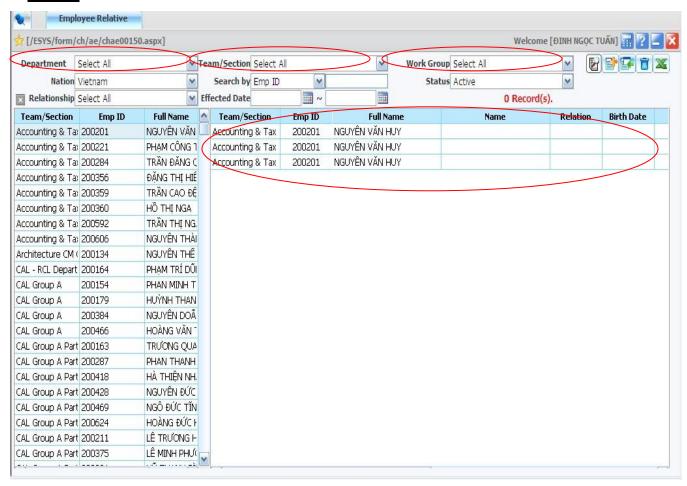# EMPLOYEE RELATIVE

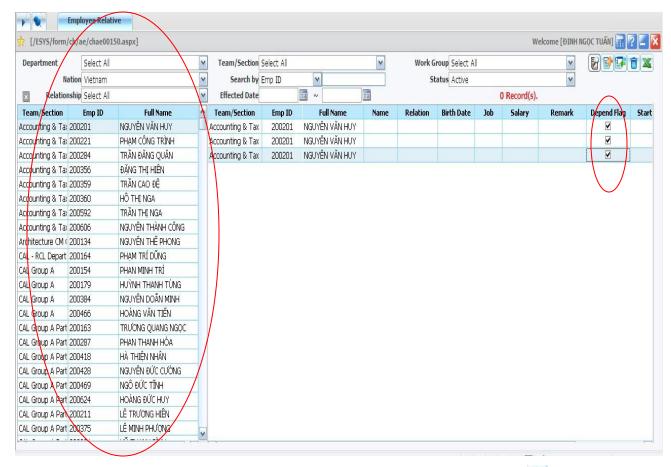**1. Path:** HR/ Employee/ Employee Relative

2. Image:

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:

- o 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.
- o 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:
  - o Search by (Emp ID, Name, Card ID, Person ID) to find an employee you want.
  - o Naiton
  - o Status: Active or Resign
  - o 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 clinking the row of that employee and press button Add , after that input information of dependent person and remember to click into "dependent flag"

- Then press ![save] button to save the information, or user can also press ![delete] button to delete the information.
- User can press ![excel] 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