Employee Leave Management System for Lotte Hotel

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Abstract. The E-Leave Management System is developed to digitize and streamline the employee leave process within Lotte Hotel. This system provides an efficient, user-friendly platform for employees to request leave and for administrators to manage and track leave applications in real-time. The system enhances accuracy, transparency, and efficiency by minimizing manual paperwork and reducing the chance of human error. Through the features such as automated notifications, leave balance tracking, and role-based access control, the system ensures smooth communication and efficient decision-making between staff and HR departments. By implementing this system, Lotte Hotel aims to improve the overall workforce productivity and organizational management.

Keywords: automation, employee, hotel, leave, tracking.

INTRODUCTION

In today's fast-paced and digitally driven world, traditional leave application methods often result in delays, inefficiencies, and communication gaps between employees and human resource departments. At LOTTE Hotel, a leading hospitality provider, the need for a reliable and efficient leave management solution has become increasingly critical [1]. Manual processing of leave applications can lead to errors, loss of documents, and difficulty in tracking leave balances, particularly in a large workforce environment. To address these challenges, the E-Leave Management System has been developed. This system allows employees to request, manage, and track their leave applications online with ease. Administrators can approve or reject requests based on real-time data, and all stakeholders can view updated records instantly. The system not only ensures operational transparency but also saves time, reduces paperwork, and enhances the overall employee experience. The primary objective of this study is to introduce a digital platform that improves administrative efficiency and supports LOTTE Hotel’s commitment to modern, employee-friendly HR practices.

PROBLEM

At LOTTE Hotel, the current leave request, approval, and record-keeping processes for employees are primarily managed through manual paperwork or individual Excel tracking, leading to inefficiencies. This traditional system causes delays in processing requests, increases the risk of errors, lacks transparency, and makes overall management difficult. Therefore, there is a clear need to develop an electronic Leave Management System that can streamline these processes and improve organizational efficiency.

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APPROACH

This system consists of two roles. There are Administrator and User. On the user side, there are two types: manager and employees. Managers and employees who have not yet logged in can view the homepage, read news updates, check announcements, and access the contact page. If they want to apply for leave, they must log in. Logged-in users can view and update their profile, submit leave requests, check leave history, and send feedback through the system. A contact page is provided so that users can easily reach the administrator when assistance is needed. After completing their tasks, users can log out of the system.

On the administrator side, the admin must log in first. Once logged in, the admin can view and manage user information, such as leave requests and employee profiles. Admin can also post or update announcements and company news. Moreover, the admin can approve or reject leave applications submitted by managers or employees. The system allows the admin to track the feedback provided by users and manage all leave records efficiently. Admin can also generate reports for leave statistics and monitor overall system activity to ensure smooth operation.

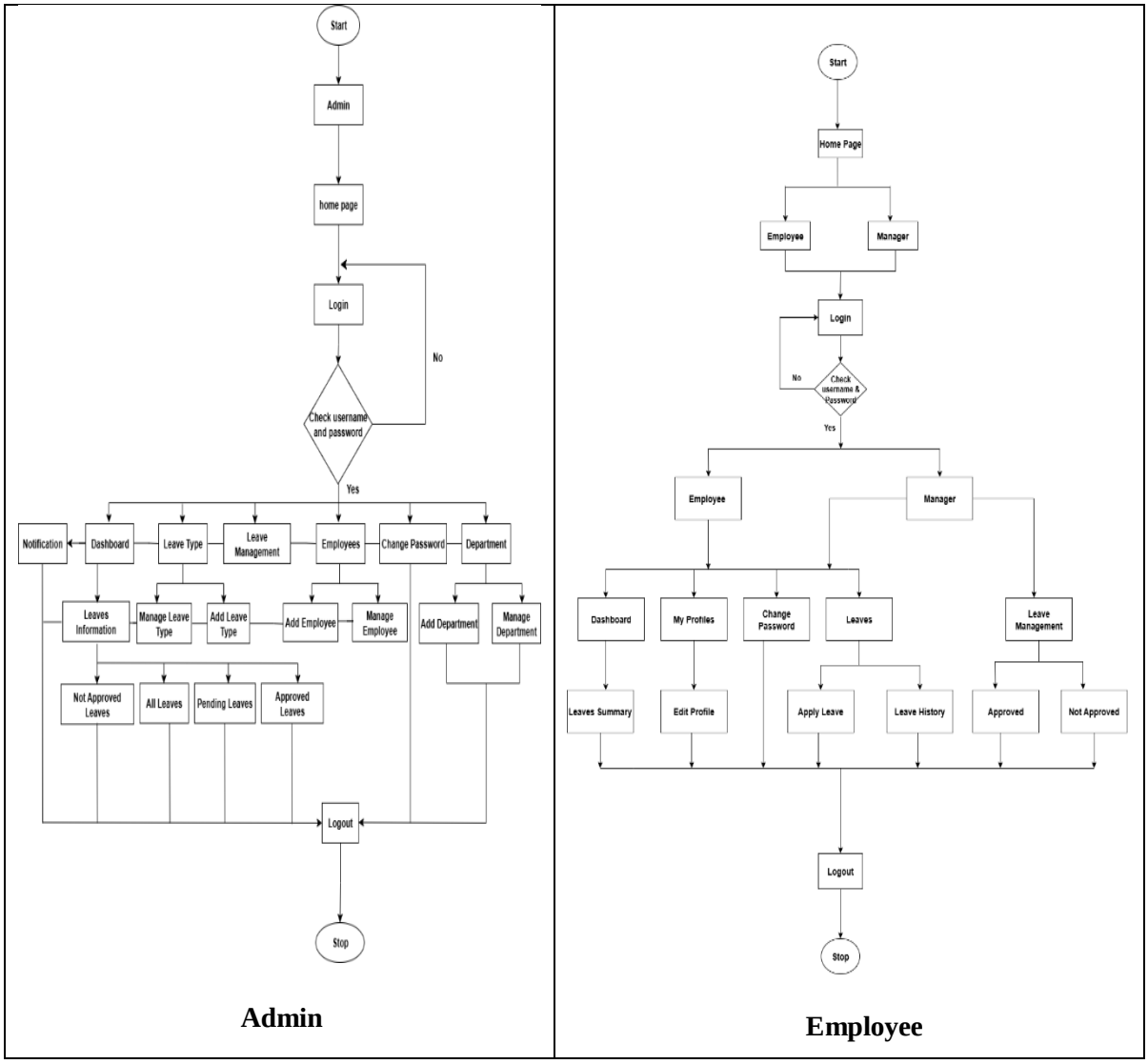

Figure 1: System Flow Diagram

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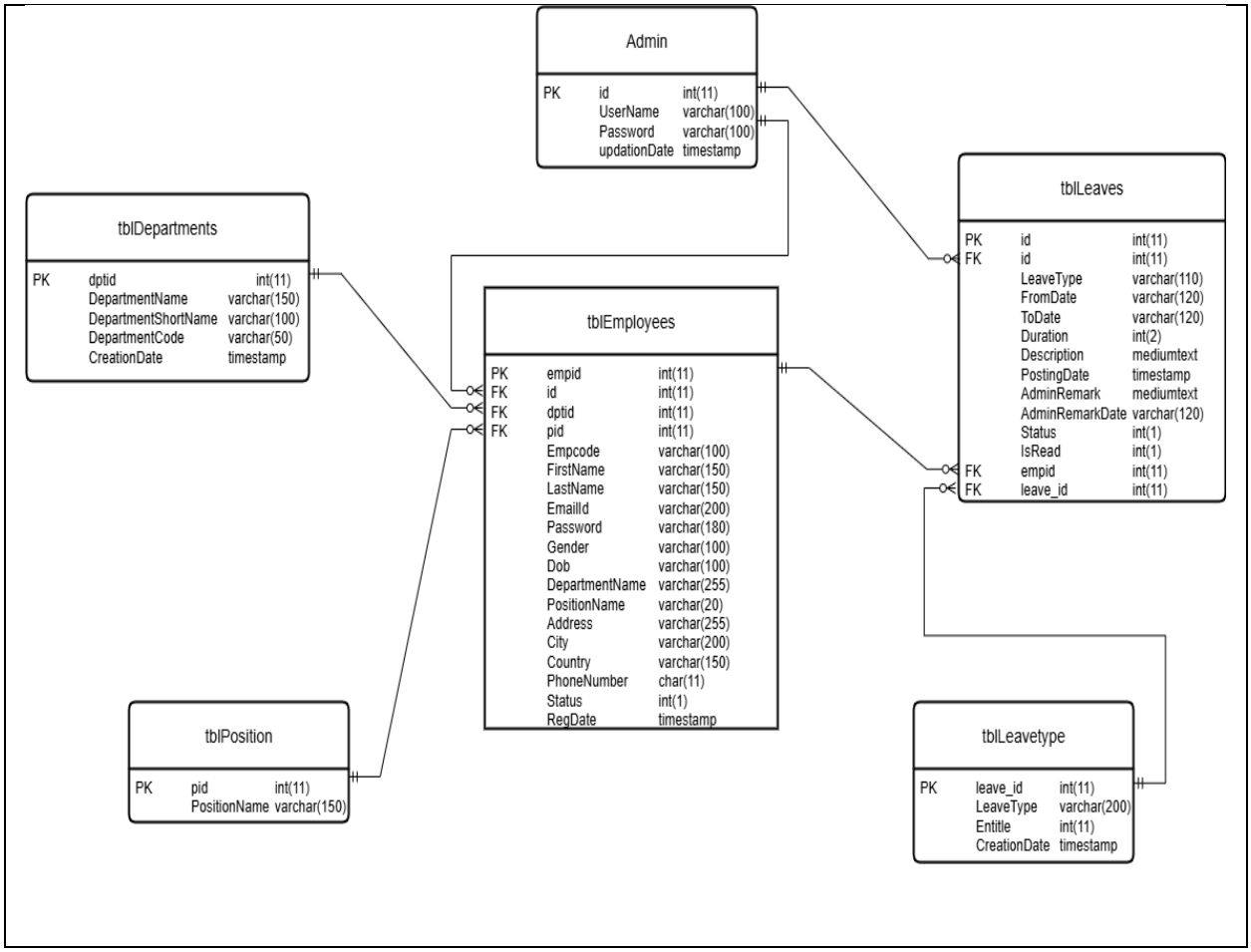

Figure 2: Database Design

An Entity Relationship Diagram uses data modeling techniques that can help define business processes and serve as the foundation for a relational database. An ERD attribute can be denoted as a primary key, which identifies a unique attribute, or a foreign key, which can be assigned to multiple attributes [2]. A cardinality notation can then define the attributes of the relationship between the entities. In the database, there are six data tables for administrator and five data tables for the user. The tables are users, feedback, news, announcement, appointment and medicine. The figure 2 shows database design for all the data tables and their relationship of the database.

RESULTS

After developing and testing the Lotte Hotel E-Leave Management System, the following results were achieved. The system successfully allows employees and managers to log in, apply for leave, and track their leave status. Managers can view employee leave records and approve or reject leave requests efficiently. The admin can manage user accounts, monitor system usage, and generate leave-related reports. Users found the system to be user-friendly and convenient compared to the traditional paper-based method. It reduced the time needed to process leave applications and improved internal communication within departments. Feedback collected from test users indicated improved accuracy, better organization of leave records, and increased transparency in leave approval processes. Overall, the system

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contributed to a more efficient leave management workflow, helping Lotte Hotel improve its human resource operations.

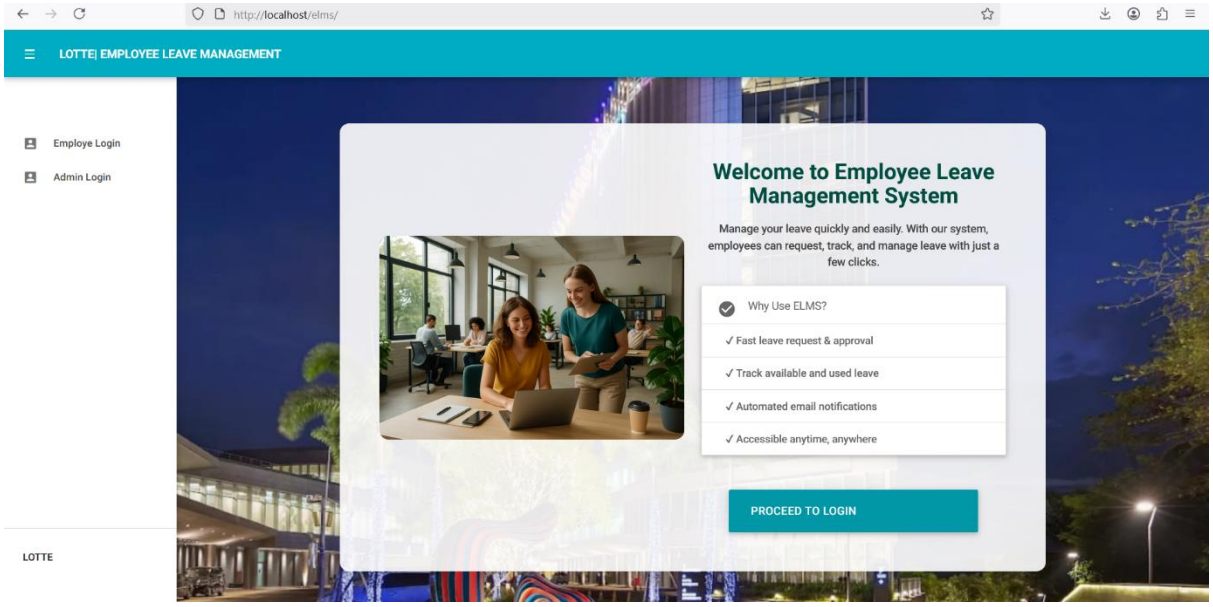

Figure 3: Home Page

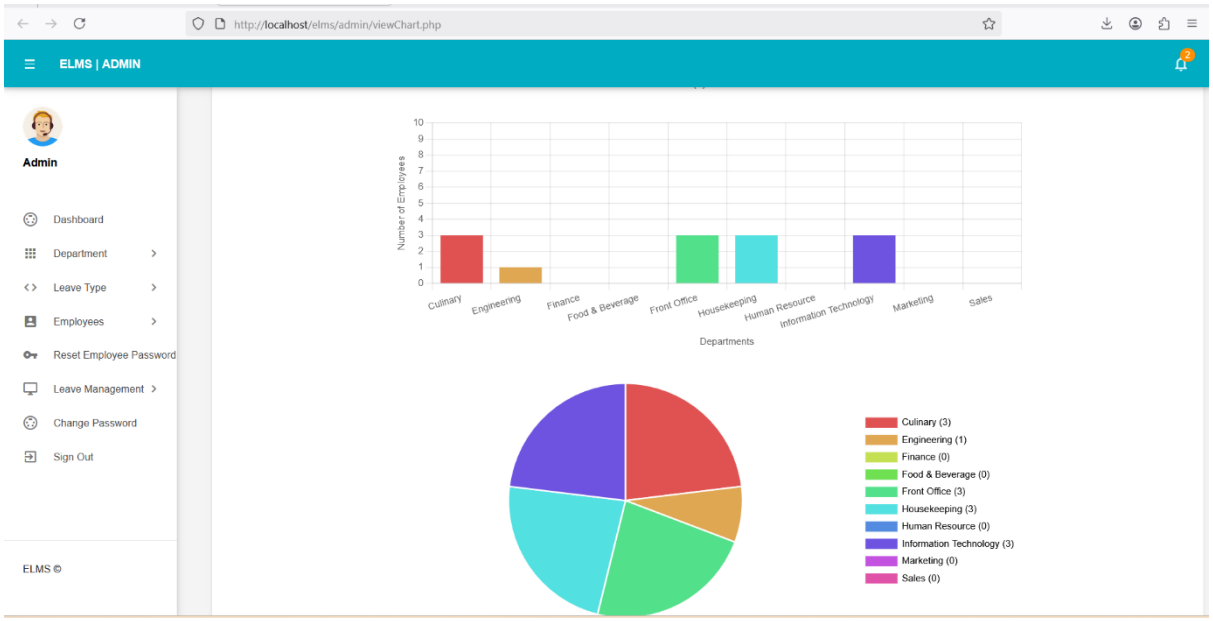

Figure 4: System Report

CONCLUSION

The development of the E-Leave Management System for Lotte Hotel has proven to be an effective solution for streamlining leave processes and enhancing internal operations. By digitizing the leave request and approval workflow, the system reduces paperwork, minimizes errors, and saves time for both employees and managers. It also improves transparency and communication regarding leave records. The system is user-friendly, secure, and accessible,

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providing a practical tool for hotel staff to manage their leaves efficiently. With features like real-time leave tracking, admin controls, and leave history management, the system supports better decision-making and contributes to improved employee satisfaction. Overall, the implementation of this system brings significant value to Lotte Hotel's human resource management and paves the way for future digital transformation in administrative processes.

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