COMPUTERISATION OF PERSONNEL INFORMATION SYSTEM
A CASE STUDY OF:

NATIONAL YOUTH SERVICE CORPS
MINNA, NIGER STATE

BY

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DEDICATION

To God, My parents pa and Mrs J.O. Folayan and my future Family.

CERTIFICATION

This is to certify that, the project work was embarked upon by Mr Folayan Kayode and submitted to the department of Computer/Mathematics Federal University of Technology Minna, in partial fulfillment for the award of Post Graduate Diploma (PGD) in computer science.

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ABSTRACT

This project is to study computerization of personnel information system of National Youth Service Corps.

The role of personnel management, cost and benefit analysis of the project were elaborated. The study also developed a well organised database management for handling, staff record, pay roll preparation, loan and advances, users file in order to facilitate the operation and decision making of the management.

The system programming is done using Dbase programming language. Quick response, accuracy and security are guarantee on this system. Recommendation were made at the end of the project

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CHAPTER ONE

1.0 INTRODUCTION

One, of the greatest problem of organizations in business and in government is not only the problem of the personal development of the organisation members, employees and managers, but also how to develop in them the kind of flexibility and adaptability that may well be needed for the organisation to survive in the face of their changing environment.

The advent of computer, has up to date been considered in most cycles as a timely rescue to the efficient management and maintenance of both public and private organisation units. People are concerned about computer in various field as well as eager to have a good system of personnel management information system.

Nowadays a cross section of daily operations are done with the aid of computers, the success associated to most banking operations are the result of computer software application packages written for this purpose. Stacticians have also realised that with the aid of computer, their complex calculation are given solution within a seconds.

However, the personnel management happens to be one of those areas in which there has been and extensive application of computer uses. Computers are

being used for enhancing quick management operations and decisions. Their application is therefore important in these units of the establishment.

The continuos request by man to seek solutions to those problems that have constantly kept man far from quick and accurate decision leads to extensive application of computer to personnel management in an organisation.

Personnel management can be examined from two different angles, First as a function or responsibility of every manager or supervisor who has people under him, all of whom are working towards the achievement of desire goal. Secondly as a function in an organisation which is performed by particular department that is, personnel department.

Management uses information for decision-making and control, therefore, every company must have an information system of some kind.

The information produced must be able to measure actual result against the plan in such a way that control decision can be taken at all level of management. Data must also be available for management to plan for the future.

1.1   OBJECTIVE OF THE STUDY.

The objective of embarking on this project is to eradicate those formidable problem encountered in the storage of forms and files of data manually, by ensuring the uses of the enhanced capabilities of the computer in facilitating the smooth development of database manager to take over the operations manual

;ystem of personnel management information of National Youth Service Corps. n such a way that reliability, efficiency and accuracy could be guaranteed :liminating most of the problem associated with Manual system, such as storage nanagement, processing, retrieval time, integrity and security.

Computers enable more data to be processed than would be possible by nanual methods and in most middle-sized or large department a management nformation system depends at least to some extent, on their use.

The cost of computers is heavy, and it is necessary to decide whether the ralue of information which could be obtain using them is worth the cost of their nstallation and operation for information to have value, it must lead to a decision o take action which results in reducing costs, eliminating losses, better utilization)f resources, prevention of fraud and providing management with the :onsequences of alternative course of action.

l.2   SCOPE OF THE STUDY

The scope of the project is to provide information with regards to not only :ommon records on each staff but also handle the payroll from the day he/ she vas employed into the organisation to the day of transfer, dismissal or retirement.

The aim is to provide means whereby the retrieval of personnel information is made easier and faster. It will also help to provide information that is current on

the organisations personnel status for management report purposes and policy making on regular basis.

The calculation of wages and salaries involves a number of variables but, common factors which relate to personal details of each employee, includes a gross pay. Information relating to the pay package being processed from the input data for the particular run. The program contains formula for calculating the deduction to arrive at net pay. The expenses of a computer and attendant system may not be justified for payroll and personnel records alone. Organisation would probably use the computer for further analysis based on the payroll program, for example, the relationship of total salaries cost monthly to jobs in hand total cost to date individual job costing. This kind of information is quickly available and up to date make it easier for management to improve its efficiency by promptly pinpointing areas of weakness and strength, up-to-date and accurate information can be obtained by consulting data bases.

1.3   MOTIVATION.

The continuo request by man to seek solutions to those problems that have constantly kept man far from quick and accurate decision leads to extensive application of computer to personnel management in organisation.

An organisation has goals, which can only be achieved by the efforts of the people who work in the organisation. Individual people also have their own goal

n life, and these are likely to be different from those of the organisation. A major consideration for management is the problem of getting employees to work in such a way that the organisation achieves its goals, in other words, employee must be motivated.

It is to a very large extent still true to say even in the high technology business environment of today that human elements or human beings still determine the success or failure of organisation. The effective and efficient combination and use of all resources depends on people. For this reasons it is important that the management of every organisation should understand the behaviour of people.

1.4   SINGINIFICANCE OF THE STUDY.

The success of any organisation depends on good decision making,

and good decision making depends on good information. This study is to develop

a well organised database management for handling staff records in order to

facilitate the operation and decision making of the management.

Information should be accurate, and the person to whom it is

communicated should also be confident that it is accurate. The quality of

Information is determined by the confidence that key people throughout

an organisation have in each others ability.

Communication between manager and employee can help to increase

:onfidences and thereby improve performance. A manager who is impressed by :omeone he meets and talks to, will put his confidence in that person, and work with him more readily. The information produced must be able to measure actual 'esult against the plan in such a way that control decision can be taken at all level of management

1.5   PROBLEM OF THE STUDY.

Human being is the most difficult resource to manage. Only few people willingly gave assistance during the period of research. However, the system has been a comprehensive one to design. Analysis obtained from this study served the basis for the design consideration taken towards for an improved system.

During the period, there was no constant supply of electricity and there were diskette and sometimes system failure.

Also, the researcher, encounter financial constraint. This has limited the scope of this work. Time and logistic problem were encountered especially from working place nevertheless access to reading and writing of data and short responses for process of jobs, thereby improve the quality of service.

Finally, program were written in modules respectively, all of which were linked together after, they were already tested and error free.

CHAPTER TWO.

2.0   LITERATURE   REVIEW

2.1   MANAGEMENT INFORMATION SYSTEM   (MIS)

Recently, managers have recognised that the possibilities for computer use extend beyond normal reporting to generating information to support decision making. This application is known as a management information system. An MIS is a formal information network using computer capabilities to provide management with information necessary for making decisions.

Stoner and Freeman (1989) defined (MIS) as, information representing relevant and important features about situation so that a manager can take specific action. This definition clearly shows that information is very vital to the performance of managerial function.

Breach (1975), corroborates this assertion by saying that, Information is the means by which the manager exercises his judgement in forming his decision. He maintains further that, management information system is an essential feature of the management process, absorbed primarily in the elements of planning and control, with secondary contribution in coordination. The opinions of Breach (1975) indicate that managers needs to have access to essential information so as to be able to perform the managerial functions of planing, organizing, Staffing, leading and controlling. For instance, for a manager to make preparation for

future challenges through planning, he needs relevant information about the past and the present. The foregoing becomes more appreciable when recognizance is taken of the concept called management information system.

According to Illingworth Etal, (1986), MIS is, information system whose prime purpose is to supply information to management. The explanation given by Stones and Freeman (1989) appears to be more understandable and convincing. According to these two management theorist, MIS, is a format method of making available to management the accurate and timely information necessary to facilitate the decision-making process and enable the organisations to be control and operational functions to be carried out effectively.

A management information system is the means by which data is processed to help management decision -making. Such system must always exits in every organisation.

The introduction of computer as a means of processing data to produce management information has made it possible to·consider more sophisticated information system.

Information may be qualitative, that is, measurable in numerical terms such as money in physical quality and qualitative, that is, difficult or (even impossible) to measure in quantitative terms. Examples of quantitative information may be employee moral, motivation and loyalty. Quantitative information is preferred to

qualitative information because it can be built into mathematical model and formulae.

Mathematical computer models (such as financial planning models, operation research models and simulation models) which are used extensively by management, required some method of quantifying variables. Qualitative information depends on the experience and judgement of a manager, whereas, Quantitative information simply depends on the accuracy of the measured data and the assumptions used in a mathematical formula or a computer model.

Although, the point has been established that information items are inessential ingredient for managerial decision making, there is need to consider the fact that, it is not every information that could be useful to manager. Some so called management information are carried, distorted and MIS -leading that when managers makes use of them, they end up making wrong decisions.

No matter what types of operations an organisation performs, its management information system must provide, (A) Report that are decision oriented, that is, report that provide information that is accurate, Timely, Complete, Concise and relevant. (B) Room for expansion and growth:- The survival and growth of an organisation depends on how well it colaple to a changing environment. Therefore, the MIS must be flexible enough to handle

the organisation's changing needs. (C) Result that the user needs:- The MIS
cannot be successful, if it does   not meet the users requirement

Blumenthal (1987), suggested six approaches in designing strategies for
management information system. They are;

A. The organisation chart approach, it assume a system that is based on the
current organisation boundary and structure whose functional areas will
normally include finance, production marketing, personnel, functional head as
they come to appreciate the benefits of the system would make enhancement
possible.

B. The integrated later Approach:- This is essentially a laissez-faire approach to
systems development where system are developed in an organisation as and
when required and no attempt is made to conform to any pre-conceived
notion of how an MIS will develop in the organisation.

C. The data collection approach:- This stresses the relevant in the MIS as the first
step in design. Also collection of data for future use makes little commercial
organisation collect data as a bi-product of their normal day to day operation.
The problems of data collection is that of the source and validity:

D. The Database Approach :- This involves the collection, storage and
maintenance of a large pool of data , it should be detailed enough to contain all
that is required for the operational and managerial control of the business.

Sophisticated software called Data base management system such as integrated Data management system, system 2000, has been developed which maintain the database.

E. Top Down Approach:- This involves defining information needs for successive layers of management , starting from an appraisal management needs and overall business goals of the organisation. If the information required at top management is relatively stable in terms of detail content and frequency, the system could them fulfill management information requirement.

F. The Total System Approach. It is also called the Green field Approach rest on the assumption that prior to the implementation of the system, we can define and recognise the interrelationship of the basic information in a meaningful way. All data collection storage and processing are designed and performed within the framework of the total system.

2.2 THE ROLES OF PERSONNEL MANAGEMENT.

Personnel management may be viewed from two different perspectives. In the first instance, it may be viewed as a function or responsibility of every manager or supervisor. A manager or supervisor in concepts and practice is one who has people under him all of whom are, collectively and severely, working towards the achievement of organizational desired objectives. Also personnel

management may be viewed secondly, as a function, in an organisation, which is performed by a particular Department that is , the personnel Department. Most importantly, it is an orderly way of fitting people into organization structure.

Agbato (1998) said, an organisation's most important resource, or asset, is its human resource. The human resource is the firm with the desired workers or managers. Their importance cannot be over-emphasized. Any organization's success, on the final analysis, depends most on the quality of the people who work for it, that is, its personnel human resources . This then, is the reason why the human resource must be well managed in any type of organization set-up.

Personnel management concerned with people at work and with their relationship within an organisation. Its purpose it to archive efficiency by bringing together men and women into who make up the enterprise and developing them into an effective working group, this enabling each to make their own best contribution to the success both as an individual and as a member of the working group.

Ajuogu (1995) opins.... that, the function of personnel can be broken down into three distinct major aspects.

a. Efficient use of human resources :- This among others centers around recruitment, selection, transfer, training and counseling.

b. Motivation maintenance: There attention is among others on working correction; safety, welfare and caring attitudes. Its main objective is to achieve reasonable satisfaction of human need as a pre-request for efficiency and justice, equality and fair play.

c. Recruitment and Selection. In every organisation, the responsibility of on employer extends beyonds offer work for salary or wage workers are to be provided jobs in environment that will encourage people to work.

Handy (1977) suggested that the effectiveness of personnel department is reduced by ambiguity about the role of the department or conflicts between different roles of the department personnel management are expected to act in a Varity of ways

a. As line managers that is, in negotiating and implement industries agreement with trades known

b. As advisors. In helping with problems of human altitudes and behavior in various department

c. As a service department in recruitment training and education.

It has been suggested by Townsend (1970) that, the personnel department is unnecessary and should be abolished and all the necessary work done by "one girl department" but the efficient and effective use of human resources (personnel) determine the success of the

organisation, in view of this, the management of personnel is not left in the hand of the individual manages.

2.3 BACKGROUND TO THE ESTABLISHMENT OF NATIONAL YOUTH SERVICE COPRS

Nigeria is a country whose colonial history and experience in the immediate post independence era were characterised by ethnic by a loyalties mutual group suspicion and struts, that culminated in the tranmentic event of a bloody civil war. As a developing country Nigeria is further plagued by the problems attendants upon a condition of under development namely poverty, mass illiteracy acute shortage of high stalled manpower medicate socio-economic infrastructure falsities, like housing water, road, health care services, and effective communication.

Faced with these almost intractable problems, which were further compounded by the burden of reconstruction after the civil war, the government and people of Nigeria set for this country fresh goals and objectives aimed at establishing Nigeria as:-

a   a united, strong and self reliant nation.

b.   a great and dynamic economy

c.   a land of bright and full opportunities for all citizen and

d.   s free and democratic society the government and people of Nigeria are not

unaware that sound and patriotic leadership is a pre-condition for the rapid

social and economic development of the country, as a nation Nigeria has

been less fortunate in the kind of leadership that emerge govern the affairs

of the country in the period immediately after independence a leadership

whose achievement not with standing was none the less its prepared and

generally not properly motivation to tackle the problems of socio-economic

under development in the interest in the country as a white.

The Universities and other institutions of higher learning are normally

expected to be the training grand for future leaders, except that as we are all

aware, these institutions are first and foremost committed to the advancement is

learning and knowledge, training of people for good atizenship little wonder that

the products of these institution have been accused of being too elitist in their

outlook of not identifying with the plight of common man, and of inability to

appreciate predicament of the majority of our people who live in the rural area.

It was the need to work beyond the immediate present and to think of the

future leadership of the country that neccessitated the mobilization of certain

categories of our youth through the national Youth Service Corps scheme. This

was done with a view of giving the is the proper guidance and evenlation to the

need if the country. The National Youths Service corps was established by decree

No 24 of 22may 1973 which has now been repealed and replaced by Decree 51 of 16th June, 1993.

The purpose of the scheme is primarily to inculcate in Nigeria Youth the Spirit of Selfless service to the community, and to emphases the spirit of oneness and brotherhood of all Nigerians, irrespective of cultural or social back ground.

2.4 OBJETIVE OF NATIONAL YOUTH SERVICE CORPS

The objectives of National Youth Services Corps Scheme are clearly spelt out in Decree 51 of 16th June, 1993 as follows.

a.   To inculcate discipline in Nigerian Youths by instilling in them a transition of industry at work a patriotic and loyal service to the nation in any situation they may find them selves.

b.   To raise the moral tone of our Youth by given them the opportunity to learn about hyper ideal of national achievement and social and cultural improvement.

c.   To developed in our youth attitude of mind acquired through shared expedite and suitable training which will make them more amendable to mobilization in the national interest.

d.   To develop common ties among our youth and promote national unity by ensuring that:-

i.   As for as possible youth are assigned to job in states other their stem state of origin.

ii.   Each group assigned to work together is a representative of the country as possible.

iii.   The Youth are exposed to the modes of living of the people in different path of the country, with a view to removing prejudices, prejudices, eliminating ignorance and confirming at first hand the many similarities among Nigerian of all elthenic groups.

e.   To encourage members of the service corps to seek, at the end of their corps service carrier employment all over the country, thus promoting of the free movement of labour.

f.   To induce employers, partly through them experience with service corps members, to employ more readily qualified Nigerians irrespective of them state origin and

g.   To enable Nigerian Youth to acquire the spirit of self reliance.

2.5 ADMINISTRATIVE STRUCTURES OF NYSC

The NYSC scheme has since its establishment in 1973, been operating within the framework of its enabling decree and then amendments to archive its objective. The scheme is structured as follows:

(a) Supervisory Ministry.

As a parastatal, it is the responsibility of the National Directorate to presence policies, including structure, and design programs for the scheme. In the absence of the board, the Honorable minister of supervisor ministry who stands prior for the board supervises the organisation.

The scheme is at present under the supervision of the Federal Ministry of Women and Youth.

(b) National Directorate

National Directorate is the governing board and the highest policy -making body of the scheme. The board designs the program's and makes policies to facilitate the attainment of the services corps objective.

(3) National Directorate Headquarters.

The National Directorate Headquarter (NDHQ) is charge with the responsibility of implementing the programs designed and pollicies formulated for the service corps by the National Directorate (board) in supervising ministry. The National Directorate Headquarters is headed by a chief Executive who at the schemes inception in 1973 was referred to as DIRECTOR. later the nomenaletive changed to NATIONAL DIRECTOR and now DIRECTOR GENERAL.

Apart from the office of the chief executive (Director General) there are departments assigned specific schedules. At present, there are eight departments; personnel management, Research, Planning and Statistics, Community development services and corps inspectorate, finance and supply and public Relations.

FUNCTIONS OF THE DIRECTOR GENERAL.

1. Chief Executive and Accounting officer responsible for the day- to -day running of the scheme.

2. Implementation of specified plan and programs of the scheme to achieve its set objective.

3. Preparation and submission of annual report, budgets and accounts to appropriate quarters.

4. Convening regular meeting of management, committees and board essential for the smooth operation of the scheme.

. 5. Responsible to the National Directorate or accredited supervisory body.

DEPARTMENTAL FUNCTIONS.

(A)   PERSONNEL DEPARTMENT.

1) The department ensures that the programs and policies of the scheme are effectively implemented, according to the decision of the management.

2) It is charged with the responsibility for appointment, promotion , Discipline

of staff . Welfare and training of staff.

(B) COMMUNITY DEVELOPMENT SERVICES DEPARTMENT.

(1) Policy formulation on community development services

(2) Implementation, monitoring and evaluation of projects.

(3) Inspection of NYSC programme undertaking by corps members

(C) FINANCE AND SUPPLY DEPARTMENT

1) Deals with financial administration of the organisation

2) Is responsible for the preparation of Annual Budget of the organisation and

monitoring its implementation.

3) Is responsible for procurement, storage and distribution of store items and

maintenance of vehicles.

(D) CORPS INSPECTORATE

(1) Planing , formulator and coordination of corps services inspection in all the

state.

(2) Monitoring and evaluating corps activities

(3) Promoting domestic tourism among corps members.

Keeps records of corps employer in the state

(E) PUBLIC RELATION

(1) Responsible for providing protocol.

(2) Responsible for the publication of all house journal which include the weekly news bulleting.

(3) Offer editoral advice and assistance to other department

F) CORPS MOBILIZATION

1) Mobilization and call-up of all eligible Nigerian graduates tramped at home and abroad for National service.

2) Formulating of policy guideline for mobilizing and posting of corps members in other to ensure effective utilization

3) Issuing of certificate of National Service to all participant in the scheme at the end of service year.

4) Issuing of Exemption Certificate to those exempted by decree.

(G) STATE SECRETARIAT.

The management structure of the National Directorate is replicated in the state through the institutionalization of the state Governing Board.

FUNCTION OF STATE SECRETARIAT.

1) Implementing NYSC policy guideline from the Headquarter as they relate to states.

2) Promoting ideals of the NYSC scheme through correct operational and positive manage projection of the scheme.

3) Supervising orientation and induction courses and deployment of corps members within the state

· 4) Ensuring the provision of accommodation, transportation and other essential welfare facilities for corps members.

CHAPTER THREE

3.0 SYSTEM ANALYSIS AND DESIGN.

3.1 SYSTEM ANAYSIS

This part of the project concentrates on an in-depth, study of the existing system of the operation to isolate its problems and seeking possible solution to item in design of a new system.

In achieving this task, a preliminary system study is carried out to generally identified the problem areas of the existing system. It does not entail any specialized investigation a such. Once the general problem area have been identified. They are then subjected to declined system investigation to fund out the exact course (s) of the problem. In the detail study the operation processes and instrument of the system under review are thoroughly scrutinized. The result this obtained from the investigations form the basis for the design of an improved system. In reference to the subject of the project, the system to be investigated is the record keeping/payroll as conducted by the personnel department.

3.1.1 CURRENT SYSTEM

The complete understanding of the current system will improve modify system some of the activities in the organisation with repaired too personnel management information.

There is always a need for the complete understanding of how the current system operates. It is then one can re-scrutinized the system of what were gathered and here are basically the sequential picture of what happens in the personnel section of National youth service corps.

PAYROLL PREPARATION

The payroll preparation handle the preparation and control of all activities relating to salaries and wages of staff. This included, payroll preparation namely loan and advances bonus, overtime, medical claim honorarium cash analysis, From every indication with all that involved in payroll preparation. It is still not proving problem - free as highlighted below.

a) CASH ANALYSIS

Complete and comprehensive report are necessary but cannot be provided about the amount of cash in the organisation for a particular period of time. When such comprehensive report and required. The report become puzzled over searching through all the manually held files relating to that, mores, vouches raised are not properly accounted for.

b). LOAN AND ADVANCES

Much has been discover that accuracy of loan granted to staff are not properly accounted for.

3.1.2 REPORTS OF PERSONNEL

Employee file, attendance, conduct lean, promotion decipline dismissal. Constitute major report in personnel department. The methods of keeping records relating to staff has been found not in any specified order. It is very difficult to make some vital decision based on the avails fact in the organisation.

3.2 SYSTEM DESIGN

System design involves the design of new forms for recording input and output new processing method flow of processing new files to store data new compute programs to process data, new ways of convey data from its sources to data processing department and new controls and feed back mechanisms.

The purpose of this design phase is to transform the conceptual design of the new or proposed system, there is need for proper understanding of the overall

and precise objective of the system. Its objective is to develop a well-organised database management system for handing staff records in orders to facilitate. the operation and decision making of the management.

3.3 DESIGN PHASE

A number of activities is involved in design of the system which include the following.

3.3.1 OVERAL DESIGN

The system is designed to be highly interactive easy to use. menu driven and password controlled. It is so designed so as not to allow any unauthorised individual has on access to the system that is, its. Screens, (Validate) the users password that may eventually prompt on access. Menu by its meaning is a list of options available from which a choice could be made. In this wise at each level of the system a list of option is made available from which the operation to be performed could be selected.

The design is straightforward. It is as the system flow chart refer to as a logical diagrammatically representation of how the new system operates. It concisely presents the operations at each level of the system, input and output, also it indicates the files necessary for performing each of the operations in the system

3.3:2 OUTPUT DESIGN.

This is another stage of system design that readily comes to mind the memory a system is conceived and proposed to be designed. This in plain term could be described as the layout of the output or report to be generated.

This can be subjected to the simple fact being that it is the targeted output that determines the input method of processing that ensures output. In most

cases, it is the information the user get from the system when processing the input data that forms the through hand copy (paper) Via the printer or screen.

In the cases where reports are required to be generated with regards to the system under consideration, Users are prompted to determine the destination of the report which may either be on the screen or printer. However the reports for this system can exist in any of these form:-

i. **PERSONAL REPORTS:** This concerns the following. Listing of staff in the organisation based on some criteria and or in particular order. debate about a particular staff in whose employment number is specified in the appropriate menu option

ii) **Payroll Reports.** Determination and generation of the payroll and payslips individual listing of all loans earners in the organisation, and a summary of all staff and total amount given as loan in a particular year.

33.2 INPUT DESIGN

This simply allows the system to now determine the type of input data are, based on the format of the output specification required by the system. The new system would however I consider the following types of data for processing

1.   Staff personal data number of days and hours worked (during salary preparation) the major and most cognisance given data in the staff personal del. These consist of the surname, modulo name first name, sex, marital status, age, departments section position. level employment numbers e.t.c.

With the specified input delta, the feasibility of the intended output format become materialised.

3.3.3 FILES AND PROCESSING.

The creation of holes to be used by the system such as input out put, input output and others depends largely on the number and mode of operations that might be required for the files. Also the erection software suitable for the intended system if determined and mentioned here.

All operation earlier mentioned are now coded using a suitable program language Database IV

The computers compatibility both in term of hardware and software of the system need to be known as they have in one ways or the other affected the system .

And however some major files have been created the number one of all in database indexed on employment number. This has is used as a reference data store. It is never to be updated but used mainly by processing and the main advantages of this type of files are it reduces data redundancy for the efficient use of storage and provides standard used codes.

The Database file (DBF) is made up of the field specified below

Field Name	Type	Width	Dec
1. Surname	C	10	
2. Fir-name	C	12	
3. Mid-name	C	12	
4. Sex		5	
5. Mari-state	C	8	
6. Maiden Non	C	10	
7. Place of Birth	C	17	2
8. Data of Birth	N	5	2
9. Local Gov.	C	18	

10	State	C	12	
11	Nationality	C	10	
12.	Salary	N	10	2
13.	Grade level	N	4	2
15	Qualification	C	20	
16.	Deport	C	20	
17.	Section	C	10	
18.	Position	C	10	
19.	Life number	N	10	

Other files is salary and wages that keep tracks of the monthly salary of the organisation

S/No	Field Name	Type	Width	Dec
1.	Bas. Salary	N	8	2
2.	Tran. Allow	N	8	2
3.	Utility	N	8	2
4.	Housing	N	8	2
5.	Tax	N	8	2
6.	National Housing fund	N	8	2
	Total Net	N	8	2

3.4 RESEARCH METHODOLOGY

Works on this project began with a careful study of the process involved in the personnel management information of National Youth Service Corps. The following are the method employed in carried out the research:

Interview and discussion were held with members of staff, and state director about the importance of compeer in management information system of the scheme.

Desk research were carried out at N.Y.S.C library and federal university of Technology Minna, periodicals, Journal and text were consulted during the period

Observation and personal experience counts a lot during the research period analysis obtained from this study serves the basis for the design consideration taken towards on improved system. After identifying the needs, the program development commenced the programs was written in modules respectively, all of which were linked together after they were already tested and error free.

3.5 COST AND BENEFIT ANALYSIS

When the systems analyst is fully convinced that a new data processing project is worth embarking upon. Arrangements are made to conduct feasibility study on the proposed system•feasibility study refers to critical investigation of circumstances surrounding a proposed project with a view to determining the extent of viability of the project.

In evaluating proposed project. After working at broad alternative solutions, a short list of solution is kept. These solution are further evaluated to find out the Following:

a.   Technical Feasibility This to see whether the technology needed is available and if available whether it is used this technology primarily in terms of speed of response to input and its capability for bulk handling of input and input by the foreseeable a traffic load.

b.   Operational Feasibility: Effort are made to find out whether the system will work when finally installed. Some of the data collected in steps will assist in determining this and whether the right information at the right time is provide to user

c. Economic Feasibility:- Here whether finance are available for implementers the proposed solution and whether the money spent is recovered by better user satifectority. The expected gains include improved speed and accuracy minimization of personnel cost. The stated costs is material with the expected benefits and find out which of them has the greater weight. If the expected benefit outweighs the estimated cost then, the proposed system is worth pursing, all other thing, being egret. The report is subsisted to the management of the organisation which will subsequently use it for making management decisions.

The National Youth Service Corps has 200 names on its personnel payroll.

1. **Computer Hardware Recommended**

Pentium 100% IBM Compatible

Specification

a. At processor: Pentium /333 MH2 Clock speed.

b. RAM:4mB RAm/VoGB Hard Disk

c. Diskette Drive: "3.5" 1.44 FDU) 2HD

d. Operating system: Ms Dos 6.22

e. Printer: Laser jet (□□)

2. **Cost analysis of the proposed system.**

a.	3 Processor at N60,000	180,000.00
b.	Operating system	10,000.00
c.	Printer	50,000.00
d.	Development cost	15,000.00
e.	Installation cost	10,000.00
f.	Operating Cost:	

i.	Paper 11x14 1 ply	N 960.00	
ii	Ribbon	480.00	
iii	Diskette	800.00	
iv.	Maintenance cost	10,000.00	
v.	Power	5,000.00	
vi	Insurance	2,500.00	
vii	Telephone	3000.00	20,740
	Total		287,740

COST   BENEFITS

The cost as used on this context refers to the cost of hardware, software, installation, skate and maintenance. The expected benefits includes.

a.   Quick response: Short response time for processing of jobs merely improving the quality of service. it also improve ability to reacts to external contentions immediately and longer data base for retrieval and storage of data.

b.   Accuracy: Automation of the payroll and record keeping activities for less error possibilities mores, integrity of the data through imput and output is maintained through improved validation technique.

c.   Minimisation of Personnel cost.   This will reduce at the member of personnel in the organisation, to this end. There will be efficiency and effectiveness in the organisation.

e.   Security:- Access to reading and writing of data as well as the time access that can be granted has to be controlled. It goes beyond maintain its quality, it also includes maintenance of backing and protection from damage or loss.

CHAPTER FOUR

4.0   PROGRAM SPECIFICATION AND IMPLEMENTATION.

4.1   PROGRAM DESCRIPTION

This section of the project describes in details the program for the implementation of the project. The program is desired using Database Iv (Dbase iv) instructors: The meddler approach of the programming is utilized in the implementation of the program.

The program is made up of a main program and over ten super organism (procedure).

Each of the program and its function are descries below.

1.   Main'Program.

This is the main and only entry to the program, it display the graphic required and call the pass word program procedure for the next line of action.

2.   Pass word Program.

The pass word program is designed to limit and cheek the number of users to the system. They are basically for categories of users that can access the program they are.,

The Director

Deputy Director

The personnel officer

The accountant

Operator

Apart from these categories, no other user can access the program. The limitation to the system is facilitated by the assignment of two different and unique passwords, to all the users. These module of program prompt the user for

its pass word, if the value passwords are supplied, and confirmed, he/she is quietly gives access and sysequen they registered taking note of its name, employment number, password is supplied, the user is deemed access and return to the Dos prompt.

3.   STAFF DATA PROGRAM (STADATA PRG)

The module of the program is responsible for the acceptance of the registration detail of all new staff in the firm. A form is made available to be completed by the user, on completion, a permanent record of the staff is made in the moster atanage file. This serve as data bank where all other modules of the program obtain different information about different staff./ Note that all the database files are indexed with a unique key. The employment number. Different restriction are made in the form to prevent invalid information being entered. Prompt's are them generated to check if the data imput are correct and a test for more data to be imput. The result of the evaluation of the determines the next line of action either to register more or return to main menu.

4.   PAPROLL PROGRAM.

Payroll program as responsible for all payroll activities of the organisation. it is the second option divided into two options they are,

i   Salary

ii.   Loan and advances.

i   Salary program. These programs calculate the pay of staff in the organisation It has two modules

a.   Individual Salary

b   All staff salary

a. INDIVIDUAL PROGRAM:- This program display the salary of a particular month spent on the screen. The payroll calculation is not done here, It only uses the current value of the salary Dbase file. Result can only be obtained from here only when all the staff. Pg module of the current month has been run

b. ALL STAFF PROGRAM:- This module calculate and determine the payroll detail of all staff in the organisation based on the number of days work (and overtime in any) the current pay rate specified in the master hes for all staff. The module can only be run once in a particular month. (this is to prevent fraud) and cannot be version. The results of the payroll detail are not displayed. This can be obtained from the report option of the main menu

ii LOAN AND ADVANCES

Loan and advances is concerned with the method and mode required of the detail of applying and approval of loan after taking into consideration the kind down conditions of the organisation when applying for loan. Before, a person can be given a loan he/she must satisfied the following condition

a. Must be staff of the organisation

b. Must not be re--paying loan currently and

c. Must not be a guarantor to another staff currently repaying loan.

5) REPORT PROGRAM

This module of the project is responsible for the generation of all reports required of the system. The reports are divided into two categories. On being invoked, it provides the user with two other options, they are;

a. Personal Report (Rersons Program)

b. Payroll Report (Payroll Program)

6. PERSON PROGRAM.

This options provide the user with all personnel reports the option further make available two menu. Use are,

StaffListing(Staff L 1 Prg)

Staff Detail (Staff Det Prg)

7. SRAFF LI PRG.

This option list all staff that are in the organisation in the ascending order of seniority the listing report is always any' to date as the last record is imput.

8. STAFF DET PRG

This option of the program give the details about a particular staff. Given its name department level, last promotion. e.t.c.

9. PAYROL PRG

This option of the system provide the user with all payroll reports this option further make avantable three pull down men option they are.

a.   STAFF TRASFER:- STAFF TRAS PRG.

Loan Report   (Loan Re. Prg)

Loan Summary   (Loan Sum Prg)

Rayrol Detail   (Testing)

10 LOAN - REP. PRG

This program gives the detail of individual loan earner in the organisation the name, amount of loan, data approved and other related information are displayed.

11   LOAN SUM PRG

This module display the list of all current loan in the firm the data due for completion and amount to be repayed are also display.

12   STAFF TRANSFER PROGRAM.

This option gives detail of staff that are transfer out of state secretariat to other states or directorate headquarter and those that transfer from other state to state secretariat here in Minna.

13.   TESTING PRG

This give a detail payroll of all its staff for the month specified by the user.

14.   USERS PRG

This module is responsible for the registration of users to the system immediate access is given to a particular user the name employment number designation long in time for the user are quickly obtained from the pass word - Prg, and this quickly noted and kept pending until the user is really to quit when the log out time is obtained. The program has two other sub-men. they are,

a.   List of User (User 1 - PRG)

b.   Periods User (User 2 PRG)

15   USER 1 PRG.

This option of program display its listing of all users for a particular date required by its user. It the data is found in the file, the listing of the employment, number, surname, first name of the user are displayed other insc a message is display to tell the user that the data is not in the file.

16. USER 2 PGR.

This perform exactly the same action as the user 1 Prg. Only that the Long in time and long-out time are also displayed.

&

17 QUITER PRG

This is the last option in the main selection. It registers the user leaving the system and automatically return to the MSDOS prompt.

Finally, the program specification which describe in detail the program for the implementation. The program is made up of a main program and over ten sub-programs. The major activities involves in system implementation includes writing and designing of all computer program, This involved, process of detecting and removing program separately and testing of all modules contained in the system as a unit a design users guide and agured all necessary equipment.

In view of large amount of integrated and share date involved in the activities of information system. D base IV programming language was choosing because it has large facilities and it protect integrity, pricing data independent and minimised program development.

4.2 SYSTEM IMPLEMENTATION

4.2.1 INTRODUCTION

The objective of this stage is to achieve a fully documented operational system. It refers to putting into actions program a module at a time which is normally done at generate level. The modules are independently tested I implemented after which a collective implementation of the system in the stage include the following.

a.　Writing and designing of all computer programs, This involves, process of detecting and removing program error.

b.　Testing each module of the program separately and testing of all modules contained in the system as a unity. Design users give and acquired all necessary equipment

4.2.2 CHOICE OF PROGRAMING LANGUAGE

In view of large amount of integrated and shored data involved in the activities of information system, Dbase IV programming language was choosing for its implementation. A database is regarded as a pool of data implementation and a data base management is this the group of program that gives the user access.

To a collection of data stirred in the database. The most frequently cited among others for choosing the language are as outlined below.

a.　INTEGRITY

This refer to the ability of the data base management (DBMS) to protect database from Hardware and software malfunction. Database is very sensitive to vital and useful once for any organisation that must be highly protected.

b.　PRIVACY.

It identifies a capability to protect the database against an cultorised access or modification of data in the database.

c. DATA INDEPENDENT.

This is a capabilities that many users regards as of paramount importance and its is defined as the application of program of structured changes in the database. ⊛

d. MINIMISED PROGRAM DEVELOPMENT.

The problem of keeping the track of how and where data is stored in the database is a non-issue in the regard. The language allows the programmer to concentrate on the application and this, reducing programming time

4.2.3 CHANGE OVER TECHNIQUE

For effective and smooth running of the system operation, a technique, paralleled method is chosen for achieving it. This allows for using of the existing system while the new one is being tested in module for its claimed objective. If the system accurate and efficient result as it claim to be, the old system could be completely replaced by the new system. Paralled running of keeping the old system a line and operational until new system has been proved for at least one system cycle.

4.2.4 SYSTEM TESTING

The newly designed system is tested with a view of finding out whether it works according to expectation. A simple data that cover all the possible situation that might arise and running the data through the system arise and running the data through the system must be prepared. The correctness of the output information obtained from the test run is verified by processing the data manually. The result of the testy run and that of manual are then compared if the result from the two ends are these, ⬤, it means that the new system is adequate.

4.2.4 SYSTEM REQUIREMENT.

An operation entails dialogue between the operator and the computer system. For successful implementation of any system, some things must have been in place before the start of the operation grouped under are.

4.2.4.1 HARDWARE REQUIREMENT

Any IBM micro computer or an IBM comfortable capable of storing about 120 megabytes and above of information or not less than four megabytes on its RAM complied with the over peripheral devices such as lesser jet III

The programs are stored on 3.5 (1.44fdu) flood disk Higher density. But a better and safer storage medium is the hafd disk.

4.2.4.2 · SOFTWARE REQUIREMNT.

An Ms Dos operating system and a Data base IV will be sufficient to meet the need of the system. The MS Dos will be used in booting the system and Dbase IV software ponds for the environment for implementation.

4.2.4.3. STAFF TRANNING

It will be difficult for personnel without knowledge of computer to just start up a and use the system without a pre-training.there are two type of training, on the job training and off the Job training. The later type of training is recommended considering the high level of computer illiteracy among the staff of national youth service corps.

CHAPTER FIVE

5.0   SUMMARY CONCLUSION AND RECOMMENDATION

5.1   SUMMARY

A management information system is an information system making use of available resources to provide managers at all level in all functions with the information from all relevance sources to enable them to make timely and effective decision for planning, directing and controlling the activities for which they are responsible. Computer enables more data to be processed than would be possible by manual methods, and in most organisation a management information depends at that to some extent on their use. The information produces must be able to measure actual result against the plan in such a way that control decision can be taken at all level of management. Data must also be available to enable senior management to plan for the future and computer are of special value in preparing forecasts from large quantity of data.

An organisation most important resources, or asset, is its human resources. The human resources over-emphasised. Any organisation success on the final analysis depends most on the quality of the people who work for it. An organisation has a goal, which can only be archived by the effort of people who work in the organisation individual people also gave their own goals in like, and are like to be different from those of the organisation. A major consideration for management is the problem of getting employees to work in such a way that organisation achieve its goals, in other works employee must be motivated.

System analysis is the art of breaking down an organisation into its component parts and examine the parts critically with a view to identifying

existing shortcoming and design an improved system, system analysis has two major objectives one is to boost efficiency and to accelerate economy.

System design involves the design of new forms for recording input and output new processing method flow of processing new files to store data, new computer programs to process data, new ways of conveying data from its sources to the data processing department and new control, the system analysis work hands in hand with a computer programmer to design the programs that are essential for implementing the system.

The cost of Hardware, software instillation staff and maintenance must be taken into consideration. The expected gain in using computer include improvement in speed and accuracy, minimization of personnel cost and greater competition.

5.2   CONCLUSION

Information is power, organization need fast and acurate information for their survival and security. Computers are an important part of any information system. Today's fast computer are now supporting the decision making process using artificial intelligence some computer are making judgement.

The purpose of management information system is to get right information to the right people at the right time. The success of any organisation depends on good decision making and good decision making depends on good information.

The cost of computer is heavy and it is necessary to decide whether the value of information which could be obtained. Using them is worth the cost of their installation and operation. Although computers often justify their expenses there will always be some area where their application will be uncesnomeal.

After the system had been analyzed and designed, the system must be tested with the manual and result compared. Implementation of the system must be look into carefully because the staff of the organisation must undergo training especially on the job training in other to be technical know-how most staff of N.Y.S.C are computer illiterate.

There after the system must be Audit.

System audit comes up a few months after commencing the running of the new system. This stage of system has to do with assessment of cost, effectiveness and usefulness of new system

5.3 RECOMMENDATION

The basic principle of management of employing a computer is to reduce to a routine and repetitive form any thing that can be programmed, either for human manipulation or for electronic processing.

Staff training. It will be difficult for staff without knowledge of computer to just start up and use the system without pre-training in this regard the staff of national youth services corps is recommended to training especially the users.

Constant maintenance of computer system, maintenance culture must put in mind in other to enjoy the services of computer because garbage in garbage out.

Few categories of staff as mentioned in this work should have access to the operation of computer system to avoid fraud and loss of information.

Finally, the success of the system required a joint effort of all staff whether computer literate or not, by supply accurate information at all time. Accurate information leads to goods decision making of an organisation.

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APPENDIX

PROGRAMME LISTING

```
clear
set talk off
set date to brit
set century on
set status off
set display to ega25
@ 1, 1 to 24, 78 panel color gr+
@ 3, 3 say time()
@ 3, 55 say date()
SET COLOR TO G
@ 5, 20 say "COMPUTERISATION OF PERSONNEL INFORMATION SYSTEM"
SET COLOR TO W+
@ 6, 24 SAY "A CASE STUDY OF NATIONAL YOUTH SERVICE CORPS"
@ 7, 35 SAY "MINNA, NIGER STATE."
SET COLOR TO B*/W
@ 10,  40 SAY "B Y"
SET COLOR TO GR+
@ 12, 30 SAY "FOLAYAN KAYODE EBENEZER"
SET COLOR TO GB+
@ 14, 35 SAY "PGD/MCS/98/99/847"
SET COLOR TO W
@ 16, 20 SAY "DEPARTMENT OF MATHEMATICS & COMPUTER SCIENCE."
@ 17, 20 SAY "FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA, NIGERIA."
SET COLOR TO B+*/W+
@ 19, 30 SAY "Supervised by: DR. Y. M. AIYESIMI"
RES=SPACE(1)
SET COLOR TO GR+
@ 23, 34 SAY "Press c to continue...." GET RES;
   VALID RES $ "Cc" ERROR "INVALID ENTRY!!!"
READ
IF RES="C" .OR. RES="c"
CLEAR
DO PASS
ENDIF
RETURN



PROCEDURE PASS
CLEAR
PASS1=SPACE(1)
@ 12, 19  TO 16, 45 PANEL COLOR W+
@ 14, 21 SAY "Enter Password" GET PASS1
READ
IF PASS1="1"
 CLEAR
DO LOGIN
ELSE
CLEAR
@ 14, 5 SAY "YOU MUST BE AN ILLEGAL USER"
WAIT "PRESS ANY KEY TO QUIT" TO A
QUIT
ENDIF
```

```
PROCEDURE LOGIN
CLEAR
@ 10, 10 TO 22, 65 PANEL COLOR W+
set color  to w+*/b
@ 12, 12 SAY-"Are you in this categories of user?"
set color to w+
@ 14, 14 say "-- The Director"
@ 15, 14 say "-- The Deputy Director"
@ 16, 14 say "-- The Personnel Officer"
@ 17, 14 say "-- The Accountant"
@ 18, 14 say "-- The Operator"
ans=space(1)
set color to g+
@ 20, 30 say "Enter Yes/No" get ans;
    valid ans $ "yYnN" error "INVALID ENTRY!!!"
read
if ans="y" .or. ans="Y"
clear
do log
else
clear
wait "Please, you are not authorised to go beyond this zone, press q to quit"
quit
endif
return


procedure log
set century on
set date to brit
use log.dbf
clear
do while .t.
append blank
@ 10, 10 to 24, 78 panel color g+
set color to r*/w
@ 12, 35 say "USER'S LOGIN FILE"
set color to b
@ 14, 12 say "Surname" get surname
@ 14, 45 say "First name" get fname
@ 16, 12 say "Employment No." get emp_no
@ 16, 45 say "Log in Time" get time
@ 18, 12 say "Current Date" get c_date
@ 18, 45 say "Designation" get dest
read
res=space(1)
@ 22, 35 say "Press S to save " get res;
   valid res $ "sS" error "INVALID ENTRY!!!"
read
if res="s" .or. res="S"
replace surname with surname, dest with dest, c_date with c_date
replace fname with fname, emp_no with emp_no, time with time
clear
do main
```

```
endif
enddo
return




procedure main
clear
do header
set talk off
set color to b/gr+
define popup main from 10, 25 to 18, 50;
  message "Press the first of the higlight or highlight and press <ENTER>"
define bar 1 of main prompt "**MAIN MENU**" skip
define bar 2 of main prompt "Staff Record"
define bar 3 of main prompt "Payroll"
define bar 4 of main prompt "Loan & Advances"
define bar 5 of main prompt "Report"
define bar 6 of main prompt "User File"
define bar 7 of main prompt "Exit"
on selection popup main do mains
activate popup main
return

procedure mains
clear
do case
 case bar()=2
  do staff
case bar()=3
  do payroll
case bar()=4
  do loan
case bar()=5
  do report
case bar()=6
  do user
case bar()=7
clear
wait
quit
endcase
return


PROCEDURE STAFF
CLEAR
USE STAFF.DBF
STORE 0 TO NUM
*do while .t.
*append blank
@ 10, 10 SAY "ENTER EMPLOYEMENT NO." GET NUM PICT "99999"
READ
LOCATE ALL FOR NUM=EMP_NO
IF  FOUND()
```

```
CLEAR
@ 10, 10 SAY "RECORD ALREADY EXIST"
ELSE
CLEAR
do staff1
endif
return


procedure staff1
use staff.dbf
DO WHILE .T.
APPEND BLANK
@ 1, 1 TO 24, 78 PANEL COLOR GB+
SET COLOR TO B+*/W
@ 3, 35 SAY "STAFF DATA"
SET COLOR TO W+
@ 5, 10 SAY "Surname" get surname
@ 7, 10 say "First Name" get fname
@ 9, 10 say "Employment No." get emp_no
@ 11, 10 say "Address" get address
@ 13, 10 say "Age"  get age
@ 15, 10 say "Date of Employment" get doe
@ 17, 10 say "Rank" get rank
@ 19, 10 say "Home Phone" get Hphone pict "999-999999"
@ 19, 10 say "Current Salary" get salary pict "9999999.99"
read
more=space(1)
@ 23, 35 say "More records  Y/N" get more;
    valid more $ "YyNn" error "Press Y or N"
read
if more="Y" .or. more="y"
clear
loop
else
clear
exit
endif
enddo
return




procedure payroll
clear
*use pay.dbf
@ 5, 10 to 18, 65 panel color gr+
set color to w+*/b
@ 7, 35 say "PAYROLL PROGRAM"
set color TO  w
@ 10, 15 say "A. Salary"
@ 12, 15 say "B. Loan and Advances"
choice=space(1)
@ 16, 35 say "Enter your  choice" get choice;
   valid choice $ "AaBb" error "INVALID OPTION!!!"
read
do case
```

```
  case choice="A"
       do salary
   case choice="B"
        do loan
    endcase
return

procedure salary
clear
@ 5, 5 to 18, 60 "*" color g+
set color TO  w
@ 7, 34 say "SALARY SUBMENU"
@ 10, 10 say "1. Individual Salary"
@ 12, 10 SAY "2. All the Staff"
store space(1) to choice
@ 16, 30 say "Give your choice" get choice;
    valid choice $ "12" error "Press 1 or 2"
read
if choice="1"
  clear
do sala1
else
if choice="2"
 clear
do sala2
endif
endif
return

procedure sala1
clear
use loan.dbf
store 0 to num
@ 3, 5 say "Enter employment no" get num  pict "99999"
read
locate all for emp_no=num
IF .NOT. FOUND()
CLEAR
@ 10, 21  SAY "RECORD DOES NOT EXIST"
WAIT
CLEAR
RETURN
ENDIF
if found()
display  name, month, salary
wait
?chr(7)
clear
ENDIF
return


procedure sala2
clear
use staff.dbf
display all  SURNAME,  FNAME,   emp_no,  salary
wait
```

```
clear
return



procedure loan
use staff.dbf
clear          ⦁
@ 1, 1 to 24, 78 panel color w
@ 3, 27 say "LOAN AND ADVANCES"
store space(1) to res1, res2, res3, res4
@ 8, 10 say "Are you a  Staff y/n?" get res1;
   valid res1 $ "YynN" error "Press y or N"
read
IF RES1="N" .OR. RES1="n"
CLEAR
DO NONV
ENDIF
if res1="y" .or. res1="Y"
clear
store 0 to num
@ 8, 10  say "Enter employment no." get num
read
locate all for emp_no=num
if  .not. found()
clear
@ 12, 12 say "Please, you are not a staff, thereby"
@ 13, 12 say "not qualify for the loan"
@ 14, 12 say "THANKS"
wait
clear
return
endif
if found()
clear
@ 12,  14 say "Are you currently repaying loan Y/N?" get res3;
   valid res3 $ "YynN" error "Press y or n"
read
if res3="Y" .or. res3="y"
clear
do nonv
endif

if res3="N" .or. res3="n"
clear
@ 12, 14 say "Are you guarantor to another staff  y/n?" get res2;
   valid res2 $ "YynN" error "Press y or n"
read
if res2="Y" .or. res2="y"
clear
do nonv
endif
if res2="N" .or. res2="n"
clear
text
   Congratulation, you are qualify for  the loan.
   Please, see them in  the accoounts department
```

```
      for details.
   Thanks
endtext
wait
endif
endif
endif
CLEAR
DO HEADER     ن
return
endif


procedure nonv
clear
@ 12, 12 say "Please, you are not a bonafide beneficiary "
@ 13, 12 say " thereby not qualify for the loan"
@ 14, 12 say "THANKS"
wait
clear
return




PROCEDURE REPORT
SET COLOR TO W/B
CLEAR
DEFINE POPUP`REPORT FROM 10, 12 TO 15, 50;
 MESSAGE "PRESS THE FIRST LETTER OF THE HIGHLIGHT OR HIGHLIGHT  & PRESS <ENTER>"
DEFINE BAR 1 OF REPORT PROMPT "******REPORT MAIN MENU********" SKIP
DEFINE BAR 2 OF REPORT PROMPT "PERSONAL REPORT"
DEFINE BAR 3 OF REPORT PROMPT "PAYROLL REPORT"
 ON SELECTION popup REPORT DO REPS
ACTIVATE POPUP REPORT
RETURN


PROCEDURE REPS
CLEAR
DO CASE
   CASE BAR()=2
      DO PERS
   CASE BAR()=3
      DO PAYR
  ENDCASE
RETURN

PROCEDURE PERS
CLEAR
@ 10, 10  TO 22, 65 PANEL COLOR g
SET COLOR TO B*/W                          .
@ 13, 30 SAY "PERSONAL REPORT MENU"
SET COLOR TO N/W
@ 15, 15 SAY "A.   STAFF LIST"
@ 17, 15 SAY "B.   STAFF DETAIL"
CHOICE=SPACE(1)
SET COLOR TO B/W
```

APPENDIX

(PROGRAM REPORTS)

8:54:25   06/06/2000

COMPUTERISATION OF PERSONNEL INFORMATION SYSTEM
A CASE STUDY OF NATIONAL YOUTH SERVICE CORPS
MINNA, NIGER STATE.

B Y

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PGD/MCS/98/99/847

DEPARTMENT OF MATHEMATICS & COMPUTER SCIENCE.
FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA, NIGERIA.

Supervised by: DR. Y. M. AIYESIMI

Press c to continue....

:58:08   06/06/2000

COMPUTERISATION OF PERSONNEL INFORMATION SYSTEM
A CASE STUDY OF NATIONAL YOUTH SERVICE CORPS
MINNA, NIGER STATE.

```
**MAIN MENU**
Staff Record
Payroll
Loan & Advances
Report
User File
Exit
```

Press the first of the higlight or highlight and press <ENTER>

STAFF DATA

Surname HUSSAINI

First Name MICHAEL

Employment No.   15

Address BOSSO RD

Age 23

Date of Employment 12/12/2000

Rank MANAGER

Current Sal 5-3555550.00

USER'S LOGIN FILE

Surname Aliyu   First name Moshood

Employment No.   112   Log in Time 8.30a.m.

Current Date 01/02/2000   Designation Director