ABSTRACT

Theme of the Graduation Thesis: «Development of a subsystem of the personnel account in the educational institution (for example, college LRMC)»

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Information about the contracting authority: college LRMC.

Relevance of the research topic: the efficiency of personnel management ensures the efficiency of the enterprise and therefore quality personnel management is an important competitive advantage. Personnel management is impossible without taking into account the specifics of the enterprise, putting forward high requirements for the completeness and quality of the personnel management program settings for different specifics of the enterprise.

Objective: to develop the concept of information system of personnel accounting and to implement its individual elements.

Tasks:

1. To study approaches to management and personnel accounting of employees of the organization.
2. To find out the features of automation of management and personnel records in the organization.
3. Identify the main stages of automation.
4. Develop recommendations to address existing problems.
5. Select the software product.
6. To develop an automated system of personnel accounting.
7. To determine the economic effect of the introduction of an automatic personnel accounting system.

Theoretical and practical significance of the research: the obtained research materials can be applied in the real conditions of implementation of automated systems of personnel records in an educational institution.
Results of the research: As a result of the development, a personnel accounting subsystem was created, which includes the following objects:

- documents: employment; dismissal; vacation; introduction of vacation schedule; report card by Department; employee transfer; business trip; registration of temporary disability.

- reference: organization; structure of organisations; employees; contractors; labour book; labour contract; job; job is on a business trip; medical certificates; medical institutions.

- reports: the wages; the sheet of accounting of working time; disability staff; the staff; the employees ' birthdays; vacation schedule.

- registers of information: labor relations; positions of employees; vacation schedule; wages.

- registers of accumulation: hours worked; disability; vacation; travel.

Recommendations: the obtained results and the developed software product are recommended for implementation in educational institutions.