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01.717.04 – Employee Family Master

PROCESS OVERVIEW

This Master form is used to enter the family details of employee. We can enter several family details which includes name of person, relation with person, date of birth, occupation of person, if the person is married or not etc. We can also get the list of dependent family members from this data.

We can enter similar details from the employee master form as well.

PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Employee	To enter employee	Employee must be defined in employee master
Relation	To enter relation	Relation must be defined in relation master form
Occupation	To enter occupation	Occupation must be defined in Occupation master form

KEY FEATURES

- Family Details which are entered in this form will be visible on employee master form

PROCESS DETAILS

- Open the form family master

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FM307 -- Family Master

Employee Family Master

Emp Code	Slno	Employee Name	Person Name	Relation	Birth Date	Occupation
51034	1	SEENA PULIKKOTTIL	ANTO PULIKKOTTIL	SPOUSE	12-10-1964	SALARIED PROFESSION
51034	2	SEENA PULIKKOTTIL	ALEENA PULIKKOTTIL	DAUGHTER	14-11-1997	STUDENT
51034	3	SEENA PULIKKOTTIL	ANSON PULIKKOTTIL	SON	29-05-1999	STUDENT
70003	454	BRIJESH SHARNAGAT	MR. GANESH PRASAD SHARNAGAT	FATHER	07-08-1953	BUSINESS
70003	455	BRIJESH SHARNAGAT	MRS. OMESWARI SHARNAGAT	MOTHER	13-08-1959	HOMEMAKER
70003	456	BRIJESH SHARNAGAT	MRS. CHUNAUTI SHARNAGAT	SPOUSE	17-09-1989	HOMEMAKER
70003	457	BRIJESH SHARNAGAT	RITVIK SHARNAGAT	SON	27-07-2012	STUDENT
70003	458	BRIJESH SHARNAGAT	LAKSHITA SHARNAGAT	DAUGHTER	18-07-2017	
70008	238	UDAY DHOBLE	SMT.VASUNDHARA DHOBLEY	SPOUSE	31-07-1980	SALARIED PROFESSIONAL
70008	239	UDAY DHOBLE	SMT.NALANEE DHOBLEY	MOTHER	07-08-1960	HOMEMAKER
70008	240	UDAY DHOBLE	MASTER NAVINYA	SON	20-04-2011	STUDENT
70013	722	BADAL KOKATE	SMT.POOJA BADAL KOKATE	SPOUSE	24-02-1992	HOMEMAKER
70013	723	BADAL KOKATE	SHRI. UKARAMJI DUMNAJI KOKATE	FATHER	01-07-1941	RETIRED
70013	724	BADAL KOKATE	SMT. SHANTA UKARAMJI KOKTE	MOTHER	01-07-1945	HOMEMAKER
70013	725	BADAL KOKATE	MASTER AARAV BADAL KOKATE	SON	08-02-2016	
70015	246	ROSHAN MESHRAM	SHRI RAMESH MESHRAM	FATHER	24-04-1956	SELF-EMPLOYED
70015	247	ROSHAN MESHRAM	SMT.RAMA MESHRAM	MOTHER	10-06-1962	HOMEMAKER
70015	248	ROSHAN MESHRAM	SMT.GUNJAN MESHRAM	SPOUSE	16-01-1985	HOMEMAKER
70015	249	ROSHAN MESHRAM	MISS RISHITA MESHRAM	DAUGHTER	16-11-2008	STUDENT
70015	250	ROSHAN MESHRAM	MASTER REHANSH	SON	31-10-2013	STUDENT
70017	585	SUHAS HIWARKAR	ARVIND N.HIWARKAR	FATHER	03-04-1949	RETIRED
70017	586	SUHAS HIWARKAR	SHOBHA ARVIND HIWARKAR	MOTHER	20-12-1958	HOMEMAKER
70017	587	SUHAS HIWARKAR	SWAPNIL A. HIWARKAR	BROTHER	11-09-1981	SALARIED PROFESSIONAL
70017	588	SUHAS HIWARKAR	SONALI SUHAS HIWARKAR	SPOUSE	30-11-1986	HOMEMAKER

Add   Edit   Delete   Find   Print   Exit

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BUTTONS	DESCRIPTION
Add	To Add new record
Edit	To Edit the existing record.
Delete	To Delete existing record.
Print	To print the record
Exit	To Exit from the open form
Find	To find records from LOV

Ok	To save the record
Cancel	To cancel the entry

Work Step –

Step 1 Press Add button

Step 2   Select employee code

Step 3   Enter serial number

Step 3   Enter Person name

Step 4   Enter Relationship with family member

Step 5   Enter Birth date of family member

Step 6   Enter Marriage date of person in case of wife or husband.

Step 7   Enter Occupation of family member

Step 8   Select option in staying together

Step 9   Select option in whether dependent

Step 10 Select Blood Group

Optional Data Fields

Birth Date

Marriage Date

Staying Together

Whether Dependent

Blood Group

Tips and Tricks

Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Employee	To enter employee	R	Select employee for whom details needs to enter
Serial Number	To enter serial number	O	Enter serial number
Person Name	To enter person name	R	Enter person name with whom employee is having relation

Relation	To enter relation	R	Enter relation of person with employee
Birth Date	To enter birth date	O	Enter birth date of person
Marriage Date	To enter marriage date	O	Enter marriage date of person in case of wife or husband
Occupation	To enter occupation	R	Enter occupation of person
Staying Together	To select in staying together	O	Enter if person is staying together or not
Whether Dependent	To select in whether dependent	O	Enter if person is having dependency on employee
Blood Group	To select blood group	O	Enter blood group of person

The report can also be generated