Implementing the Paperless Process through the Employee Database Management System - Case study: With Special Reference to Non-Academic Establishment Division in University of Kelaniya

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In the global competitive environment, Employee Database Management is a really powerful system in the public sector organization. Most of the Public Sector Organizations do their work through the manual system. According to the present situation of the global world, social distance is more important. In that situation the public sector organizations have found the solutions to do their work efficiently. Hence, the key objective of this study is to understand the existing process in the increment form procedure in non-academic staff and introduce a paperless process through the fully automated system for preparing salary increment. Sample data was collected from the existing increment form process of the university of the last three years and simple statistical tools such as mean values and percentage values were used in the analyzing process of the study. The results showed that there was a waste due to unnecessary processes and practices in the existing process, which leads to inefficiency in the system. The proposed automated system includes a paperless process and saves the cost and time through the efficiency of the system.

Keywords: Efficiency, Employee Database Management System, Paperless Process, Public Sector

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