

Universiti Teknologi Mara

E-HR Management System

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ABSTRACT

The project E-HR Management System was launched in order to deal with the inefficiency of the traditional HR practice by creating a unified and specialized system to facilitate the key operations including staff clock-in/clock-out, staff leave request, staff claim and data management. The system was created with the help of the Waterfall Model due to the necessity of higher productivity, precision, and decision-making in HR activities. The system was created in stages, each stage is a consequence of the previous one, and the stages include requirement gathering, design, development, implementation, testing, and deployment. The system is reliable and easy to use with user-friendly interfaces, high-level data protection, and simplified workflows. Testing outcomes showed that the system increases the efficiency of work, reduces the number of mistakes and promotes successful human resource management in the context of different types of organizations. Potential enhancements can be the incorporation of real-time alerts to notify the users about HR activities and changes also payroll functionality to automate the salary calculation process and facilitate compensation management.

TABLE OF CONTENTS

CONTENT	PAGE
SUPERVISOR APPROVAL	i
STUDENT DECLARATION	ii
ACKNOWLEDGEMENT	iii
ABSTRACT	iv
TABLE OF CONTENTS.....	v
LIST OF FIGURES	viii
LIST OF TABLES	xii
LIST OF ABBREVIATIONS.....	xiii
 CHAPTER 1: INTRODUCTION	 1
1.1 Background	1
1.2 Problem Statement.....	3
1.3 Research Questions.....	4
1.4 Research Objectives.....	4
1.5 Scope	4
1.6 Project Significance	5
1.7 Expected Outcome.....	5
1.8 Project Limitation.....	6
1.9 Chapter Summary	7
 CHAPTER 2: LITERATURE REVIEW.....	 8
2.1 Human Resource Management System	8
2.1.1 Definition.....	8
2.1.2 Advantages.....	9
2.1.3 Challenges.....	9
2.1.4 Current / Common Practices.....	10
2.1.5 Usability Testing	11

CHAPTER 1

INTRODUCTION

1.1 Background

Human Resource Management (HRM) has high responsibilities towards the smooth running of organisations for managing employees' processes such as attendance, leave, and claims. Manual or semi-automated traditional systems used in managing Human Resource (HR) operations are fast becoming ineffective to meet the challenges of today world. Such systems are often rife with inefficiency such as daily errors, delays and no real time control. According to Disa and Petrovic (2023), Manual timekeeping takes a toll on employee productivity and morality, additionally, it is quite time-consuming. Additionally, filling out timesheets and submitting them weekly or monthly will lead to tampering of data and inaccuracies.

In a traditional system, one could have to complete records on register or excel sheets, which is burdensome to manage, prone to alteration and misplacement. The management of the organisation uses a manual approach to keep track of the employees' information and evaluate their working hours (Ardebili et al., 2022). Similarly, claim requests are usually presented on papers with receipts attached to it, which may easily disappear, and thus cause delays in the reimbursement process and decrease employee satisfaction. The continued use of these traditional methods is not healthy for the morale of the employees or for the efficiency of the organization in the current ever evolving business world.

These challenges are overcome by an Electronic Human Resource Management (E-HR) system as it centralizes all processes and enables all the stakeholders involved. E-HR systems have functionalities such as attendance tracking system, leave application system, and claims submission system. They can punch in and out on touch screens, apply for leave on a single click and upload the scanned copies of receipts for claims instead of submitting hard copies. To the HR