

EMPLOYEE RELATIVE

1. Path: HR/ Employee/ Employee Relative

2. Image:

Employee Relative

[[ESYS/form/ch/ae/chae00150.aspx]] Welcome [ĐINH NGỌC TUẤN]

Department: Select All Team/Section: Select All Work Group: Select All

Nation: Vietnam Search by: Emp ID Status: Active

Relationship: Select All Effected Date: ~

0 Record(s).




Team/Section	Emp ID	Full Name	Name	Relation	Birth Date
Accounting & Tax	200201	NGUYỄN VĂN HUY			
Accounting & Tax	200221	PHẠM CÔNG T			
Accounting & Tax	200284	TRẦN ĐĂNG C			
Accounting & Tax	200356	ĐẶNG THỊ HIẾ			
Accounting & Tax	200359	TRẦN CAO ĐỀ			
Accounting & Tax	200360	HỒ THỊ NGÀ			
Accounting & Tax	200592	TRẦN THỊ NG			
Accounting & Tax	200606	NGUYỄN THÀI			
Architecture CM (200134	NGUYỄN THỂ			
CAL - RCL Depart	200164	PHẠM TRÍ DŨI			
CAL Group A	200154	PHAN MINH T			
CAL Group A	200179	HUỲNH THAN			
CAL Group A	200384	NGUYỄN DOÃ			
CAL Group A	200466	HOÀNG VĂN T			
CAL Group A Part	200163	TRƯƠNG QU			
CAL Group A Part	200287	PHAN THANH			
CAL Group A Part	200418	HÀ THIÊN NH			
CAL Group A Part	200428	NGUYỄN ĐỨC			
CAL Group A Part	200469	NGÔ ĐỨC TÍN			
CAL Group A Part	200624	HOÀNG ĐỨC H			
CAL Group A Part	200211	LÊ TRƯƠNG H			
CAL Group A Part	200375	LÊ MINH PHÚC			

3. Definition:

- Employee Relative Form is the form that user can register the number of dependent persons for employee to get family deduction.
- When user uses this form, it means that user want to get a family deduction for employee including deducting PIT (4millions) for employee and for his/her dependent persons (1.6millions/ a person). And this will be displayed in the payroll.
- Summary:

- The “Employee Relative” form: Searching criteria as Department, Work Group, Team/Section, Nation, Search by (Full Name, Emp ID, Card ID, Person ID). Status, Relationship, Effected Date.
- Some buttons: search, add, save, delete, print.

4.How to use:

- Button : user can choose Work Group or Department, Team/Section and left – click into the name that user want to choose.
- User can choose:
 - Search by (Emp ID, Name, Card ID, Person ID) to find an employee you want.
 - Naiton
 - Status: Active or Resign
 - Relationship: father, mother, brother, sister, wife, husband, children.
- To register employee relative, user has to press button  to display list of employee on the left side, then choose employee user wants by clicking the row of that employee and press button Add , after that input information of dependent person and remember to click into “dependent flag”

Employee Relative

[/ESYS/form/chr/ae/chaee00150.aspx] Welcome [ĐÌNH NGỌC TUẤN]




Department: Select All Team/Section: Select All Work Group: Select All

Nation: Vietnam Search by: Emp ID Status: Active

Relationship: Select All Effected Date: ~

0 Record(s).

Team/Section	Emp ID	Full Name	Name	Relation	Birth Date	Job	Salary	Remark	Depend Flag	Start
Accounting & Tax	200201	NGUYỄN VĂN HUY							<input checked="" type="checkbox"/>	
Accounting & Tax	200221	PHẠM CÔNG TRÌNH							<input checked="" type="checkbox"/>	
Accounting & Tax	200284	TRẦN ĐĂNG QUÂN							<input checked="" type="checkbox"/>	
Accounting & Tax	200356	ĐẶNG THỊ HIỀN							<input checked="" type="checkbox"/>	
Accounting & Tax	200359	TRẦN CAO ĐỆ							<input checked="" type="checkbox"/>	
Accounting & Tax	200360	HỒ THỊ NGÀ							<input checked="" type="checkbox"/>	
Accounting & Tax	200592	TRẦN THỊ NGÀ							<input checked="" type="checkbox"/>	
Accounting & Tax	200606	NGUYỄN THÀNH CÔNG							<input checked="" type="checkbox"/>	
Architecture CM (200134	NGUYỄN THẾ PHONG							<input checked="" type="checkbox"/>	
CAL - RCL Depart	200164	PHẠM TRÍ DŨNG							<input checked="" type="checkbox"/>	
CAL Group A	200154	PHAN MINH TRÍ							<input checked="" type="checkbox"/>	
CAL Group A	200179	HUYỀN THANH TÙNG							<input checked="" type="checkbox"/>	
CAL Group A	200384	NGUYỄN ĐOÀN MINH							<input checked="" type="checkbox"/>	
CAL Group A	200466	HOÀNG VĂN TIẾN							<input checked="" type="checkbox"/>	
CAL Group A Part	200163	TRƯƠNG QUANG NGỌC							<input checked="" type="checkbox"/>	
CAL Group A Part	200287	PHAN THANH HÒA							<input checked="" type="checkbox"/>	
CAL Group A Part	200418	HÀ THIÊN NHÂN							<input checked="" type="checkbox"/>	
CAL Group A Part	200428	NGUYỄN ĐỨC CƯỜNG							<input checked="" type="checkbox"/>	
CAL Group A Part	200469	NGÔ ĐỨC TỈNH							<input checked="" type="checkbox"/>	
CAL Group A Part	200624	HOÀNG ĐỨC HUY							<input checked="" type="checkbox"/>	
CAL Group A Part	200211	LÊ TRƯỞNG HIỀN							<input checked="" type="checkbox"/>	
CAL Group A Part	200375	LÊ MINH PHƯƠNG							<input checked="" type="checkbox"/>	

- Then press  button to save the information, or user can also press  button to delete the information.
- User can press  button to print out information of employee relative into excel file.
- Field Description:**

Field Name	Description
Department	Department Name
Work Group	Work Group Name
Team/Section	Team/Section Name
Search by	Search by
Status	Status of employee
Relationship	Relationship of Employee
Employee ID	Employee ID
Relation	Relation

Birth date	Birth date of dependent peson
Job	Job of dependent person
Salary	Salary of dependent person
Remark	Remark
Depend Flag	Depend Flag
Start Date	Job start date of that person
End Date	Job End Date of that person
Full Name	Full Name of Employee
Name	Name of dependent person