessible that understood by the user.

The input design is the part of overall system design, which requires very careful attention. If the data going into the system is incorrect then the processing and output will magnify the errors.

The objectives considered during input design are:

- Nature of input processing.
- Flexibility and thoroughness of validation rules.
- Handling of properties within the input documents.
- Screen design to ensure accuracy and efficiency of the input relationship with files.
- Careful design of the input also involves attention to error handling, controls, batching and validation procedures.

Input design features can ensure the reliability of the system and produce result from accurate data or they can result in the production of erroneous information.

3.3 Output Design

Output design is very important concept in the computerized system, without reliable output the user may feel the entire system is unnecessary and avoids using it. The proper output design is important in any system and facilitates effective decision-making. The output design of this system includes various reports.

Computer output is the most important and direct source of information the user. Efficient, intelligible output design should improve the system's relationships with the user and help in decision making. A major form of output is the hardcopy from the printer.

Output requirements are designed during system analysis. A good starting point for the output design is the data flow diagram. Human factors reduce issues for design involved addressing internal controls to ensure readability.

3.4 Database Design

A database should provide integration, Integrity and a data independence table in a database contains information pertaining to a specific entity. To maintain the tables in an effective way, it should be normalized to ensure that the number of tables does not exceed the optimum level unless it is mandatory.

To prevent unauthorized access, security measures have been provided. This may prevent unauthorized persons using data that is private. The normalization techniques have been used to design the table such that the use of all the tables is made easy.

The various relations between different tables, the number of fields in each table and the type, width of each field were analyses. The names of the fields and tables where so chosen that the users would not face any problem in identifying the table structure.

3.5 System Development

3.5.1 Module Description

Admin Login

This module includes admin id and password. Admin manages all the details of work assign details, employee details, work allocation and work status etc.

Team leader work allotment

In this module maintain the team leader work allotment details. Team leaders are work assign to the employees. It likes work allot id, employee name, department, work type, start date and end date etc.

Work assignment

Work Monitoringcosts and work schedules on a work-by-work basis. It usually includes the following details: Work id, work name, department, work type, start date and end date etc.,

Employee details

This section reviews the process whereby employees can be set up and all of the controls that relate to that employee defined. The employers are categorized into team leaders based by departments. Each team leader has team members. It includes employee id, employee name, department, password, experience and joining date etc.

Employee login

This module includes employee id and password. Employee manages for particular details.

Work status details

Work completion is based on the team leaders work allotment, and team members completion date. It contains the work status id, employee name, work type, department, status, start date and end date etc.

IV. FUTURE ENHANCEMENT

Future enhancement for employee daily task allocation management system There are several possible enhancements that can be made to an employee daily task allocation management system to improve its functionality and usability. Here are some suggestions:

Artificial intelligence integration: Incorporating AI technology into the system can help optimize task allocation by analyzing employee performance and workload to suggest the most suitable tasks for each employee. It can also help predict task completion times based on previous data and prioritize urgent tasks accordingly.

Mobile application: A mobile application for the task allocation system would enable employees to access their tasks and receive real-time updates while on the move. It would also allow managers to assign tasks and monitor progress from anywhere, making the system more flexible and convenient.

Integration with project management software: If the organization uses project management software, integrating it with the task allocation system can streamline the allocation of tasks and enhance collaboration among team members.

Performance tracking: Including a performance tracking feature in the system would enable managers to monitor employee productivity and identify areas for improvement. It can also help identify high-performing employees and reward them accordingly.

Customizable dashboards: Customizable dashboards can enable users to view task lists, progress, and completion rates in a way that suits their needs. For example, a manager may want to see a dashboard that displays tasks by department or employee, while an employee may prefer a dashboard that shows their individual workload for the day.

Real-time communication: Real-time communication features like in-app messaging or notifications can help employees stay informed about task updates, changes, and deadlines. It can also reduce the chances of miscommunication and ensure that everyone is on the same page.

Integration with HR software: Integrating the task allocation system with HR software can provide managers with insights into employee availability, leave requests, and other HR-related data. This information can be used to assign tasks more efficiently and ensure that employees are not overburdened with work.

Overall, these enhancements can help make the employee daily task allocation management system more effective, efficient, and user-friendly.

V. CONCLUSION

In conclusion, a daily task allocation management system can greatly enhance productivity and efficiency in the workplace. By using such a system, individuals and teams can easily track their daily tasks, prioritize them based on importance and urgency, and allocate the appropriate amount of time and resources to complete them. Such a system can also provide valuable insights into individual and team performance, helping managers to identify areas for improvement and optimize their workforce. With the increasing prevalence of remote work and distributed teams, a digital task allocation system can be especially useful in ensuring that everyone is on the same page and working towards the same goals. Overall, implementing a daily task allocation management system can be a worthwhile investment for any organization looking to improve their productivity, streamline their workflows, and achieve their goals more efficiently.

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