BASIC SALARY SUMMARY

1. **Path:**

    HR/Payroll Admin/Basic Salary Summary.

2. **Image:**

3.1 Definition:

- The "Basic **Salary Summary**" Form is where user can view salary status to print report for manager.
- The salary status means that when user uses this form, user can view information related to salary, including: The current salary and allowance information and the salary and allowance information of the month of each employee and then print out report.
- This form allows user to choose any organization or any employees to view and print out report by choosing any search criteria
- **Summary:**
- The "**Salary**" tab: user can choose searching criteria as: **Organization**, Org Type, Position, Search by(Emp ID, Name, Card ID), Months, Years, Contract Type, Status, Join Date, Salary Month, Salary.
- Some buttons: *Search*, *Report* and nút ▣ hide column.

4.1 How to use:

- User can choose one of searching criteria to look up as choosing Organization at list box Organization or clicking into the hyperlink **Organization**, user can choose Organization and left click into the name that user want to choose.

- Button [img] Search: User can choose one of searching conditions to look up as: Org Type, Position, Search by(Emp ID, Name, Card ID), Months, Years, Contract Type, Status, Join Date, Salary Month, Salary. After that click [img] button to see information about salary of employee.
- Button [img] : when user click into the button, there will show some column.

- Button ▣ : When user click into the button, the form will show some hidden column.
- Button ☒ Report: To print out report on salary of employee for manager.

3.2 Definition:

The "**Salary Change**" Form is where user can view information on employee has changed salary

Summary:
- The "**Salary Change**" tab: searching criteria as **Organization**, Org Type, Position, Search by(Emp ID, Name, Card ID), Month, Contract Type, Status, Join Date.
- Some button: *Search*, *Report* and ⊠ hide column.

4.2 How to use:

- User can choose one of searching criteria to look up as choosing **Organization** at list box Organization or clicking into the hyperlink **Organization**, user can choose Organization and left click into the name that user want to choose.

- Button Search: choose one of searching criteria to look up as **Organization**, Org Type, Position, Search by(Emp ID, Name, Card ID), Month, Contract Type, Status, Join Date, then click into the button to view information of employee changed salary
- Button : when user click into the button, there will show some column.

- Button ☐: When user click into the button, the form will show some hidden column.
- Button 🗷 Report: To print out report on salary of employee for manager.

Choose Year

Red show the change on salary

3.3 Definition:

The "**Salary Year"** Form is where user can view salary of employee in each month of the year.

Summary:
- The "**Salary Year"** tab: searching criteria as **Organization**, Org Type, Position, Search by(Emp ID, Name, Card ID), **Year**, Contract Type, Status, Join Date.
- Some buttons: *Search*, *Report* and button ⊠ hide column.

4.3 How to use:

- User can choose one of searching criteria to look up as choosing **Organization** at list box Organization or clicking into the hyperlink **Organization**, user can choose Organiztion and left click into the name that user want to choose

- Button 🗏 Search: Choose one of searching criteria as **Organization**, Org Type , Position, Search by(Emp ID, Name, Card ID), Year, Contract Type, Status, Join Date, then click into the button 🗏 to view information of employee who is changed salary
- Button ⊠ : when user click into the button, there will show some column.

- Button : When user click into the button, the form will show some hidden column.
- Button Report: To print out report on salary of employee for manager.

5.1 Field Description:
Salary

Field Name	Description
Organization	Look up by Organization
Org Type	Look up by Organization Type
Position	Look up by Position
Search By(Emp ID, Name, Card ID)	Look up by Employee code, Employee name, Employee card
Months	Look up by month
Years	Look up by year
Contract Type	Look up by Contract Type
Status	Look up by working status
Join Date	Look up by joining date into company
Salary Month	Look up by month
Text box Salary	Look up by salary period
Emp ID	Employee code
Full Name	Employee full name
Join Date	Date of joining into company of the employee

Pro Sal	Probation salary
Contract	Contract type
Position	Position of employee
Level 1 Sal	Salary (Level 1)
Level 2 Sal	Offer increased salary (level 2)
Confirm Date	Date of offering increased salary
Res Allow	Responsibily Allowance
Gasoline Allow	Gasoline Allowance
Tel Allow	Telephone Allowance
Full Atten	Full Attendance
Harmful	Harmful Allowance
Job Title Allow	Job Title Allowance

5.2 Field Description:
   Salary Change

Field Name	Description
Organization	Look up by Organization
Org Type	Look up by Organization Type
Position	Look up by Position
Search By(Emp ID, Name, Card ID)	Look up by Employee code, Employee name, Employee card
Months	Look up by month
Contract Type	Look up by year
Status	Look up by Contract Type
Join Date	Look up by working status

Emp ID	Employee code
Full Name	Employee full name
Join Date	Date of joining into company of the employee
Pro Sal	Probation salary
Contract	Contract type
Position	Position of employee
Level 1 Sal	Salary (Level 1)
Level 2 Sal	Offer increased salary (level 2)
Confirm Date	Date of offering increased salary
Res Allow	Responsibily Allowance
Gasoline Allow	Gasoline Allowance
Tel Allow	Telephone Allowance
Full Atten	Full Attendance
Harmful	Harmful Allowance
Job Title Allow	Job Title Allowance

5.3 Field Description:
   Salary Year

Field Name	Description
Organization	Look up by Organization
Org Type	Look up by Organization Type
Position	Look up by Position
Search By(Emp ID, Name, Card ID)	Look up by Employee code, Employee name, Employee card
Years	Look up by month
Contract Type	Look up by year
Status	Look up by Contract Type
Join Date	Look up by working status
Emp ID	Employee code
Full Name	Employee full name
Join Date	Date of joining into company of the

	employee
Contract Type	Probation salary
January	Salary on January
February	Salary on Febuary
March	Salary on March
April	Salary on April
May	Salary on May
June	Salary on June
July	Salary on July
August	Salary on August
September	Salary on September
October	Salary on October
November	Salary on November
December	Salary on December
Res Allow	Responsibily Allowance
Gasoline Allow	Gasoline Allowance
Tel Allow	Telephone Allowance
Full Atten	Full Attendance
Harmful	Harmful Allowance
Job Title Allow	Job Title Allowance