

ANNUAL LEAVE

1. **Path:**
HR/TimeAttendance/ Annual Leave.
2. **Image:**

Annual Leave

Organization: Select All Work Group: Select All Status: Active ALE Unused: >= Nation: Vietnam

Month: 06/2009 Search by: Emp ID

556 Records found.

Org Name	Emp_ID	Name	D.O.B	AL Last Year	AL Lend	AL Pay	AL Days	Used	Unused	In Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
CR Factory Support	200175	NGUYỄN ANH TUẤN	18/02/2008	12	6	6	12	6	6	12	1.5	1	2.5	1					
General Affairs Team	200136	PHAN THANH NGUYỄN	06/09/2007	11.5	0	11.5	12		6	12									
Crane Part Day	200269	PHẠM TUẤN DŨNG	18/02/2008	10.5	0	10.5	12		6	12									
Electrical Maintenance - TCM	200195	TRẦN MỘNG LĨNH	18/02/2008	10.5	5.5	5	12	5.5	6	12	1.5	1	2.5		.5				
Electrical Maintenance - TCM	200273	NGUYỄN VĂN THÁNH HÙNG	18/02/2008	10.5	0	10.5	12		6	12									
Electrical Maintenance - Utility	200227	LÃ NGỌC MANH	18/02/2008	10.5	0	10.5	12		6	12									
Mechanical Maintenance - CAL	200246	NGUYỄN VĂN CÔNG	18/02/2008	10.5	3	7.5	12	3	6	12	3								
Mechanical Maintenance - Crane	200200	BÙI NGỌC HOÀNG	18/02/2008	10.5	1.5	9	12	1.5	6	12	1.5								
Mechanical Maintenance - Crane	200271	TÔ VĂN NGỌC	18/02/2008	10.5	1	9.5	12	1	6	12	1								
Mechanical Maintenance - RCL/CPL	200171	HOÀNG PHÚC ANH	18/02/2008	10.5	1	9.5	12	1	6	12		1							
PCM Group C - PL	200190	HOÀNG NAM CÔNG	18/02/2008	10.5	7	3.5	12	7	6	12	7								
RCL Group A Part A	200215	TRẦN BÁ HÂN	18/02/2008	10.5	8	2.5	12	8	6	12	4		1	2	1				
Education & Training Team	200144	TRẦN NGỌC LINH	12/10/2007	10	1.5	8.5	12	1.5	6	12				1.5					
Electrical Maintenance - CAL	200144	TRẦN NGỌC LINH	18/02/2008											.5					
General Affairs Team	200144	TRẦN NGỌC LINH	11/01/2007																
General Affairs Team	200144	TRẦN NGỌC LINH	13/12/2007																
PCM Group C - PL	200177	TRẦN VĂN AN	18/02/2008																
Personnel Team	200292	VÕ THỊ MINH TÂM	01/04/2008	10	8.5	1.5	12	8.5	6	12	4		3.5		1				
Quality Control Part (ME) A	200198	TRẦN XUÂN NHƯ	18/02/2008	10	9	1	12	9	6	12	8		1						
Quality Control Part (ME) A	200214	NGUYỄN MINH ĐỨC	18/02/2008	10	7	3	12	7	6	12	7								
Roll Shop Part A	200129	NGUYỄN NGỌC THANH	16/07/2007	10	9	1	12	9	6	12	1	6.5			1.5				
CAL Group A Part A	200163	TRẦN NGỌC LINH	18/02/2008	0.5	2	6.5	12	2	6	12	1.5				1.5				


3. **Definition:**

- The “**Annual Leave**” Form is where user can manage information on annual leave of employees.
- User use this form to view information of annual leave of employees, including:
 - Annual leave last year (the number of remaining annual leave date of previous year)
 - Annual Leave per year
 - The number of annual leave used up to the current period.
 - The number of annual leave unused up to the end of the period.
 - The number of annual leave unused up to the current period.
- Then print out the report.


Summary:

- The “**Annual Leave**” form :user can choose one of searching criteria as Organization, Work Group, Status, Annual Unused, Search(Emp ID, Card ID, Name).
- Some buttons: [Search](#), [Save](#), [Report](#), [Open](#), [Close](#).

4. How to use:

- Button : User can choose one of searching criteria to look up as choosing into listbox Organization or click into the blue text [Organization](#) to view all group belong **Organization**. Then, click into the Department name that you want to choose to look up quickly.



- Or choosing Work Group, Status, Annual Unused, Search(Emp ID, Card ID, Name). user can input the number of the remaining annual leave into the box ALE Unused and then click into  to view information on annual leave of employee.

Annual Leave

[/ESYS/form/ch/ba/chba00070.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Annual Leave Annual Lending

Organization Select All Work Group Select All Status Active ALE Unused >= Nation Vietnam






Month 06/2009 Open Close Search by Emp ID

556 Records found

Org Name	Emp_ID	Name	D.O.B	AL Last Year	AL Lend	AL Pay	AL Days	Used	Unused	In Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
CR Factory Support	200175	NGUYỄN ANH TUẤN	18/02/2008	12	6	6	12	6	6	12	1.5	1	2.5	1					
General Affairs Team	200136	PHAN THANH NGUYỄN	06/09/2007	11.5	0	11.5	12		6	12									
Crane Part Day	200269	PHẠM TUẤN DŨNG	18/02/2008	10.5	0	10.5	12		6	12									
Electrical Maintenance - TCM	200195	TRẦN MỘNG LĨNH	18/02/2008	10.5	5.5	5	12	5.5	6	12	1.5	1	2.5		.5				
Electrical Maintenance - TCM	200273	NGUYỄN VĂN THÀNH HÙNG	18/02/2008	10.5	0	10.5	12		6	12									
Electrical Maintenance - Utility	200227	LÃ NGỌC MẠNH	18/02/2008	10.5	0	10.5	12		6	12									
Mechanical Maintenance - CAL	200246	NGUYỄN VĂN CÔNG	18/02/2008	10.5	3	7.5	12	3	6	12	3								
Mechanical Maintenance - Crane	200200	BÙI NGỌC HOÀNG	18/02/2008	10.5	1.5	9	12	1.5	6	12	1.5								
Mechanical Maintenance - Crane	200271	TÔ VĂN NGỌC	18/02/2008	10.5	1	9.5	12	1	6	12	1								
Mechanical Maintenance - RCL/CPL	200171	HOÀNG PHÚC ÁNH	18/02/2008	10.5	1	9.5	12	1	6	12		1							
PCM Group C - PL	200190	HOÀNG NAM CƯỜNG	18/02/2008	10.5	7	3.5	12	7	6	12	7								
RCL Group A Part A	200215	TRẦN BÁ HÂN	18/02/2008	10.5	8	2.5	12	8	6	12	1								
Education & Training Team	200141	TRẦN ĐỨC HÒA	22/10/2007	10	1.5	8.5	12	1.5	6	12			1	2	1				
Electrical Maintenance - CAL	200228	LÊ ANH QUYỀN	18/02/2008	10	.5	9.5	12	.5	6	12			.5						
General Affairs Team	200110	TRẦN NGỌC TRIỀU	31/01/2007	10	0	10	12		6	12									
General Affairs Team	200144	NGUYỄN VĂN CÔNG	18/02/2008	10	1	9	12	1	6	12	1								
PCM Group C -								1.5	6	12	1.5								
Personnel Team								8.5	6	12	4		3.5						
Quality Control								9	6	12	8		1						
Quality Control Part (ME) A	200214	NGUYỄN MINH ĐỨC	18/02/2008	10	7	3	12	7	6	12	7								
Roll Shop Part A	200129	NGUYỄN NGỌC THANH	16/07/2007	10	9	1	12	9	6	12	1	6.5			1.5				
CAL Group A Part A	200163	TRẦN VĂN CÔNG	18/02/2008	10.5	2	8.5	12	2	6	12	1.5				1.5				

Choosing Listbox ALE Unused and input remaining annual leave to look up quickly.

Search Save Report

- Button  **Open**: open information on annual leave allow user modifying
- Button  **Close**: When user input the button, the data on annual leave of employee will be closed and not allow modifying in the form.
- Button : user can modify number of annual leave in the form by choosing AL Last Year to input the remaining annual leave in the previous year or can input into the number of annual leave into the column Annual Leave Days. Then click  to save.
- Button : User can click into the button, the system will show information of annual leave of employees in Excel file.

	A	B	C	D	E	ANNUAL LEAVE IN YEAR 2009															
1																					
2																					
3																					
4																					
5	No	Organization	Work Group	Emp ID	Full Name	Join Date	ALE Last Year	ALE Days	Used ALE	Unused ALE	Unused ALE In Year	JAN	FEB	MAR	APR						
6	STT	Bộ phận	Nhóm	Mã NV	Họ và tên NV	Ngày vào	Phép năm trước	Phép năm trong năm	Phép năm sử dụng	Phép năm chưa sử dụng	Phép năm chưa dùng trong năm	1	2	3	4						
7	1	Accounting & Tax Team	Administrator Group	200201	NGUYỄN VĂN HUY	18/02/2008	0	12	8.50	-2.5	3.5	8	0	0	0						
8	2	Accounting & Tax Team	Administrator Group	200221	PHẠM CÔNG TRÌNH	18/02/2008	0	12	10	-4	2	5	0	0	3.5						
9	3	Accounting & Tax Team	Administrator Group	200284	TRẦN ĐĂNG QUÂN	27/02/2008	0	12	4	2	8	3	0.5	0	0						
10	4	Accounting & Tax Team	Administrator Group	200359	TRẦN CAO ĐỆ	11/08/2008	0	12	3	3	9	1	0	0.5	1						
11	5	Accounting & Tax Team	Administrator Group	200360	HỒ THỊ NGA	15/08/2008	0	12	4	2	8	0	2	1	1						
12	6	Accounting & Tax Team	Administrator Group	200592	TRẦN THỊ NGA	09/02/2009	0	12	1.50	3.5	9.5	0	0	0	0.5						
13	7	Accounting & Tax Team	Administrator Group	200606	NGUYỄN THÀNH CÔNG	09/02/2009	0	12	3	2	8	0	0	0.5	0						
14	8	Accounting & Tax Team	Production Group 1	200356	ĐẶNG THỊ HIẾN	04/08/2008	0	12	0.50	5.5	11.5	0	0	0	0.5						
15	9	Architecture CM Group	Administrator Group	200134	NGUYỄN THẾ PHONG	05/09/2007	0	12	2.50	3.5	9.5	0	1	0	0						
16	10	CAL - RCL Department	Administrator Group	200164	PHẠM TRÍ DŨNG	18/02/2008	0	12	6	0	6	2	1	1	0						
17	11	CAL Group A	Administrator Group	200154	PHAN MINH TRÍ	18/02/2008	0	12	5	1	7	2.5	1	1.5	0						
18	12	CAL Group A	Administrator Group	200179	HUỲNH THANH TÙNG	18/02/2008	0	12	1.50	4.5	10.5	1.5	0	0	0						
19	13	CAL Group A	Administrator Group	200384	NGUYỄN ĐOÀN MINH	06/10/2008	0	12	1	5	11	0	0	0	1						
Sheet1 / Sheet2 / Sheet3 /																					

5. Field Description:

Field Name	Description
Listbox Organization	Criteria to look up by Organization
Listbox Work Group	Criteria to look up by Work group
Listbox Status	Look up under working status of employee (Active : still working, Resign : stop working)
Listbox ALE Unused	Choose condition and input number of remaining annual leave to look up
Month	Look up by Date
Emp ID	Employee ID (Employee code)
Name	Employee name
D.O.J	Date of join (Date of joining into company)
AL Last Year	Annual leave last year (the number of remaining annual leave date of previous year)
Annual Leave Days	Annual Leave per year

Used	The number of annual leave used up to the current period.
Unused	The number of annual leave unused up to the current period.
Unused in year	The number of annual leave unused up to the end of the period.
JAN	January (Annual leave on January)
FEB	February (Annual leave on February)
MAR	March (Annual leave on March)
APR	April (Annual leave on April)
MAY	May (Annual leave on May)
JUN	June (Annual leave on June)
JUL	July (Annual leave on July)
AUG	August (Annual leave on August)
SEP	September (Annual leave on September)
OCT	October (Annual leave on October)
NOV	November (Annual leave on November)
DEC	December (Annual leave on December)