PAYROLL PROCESSING SYSTEM

By

ARUNA SEKAR.G
Reg. No: 71205631005

of

Department of Management Studies
Kumaraguru College of Technology
Coimbatore

A PROJECT REPORT
Submitted to the

FACULTY OF MANAGEMENT SCIENCES

In partial fulfillment of the requirements
for the award of the degree

of

MASTER OF BUSINESS ADMINISTRATION

June, 2007

BONAFIDE CERTIFICATE

KCT Business School
Department of management studies
Kumaraguru College of Technology
Coimbatore – 641006

BONAFIED CERTIFICATE

Certified that this project report titled **"PAYROLL PROCESSING SYSTEM"** is the bonafied work of **Miss. ARUNA SEKAR. G (Reg. No: 71205631005)** who carried out the research under my supervision. Certified further, that to the best of my knowledge the work reported herein does not form part of any other project report or dissertation on the basis of which a degree or award was conferred on an earlier occasion on this or any other candidate.

Signature of the Director

Prof. V. S. Elamurugan

Signature of the Guide

Submitted for viva-vice Exam held on .....at KCT BUSINESS SCHOOL, COIMBATORE.

Internal Examiner

External Examiner

ACKNOWLEDGEMENT

ACKNOWLEDGEMENT

I dedicate this project to The God Almighty, whose countless blessings have helped me to make my dream a reality.

I express my profound gratitude to all those who have helped me in the preparation of this project work. I extend my hearty thanks to the Principal **Prof. Joseph V. Thanikal,** for having provided me with the required facilities and information to complete my project work.

I would like to thank **Director**, KCT Business School, for giving encouragement to complete the project work.

I am deeply indebted to **Prof. V. S. Elamurugan**, KCT Business School, for his invaluable support, constant encouragement and keen interest without which this work would not have seen the light of the day.

My grateful and hearty thanks is being imparted to **Mr. Srinivasan**, Director, Eltex Super Castings Limited, for granting me permission to undertake my project work in his esteemed organization.

I also extend my sincere gratitude to **Mr.Mohandass**, Senior System Manager, who has helped me in all his best and for his co-operation during the project work.

I am grateful to the employees of Eltex Super Casting Limited, Coimbatore for their timely help to accomplish this project work successfully.

Last but not the least, my sincere thanks to my friends, parents and all the faculty members of KCT Business School, for their constant support and encouragement, without which the project could not have been a success.

DECLARATION

I here by declare that the project work entitled **"PAYROLL PROCESSING SYSTEM".** Submitted in partial fulfillment of requirement for the degree of Master of Business Administration, Anna University is of my original work and that no part of this report has been submitted for the award of any other degree, diploma, fellowship or any other similar titles.

Date: 1.6.07.

Place: C.B.E.

Aruna Sekar. G.

(ARUNA SEKAR.G)

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

A project on development of MIS to design the payroll processing system for Eltex Super Casting limited, is to give software solution to the organization in order to maintain Database regarding the payroll of the employees.

The purpose of a payroll system is to ensure compliance with statutory monthly and annual reporting and payment requirements. Payroll processing is all about speed, accuracy, reliability, security and meeting deadlines. All of the records in a payroll system are about people, employees. There is generally, however, little personal information about employees, most of the detail involving payments and deductions.

The project is to provide real-time access of payroll system, ability to access from all departments, daily report preparation. The study was made in areas such as payroll system, personnel system, pension system, accounting system, time and attendance system.VB and ORACLE software were used to maintain the database of the company.
The methodology used in the project was to prepare different forms individually like master sheet with all details about employee, employee personnel detail form, attendance form, PF form, ESI form, employee details report and salary report generation.
The above were the forms designed to get the details about employees and calculate their PF and ESI individually and can be obtained as a report form.

Data used for Development of MIS for Payroll Processing System at Eltex Super Casting Limited were secondary in nature and it was collected from the reports of the company.

Based on this finding, recommendations were given to improve the Quality performance of Eltex Super Casting Limited, Coimbatore.

TABLE OF CONTENTS

TABLE OF CONTENTS

LIST OF TABLES

LIST OF CHARTS

LIST OF FIGURES

CHAPTER 1

INTRODUCTION TO THE STUDY

CHAPTER-1

INTRODUCTION

1.1 BACKGROUND

The purpose of a payroll system is to ensure compliance with statutory monthly and annual reporting and payment requirements. To create software that is easy to use for a beginner, and elaborate enough to handle the widest variety of needs.

Payroll processing is all about speed, accuracy, reliability, security and meeting deadlines. Payroll software makes it easy for users to understand how to set up employees, enter time and run reports. Time-saving features allow you to spend less time in the office.

Store Employee Documents, Keep all of your employee information at your fingertips by setting up links to employee photos, and an unlimited number of documents, such as their resume, application, etc.

Incorrect data entry was noticed at the time of daily attendance calculation and other payroll deductions. This could have been rectified at the early stage itself if a clear data entry system would have been maintained. So this project is to reduce the incorrect data entry in the organization.

The proposed system can deliver significant benefits to companies.

- The efficiency of the team goes up as their systems and processes are automated and they discard paper systems. The time saved by them can go into customer engagements thereby increasing their productivity.
- Internal data in the system can help to identify which are errors in personnel data that doesn't meet the requirement. These errors can then be singled out and can be modified or changed accordingly so that they meet the requirements.

Against these settings the present study is conducted to develop MIS for payroll processing system.

1.2 OBJECTIVE OF THE STUDY

Primary Objective

This is a software solution given to the industry in order to improve their business and working methodology. To design the payroll structure for the organization, with the help of Visual Basic as front end and Oracle as Back end.

Secondary Objective

1. To analyze the existing level of Data maintenance.
2. To Develop Data Flow Diagram that clearly explains the flow of process in Data maintains and there security.
3. To build up information system and periodically update the employee details.
4. To increase efficiency of the payroll system, reduce cost of operation and access the information you need at your fingertips!

1.3 STATEMENT OF THE PROBLEM

In the existing system, there is no updated technology to keep tracking of payroll process. This leads to insufficient data maintenance; difficult in retrieval of required information, no proper system to maintain the quality standards etc, all of which leads to increase in percentage of errors.

It is also found that;

- All the empolyee details are maintained in book records only.
- No proper database maintained for payroll process.
- No departmental coordination for continuous flow of process.
- Payroll Process delay due to delay in book entry in each department.
- Inefficiency of employee to identify the right quality of process to be followed.
- Lack of top management involvement in the process.
- Information breaks between the departments.

This project is to ensure,

- To enable real-time access of the payroll system.
- Ability to access from all departments.
- Daily report preparation.
- Keep track of individual employee payroll expenses.

1.4 SCOPE OF STUDY

Concept of MIS

Management, Implies functions of planning, organization, staffing, coordinating, controlling etc. of resources, to achieve a predetermined objective or goal.

Information, It is 'processed data', while data is a mere collection of observation. Three kinds of information;

1. *Decision information* - immediately useful, aid to decision making.
2. *Record information* – generated only for future reference.
3. *Transit information* – generated for consumption at a high level of management.

System,

Two distinct meanings,

Systems view is a perspective view.
a systematic approach is a planned approach.

Payroll software makes it easy for users to understand how to set up employees, enter time and run reports. Time-saving features allow you to spend less time in the office. We can even have more than one pay run in process at the same time, allowing, for example, pay runs for separate departments. With Payroll software, paying employees becomes a simplified process.

1.5 METHODOLOGY

The methodology adopted for the conduct of study is explained below.

TYPE OF STUDY

This study assumes the character of descriptive and exploratory research; it describes the payroll process where the employee personnel details, employee attendance, PF, ESI etc all calculated.

DATA COLLECTION

Data used for the study are secondary in nature. The information was collected from the Human Resource and MIS department. The record maintain by the concern were used for the purpose of the data collection. Interaction with higher officials was also a source of data.

TOOLS FOR SORTWARE DEVELOPMENT

In this project VB is used as frontend software for developing user screen and ORACLE is used as backend to maintain the database.

1.6 LIMITATIONS OF THE STUDY

The study has following limitations.

- This analysis has purely based on the employee details given by HR department, changes in the current software have to be made when new policies in payroll are to be implemented.

- The Personalized menus and shortcuts can be set up and modified to suit the needs, with the correct setup; payroll software can drastically reduce your processing time.

1.7 CHAPTER SCHEME

Chapter 1: Introduction

The first chapter deals with the background, objectives, scope of the study, methodology used in data collection, limitations of the study, and brief introduction of all the chapters.

Chapter 2: Organization Profile

Organization profile includes details on the history of the organization, management and organization structure, product profile and market potential, competitive strength of the company.

Chapter3: Micro and macro analysis

This chapter deals with Indian Foundry Industry and Development of Eltex Super Casting ltd, and there competitive strength.

Chapter 4: System Analysis and Design

This chapter comprises of Software used to generate the reports and the Data Flow Diagram that describes the flow of data, storage and retrieval.

Chapter 4: Conclusion

This chapter deals with the findings of the study and gives suggestion to reduce the errors and improve the accuracy and quality to the management.

CHAPTER 2

ORGANIZATION PROFILE

CHAPTER - 2

PROFILE OF THE COMPANY

2.1 HISTORY OF THE ORGANISATION

Eltex Super Casting Limited is a part of the multi business and growth-oriented Eltex Group of Coimbatore in South India. The Company, incorporated in 1973, manufactures a wide range of Grey, SG and Alloy Cast Iron Casting in Various Grades as per Customer Specifications to Indian and International Standards for all types of Engineering Industries. The Installed capacity is 9600 MTs per annum. The Company also Exports Castings to France, Germany and Spain

ELTEX Super Casting Limited is a part of the multi business and growth-oriented Eltex Group of companies in south India was incorporated in the year 1973 as a private limited company. ELTEX Super Casting is promoted by Ashok Leyand, Brakes India, Rane (Madras) Limited, Lakshmi motors works. ELTEX Super Casting is one of the largest automotive jobbing foundries (Grey, SG and Alloy) with a yearly production of over 20,000 tones (FY 2005), which has steadily grown from initial capacity of 1,000 tones. ELTEX Super Casting manufactures gray iron and SG iron gravity die casting for automobiles, compressors, industrial engines, power generators, as well as for pumps, valves and compressors applications.

Group Profile

THE **ELTEX GROUP**, based at Coimbatore - India, has diverse business interests in Wheat Flour Milling, Cotton Yarn, Ferrous Castings, Sheet Metal Fabrication, Machine Building and Trading. The Group's Annual Sales is currently around US $ 20 million and provides direct employment to over 1000 people.

Our *Flour Milling operations* consist of two Wheat Flour Mills situated in Southern India catering to the wholesale and retail buyers, with a current installed capacity of 72,000 tons per

annum. Imports of wheat and export of flour to neighboring countries is made through the port of Tuticorin located nearby

The *Textile operations* consist of two Spinning Mills situated in Southern India. The Ring Spinning Mill has a capacity of 30,000 spindles while the Rotor Spinning Mill has a capacity of 1008 rotors. The 100% Cotton Yarn is aimed at the Knitting and Weaving Industries located nearby. Substantial exports are made to the Far East Asian market. The textile operations have ISO 9002 certification.

The *Ferrous Foundry* makes Castings for the Automotive, Industrial Valves, Machine Tools, Compressors and General Purpose Industries. Located at Coimbatore, the Company has a capacity of 6000 metric tons per annum and exports Valve Castings to Europe. A modern testing laboratory supplements the facility to produce Grey Iron and SG Iron Castings.

The engineering activities based at Coimbatore, consist of two Sheet Metal Fabrication factories as well as Joint Venture Companies. The fabrication facilities cater to the needs of the Textile Machinery, Earthmoving Equipment, Agricultural Equipment and Panel Boards Industries. Joint Ventures and Technical Collaborations with Companies based in Scotland, Germany, Brazil and The Czech Republic make machinery for the Coffee, Seeds and Grains Processing Industry.

Eltex Super Castings Limited was incorporated in 1973 and commercial production started in 1975 with an initial capacity of 100 tons per month of Grey Iron castings. By progressive expansion and modernization program over the years, the Foundry is now producing 500 tons per month in Grey, S.G., Ni-Hard and Alloy Iron castings, weighing 1-1000 kg per piece to National and International Specifications. Castings to all types of Engineering Industries, both for Indian and International markets are manufactured.

Career

About the Group:

It is a well-established group in South India with a significant presence in each of the following businesses.

- Flour Milling
- Textiles
- Machine Building
- Foundry

It has forged strategic alliances with international companies, which are well known names in their respective fields to access the contemporary and world markets. The group turnover is over Rs.100 crores.

The Group as an employer:

The group has been professionalizing the management in various businesses for the last fifteen years. The businesses operate with considerable autonomy with Executive Directors in-charge of business groups, Presidents in-charge of large businesses and Unit Heads in-charge of smaller units. The group has managed to attract and retain senior managers from reputed professionally managed companies. The group provides an ethical culture and a sound environment for overall development.

2.2 MANAGEMENT

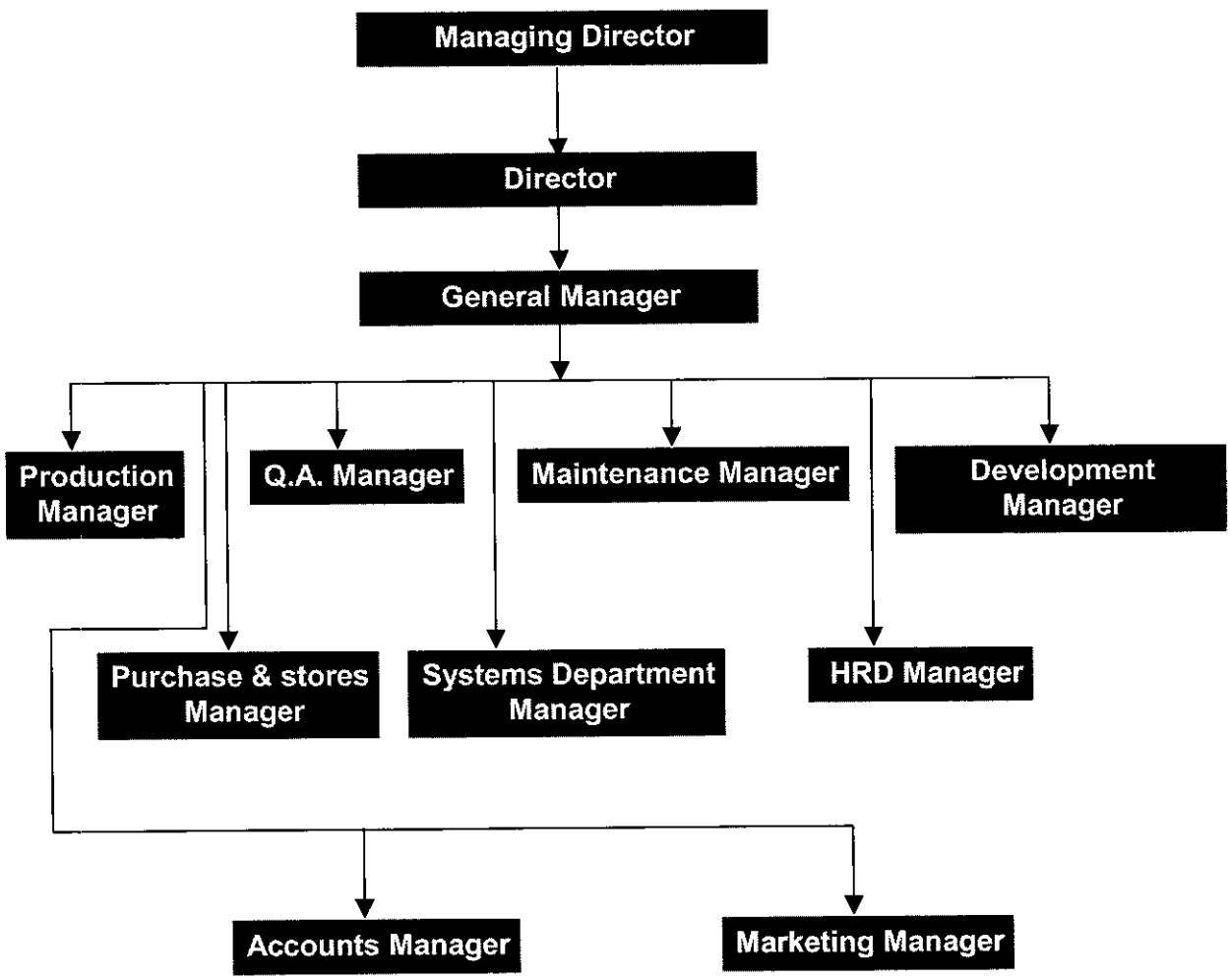
The group has been professionalizing the management in various businesses for the last fifteen years. Each business operates with considerable autonomy with Executive Directors in-charge of business groups, Presidents in-charge of large businesses and Unit Heads in-charge of smaller units. The group has managed to attract and retain senior managers from reputed professionally managed companies. The group provides an ethical culture and a sound environment for overall development.

It is a well-established group in South India with a significant presence in each of the following businesses.

- Flour Milling
- Textiles
- Machine Building
- Foundry

It has forged strategic alliances with international companies, which are well known names in their respective fields to access the contemporary and world markets. The group turnover is over Rs.100 cores.

2.3 ORGANIZATION STRUCTURE



2.4 PRODUCTS PROFILE AND MARKET POTENTIAL

Our range of production include

- Gery Iron Castings
- Ductile Iron Castings
- Alloy Iron Castings

Manufactured to meet the international standards and specific requirements of customers.

The Market Potential on the Group is

The Company has an ISO 9002 Certification from TUV.
It has also received the Best Foundry Award from the Institute of Indian
Foundry men which Speaks for the excellence of the products manufactured at ELTEX Super Casting LTD.

The Client Profiles are

- **Automobiles&Tractors**
  Simpson & Co., Lucas-TVS, TAFE, VST, Brakes India, Rane (Madras), Rane TRW Systems, Rane Luk Clutch Ltd, Ashok Leyland, Mando Brake Systems.

- **TextileMachinery**
  Lakshmi Machine Works, Lakshmi Automatic Loom Works, Sanmarco.

- **Pumps,ValvesandCompressors:**
  Auma (India) Ltd., Audco, Elgi Equipments, Voltas and Rotork Controls.

- **Hydraulics**
  Dynamatic Technologies, Yuken India, L & T-Komatsu, Vickers.

- **General Engg. & Machine Building**
  Bongfiglioli, Electrosteel, FMC Sanmar, Geedee Weiler, Hindustan Power Plus.

Joint Ventures

In 1798 that William McKinnon founded the firm Wm.Mckinnon & Co.Ltd at Aberdeen, Scotland.

It was in 1840 that McKinnon which was hitherto manufacturing machinery for sugarcane and rice, started to manufacture machinery for the processing of coffee. McKinnon has designed and built machinery to handle all the process requirements of coffee.

Today more than 200 yrs later the company simply known as McKinnon is based at Coimbatore, India as a joint venture with the Eltex Group of Companies, Coimbatore

When McKinnon customers around the world talk of plantation machinery, they reserve the highest praise for the company whose build quality gives them equipment with consistently high performance levels. Sound proven engineering principles govern our thinking, un-compromising quality controls dictate our manufacturing.

Prokop (Czech Republic) was founded in 1870. Over the years, the Company has grown and supplies complete turnkey plants and solutions to Flour Mills in over sixty

countries across the world. Prokop's machines are well known to India Millers and it's equipment are in operation in over 100 Flour Mills in India.

Due to methodical organization of all activities, Prokop was granted the ISO 9001 Certificate.

The PROKOP Company is today ranked among the most successful producers of flour milling machines all over the world

To further develop the India market and provide quality service to Indian Millers, Prokop has established a joint venture in India with Eltex Group.

List of domestic customers

- ⇨ ASHOK LEYLAND
- ⇨ BRAKES INDIA LIMITED
- ⇨ LUCAS-TVS
- ⇨ RANE (MADRAS) LIMITED
- ⇨ LAKSHMI AUTOMATIC LOOM WORKS
- ⇨ AUDCO
- ⇨ BEACON ROTORK
- ⇨ ELGI EQUIPMENTS
- ⇨ LARSEN & TOUBRO
- ⇨ MAHINDRA & MAHINDRA
- ⇨ MARUTHI UDYOG LIMITED
- ⇨ BHARAT EARTH MOVERS
- ⇨ BHARAT HEAVY ELECTRICALS

CLIENT PROFILE AND PIE CHARTS

Sectors and Percentage Participation

Sectors	Percentage
Automobiles & Tractors	30
Textile Machinery	14
Pumps, Valves and Compressors	15
Hydraulics	10
General Engg. & Machine Building	15
Public Sector Undertakings	16

Table showing profile of Clients

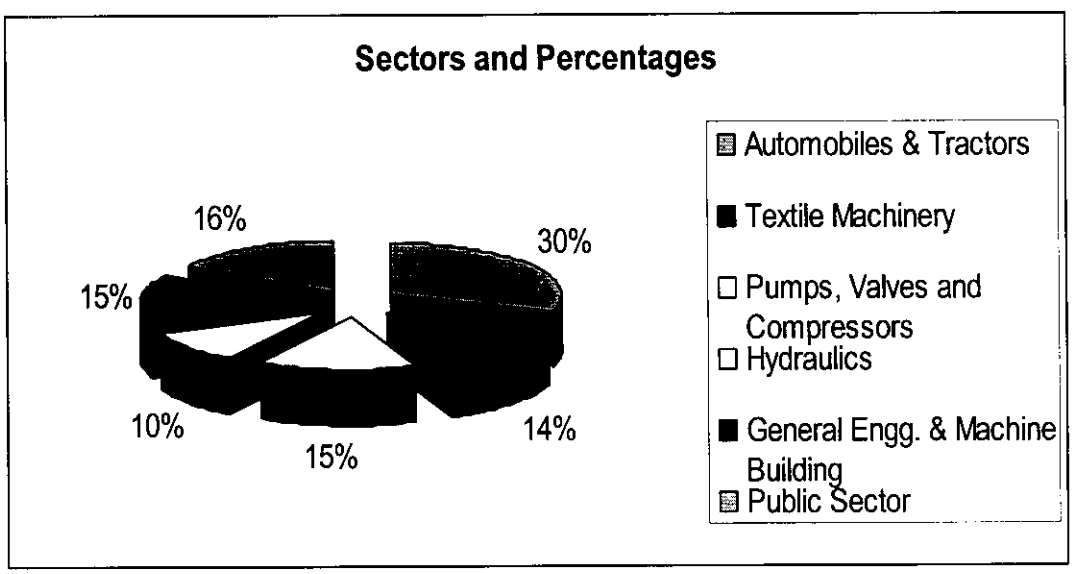


Chart showing profile of Clients

CLIENTS FOR TEXTILE MACHINERY SECTOR AND PERCENTAGE

Lakshmi Machine Works	40
Lakshmi Automatic Loom Works	45
Sanmarco	15

Table showing profile of Textile machinery sector

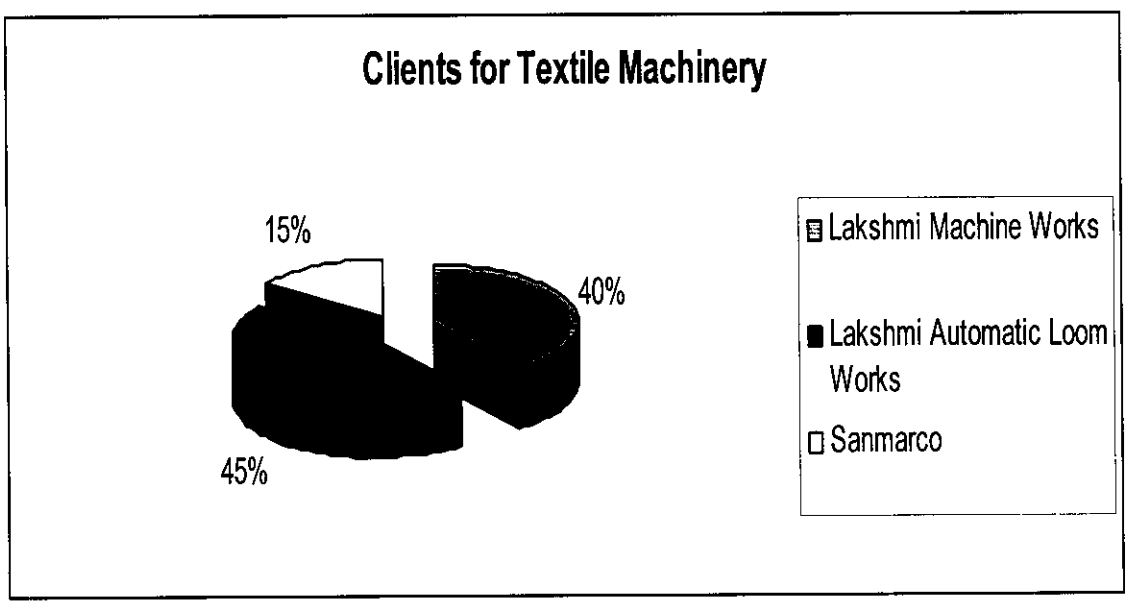


Chart showing profile of Textile machinery sector

CLIENTS FOR PUMPS, VALVES AND COMPRESSORS AND PERCENTAGE

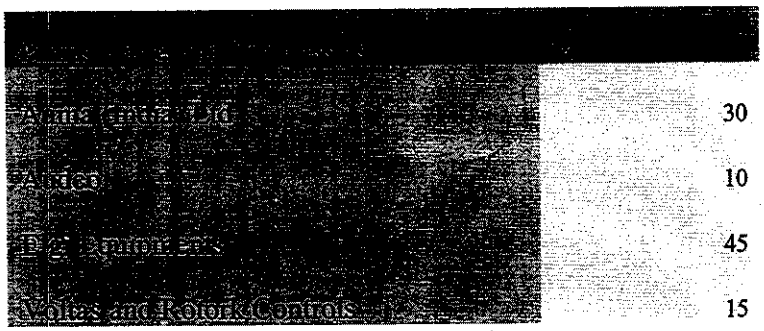


Table showing profile of Pumps and valves

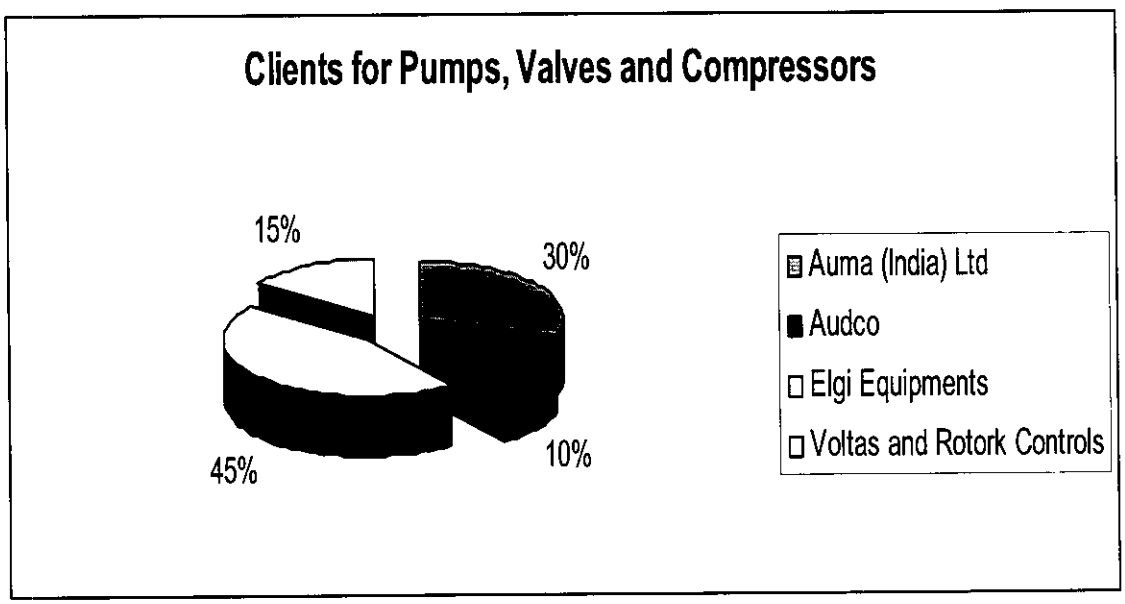


Chart showing profile of Pumps and valves

CLIENTS FOR HYDRAULICS AND PERCENTAGE

Dynamatic Technologies	25
Yuken India	20
L & T-Komatsu	35
Vickers	20

Table showing profile of Hydraulics

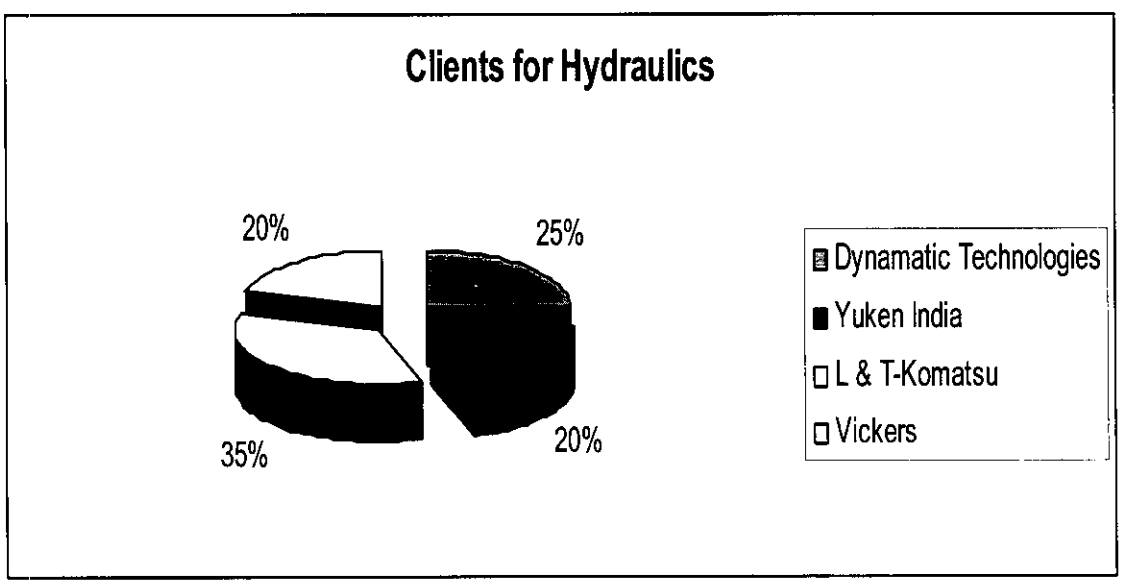


Chart showing profile of Hydraulics

CLIENTS FOR GENERAL ENGINEERING AND MACHINE BUILDING

Bongfiglioli	14
Electrosteel	16
FMC Sanmar	15
Geedee Weiler	25
Hindustan Power Plus	30

Table showing profile of General engineering

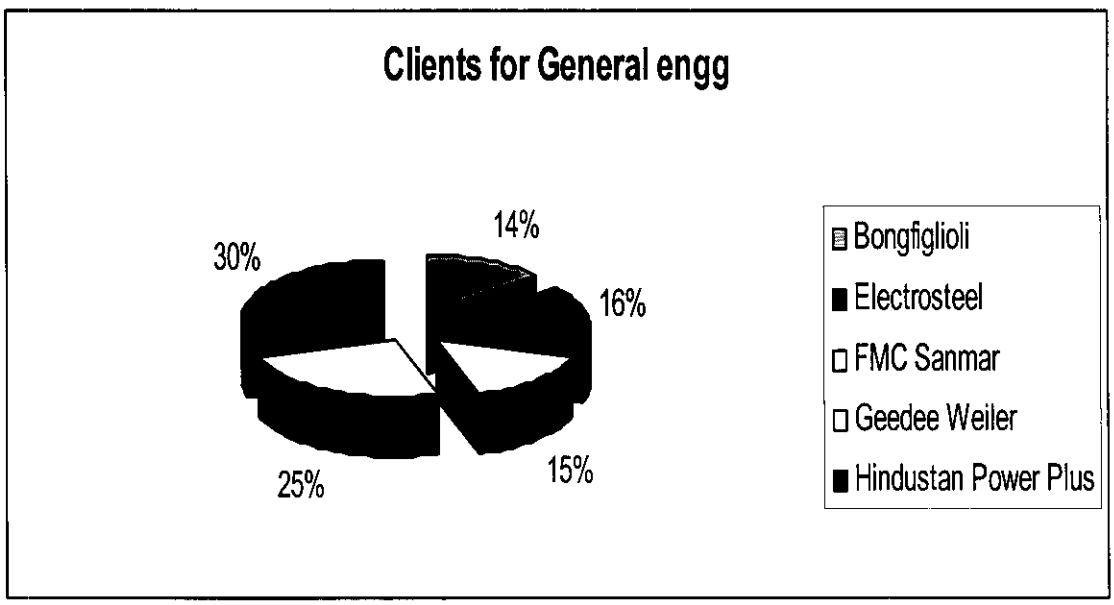


Chart showing profile of General engineering

CLIENTS FOR PUBLIC SECTOR UNDERTAKINGS AND PERCENTAGE

Bharath Heavy Electricals	33
Bharath Earth Movers	67

Table showing profile of Public sector

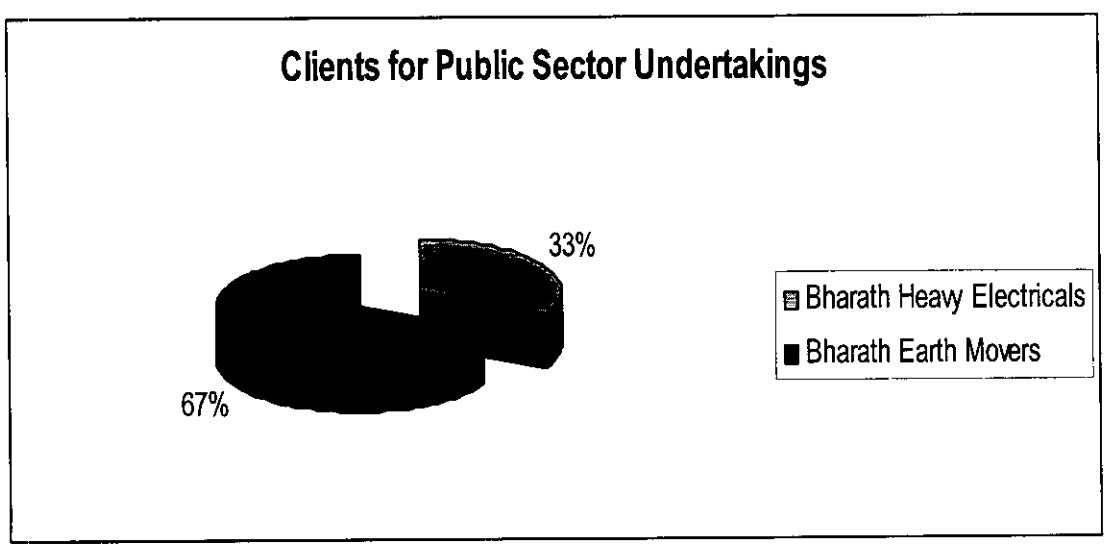


Chart showing profile of Public sector

2.5 COMPETITIVE STRENGTH OF THE COMPANY

In the Eltex Group, you can expect

- High degree of managerial freedom with accountability.
- Integrity and transparency in dealings within and outside the businesses.
- Respect for you as a person.
- Membership in a management team drawn from different parts of India and cultures.
- Fair and unbiased appraisal systems forming the basis for growth.

Awards & Recognition

Eltex Super Castings Limited

- Recipient of ISO 9002 Certificate from TUV Management Service GmbH.

- Recipient of the Best Foundry Award from The Institute of Indian Foundry Men which speaks for the excellence of the products manufactured as early as 1991.

Cape Sorting Technologies

- Recipient of ISO - 9002 Certificate from TUV Management Service GmbH

McKinnon India Private Limited

- Recipient of ISO 9002 : 1994 Certificate from TUV Management Service GmbH for establishing and applying a quality system for Manufacture, Supply and Installation of Machinery for Coffee Processing as per Certificate number 12 100 13606 TMS Munich, 2001-02- 07 valid until December 14, 2003.

KLRF Textiles

- Recipient of ISO 9002 : 1994 Certificate from TUV Management Service GMBH for establishing a quality system for Manufacture and Marketing of Cotton Yarn as per Certificate number 12 100 11173 TMS Munich, 1998-08-04.

Kovilpatti Lakshmi Roller Flour Mills Limited

- Recipient of roller flour millers federation award for the Best Performance in R & D for 1990 - 91.

- Recipient of roller flour millers award for the Best Performance in Pollution Control for 1993-94.

- Recipient of roller flour millers award for the Export (south zone) for 1995-1996

- Recipient of roller flour millers award for the Innovative Efforts for 1995-1996

- Second ISO 9002 : 1994 certified roller flour mill in India as per certificate no 12 100 12692 TMS / Munich 2000 - 07-19 awarded by TUV / Germany - May 2000

- First roller flour mill to introduce 5 S house keeping

- First roller flour mill in India taking efforts to upgrade the ISO quality system to revised 2000 standards

- First roller flour mill in India that began its collective efforts towards HACCP certification.

Cape Flour Mills Private Limited

- Recipient of Roller Flour Millers Federation Annual Award for year 1993-1994 for the Innovative efforts in improving efficiency

- Recipient of prestigious National Productivity Award in recognition of the Best Productivity Performance during 1994 - 1995

- Recipient of prestigious National Productivity Award in recognition of Second Best Productivity Performance consecutively for the years 1995 - 1996, 1996 - 1997 and 1997 - 1998

- Recipient of prestigious Certificate of Merit Award in recognition of the Best Productivity Performance during 1998 - 1999

- First ISO 9002 : 1994 certified roller flour mill in India as per certificate no 12 100 12691 TMS / Munich 2000 – 07-19 awarded by TUV / Germany – May 2000

ISO Certification

The Company has an ISO 9002 Certification from TUV, Germany. It has also received the Best Foundry Award from The Institute of Indian Foundary Men as early as 1991.

2.6 DEPARTMENTATION

Departmentation is an element of the organizing process. It is a mean of dividing the large and complex organization into smaller and flexible administrative units.

Departmentation may be defined as the process of grouping individual jobs into departments. It involves grouping of activities and employees into department so as to facilitate the accomplishment of organization objectives.

Importance of departmentation

- Specialization
- Expansion
- Autonomy
- Fixation of Responsibility
- Appraisal
- Management Development
- Administrative Control

Functions of the Department

Following are the functionality departments of ELTEX Super Casting Limited.

- Purchase Department
- Production Department
- Human Resource Department
- Finance Department
- Marketing Department
- IS Department

PURCHASE DEPARTMENT

Introduction

Purchasing is most important function of material management as the moment an order is placed for purchase of material a substantial part of the company's finance is committed towards it, which in turn affects the cash flow position of the company.

Actually Purchase Management managed by the Purchase Manager for ELTEX Successful survival Purchase Department Contribution is worth mentioning here.

The Head of the Department is known as DGM (Material) or the Purchase Manager. In this purchasing is the primary function. Purchasing includes the processing of materials supplies also machines and services required for the equipment maintenance and production operation of the enterprise. The purchasing department obtain the required material supplies, machines, tools and services at the most favorable time consistent with maintaining the decided standard or quality and continuity of services.

Objectives of the Purchase Department

a. To procure needed materials at competitive price and at right time.
b. To ensure the production of goods of better quality at competitive price.
c. To suggest the better substitutes to materials.
d. To maintain the continuity of supply and to ensure the production schedule.
e. To assist in fixing probable price and delivery scheduler etc.
f. To enable the company to maintain its competitive position.
g. To create goodwill and enhance the company's reputation.

Functions of the Purchase Department

a. Deciding the method of Purchase
b. Floating enquiries, Processing Quotations and releasing the purchase order
c. Looking, selecting and developing qualified sources of supply.
d. Scrutinizing Purchase indents.

e. Shortage chasing
f. Co-coordinating with inward with inspection
g. Endorsing supplies request
h. Attending on to suppliers and traveling salesman.
i. Arranging for meeting between suppliers representatives and company officials.
j. Disposal of surplus and scrap and obsolete materials.
k. Advising the management.
l. Acting as a link between company finance department and supplier for the timely settlement of supplier bill
m. Attending to periodical activities.
n. Study the market conditions and enter into contract with large suppliers.

PRODUCTION DEPARTMENT

Production Department mainly deals with supervision of work. It also deals with electrical work. In Production Department Staff should have both the practical and theoretical knowledge. To give brief description about Production and work some of the points are listed as follows.

a. Preparation of Material Schedule
b. Preparation of Office Schedule
c. Checking and Recording of material requisition
d. Maintenance of Stock and Records.
e. Preparation and maintenance of costing records.
f. Preparation of wages bill

Production process

All the components / assembles namely steering suspension linkage products and steering gear products pass through various process is a layout that partly product based and partly process based on depending on the nature of the process. The whole process starting as a raw material input to finished and packed well is classified into following major categories. They are

Heat Treatment

Induction hardening

Generally, hardening is done to increase the strength of the component, which is subjected to friction. Hardening is done by subjecting the component to higher temperature and subsequent cooling. By this treatment, the resistance to wear and tear of the component increases.

Case hardening

In case hardening, first the component is carburized to increase hardness up to certain case depth. This is subsequently subjected to heat treatments and quenching.

Tempering

Tempering is the process in which the hardened component is reheated to decrease the brittleness and increase the strength.

HUMAN RESOURCE DEPARTMENT

In Human Resource Department the executives of policies regarding the recruitment discharges classification of employees and wages which have been laid down by the Board of Directors of Committee of Executives. The various department supervisors and heads are responsible for the above activities.

Functions of human resources department

The function of the Personnel Department is to recruit the worker train them and fit in the suitable position. Whenever a new worker is recruited a copy of the appointment letter containing all terms and conditions of employment must be sent to

- Time Office for recording attendance.
- Payroll department for enrollment in the payroll. The department form containing the employment history card, keeps one copy of the employment letter.

The employee's attendance is marked daily in Time Office. It is maintained by Clerks for their shifts. When the worker enters the time office they surrender their "Time Card" for making attendance by the Time Clerk. After making attendance it is given back at the end of the shift. The worker work for the three shifts.

1. Morning shift
2. Evening shift
3. Night shift

The leave letter and permission letter is also submitted at the time office. The overall daily production is entered in the production book maintained by the time office.

The following are the records maintained by the Department

a. Worker attendance card
b. Leave letter
c. Attendance register
d. Production book
e. Permission letters

Selection policy

Selecting the right persons for the right job is an important work done by company and this company takes various methods for purpose. First they identify the vacancies in each and every department. Then the company takes appropriate steps to fill these vacancies.

There are:

- First preference to their employees.
- The company has contact with "Recruitment Consultant" though they select the appropriate person.
- The company gives advertisement in the paper.
- They also select diploma holders for the factory through campus interview.
- They also select persons from other ELTEX Company.

Transfer policy

The transfer policy in the company is based on need. If there is any need or shortage of workers in one plane some of the workers in other plants are transferred from the plant.

Promotion policy

They give promotions to their employees by considering various criteria's like.

Merit of the employee

In this they have a record of each and every employee. So according to his performance, behavior in the company they give him promotion.

Based on Seniority

The employee is promoted based on his seniority.

Employees welfare activities

The company provides certain facilities for its employees. This creates the interest among employees work in the company.

The following are the facilities provided by the company.

a. Free uniform to the workers in the company.
b. Meals and Tiffin for the Employees at the subsidized rates.
c. Provides education for the workers children at subsi dized rates.
d. Provides Housing Loan
e. Provides Group Medical Insurance
f. Provides Transportation for their Employees.

MARKETING DEPARTMENT

Marketing is the process of planning and executing the conception, pricing promotion and distribution of ideas, goods and services to create exchange that satisfy individual and organizational objectives. Marketing is especially concerned wit how transactions are created, stimulated facilities and valued.

The products from ELTEX are fitted as original equipment and also replacement fitments on all. Commercial vehicles, light commercial vehicles, passenger cars, three wheelers, tractors, forklifts and lumbers manufactured in the country.

Market profile

ELTEX mission statement is to maintain market leadership. This is done through the following

- ⇨ Quality
- ⇨ Innovation
- ⇨ Cost efficiency
- ⇨ Modern manufacturing technology

Functions of the marketing department

The main function of this department is to deal with terms and records relating to sale of finished goods marketing and advertisement etc. the work on the sales department of marketing department includes receipt checking and recording of customers orders, preparation of outward invoices, delivery etc. submission and follow up bills add statements of customers, collection of outstanding bills, preparation of sales statistics etc.

Sales management includes policies and procedures relating to

1. Product lines to be attired and market to sell
2. new product policy
3. pricing policy
4. trade mark brand policy
5. distribution policy
6. selecting training, compensation, controlling salesman
7. Media planning and selection for advertisement
8. Promotional policy
9. Designing customer services
10. Warehousing transportation
11. Storing

A sale planning implies outlining of future cause or action. Sales objectives are the targets to be achieved. Sales are made on the basis of the quotations received. The dispatch clerk is in-charge of recording production in the RG- register which is to be maintained under Central Excise Rules.

The factory gets sales confirmation from the head office and dispatches the goods according to the instructions. The excise duty is paid in advance and external in the "Personal Ledger Account Register" and "Central Excise Gate Pass". The sales tax collected against the bill for the month is being remitted to sales tax authorities by the 25th of the succeeding month. A return in form A-1 and CST-4 is also submitted along with the remittance. Every year the assessment is being taken up by the authorities and they issue assessment order.

The register maintained by this department are

- ❖ Central excise gate pass
- ❖ Delivery challan
- ❖ Invoice
- ❖ Personal ledger account register
- ❖ Register of goods (RG-1)

INFORMATION SYSTEM DEPARTMENT

The main objective of this department is to increase productivity through computerization and assisting in decision making processors at various levels of the organization development, implementation and modern on line / information processing system of the company run on several computer system implemented n facilities at the various locations. Such facilities include WINDOWS based mini computers, LAN and a host of personal computers.

MANAGEMENT INFORMATION SYSTEM:

MIS is a manager's tool for decision making.

Concept of MIS

Management:-

Implies functions of planning organization staffing coordinating controlling etc. of resources, to achieve a predetermined objective or goal.

Information:-

It is 'processed data', while data is a mere collection of observation. Three kinds of information;

Decision information - immediately useful, aid to decision making.
Record information – generated only for future reference.
Transit information – generated for consumption at a high level of management.

System:-

Two distinct meanings,

Systems view is a perspective view.
A systematic approach is a planned approach.

Characteristics of MIS

- Data collection was made from finance department, personnel department and technical department.
- Personal discussion was also made with various officials of company.
- Various reports containing finance information, personnel information were gone through.

Components of MIS

Three distinct components,

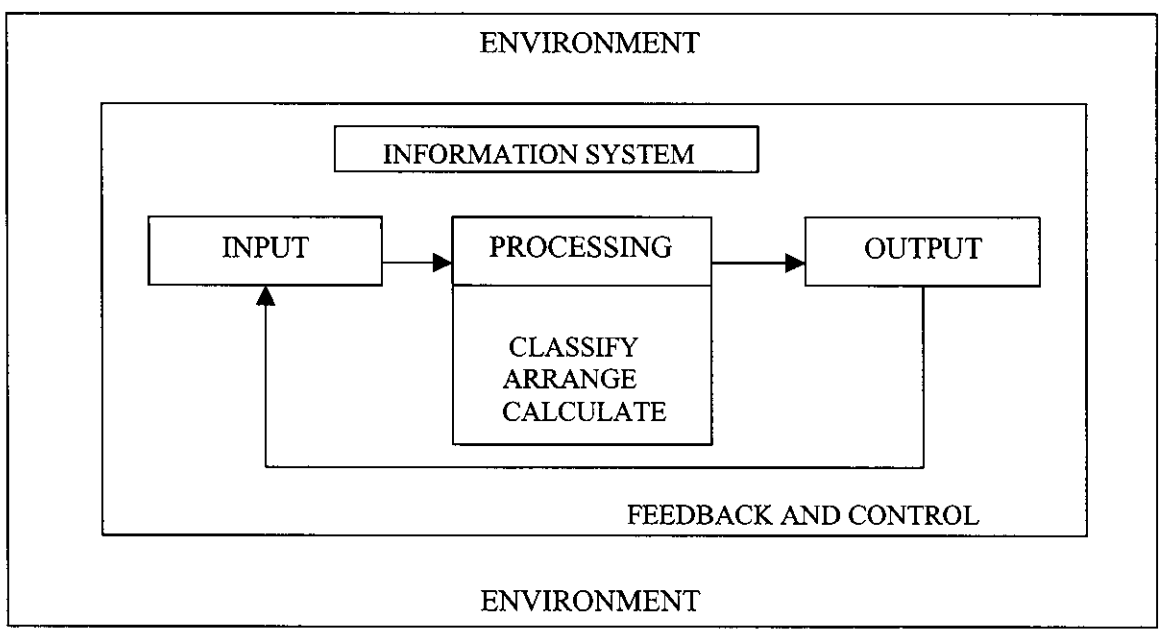
1. Input Data
2. Processing Mechanism
3. Output Information
4. Feedback and control

Input Data – Can be either external or internal data. Similarly it may be primary or secondary data.

Processing Mechanism – Converts raw data into useful information. May be manual or computerized. The processing generates manual reports which at a glance should provide information needed. For successful working of any tool periodical review is necessary and feedback control should be built in.

Output information – transfers the processed information to the people who will use it to the activities for which it will be used.

Feedback and control – feedback deals with output that is returned to appropriate members of the organization to help them evaluate or correct the input stage. Control deals with monitoring and evaluating feedback to determine whether a system is moving toward the achievement of its objective.



Current scenario:

The internal system currently in use is manual operation for the rejection identification process and the MIS is to be designed will inter link all the departments inside the organization. To reduce the paper work which is currently done is the main part of the MIS implementation.

A **local area network** is a computer network covering a small geographic area, like a home, office, or group of buildings. Current LANs are most likely to be based on switched IEEE 802.3 Ethernet technology, running at 10, 100 or 1,000 Mbit/s, or on IEEE 802.11 Wi-Fi technology. Each node or computer in the LAN has its own computing power but it can also access other devices on the LAN subject to the permissions it has been allowed. These could include data, processing power, and the ability to communicate or chat with other users in the network.

The defining characteristics of LANs, in contrast to WANs (wide area networks), include their much higher data transfer rates, smaller geographic range, and lack of a need for leased telecommunication lines.

However, one LAN can be connected to other LANs over any distance via telephone lines and radio waves. A system of LANs connected in this way is called a *wide-area network (WAN)*. LANs are capable of transmitting data at very fast rates, much faster than data can be transmitted over a telephone line; but the distances are limited, and there is also a limit on the number of computers that can be attached to a single LAN.

The network connectivity to be used is LAN (Local Area Network), WAN (wireless/wide area network) is not be implemented due to cost factor.

FINANCE DEPARTMENT

Functions

This department is expected to maintain books of accounts (financial as well as cost), undertake financial analysis, prepare budgets, statements on wages and salaries, keep track of investments and rendering different financial services where there is no separate cash and petty cash books, records in connection with banking transaction etc., are also included in the of finance department.

Sometimes the finance department also undertakes the functioning of maintaining the cost records and preparing the cost accounts. This department also deals with all records relating to the receipts and payments of cash. It also engaged in preparation of cash vouchers and other cash receipts.

Person in-charge

Secretary is over all in charge of finance department. The chief Accountant and Assistant are also in-charge of finance department. The company maintains a "Mercantile" system of accounting. This department is under is under the control of the vice president finance. This department is merged with department of accounting and costing.

Finance controller's responsibilities

Planning long term and short term finance department requirements.

1. Advising the company
2. Planning the capital structure
3. Management public issues of bonds
4. Managing debentures etc
5. Optimum utilization of funds

Chief account's responsibilities

- Keeping systematic financial records of day to day transaction.
- Collect dues from debtors
- Pay expenses
- Preparing account statement
- Ascertain profit and loss of business
- Produce account statement to management and enable them to take decisions.

Inference

This department is considered to be the most important as it deals with the financial aspects of the company. It gives a true picture of the companies position. Investors invest in the company by only relying upon the sound financial position.

Records maintained

- Cash book
- Ledger
- Management information system
- Journal voucher
- Debtors ledger and
- Creditors ledger

Works handled in finance department

For purchase of materials the materials department call for tender / quotation. Then the purchase department establishes the bidder's list and invites them to submit bids. A tender for a particular supply of materials or services made.

- Based on quality of materials
- Price of materials and
- Specified time

On receipts bids are evaluated by the company. Right supplier is selected lowest price is the criteria. The person who quoted the lowest price is considered and given him the purchase order. A delivery challan or invoice is prepared by the vendor himself in triplicate. This DC contains the DC number, date and the no of quantity supplied to the customers it does not mention any value of the materials delivered.

While delivering the materials one copy kept with the vendor himself. One is given to gate keeper / security and one is given to the stores (after verification of materials) delivered.

In accounts department

After receiving the stores receipt voucher by the accounts department it matches with the bills received from the based on bill no, DC no, Date, quality and value of the materials. Then bills are processed and issued as cheque payment to the vendors account directly through bank.

- Materials bills are paid accordingly to the cost of material
- Service bills any service rendered by agency is paid after deducting (TDS) tax deducted at source for tax purposes.
- Job bills any job performed by contract employees is being charged ESI – employee state insurance and is deducted from gross pay.
- Any service bills exceeding Rs. 20,000 p.a is being charged TDS others are not taxed.

Other Functions of the Department

Following are the functionality departments of ELTEX Super Casting Limited.

- ⇨ Sand Plant
- ⇨ Sand Control
- ⇨ Moulding
- ⇨ Core Shop
- ⇨ Melting
- ⇨ Fettling & Finishing
- ⇨ Pattern Shop

Sand Plant

Sand Plant is fully mechanized with magnetic Separator, lump breaker, Intensive sand mixer, In-line aerator and sand storage bins for new sand, and return sand.

Sand Control

Constant monitoring of the system sand used in moulding is done by regular check on the sand for moisture, green compression strength, permeability and compactability, etc. in the laboratory attached to the sand plant.

Moulding

Consists of three pairs of ARPA 300 moulding machines to accommodate a box size of 520 x 400 x 120/150 mm and 560 x 510 x 200 mm. Two WBQ-5 moulding machines for box size of 850 x 650 x 150/300 mm and 1210 x 750 x 200/300 mm.

Mould Closing Unit

Pneumatically operated mould closing units are provided to avoid manual closing

Mould Conveying

Each pair of moulding machines is equipped with two mould lines and one return line. Moulds are conveyed by individual mould cars on rails.

Shell Moulding

Automatic shell moulding and shell core shooter machines are also in use.

Pouring Line

Mono-rails are provided to pour metal. Each mono-rail can accommodate two ladle handlers (rack and pinion type) to handle 200 kg, capacity ladle.

Mould Shakeout

Automatic punch-out machine punches-out the sand and castings from the mould boxes. The sand is returned through underground conveyor belts and discharged into storage bins for re-use.

Heavy Castings

Castings weighing up to one ton per piece are undertaken in this section.

Core Shop

The complete requirement of cores for moulding is made with oil sand, Carbon dioxide-silicate process, cold box and shell process. For mass production of small cores, core shooters are available. The core baking facility consists of electrically heated core oven and an oil-fired oven.

Melting

Consists of 2 Nos. of 3.5 tons and one No, 1.5 ton induction furnaces. EOT cranes of 5,3 and 2 tons are used for material handling.

Fettling & finishing

Two shot blasting machines are in use. Snagging grinders and pneumatic grinders are available for grinding and deburring operations.

Pattern Shop

For manufacturing patterns &core boxes, a well-equipped pattern shop is provided. Pattern shop forms the nucleus of the foundry. Pattern shop consists of a set of wood working machines, Lathe, Milling Machine, drilling machines and power hacksaw. The pattern shop is also equipped with a complete range of precision measuring instruments along with surface tables.

Quality Control

To check the quality of the castings, cent percent of the castings are inspected for foundry defects. To keep a constant check on the dimensional accuracy, periodically samples are drawn from production for inspection. For monitoring the various processes in production line, process control system is being adopted.

Laboratory

Chemical Laboratory

Chemical lab is equipped for melt and incoming raw material control. Vacuum Emission Spectrometer is provided to analyses 15 elements, from every melt, metal is cleared for casting only after the chemical analysis.

Physical and Metallurgical Laboratory

Lab is equipped with a 40 tons UTM (with BHN attachment) Rockwell hardness tester, Metallurgical Microscope of * 1100 x magnification and twin disc polishing machine. Sample castings drawn at random are checked for hardness from every heat. Ultrasonic and magnetic particle testing are also conducted wherever necessary.

Heat Treatment

An Electric Heat Treatment Furnace of 300 x 300 x 450 mm with a capacity of 100 KW& 15 KW for trial heat treatments are in use.

CHAPTER 3

MACRO MICRO ANALYSIS

CHAPTER-3
MACRO-MICRO ANALYSIS

3.1 Focus on Foundry Industry

The Indian Foundry Industry occupies a special place in shaping the country's economy. India is currently among the 10 largest producers of ferrous and non-ferrous castings and has over 6500 foundries in the small, medium, and large scale sectors. Approximately 90% are in the small scale. India exports annually above Rs.700/- crores worth of castings to countries like USA, U.K., Canada, Germany etc.

TIFAC had commissioned a techno Market Survey report in 1990 (Indian Foundry Industry: Focus on Small Sector TMS-015) to look into the status of technologies world over and India in particular. The report also looked into the preferred option for Indian Industry and the impact of preferred technology options on the small-scale sector. The report had presented the production of casings in organized sector and demand estimates of castings. The report highlighted the different technologies for castings along with the raw material requirements.

3.2 Indian casting industry

The Indian foundry is highly fragmented with more than 4,500 foundry units (at end of FY 2005), having an installed capacity of approximately 7.5 million tones per annum. The majority (nearly 80%) of the foundry units in India falls under the category of small-scale industry. However, only 10 foundries have size to achieve world scale economy.

As per the Institute of Indian Foundrymen, the Indian foundry industry production was estimated at Rs.130 billion in FY 2005.In terms of tonnage for the same period; it was estimated at 3.5 million tones. The export was estimated at approximately RS.1600 cores for FY 2005 i.e. approximately 12.3% of the production is exported.

The break up of the production of Indian foundry industry per various types of castings is as given below:

Type of Castings	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Gray iron	2.1	2.4	2.3	2.3	2.47	2.72
S.G. iron	0.255	0.235	0.25	0.285	0.316	0.35
Malleable iron	0.06	0.05	0.04	0.03	0.039	0.042
Steel	0.3	0.31	0.32	0.31	0.388	0.426
Non ferrous	0.21	0.22	0.21	0.23	0.296	0.325
Total	2.925	3.215	3.12	3.155	3.509	3.863

Source: The Institute of Indian Foundrymen.

However, there is a still lot need to be done. Even with these improvements the export of castings from India amounted to only one percent of the world requirement. In the near future there will be ample scope for the Indian foundry Industry to forge strategic alliances with their counterparts in the developed countries which are on the verge of closure primarily due to three major reasons: waste disposal and highly stringent pollution control regulations, high manpower costs, and acute shortage of trained personnel to work in foundries. This is where Indian foundries can make their presence felt in the international market by approaching foreign foundries to source castings from India at more economical prices and thus enhance their market share.

In order to do this, Indian foundry have to equip themselves with the latest technologies such as Automation, Casting Simulation etc. Indian foundry industries can not afford to ignore environmental implications which will also become stringent in terms of implementation of compliance. The industries also have to strive to adopt ecofriendly technologies. In this direction TIFAC has contributed significantly by promoting development of ecofriendly melting furnace, which are fired by L.D. oil or gas and the emissions are virtually pollution free. This technology has been developed by NML Jamshedpur, and is currently under implementation in the foundries of Agra.

This focused report covers the world production and the Indian production of castings and the challenges, which lie ahead for Indian industries in the post liberalization era. The report also covers the scenario in the two leading castings producing countries of the world, namely USA and China.

3.3 The Coimbatore Factories

Coimbatore, one of India's leading industrial centres with excellent potential for industrial growth, is spread about 105.6 sq. km and has a population of 1.1 million highly diverse people. Coimbatore is the second biggest city in Tamil Nadu after Chennai, and is blessed with a wonderful climate, sweet siruvani water and high number of educational institutions.

The concentration of foundries within the city and the lack of state of the art facilities tends to take its toll on the city' environment and thereby make Coimbatore a severely air polluted place. Apart from the proficient and high scale foundries, there are about 250 small and medium scale industries in Coimbatore.

3.4 COMPANY OVERVIEW

ELTEX Super Casting Limited is a part of the multi business and growth-oriented Eltex Group of companies in south India was incorporated in the year 1973 as a private limited company. ELTEX Super Casting is promoted by Ashok Leyand, Brakes India, Rane (Madras) Limited, Lakshmi motors works. ELTEX Super Casting is one of the largest automotive jobbing foundries (Grey, SG and Alloy) with a yearly production of over 20,000 tones (FY 2005), which has steadily grown from initial capacity of 1,000 tones. ELTEX Super Casting manufactures gray iron and SG iron gravity die casting for automobiles, compressors, industrial engines, power generators, as well as for pumps, valves and compressors applications.

3.5 Company Strategy

ELTEX Super Casting Limited is a focused player in casting and intends to become a one shop for supply of casting. With the revamping of the company's existing capacity, the company believes, that it will become one of the largest manufacturers of castings in India.

The company intends to export 40 percent of the products produced in the foundry. The company believes that with the existing manufacturing facility, it will be able to effectively compete on price and quality for local and domestic competitors.
The company's Strategy can be summarized as follows:

1. Foundry with latest technology.
2. Modernize existing production lines.

CHAPTER 4

DATA ANALYSIS AND INTERPRETATION

CHAPTER- 4

SYSTEM ANALYSIS DESIGN

4.1 PROBLEM FORMULATION:

4.1.1 EXISTING MODEL

The payroll Processing is done manually, which is a mere paper work. The current system is more time consuming, inaccurate, less reliable and produce more stress on employees on pay day.

It is also studied that all employee details are maintained in books only and there in no proper database for a payroll process which is currently used. It is also found that there is very minimal co-ordination between the departments which directly hinders continuous flow of process.

The current software followed, do not help in data retrieval in certain areas which contributes delay in decision making as well. This in turn, creates natural human errors in certain areas.

4.1.2 DISADVANTAGE OF EXISTING SYSTEM:

Disadvantage of existing level of Database maintenance are as follows

- All the payroll details are maintained in book records only.
- No proper database for the employee information.
- No departmental coordination for continues flow of process.
- Payroll Process delay due to delay in book entry in each department.
- No proper quality control measures in the department.
- Inefficiency of employee to identify the right quality of product.
- Lack of top management involvement in payroll process.
- Information breaks between the departments.

4.1.3 PROPOSED MODEL:

The payroll processing software should be easily accessed by all employees, time-saving, should provide data security, reliable, accurate. It should have customizable user interface, store employee documents.

4.2 SYSTEM SPECIFICATION

4.2.1 HARDWARE REQUIREMENTS

1. Windows XP, 2000, NT,
2. Celeron or Pentium Processor,
3. RAM 128MB (Minimum),
4. Hard Disk 20GB (Minimum),
5. Keyboard (104 Keys),
6. Mouse (any make).

Windows XP Professional will improve our work in ways that we always thought a computer should. Find out more about the great new features of Windows XP and how the new Windows outperforms older versions in test after test. Start by checking out how Windows XP stacks up against previous versions of Windows.

Benefits of Windows XP Professional, these 10 are at the top of the list

- Premier performance
- Vast memory support
- Optimized platform and improved collaboration
- Opportunity for innovation
- Greater flexibility
- Multiprocessing and multicore processor support
- Advantages for specialized, technical applications
- Single desktop for technical and business applications
- Familiar programming model

4.2.2 SOFTWARE REQUIREMENTS

- ✓ Visual Basic 6.0
- ✓ ORACLE 8i, 9i, NT.

Visual basic 6.0

Visual Basic (VB) is an event driven programming language and associated development environment from Microsoft for its COM programming model. VB has been replaced by Visual Basic .NET. The older version of VB was derived heavily from BASIC and enables the rapid application development (RAD) of graphical user interface (GUI) applications, access to databases using DAO, RDO, or ADO, and creation of ActiveX controls and objects.

A programmer can put together an application using the components provided with Visual Basic itself. Programs written in Visual Basic can also use the Windows API, but doing so requires external function declarations.

In business programming, Visual Basic has one of the largest user bases. In a survey conducted, 62% of developers reported using some form of Visual Basic, it currently competes with C++, JavaScript, C# and Java for dominance in the business world.

Visual Basic was designed to be easy to learn and use. The language not only allows programmers to easily create simple GUI applications, but also has the flexibility to develop fairly complex applications as well. Programming in VB is a combination of visually arranging components or controls on a form, specifying attributes and actions

of those components, and writing additional lines of code for more functionality. Since default attributes and actions are defined for the components, a simple program can be created without the programmer having to write many lines of code. Performance problems were experienced by earlier versions, but with faster computers and native code compilation this has become less of an issue.

Forms are created using drag and drop techniques. A tool is used to place controls (e.g., text boxes, buttons, etc.) on the form (window). Controls have attributes and event handlers associated with them. Default values are provided when the control is created, but may be

changed by the programmer. Many attribute values can be modified during run time based on user actions or changes in the environment, providing a dynamic application. For example, code can be inserted into the form resize event handler to reposition a control so that it remains centered on the form, expands to fill up the form, etc. By inserting code into the event handler for a keypress in a text box, the program can automatically translate the case of the text being entered, or even prevent certain characters from being inserted.

Oracle database

Oracle is made up of a set of processes running in your operating system. These processes manage how data is stored and how it is accessed. I will cover these processes in detail in the future; but for now we just need to understand that Oracle is a program that is running in the background, maintaining your data for you and figuring out where it should go on your hard drive.

Overview

Oracle is a multi-user database management system - A software package specializing in managing a single, shared set of information among many concurrent users. Oracle is one of many database servers that can be plugged into a client/server equation. Oracle works to efficiently manage its resource, a database of information, among the multiple clients requesting and sending dta in the network.

Oracle has many important freatures that make it not only an exceptional database management system, but also an excellent database server choice for client/server computing. Oracle supports all major operating systems for both clients and servers, including MSDOS, NetWare, UnixWare, OS/2 and most Unix flavors. Oracle networking software, SQL*Net, also supports all major network communication protocols, including TCP/IP, SPX/IPX, Named Pipes and DEC-Net. Therefore, Oracle can be the link which joins the many data stores and networks throughout the heterogeneous computing systems prevalent in most corporations.

Key features

- **PL-SQL**

PL-SQL is a robust programming language in which stored procedures can be written. The procedures are stored in a compiled format, which allows for faster execution of code. Cursors are supported for row by row processing. Arrays are supported (using the table datatype), as well as structures (the record type). Since PL-SQL procedures cannot return a result set, returning rows to a calling application requires implementing arrays as "out" variables.
One powerful feature of PL-SQL is the ability to create custom functions which can be used within SQL statements.

- **Performance and scalability**

Oracle has always been known for its speed and performance. Oracle 8 supports over 15,000 active user connections. The patented record locking scheme made it an attractive candidate for canned applications marketed by Peoplesoft and the like. The ability to turn transaction logging on and off at will allows Oracle squeak by competitors during benchmark analysis runs. Coming soon: benchmarks on Solaris and Linux machines.

- **Management and Development Tools (for Windows)**

SQL-Plus is the interactive query tool used with Oracle; it is useful for entering queries and stored procedures. Complex reporting capabilities are available for those willing to learn SQL-Plus extensions.

Oracle Enterprise ships with Enterprise Manager, a full featured front end to the intricacies of Oracle. The main areas of the system (security, storage, schemas) are managed by totally separate applications, which is cumbersome at times. The "best of breed" product in this category is DB-Artisan by Embarcadero Technologies.

Other Oracle system management tools (like the GUI manager for Context) have a lot to be desired. Oracle gained a reputation for poor quality development tools with the release of Oracle Forms for windows. Renamed Developer 2000, it is gaining acceptance within pure Oracle shops.

- **Storage Concepts**

Tables are stored in tablespaces; a tablespace is made up of one or more data files. Although it is possible to use raw devices within Oracle, it is not recommended. Control files, rollback segments, and redo logs are all stored in separate files within the operating system.

- **Security and Account Setup**

Oracle is shipped with several built-in accounts: system, internal, and sys. Operating system authentication is required in order for a login to be created with similar privileges. After a login is created, access is then granted to the tables within schemas as needed.

- **Data Types**

Supported data types include number, char, varchar2, date, long raw, clob, and blob.Blob and clob (Oracle 8 only) datatypes are implemented via pointers within the physical record structure ; the field contents are stored in dedicated blocks. As a result, each blob or clob field requires at least 2K of storage (depending on the database block size). Long raw datatypes are stored in-line, and are discouraged. For string data, the varchar2 type can be used for lengths up to 2000; the *clob* type can be used for longer field data.

4.3 SYSTEM DESIGN AND DEVELOPMENT

4.3.1 FUNDAMENTAL DESIGN CONCEPT

System design is a process of conceiving, planning and sketching the layouts of the projects. It primarily includes design of the modules and its functions. Designing of MIS for quality assurance is an essential requirement for any organization that has a field workforce and resource.

4.3.2 DESIGN PROCESS

In Designing of MIS, the modules are

- Admin house creation
- Database creation
- VB user form creation

Admin house creation

In the admin house creation, the server engine in created. It is designed using VB for retrieving the database and receiving the requests from the Database. Here the administrator is allowed to insert, view, modify and delete the product details, and other details. Each and every process is separately maintained in the database.

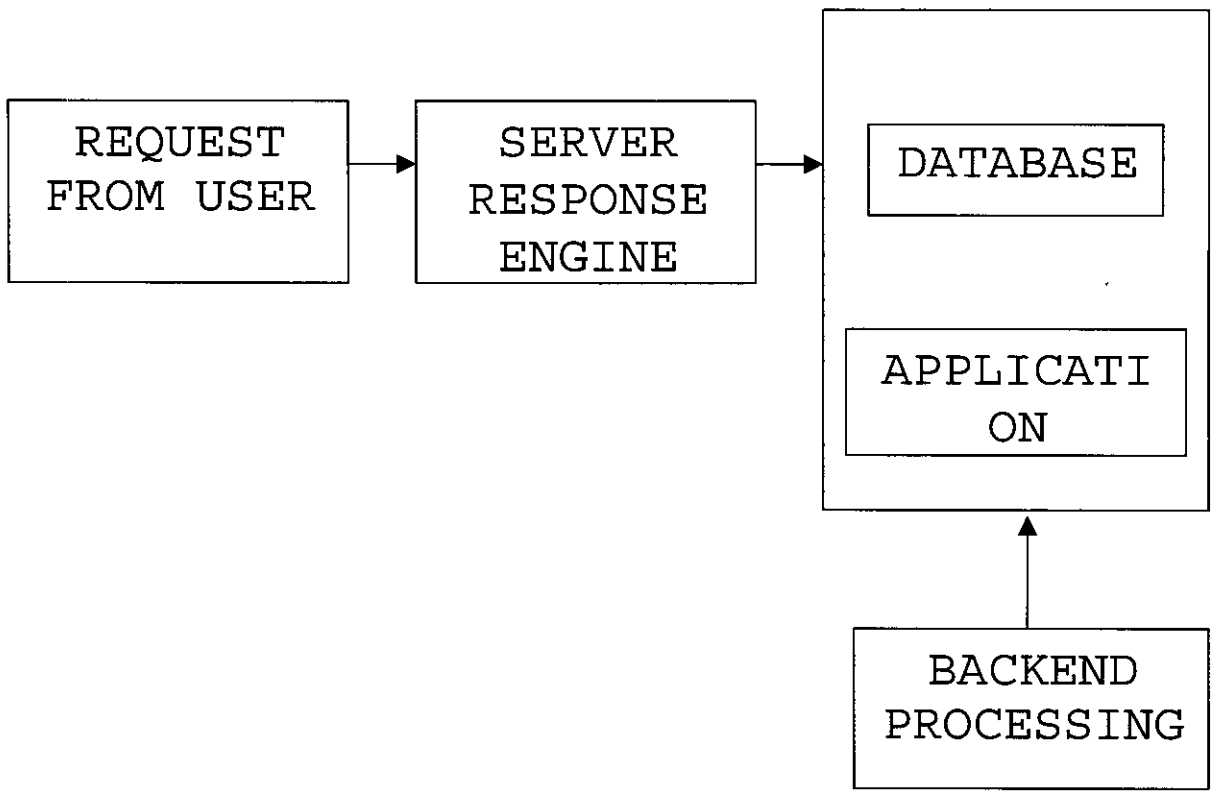
For each and every request from the user side are stored in the database and automatically updated in the database.

Database creation

In the database creation , database services helps you to identify employee information, employee details, employee salary details, attendance, PF deductions, ESI of employee, reports for employee details and employee salary is obtained.

- Login (admin username and password)
- Master sheet (employee personal details)
- Transaction(attendance, PF, ESI details, employee pay slip)
- Employee details report(ID, name, DOB, DOJ, designation, Dept.)
- Employee salary report (ID, name, date, PF, ESI, Deduction, Basic, Net amount)

4.4 TECHNICAL OVERVIEW DIAGRAM



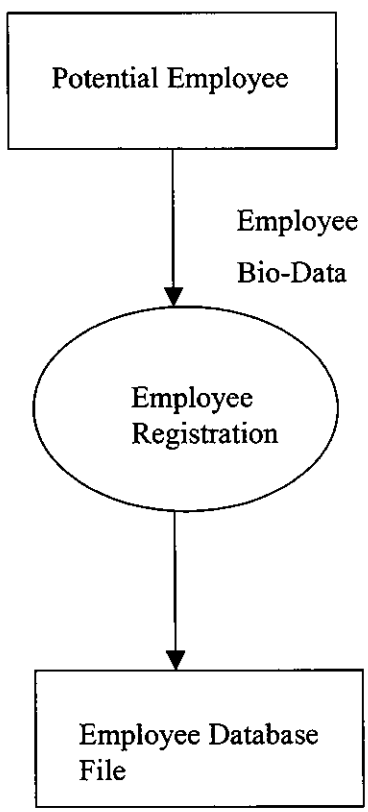
The user sends the request from the user end. The request is passed on to the response engine connectivity.

The server receives the request from the user end and checks it with the database for the availability of products.

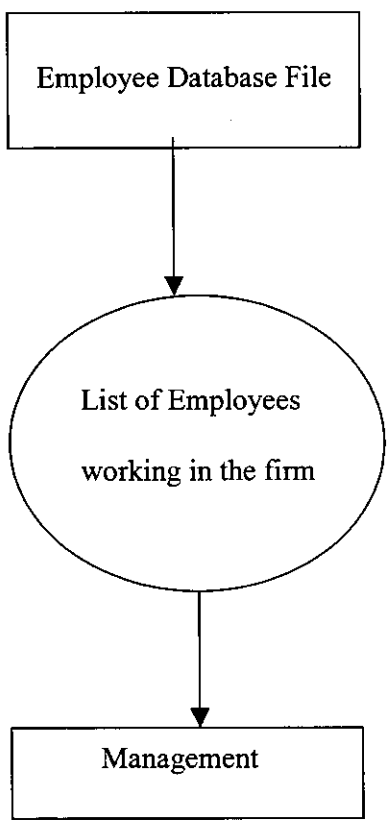
The application and the database are interlinked and the lists of items available through database creation are displayed to the user by using the Backend Processing.

4.5 DATAFLOW DIAGRAM:

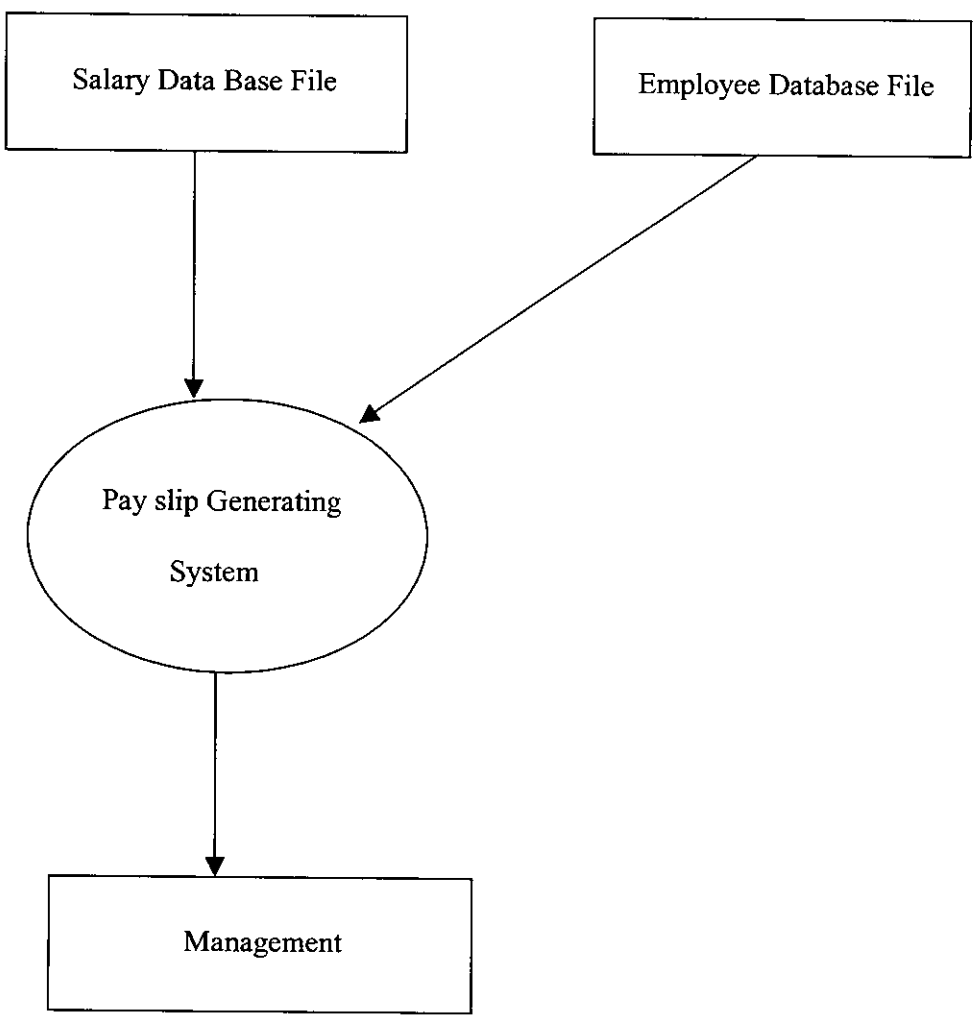
4.5.1 Employee Information System



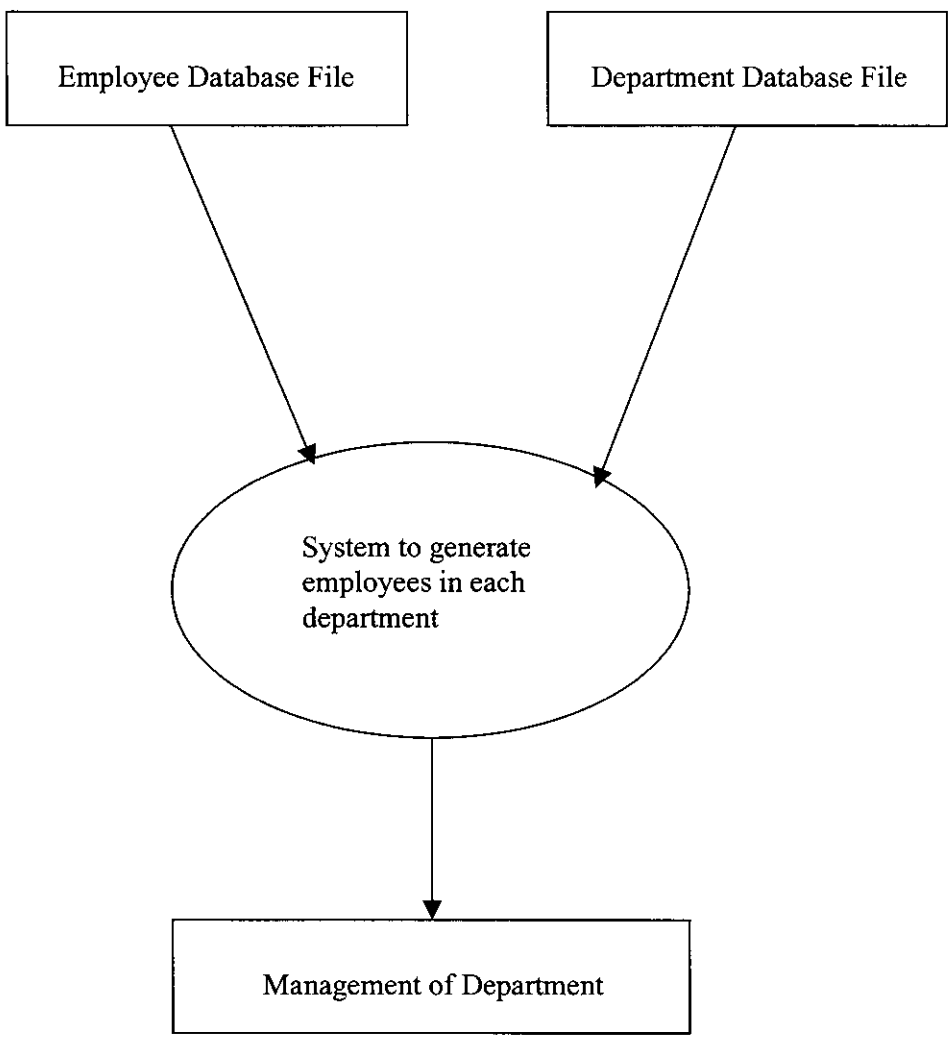
4.5.2 Employee Information



4.5.3 Department Details



4.5.4 Employees in each Department



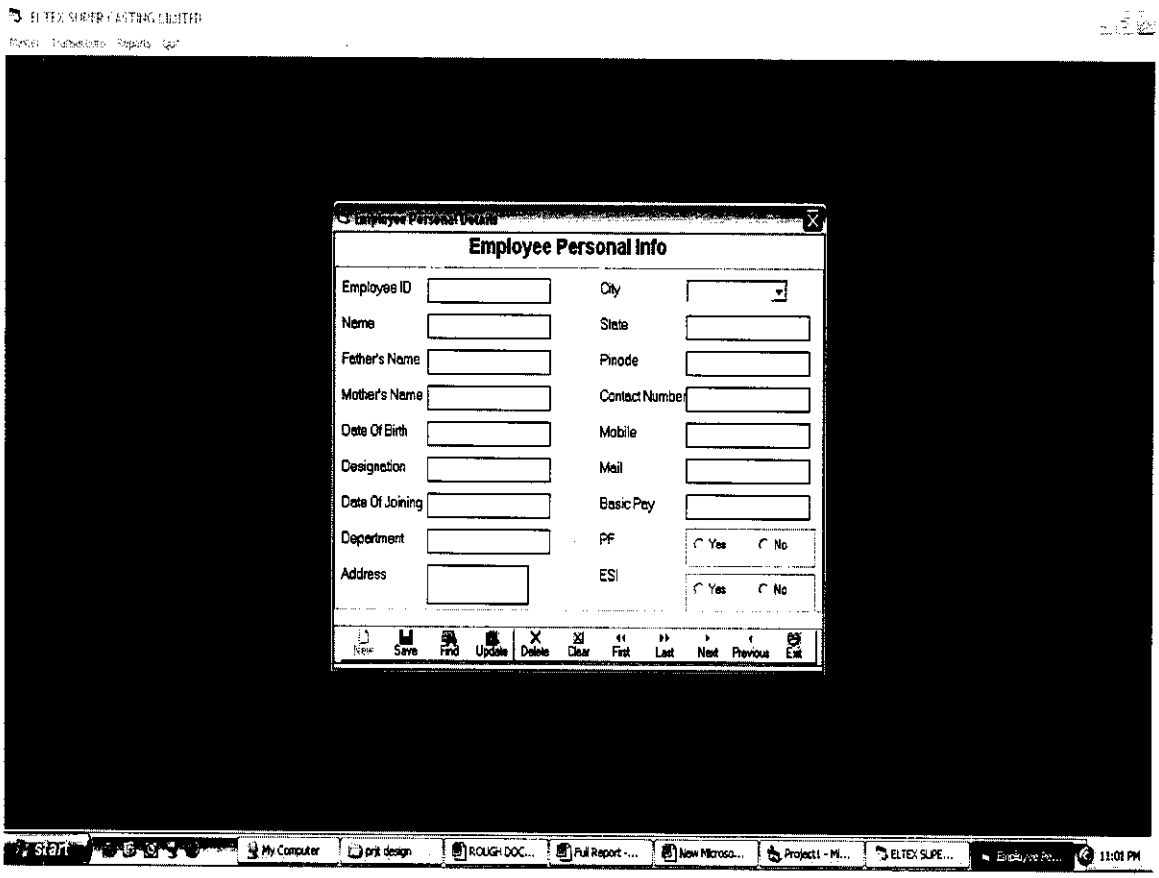
4.6 FORM DESIGNS:

The proposed system has following form designs. They are explained in the following pages.

4.6.1 MASTER SHEET FORM

The master sheet form consists of four menus lists they are Master, Transaction, Report, and Quit. These menus contain sub forms in it.

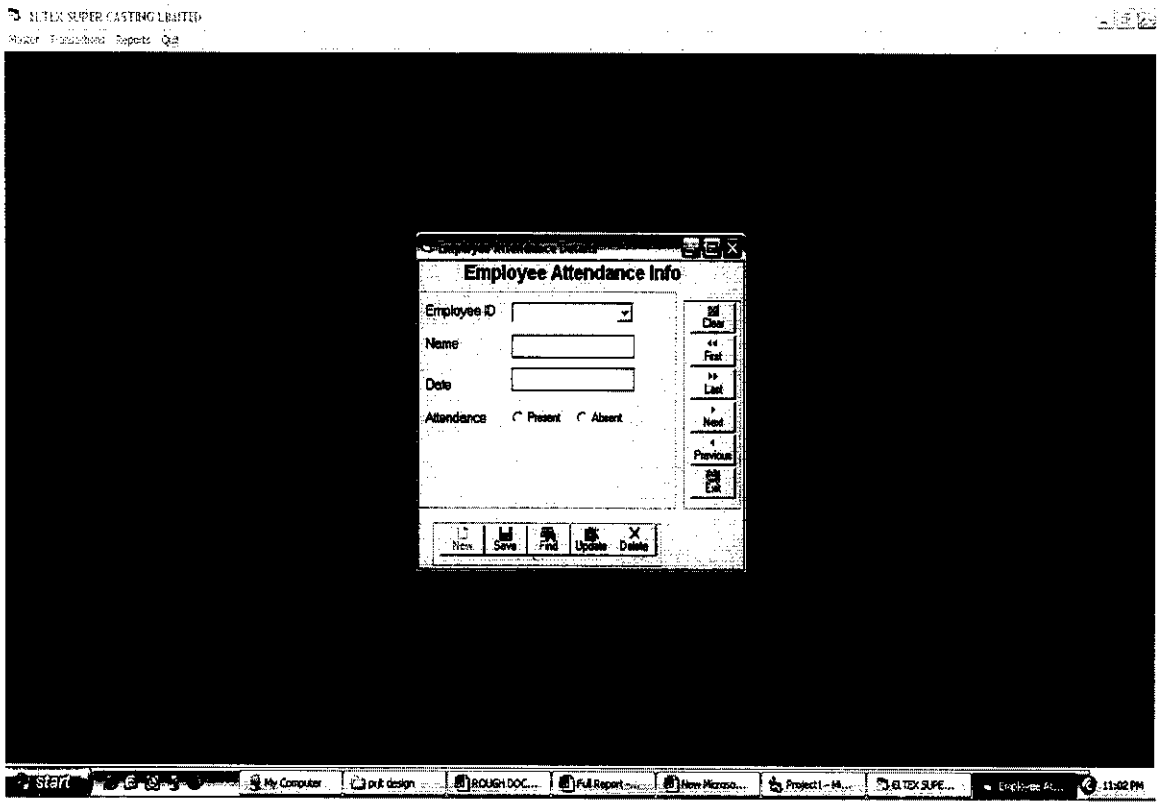
4.6.2 EMPLOYEE DETAILS FORM



The employee personal information form contains of entire employee information such as employee father's name, employee mother's name, employee ID, phone number, mail ID, Date of birth, Designation, Date of Joining, Address, Basic pay, Department etc.

This form is the most important form among the other. This contains all the details of the employee in the organization. When the employee details are saved once then when ever the details are required they can be retrieved from the database by simply entering employee id.

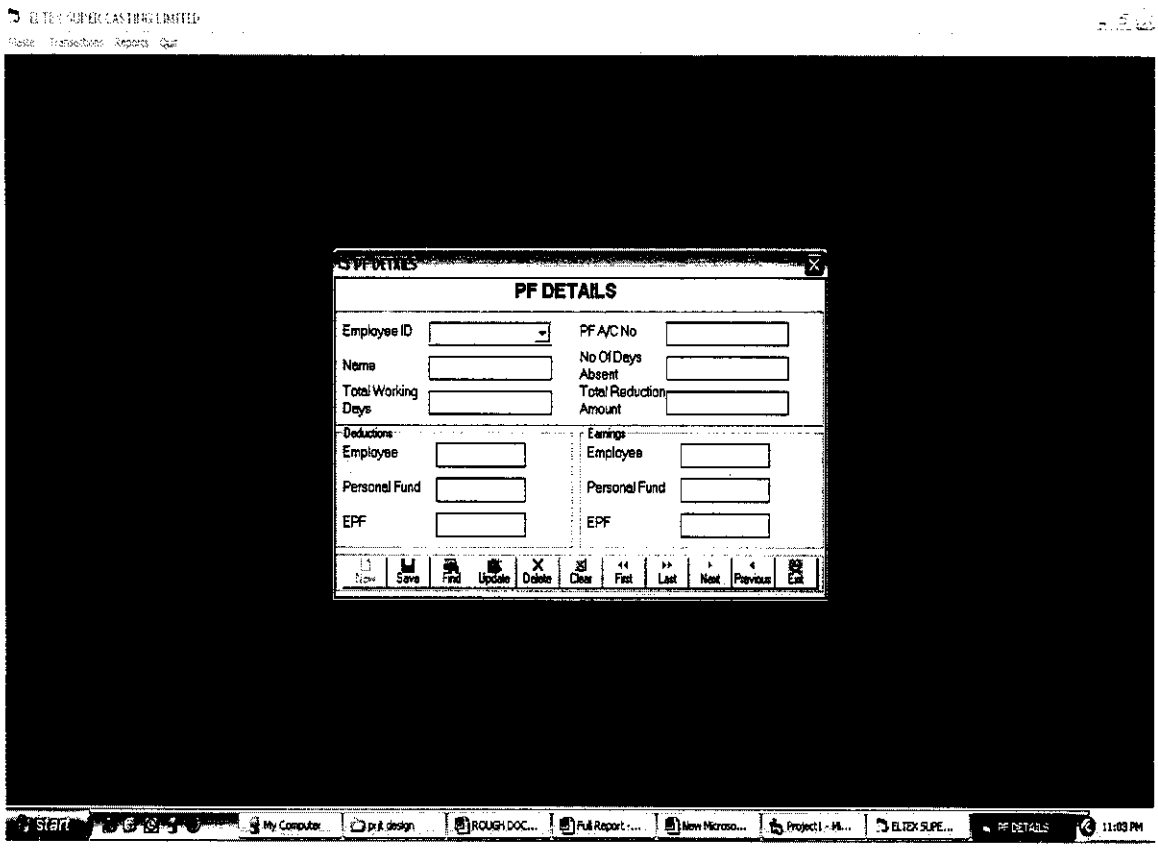
4.6.3 EMPLOYEE ATTENDANCE INFORMATION FORM



The employee Attendance details form is under the transaction menu. It gives the attendance details of each individual such as employee Id, name, date, attendance (present/absent).

The form contains the details regarding the number of working days of each employee. This has to be entered daily and the can be generated daily or monthly at the time of salary calculation. Accordingly the deductions can be made from the salary.

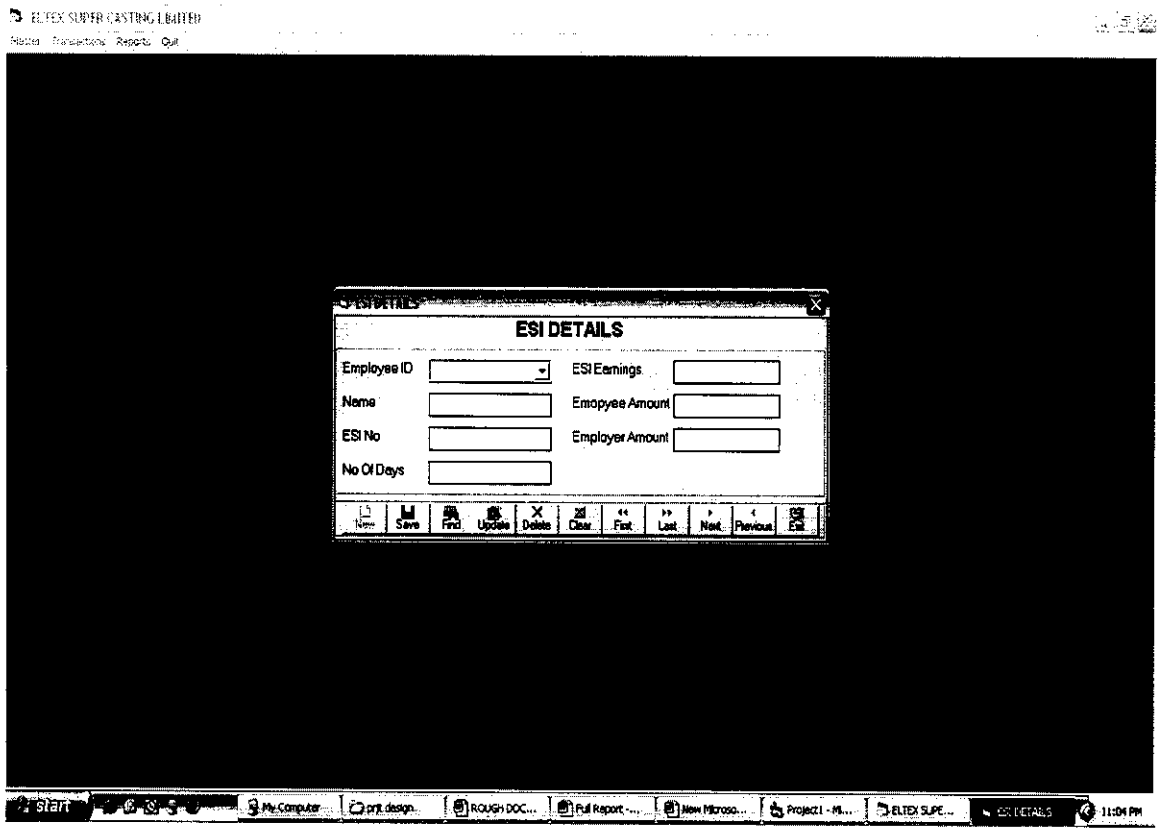
4.6.4 PF INFORMATION FORM



The PF details form is under transaction menu, it consists of employee Id, PF A/c no, name, total working days, no of days absent, total reduction amount, deductions and earnings etc.

The personnel fund form is used to calculate the PF for every employee in the organization. When filled and saved, the details can be retrieved when needed.

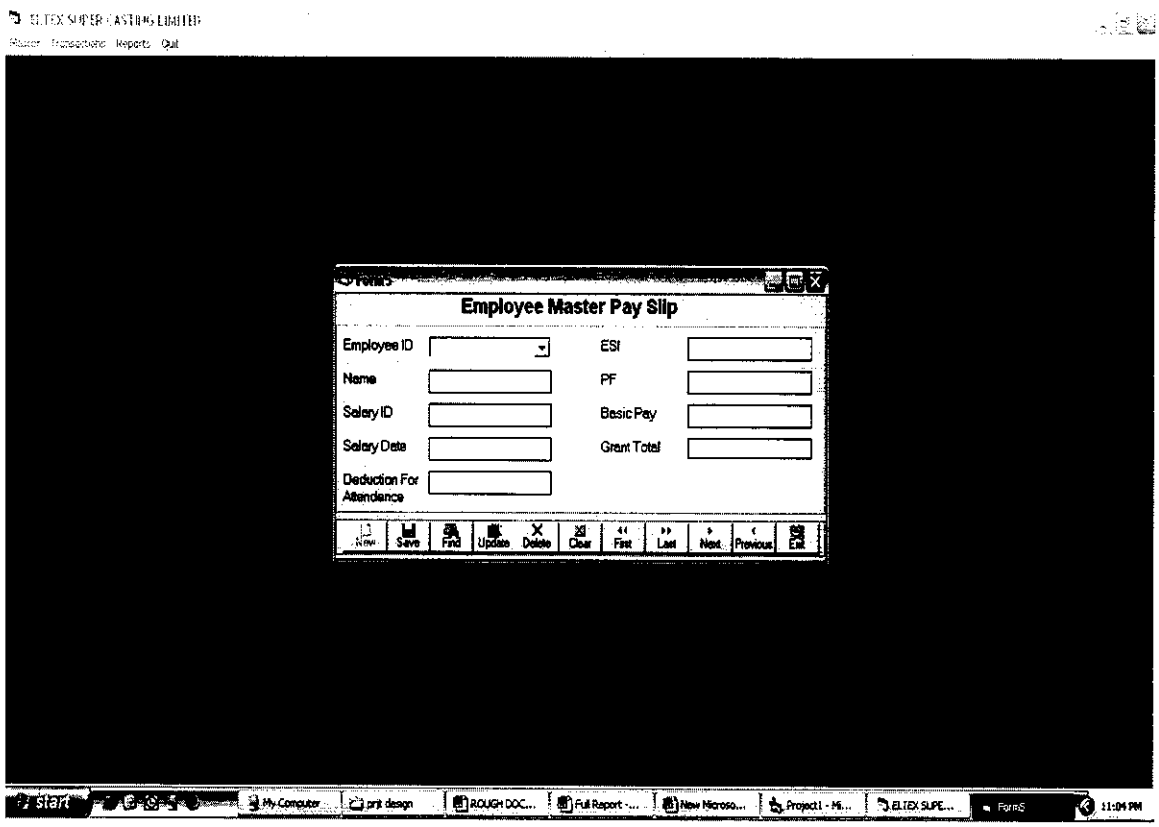
4.6.5 ESI DETAILS FORM



The ESI form is under transaction menu, it consists of employee ID, name, ESI no, no of days, ESI earnings, employee amount, and employer amount.

The employee state insurance form is used to calculate the ESI of each and every employee who are eligible for it.

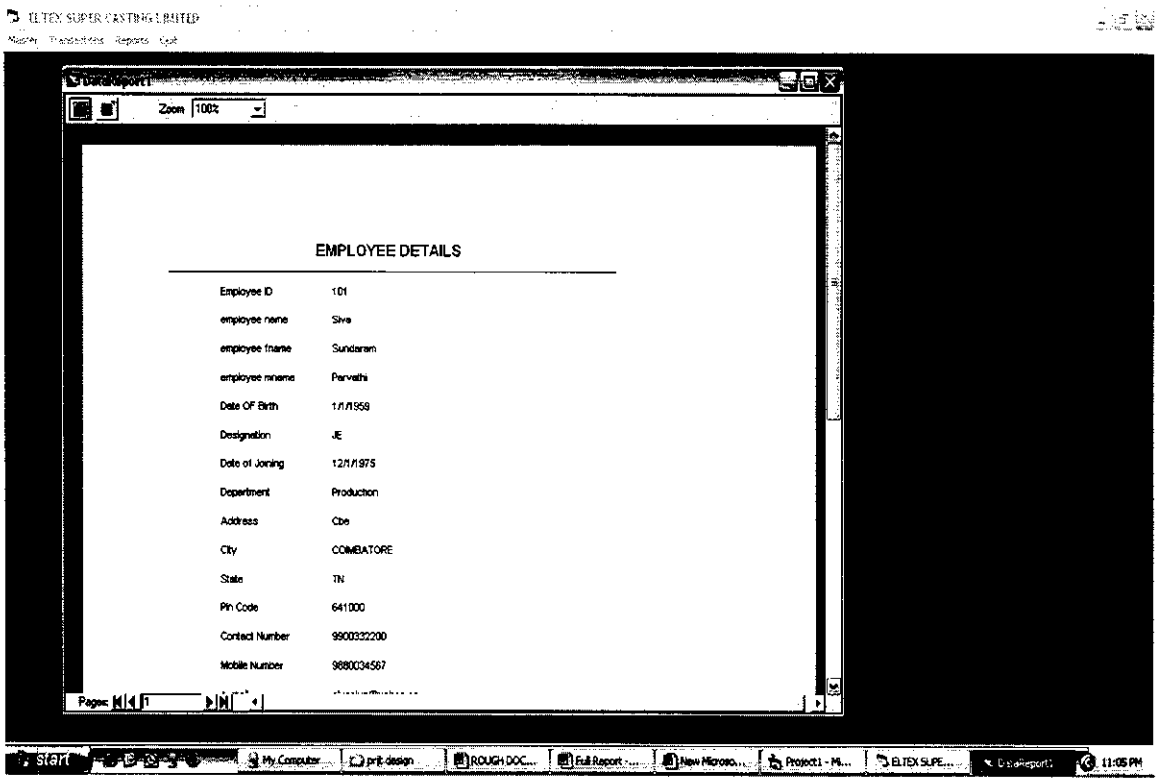
4.6.6 EMPLOYEE MASTER PAYSLIP FORM



The employee master pay slip form is under transaction menu, it consists of employee ID, name, salary ID, salary date, deduction for attendance, PF, Basic pay, total, ESI.

This is the payslip that has to be generated for each and every employee. When this page is filled and saved, the payslip of each employee can be retrieved when ever needed.

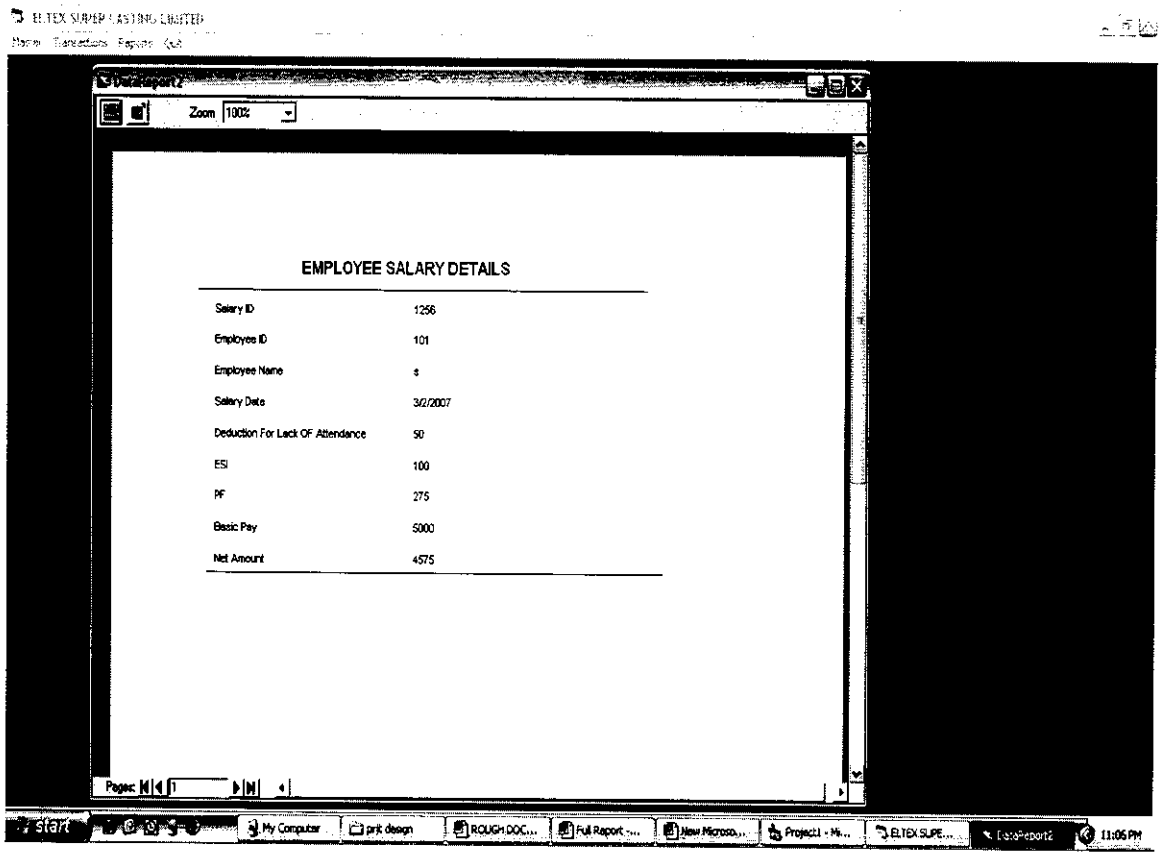
4.6.7 EMPLOYEE DETAILS REPORT FORM



The employee details report is one of the form under report menu, it consists of the employee details from the employee details form under master menu.

The printed copy of this report can be used as a filing copy of the employee details when needed.

4.6.8 EMPLOYEE SALARY DETAILS REPORT FORM



The employee salary details report is under report menu, it consists of the employee payslip details. It consists of the employee salary details form in transaction menu.

The printed copy of the form can be used for filing purpose or as an copy to be given to the respected employee.

4.7 SYSTEM TESTING

Testing

Every stage of the implementation process involves testing.
The different types of tests are:

Unit testing:

This is the lowest level of testing and is likely to be performed by the technical members of the project team. A "unit" is any identifiable component or function of the system, e.g. a report, a data interface with another system, a database procedure, a payroll calculation Formula.

System testing:

The next stage is to check that they all work together as a whole, by repeatedly running through the entire payroll process from start to finish.

Acceptance testing:

Once the technical team is happy that the system is operating correctly within the company's IT environment and, as far as they can tell, is giving accurate results, it is the users' turn to test the new payroll system.

Parallel running:

This is the final testing phase and involves running live data on the old and new systems in tandem, or at separate times, to see if they give identical, or acceptably similar, results.

CHAPTER 5

FINDINGS, SUGGESTION AND CONCLUSION

CHAPTER-5

CONCLUSION

5.1 RESULTS AND DISCUSSIONS

- This is a software solution given to the industry in order to improve their business and working methodology.
- Identification technology enables better tracking of payroll process in the firm.
- The Administrator can maintain the details of employees in the database; employee can access the payroll details without any restrictions.
- Administrator can add, view, delete, edit & create employee details.
- Can add new employee information if recruited.
- It helps the company increase efficiency, reduce costs, and access the information needed easily.
- Employees may not wait for information; instead it is already stored in database.
- Store Employee Documents, such as their resume, application etc.
- Reminders in the system to remind you when processes are due, help ensure timely payments and avoid costly penalty fees.
- It ensures the data security and reliability.

5.2 RECOMMENDATIONS

- Payroll software makes it easy for users to understand how to set up employees details, enter time and run reports.
- It is found that basic knowledge about computer is less among employees, hence training should be provided in basic computer skills.
- Based on the study made the payroll process done manually produces more stress to the employees, which can be reduced by implementation of payroll processing system.
- The manual entry of data will not be so accurate; hence errors can be reduced by the proposed system.
- Since the data is readily available to all the departments through local area connections, work is made easy.
- The entry operations will be reduced and manual errors is also reduced.
- Reports can be easily regenerated.

ANNEXURE

MASTER SHEET FORM

```
Private Sub Ad_Click()
Form4.Show
End Sub
Private Sub Emp_Click()
Form1.Show
End Sub

Private Sub eps_Click()
Form5.Show
End Sub

Private Sub Ere_Click()
DataReport1.Show
End Sub

Private Sub ESI_Click()
Form3.Show
End Sub

Private Sub ESr_Click()
DataReport2.Show
End Sub

Private Sub PF_Click()
Form2.Show
End Sub
Private Sub Q_Click()
Unload Me
End Sub
```

EMPLOYEE PERSONAL INFORMATION FORM

```
Dim db As Database
Dim rs As Recordset

Private Sub Combo2_LostFocus()
Dim s
Dim ss
If rs.RecordCount > 0 Then
rs.MoveFirst
While rs.EOF = False
        If Combo2.Text = rs("empid") Then
        Text1.Visible = True
       'Text1.Locked = True
        Combo2.Visible = False
        Text1.Text = rs("empid")
        Text2.Text = rs("empname")
```

```
        Text3.Text = rs("empfname")
        Text4.Text = rs("empmname")
        Text5.Text = rs("dob")
        Text6.Text = rs("desig")
        Text7.Text = rs("doj")
        Text8.Text = rs("dept")
        Text9.Text = rs("address")
        Combo1.Text = rs("city")
        Text10.Text = rs("state")
        Text11.Text = rs("pincode")
        Text12.Text = rs("cnumber")
        Text13.Text = rs("mobile")
        Text14.Text = rs("mail")
        Text15.Text = rs("experience")
        s = rs("pf")
        ss = rs("esi")
        End If
rs.MoveNext
Wend
End If

    If s = "yes" Then
        Option1.Value = True
        Else
        Option2.Value = True
        End If
        If ss = "yes" Then
        Option3.Value = True
        Else
        Option4.Value = True
        End If
End Sub

Private Sub Command1_Click()
Call cmden
Call clear
End Sub
Private Sub Command10_Click()
'Me.Cls
'Me.Refresh
Unload Me
'Me.Hide
MDIForm1.Show
End Sub

Private Sub Command11_Click()
If Option1.Value = True Then
Dim y
y = "yes"
Else
```

```
y = "no"
End If
If Option3.Value = True Then
Dim yy
yy = "yes"
Else
yy = "no"
End If
rs.MoveFirst
With rs
While Not .EOF
If Text1.Text = .Fields(0).Value Then
.Edit
rs("empid") = Text1.Text
rs("empname") = Text2.Text
rs("empfname") = Text3.Text
rs("empmname") = Text4.Text
rs("dob") = Text5.Text
rs("desig") = Text6.Text
rs("doj") = Text7.Text
rs("dept") = Text8.Text
rs("address") = Text9.Text
rs("city") = Combo1.Text
rs("state") = Text10.Text
rs("pincode") = Text11.Text
rs("cnumber") = Text12.Text
rs("mobile") = Text13.Text
rs("mail") = Text14.Text
rs("experience") = Text15.Text
rs("PF") = y
rs("ESI") = yy
rs.Update
MsgBox ("values are updated")
End If
.MoveNext
Wend
End With
Call clear
End Sub

Private Sub Command2_Click()
If Option1.Value = True Then
Dim y
y = "yes"
Else
y = "no"
End If
If Option3.Value = True Then
Dim yy
yy = "yes"
```

```
Else
yy = "no"
End If
If Text1.Text = "" Or Text1.Text = "" Or Text4.Text = "" Or Text5.Text = "" Or
Text6.Text = "" Or Text7.Text = "" Or Text8.Text = "" Or Text9.Text = "" Or
Text10.Text = "" Or Text11.Text = "" Or Text12.Text = "" Or Text13.Text = "" Or
Text14.Text = "" Or Text15.Text = "" Then
MsgBox (" empty values not accepted, please fill proper fields")
handler:
MsgBox ("error values, values are not insert into recordset")
Text3.SetFocus
Else
rs.AddNew
On Error GoTo handler:
rs("empid") = Text1.Text
rs("empname") = Text2.Text
rs("empfname") = Text3.Text
rs("empmname") = Text4.Text
rs("dob") = Text5.Text
rs("desig") = Text6.Text
rs("doj") = Text7.Text
rs("dept") = Text8.Text
rs("address") = Text9.Text
rs("city") = Combo1.Text
rs("state") = Text10.Text
rs("pincode") = Text11.Text
rs("cnumber") = Text12.Text
rs("mobile") = Text13.Text
rs("mail") = Text14.Text
rs("experience") = Text15.Text
rs("PF") = y
rs("ESI") = yy
rs.Update
MsgBox ("successfully added")
Call clear
End If
End Sub
Function cmddisable()
Command1.Enabled = True
Command2.Enabled = False
Command3.Enabled = False
Command4.Enabled = False
Command5.Enabled = False
Command6.Enabled = False
Command7.Enabled = False
Command8.Enabled = False
Command9.Enabled = False
Command10.Enabled = False
Command11.Enabled = False
End Function
```

```
Private Sub Command3_Click()
Combo2.Visible = True
With rs
While Not .EOF
Combo2.AddItem (rs("empid"))
.MoveNext
Wend
End With
End Sub

Private Sub Command4_Click()
If rs.RecordCount > 0 Then
   rs.MoveFirst
    While rs.EOF = False
     If rs("empid") = Text1.Text Then
       rs.Edit
        rs("empid") = Text1.Text
        rs("empname") = Text2.Text
        rs("empfname") = Text3.Text
        rs("empmname") = Text4.Text
        rs("dob") = Text5.Text
        rs("desig") = Text6.Text
        rs("doj") = Text7.Text
        rs("dept") = Text8.Text
        rs("address") = Text9.Text
        rs("city") = Combo1.Text
        rs("state") = Text10.Text
        rs("pincode") = Text11.Text
        rs("cnumber") = Text12.Text
        rs("mobile") = Text13.Text
        rs("mail") = Text14.Text
        rs("experience") = Text15.Text
        rs("PF") = y
        rs("ESI") = yy
       rs.Delete
       MsgBox ("RECORD DELETED successfully")
     End If
    rs.MoveNext
   Wend
End If
Call clear
End Sub

Private Sub Command5_Click()
Call clear
End Sub

Private Sub Command7_Click()
rs.MoveLast
```

```
        Text1.Text = rs("empid")
        Text2.Text = rs("empname")
        Text3.Text = rs("empfname")
        Text4.Text = rs("empmname")
        Text5.Text = rs("dob")
        Text6.Text = rs("desig")
        Text7.Text = rs("doj")
        Text8.Text = rs("dept")
        Text9.Text = rs("address")
        Combo1.Text = rs("city")
        Text10.Text = rs("state")
        Text11.Text = rs("pincode")
        Text12.Text = rs("cnumber")
        Text13.Text = rs("mobile")
        Text14.Text = rs("mail")
        Text15.Text = rs("experience")
        'rs("PF")
        'ESI
End Sub

Private Sub Command8_Click()
If rs.RecordCount > 0 Then
rs.MoveFirst
handler:
If Text1.Text = rs.EOF Then
MsgBox (" your in last record")
Else
While rs.EOF = False
   If Text1.Text = rs("empid") Then
      rs.MoveNext
On Error GoTo handler
       Text2.Text = rs("empname")
        Text3.Text = rs("empfname")
        Text4.Text = rs("empmname")
        Text5.Text = rs("dob")
        Text6.Text = rs("desig")
        Text7.Text = rs("doj")
        Text8.Text = rs("dept")
        Text9.Text = rs("address")
        Combo1.Text = rs("city")
        Text10.Text = rs("state")
        Text11.Text = rs("pincode")
        Text12.Text = rs("cnumber")
        Text13.Text = rs("mobile")
        Text14.Text = rs("mail")
        Text15.Text = rs("experience")
        'rs("PF")
        'ESI
End If
 rs.MoveNext
```

```
 Wend
End If
End If
End Sub

Private Sub Command9_Click()
If rs.RecordCount > 0 Then
rs.MoveFirst
handler:
If Text1.Text = rs.BOF Then
MsgBox ("Your in First Record")
Else
While rs.EOF = False
   If Text1.Text = rs("empid") Then
rs.MovePrevious
On Error GoTo handler
Text1.Text = rs("empid")
        Text2.Text = rs("empname")
        Text3.Text = rs("empfname")
        Text4.Text = rs("empmname")
        Text5.Text = rs("dob")
        Text6.Text = rs("desig")
        Text7.Text = rs("doj")
        Text8.Text = rs("dept")
        Text9.Text = rs("address")
        Combo1.Text = rs("city")
        Text10.Text = rs("state")
        Text11.Text = rs("pincode")
        Text12.Text = rs("cnumber")
        Text13.Text = rs("mobile")
        Text14.Text = rs("mail")
        Text15.Text = rs("experience")
        'rs("PF")
        'ESI
End If
 rs.MoveNext
 Wend
 End If
End If

End Sub

Private Sub Form_Load()
Me.Refresh
Combo2.Visible = False
Call cmddisable
Set db = OpenDatabase("emp.mdb")
Set rs = db.OpenRecordset("employee")
MsgBox (" Database and recordset opened successfully")
End Sub
```

```
Private Function clear()
Text1.Text = ""
Text2.Text = ""
Text3.Text = ""
Text4.Text = ""
Text5.Text = ""
Text6.Text = ""
Text7.Text = ""
Text8.Text = ""
Text9.Text = ""
Text10.Text = ""
Text11.Text = ""
Text12.Text = ""
Text13.Text = ""
Text14.Text = ""
Text15.Text = ""
Text1.SetFocus
End Function
```

EMPLOYEE ATTENDANCE DETAILS FORM

```
Dim db As Database
Dim rs As Recordset
Dim rss As Recordset

Private Sub Combo1_LostFocus()
If rss.RecordCount > 0 Then
rss.MoveFirst
While rss.EOF = False
        If Combo1.Text = rss("empid") Then
        Text1.Visible = True
       'Text1.Locked = True
        Combo1.Visible = False
        Text1.Text = rss("empid")
        Text2.Text = rss("empname")
        End If
rss.MoveNext
Wend
End If
End Sub

Private Sub Combo3_LostFocus()
Dim s

If rs.RecordCount > 0 Then
rs.MoveFirst
While rs.EOF = False
```

```
        If Combo3.Text = rs("attid") Then
        Text1.Visible = True
       'Text1.Locked = True
        Combo3.Visible = False
        Text1.Text = rs("empid")
        Text2.Text = rs("name")
        Text3.Text = rs("date")
        s = rs("att")
        Combo2.Text = rs("reason")
        Text6.Text = rs("reduction")
        End If
rs.MoveNext
Wend
End If
        If s = "present" Then
        Option1.Value = True
        Combo2.Visible = False
        Text6.Visible = False
        Else
        Option2.Value = True
        Combo2.Visible = True
        Text6.Visible = True
        End If

End Sub

Private Sub Command1_Click()
Call cmden
Call clear
End Sub

Private Sub Command10_Click()
Unload Me
'Me.Hide
MDIForm1.Show
End Sub

Private Sub Command11_Click()
Dim s
Dim ss
If Option1.Value = True Then
s = "present"
Else
ss = "absent"
End If
If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Then
    MsgBox (" empty values not inserrted, please fill the values properly")
    Text3.SetFocus
Else
rs.MoveFirst
```

```
With rs
While Not .EOF
If Combo3.Text = .Fields(0).Value Then
        If Option1.Value = True Then
  .Edit
            rs("empid") = Text1.Text
            rs("name") = Text2.Text
            rs("date") = Text3.Text
            rs("att") = s
            rs("reason") = "-"
            rs("reduction") = "0"
            rs.Update
        Else
     .Edit
            rs("empid") = Text1.Text
            rs("name") = Text2.Text
            rs("date") = Text3.Text
            rs("att") = ss
            rs("reason") = Combo2.Text
            rs("reduction") = Text6.Text
            rs.Update
        End If

End If
.MoveNext
Wend
End With
MsgBox ("values are updated")
End If
End Sub

Private Sub Command2_Click()
If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Then
MsgBox (" empty values not inserrted, please fill the values properly")
Text3.SetFocus
Else
Dim s
Dim ss
If Option1.Value = True Then
s = "present"
Else
ss = "absent"
End If
If Option1.Value = True Then
rs.AddNew
rs("empid") = Text1.Text
rs("name") = Text2.Text
rs("date") = Text3.Text
rs("att") = s
rs("reason") = "-"
```

```
rs("reduction") = "0"
rs.Update
Else
rs.AddNew
rs("empid") = Text1.Text
rs("name") = Text2.Text
rs("date") = Text3.Text
rs("att") = ss
rs("reason") = Combo2.Text
rs("reduction") = Text6.Text
rs.Update
End If
MsgBox ("values updated successfully")
End If
End Sub

Private Sub Command3_Click()
Combo3.Visible = True
Combo1.Visible = False
Text1.Visible = False
With rs
While Not .EOF
Combo3.AddItem (rs("attid"))
.MoveNext
Wend
End With
End Sub

Private Sub Command4_Click()
If rs.RecordCount > 0 Then
   rs.MoveFirst
    While rs.EOF = False
     If rs("attid") = Combo3.Text Then

        If Option1.Value = True Then
   rs.Edit
                rs("empid") = Text1.Text
                rs("name") = Text2.Text
                rs("date") = Text3.Text
                rs("att") = s
                rs("reason") = "-"
                rs("reduction") = "-"
                rs.Delete
            Else
   rs.Edit
                rs("empid") = Text1.Text
                rs("name") = Text2.Text
                rs("date") = Text3.Text
                rs("att") = ss
                rs("reason") = Combo2.Text
```

```
            rs("reduction") = Text6.Text
            rs.Delete
        End If
   MsgBox ("RECORD DELETED successfully")
     End If
    rs.MoveNext
   Wend
End If
Call clear
Text1.Text = ""
Text2.Text = ""

End Sub

Private Sub Command5_Click()
Text1.Text = ""
Text2.Text = ""
Text3.Text = ""
Text6.Text = ""
Combo1.Visible = True
Text1.Visible = False
End Sub

Private Sub Command6_Click()
rs.MoveFirst
Dim s
        Text1.Text = rs("empid")
        Text2.Text = rs("name")
        Text3.Text = rs("date")
        s = rs("att")
        Combo2.Text = rs("reason")
        Text6.Text = rs("reduction")

    If s = "present" Then
    Option1.Value = True
    Else
    Option2.Value = True
    Combo2.Visible = True
    Text6.Text = True
    End If
End Sub

Private Sub Command7_Click()
rs.MoveLast
Dim s
        Text1.Text = rs("empid")
        Text2.Text = rs("name")
        Text3.Text = rs("date")
        s = rs("att")
        Combo2.Text = rs("reason")
```

```
        Text6.Text = rs("reduction")

    If s = "present" Then
    Option1.Value = True
    Else
    Option2.Value = True
    Combo2.Visible = True
    Text6.Text = True

    End If
End Sub

Private Sub Command8_Click()
If rs.RecordCount > 0 Then
rs.MoveFirst
handler:
If Combo3.Text = rs.EOF Then
MsgBox (" your in last record")
Else
While rs.EOF = False
   If Combo3.Text = rs("attid") Then
      rs.MoveNext
On Error GoTo handler
        Dim s
          Text1.Text = rs("empid")
          Text2.Text = rs("name")
          Text3.Text = rs("date")
          s = rs("att")
          Combo2.Text = rs("reason")
          Text6.Text = rs("reduction")
End If
 rs.MoveNext
 Wend
End If
End If
If s = "present" Then
    Option1.Value = True
    'Combo2.Visible = True

    Else
    Option2.Value = True
    Combo2.Visible = True
    Text6.Text = True
    End If
End Sub

Private Sub Command9_Click()
If rs.RecordCount > 0 Then
rs.MoveFirst
handler:
```

```
If Combo3.Text = rs.BOF Then
MsgBox ("your in First record")
Else
While rs.EOF = False
   If Combo3.Text = rs("attid") Then
      rs.MovePrevious
On Error GoTo handler
         Dim s
         Text1.Text = rs("empid")
         Text2.Text = rs("name")
         Text3.Text = rs("date")
         s = rs("att")
         Combo2.Text = rs("reason")
         Text6.Text = rs("reduction")
   End If
rs.MoveNext
Wend
End If
End If
    If s = "present" Then
    Option1.Value = True
    Combo2.Visible = False
    Text6.Text = False
    Else
    Option2.Value = True
    Combo2.Visible = True
    Text6.Text = True
    End If
End Sub

Private Sub Form_Load()
Me.Refresh
Text1.Visible = False
Call cmddisable
Set db = OpenDatabase("emp.mdb")
Set rs = db.OpenRecordset("attendance")
MsgBox ("Database and recordset opened successfully")
Set rss = db.OpenRecordset("employee")
With rss
While Not .EOF
Combo1.AddItem (rss("empid"))
.MoveNext
Wend
End With
Label8.Visible = False
Label14.Visible = False
Combo2.Visible = False
Text6.Visible = False
Combo3.Visible = False
End Sub
```

```
Private Function cmden()
Command1.Enabled = False
Command2.Enabled = True
Command3.Enabled = True
Command4.Enabled = True
Command5.Enabled = True
Command6.Enabled = True
Command7.Enabled = True
Command8.Enabled = True
Command9.Enabled = True
Command10.Enabled = True
Command11.Enabled = True
End Function
Private Function clear()
Text3.Text = ""
'Text6.Text = ""
Text3.SetFocus
End Function

Private Sub Option1_Click()
Label8.Visible = False
Label14.Visible = False
Combo2.Visible = False
Text6.Visible = False
End Sub

Private Sub Text1_Change()
 If s = "present" Then
        Option1.Value = True
        Combo2.Visible = False
        Text6.Visible = False
        Else
        Option2.Value = True
        Combo2.Visible = True
        Text6.Visible = True
        End If
End Sub

Private Sub Text1_LostFocus()
 If s = "present" Then
        Option1.Value = True
        Combo2.Visible = False
        Text6.Visible = False
        Else
        Option2.Value = True
        Combo2.Visible = True
        Text6.Visible = True
        End If
End Sub
```

PF DETAILS FORM

```
Dim db As Database
Dim rs As Recordset
Dim rss As Recordset
Dim rssr As Recordset
Private Sub Combo1_LostFocus()
If rss.RecordCount > 0 Then
rss.MoveFirst
While rss.EOF = False
        If Combo1.Text = rss("empid") Then
        Text1.Visible = True
       'Text1.Locked = True
        Combo1.Visible = False
        Text1.Text = rss("empid")
        Text2.Text = rss("empname")
        End If
rss.MoveNext
Wend
End If
Dim tot
Dim da
da = 0
tot = 0
rssr.MoveFirst
With rssr
While Not .EOF
If Text1.Text = .Fields(1).Value Then
da = da + 1
tot = tot + rssr("reduction")
End If
.MoveNext
Wend
End With

Text7.Text = da
Text12.Text = tot
End Sub

Private Sub Combo2_LostFocus()
If rs.RecordCount > 0 Then
rs.MoveFirst
While rs.EOF = False
        If Combo2.Text = rs("pfno") Then
        Text1.Visible = True
        Text3.Visible = True
        Combo1.Visible = False
        Combo2.Visible = False
        Text3.Text = rs("pfno")
        Text1.Text = rs("empid")
```

```
        Text2.Text = rs("empname")
        Text11.Text = rs("tws")
        Text7.Text = rs("ndp")
        Text12.Text = rs("nda")
        Text4.Text = rs("de")
        Text5.Text = rs("dpf")
        Text6.Text = rs("depf")
        Text10.Text = rs("ee")
        Text9.Text = rs("epf")
        Text8.Text = rs("eepf")
End If
rs.MoveNext
Wend
End If
End Sub

Private Sub Command1_Click()
Call cmden
Call clear
End Sub

Private Sub Command10_Click()
Unload Me
MDIForm1.Show
End Sub

Private Sub Command11_Click()
Dim pfa
pfa = 0
pfa = pfa + ((Val(Text10.Text) + Val(Text9.Text) + Val(Text8.Text)) -
(Val(Text4.Text) + Val(Text5.Text) + Val(Text6.Text) + Val(Text12.Text)))
rs.MoveFirst
With rs
While Not .EOF
If Text3.Text = .Fields(0).Value Then
.Edit
rs("pfno") = Text3.Text
rs("empid") = Text1.Text
rs("empname") = Text2.Text
rs("tws") = Text11.Text
rs("ndp") = Text7.Text
rs("nda") = Text12.Text
rs("de") = Text4.Text
rs("dpf") = Text5.Text
rs("depf") = Text6.Text
rs("ee") = Text10.Text
rs("epf") = Text9.Text
rs("eepf") = Text8.Text
rs("pfa") = pfa
rs.Update
```

```
MsgBox ("values are updated")
End If
.MoveNext
Wend
End With
Call clear
End Sub

Private Sub Command2_Click()
If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Or Text4.Text = "" Or
Text5.Text = "" Or Text6.Text = "" Or Text7.Text = "" Or Text8.Text = "" Or
Text9.Text = "" Or Text10.Text = "" Or Text11.Text = "" Or Text12.Text = "" Then
MsgBox (" empty values not accepted, please fill proper fields")
handler:
MsgBox ("error values, values are not insert into recordset")
Text11.SetFocus
Else
Dim pfa
pfa = 0
pfa = pfa + ((Val(Text10.Text) + Val(Text9.Text) + Val(Text8.Text)) -
(Val(Text4.Text) + Val(Text5.Text) + Val(Text6.Text) + Val(Text12.Text)))
rs.AddNew
On Error GoTo handler:
rs("pfno") = Text3.Text
rs("empid") = Text1.Text
rs("empname") = Text2.Text
rs("tws") = Text11.Text
rs("ndp") = Text7.Text
rs("nda") = Text12.Text
rs("de") = Text4.Text
rs("dpf") = Text5.Text
rs("depf") = Text6.Text
rs("ee") = Text10.Text
rs("epf") = Text9.Text
rs("eepf") = Text8.Text
rs("pfa") = pfa
rs.Update
MsgBox ("successfully added")
Call clear
End If
End Sub

Private Sub Command3_Click()
Combo2.Visible = True
Text3.Visible = False
With rs
While Not .EOF
Combo2.AddItem (rs("pfno"))
.MoveNext
Wend
```

```
End With
End Sub

Private Sub Command4_Click()
Dim pfa
pfa = 0
pfa = pfa + ((Val(Text10.Text) + Val(Text9.Text) + Val(Text8.Text)) -
(Val(Text4.Text) + Val(Text5.Text) + Val(Text6.Text) + Val(Text12.Text)))
If rs.RecordCount > 0 Then
   rs.MoveFirst
    While rs.EOF = False
     If rs("empid") = Text1.Text Then
       rs.Edit
       rs("pfno") = Text3.Text
       rs("empid") = Text1.Text
       rs("empname") = Text2.Text
       rs("tws") = Text11.Text
       rs("ndp") = Text7.Text
       rs("nda") = Text12.Text
       rs("de") = Text4.Text
       rs("dpf") = Text5.Text
       rs("depf") = Text6.Text
       rs("ee") = Text10.Text
       rs("epf") = Text9.Text
       rs("eepf") = Text8.Text
       rs("pfa") = pfa
       rs.Delete
       MsgBox ("RECORD DELETED successfully")
     End If
   rs.MoveNext
   Wend
End If
Call clear
End Sub

Private Sub Command5_Click()
Call clear
End Sub

Private Sub Command6_Click()
Combo1.Visible = False
rs.MoveFirst
        Text3.Text = rs("pfno")
        Text1.Text = rs("empid")
        Text2.Text = rs("empname")
        Text11.Text = rs("tws")
        Text7.Text = rs("ndp")
        Text12.Text = rs("nda")
        Text4.Text = rs("de")
        Text5.Text = rs("dpf")
```

```
        Text6.Text = rs("depf")
        Text10.Text = rs("ee")
        Text9.Text = rs("epf")
        Text8.Text = rs("eepf")
End Sub

Private Sub Form_Load()
Me.Refresh
Call cmddisable
Set db = OpenDatabase("emp.mdb")
Set rs = db.OpenRecordset("pf")
Set rss = db.OpenRecordset("employee")
Set rssr = db.OpenRecordset("attendance")

With rss
While Not .EOF
Combo1.AddItem (rss("empid"))
.MoveNext
Wend
End With

Combo2.Visible = False

End Sub
Private Function cmden()
Command1.Enabled = False
Command2.Enabled = True
Command3.Enabled = True
Command4.Enabled = True
Command5.Enabled = True
Command6.Enabled = True
Command7.Enabled = True
Command8.Enabled = True
Command9.Enabled = True
Command10.Enabled = True
Command11.Enabled = True
End Function
```

ESI DETAILS FORM

```
Dim db As Database
Dim rs As Recordset
Dim rss As Recordset

Private Sub Combo1_LostFocus()
If rss.RecordCount > 0 Then
rss.MoveFirst
While rss.EOF = False
```

```
        If Combo1.Text = rss("empid") Then
        Text1.Visible = True
       'Text1.Locked = True
        Combo1.Visible = False
        Text1.Text = rss("empid")
        Text2.Text = rss("empname")
        End If
rss.MoveNext
Wend
End If
End Sub
Private Sub Combo2_LostFocus()
If rs.RecordCount > 0 Then
rs.MoveFirst
While rs.EOF = False
        If Combo2.Text = rs("esino") Then
        Text1.Visible = True
        Text3.Visible = True
        Combo1.Visible = False
        Combo2.Visible = False
        Text3.Text = rs("esino")
        Text1.Text = rs("empno")
        Text2.Text = rs("empname")
        Text7.Text = rs("ndays")
        Text4.Text = rs("esie")
        Text5.Text = rs("eamt")
        Text6.Text = rs("eramt")
End If
rs.MoveNext
Wend
End If
End Sub

Private Sub Command1_Click()
Call cmden
Call clear
End Sub

Private Sub Command10_Click()
Unload Me
MDIForm1.Show
End Sub
Private Sub Command11_Click()
rs.MoveFirst
With rs
While Not .EOF
If Text3.Text = .Fields(0).Value Then
.Edit
rs("esino") = Text3.Text
rs("empno") = Text1.Text
```

```
rs("empname") = Text2.Text
rs("ndays") = Text7.Text
rs("esie") = Text4.Text
rs("eamt") = Text5.Text
rs("eramt") = Text6.Text
rs.Update
MsgBox ("values are updated")
End If
.MoveNext
Wend
End With
Call clear
End Sub

Private Sub Command3_Click()
Combo2.Visible = True
Text3.Visible = False
With rs
While Not .EOF
Combo2.AddItem (rs("esino"))
.MoveNext
Wend
End With
End Sub

Private Sub Form_Load()
Me.Refresh
Call cmddisable
Set db = OpenDatabase("emp.mdb")
Set rs = db.OpenRecordset("esi")
Set rss = db.OpenRecordset("employee")
With rss
While Not .EOF
Combo1.AddItem (rss("empid"))
.MoveNext
Wend
End With

Combo2.Visible = False
End Sub
Function cmddisable()
Command1.Enabled = True
Command2.Enabled = False
Command3.Enabled = False
Command7.Enabled = False
Command8.Enabled = False
Command9.Enabled = False
Command10.Enabled = False
Command11.Enabled = False
End Function
```

EMPLOYEE MASTER PAYSLIP FORM

```
Dim db As Database
Dim rs As Recordset
Dim Emp As Recordset
Dim att As Recordset
Dim PF As Recordset
Dim ESI As Recordset
Private Sub Combo1_LostFocus()
If Emp.RecordCount > 0 Then
Emp.MoveFirst
While Emp.EOF = False
        If Combo1.Text = Emp("empid") Then
        Text1.Visible = True
        Combo1.Visible = False
        Text1.Text = Emp("empid")
        Text2.Text = Emp("empname")
        Text8.Text = Emp("experience")
        End If
Emp.MoveNext
Wend
End If

Dim tot
tot = 0
att.MoveFirst
With att
While Not .EOF
If Text1.Text = .Fields(1).Value Then
tot = tot + att("reduction")
End If
.MoveNext
Wend
End With
Text5.Text = tot

Dim tpf
tpf = 0
PF.MoveFirst
With PF
While Not .EOF
If Text1.Text = .Fields(1).Value Then
tpf = tpf + PF("pfa")
End If
.MoveNext
Wend
End With
Text7.Text = tpf
```

```
Private Sub Combo2_LostFocus()
If rs.RecordCount > 0 Then
rs.MoveFirst
While rs.EOF = False
        If Combo2.Text = rs("salid") Then
        Text1.Visible = True
        Text3.Visible = True
        Combo1.Visible = False
        Combo2.Visible = False
        Text3.Text = rs("SalID")
        Text1.Text = rs("EmpID")
        Text2.Text = rs("empname")
        Text4.Text = rs("SalDate")
        Text5.Text = rs("AttamtDep")
        Text6.Text = rs("Esi")
        Text7.Text = rs("Pf")
        Text8.Text = rs("BP")
        Text9.Text = rs("Namt")

End If
rs.MoveNext
Wend
End If
End Sub

Private Sub Command1_Click()
Call cmden
Call clear
End Sub

Private Sub Command10_Click()
Unload Me
MDIForm1.Show
End Sub

Private Sub Command11_Click()
rs.MoveFirst
With rs
While Not .EOF
If Text3.Text = .Fields(0).Value Then
.Edit
rs("SalID") = Text3.Text
rs("EmpID") = Text1.Text
rs("empname") = Text2.Text
rs("SalDate") = Text4.Text
rs("AttamtDep") = Text5.Text
rs("Esi") = Text6.Text
rs("Pf") = Text7.Text
rs("BP") = Text8.Text
```

```
rs("Namt") = Text9.Text
rs.Update
MsgBox ("values are updated")
End If
.MoveNext
Wend
End With
Call clear
End Sub

Private Sub Command2_Click()
If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Or Text4.Text = "" Or
Text5.Text = "" Or Text6.Text = "" Or Text7.Text = "" Then
MsgBox (" empty values not accepted, please fill proper fields")
handler:
MsgBox ("error values, values are not insert into recordset")
Text1.SetFocus
Else
rs.AddNew
On Error GoTo handler:
rs("SalID") = Text3.Text
rs("EmpID") = Text1.Text
rs("empname") = Text2.Text
rs("SalDate") = Text4.Text
rs("AttamtDep") = Text5.Text
rs("Esi") = Text6.Text
rs("Pf") = Text7.Text
rs("BP") = Text8.Text
rs("Namt") = Text9.Text
rs.Update
MsgBox ("successfully added")
Call clear
End If
End Sub

Private Sub Command4_Click()
If rs.RecordCount > 0 Then
  rs.MoveFirst
   While rs.EOF = False
    If rs("salid") = Text3.Text Then
      rs.Edit
       rs("SalID") = Text3.Text
       rs("EmpID") = Text1.Text
       rs("empname") = Text2.Text
       rs("SalDate") = Text4.Text
       rs("AttamtDep") = Text5.Text
       rs("Esi") = Text6.Text
       rs("Pf") = Text7.Text
       rs("BP") = Text8.Text
       rs("Namt") = Text9.Text
```

```
        rs.Delete
        MsgBox ("RECORD DELETED successfully")
      End If
    rs.MoveNext
   Wend
End If
Call clear
End Sub

Private Sub Command5_Click()
Call clear
End Sub

Private Sub Command7_Click()
Combo1.Visible = False
rs.MoveLast
        Text3.Text = rs("SalID")
        Text1.Text = rs("EmpID")
        Text2.Text = rs("empname")
        Text4.Text = rs("SalDate")
        Text5.Text = rs("AttamtDep")
        Text6.Text = rs("Esi")
        Text7.Text = rs("Pf")
        Text8.Text = rs("BP")
        Text9.Text = rs("Namt")
End Sub

Private Sub Command8_Click()
If rs.RecordCount > 0 Then
rs.MoveFirst
handler:
If Text3.Text = rs.EOF Then
MsgBox (" your in last record")
Else
While rs.EOF = False
   If Text3.Text = rs("salid") Then
      rs.MoveNext
On Error GoTo handler
        Text3.Text = rs("SalID")
        Text1.Text = rs("EmpID")
        Text2.Text = rs("empname")
        Text4.Text = rs("SalDate")
        Text5.Text = rs("AttamtDep")
        Text6.Text = rs("Esi")
        Text7.Text = rs("Pf")
        Text8.Text = rs("BP")
        Text9.Text = rs("Namt")
End If
 rs.MoveNext
 Wend
```

```
End If
End If
End Sub

Private Sub Form_Load()
Me.Refresh
Text1.Visible = False
Call cmddisable
Set db = OpenDatabase("emp.mdb")
Set rs = db.OpenRecordset("employeesalary")
Set Emp = db.OpenRecordset("employee")
Set att = db.OpenRecordset("attendance")
Set PF = db.OpenRecordset("pf")
Set ESI = db.OpenRecordset("esi")
Text1.Visible = False
With Emp
While Not .EOF
Combo1.AddItem (Emp("empid"))
.MoveNext
Wend
End With

End Sub
Function cmddisable()
Command1.Enabled = True
Command2.Enabled = False
Command3.Enabled = False
Command4.Enabled = False
Command5.Enabled = False
Command6.Enabled = False
Command7.Enabled = False
Command8.Enabled = False
Command9.Enabled = False
Command10.Enabled = False
Command11.Enabled = False
End Function
Private Function cmden()
Command1.Enabled = False
Command2.Enabled = True
Command3.Enabled = True
Command4.Enabled = True
Command5.Enabled = True
Command6.Enabled = True
Command7.Enabled = True
Command8.Enabled = True
Command9.Enabled = True
Command10.Enabled = True
Command11.Enabled = True
End Function
```

BIBLIOGRAPHY

BIBLIOGRAPHY

WEBSITES:

www.paypershop.com

www.powerapps.com

www.pentasoft.com

www.allbusiness.com/payroll

www.surepayroll.com

www.cra-arc.gc.ca/tax/business/topics/payroll/menu-e.html

www.payroll.intuit.com

www.itmicrosystems.com/payroll

www.americanpayroll.org

www.payrollprofession.org

www.co.stanford.edu/payroll-manual

www.Eltexgroups.com

JOURNAL:

IMPACT OF FOUNDRY UNITS ON COIMBATORE
ENVIRONMENT
M.Palanivel, T.Elayaraja, D.Ganeshmoorthy, N.Jagadeeswaran, and K.Kalaiselvi
Department of Environmental Science, PSG College of Arts and Science,
Coimbatore.

BOOKS:

Management Information Systems - R. Senapathy.

Software Engineering Concepts – Richard E. Fairley

Computer Networks - Tanenbaum