

# ABSENCE SUMMARY

1. **Path:**  
HR/TimeAttendance/ Absence Summary.
2. **Image:**

The screenshot shows the 'Absence Summary' web application. At the top, there are search filters: Organization (Select All), WGroup (Select All), Nation (Vietnam), Search by (Emp ID), Abs Type (Select All), Print Type (Select All), Shift (Select All), Absence Date (10/07/2009 to 10/07/2009), and Emp Type (Select All). Below these filters, there are three radio buttons: **Short Term** (selected), Long Term, and Summary Absence. A table displays one record for 'TRUONG QUANG NGOC' with an absence type of 'Maternity Leave' on '10/07/2009'. Two red arrows point from the 'Short Term' radio button and the first row of the table to explanatory text at the bottom.


Double click in the row to view all absence reason

Show information of absence employee in short time


### 3. **Definition:**

- The “**Absence Summary**” Form is where user can view and print out daily report on absence information of employee in “short time”, “long Term” or view total absence date of employee.
- **Summary:**
  - The “**Absence Summary**” form : User can choose searching criteria as Organization, WGroup, Nation, Search(Emp ID, Card ID, Name),Absence type, Print type, shift, Absence date, short term, Long Term, Summary Absence.
  - Some button: **Search, Detail Report.**

### 4. **How to use:**

- Button : User can choose one of searching criteria as: Check into listbox Organization or can click into the blue text **Organization** to view all group belonged to Organization. Then, click into the organization that user want to select to quickly searching.



- Or user can choose WGroup, Search(Emp ID, Card ID, Name), Absence type, Print type, shift, Absence date, short term, Long Term, Summary Absence. Then, click into the button  to view all information of absence employee.
- User can double click into the column Absence Type to view all absence reason shown in Vietnamese. After double clicking into the column **Absence Type**. A form Absence Code is shown.



- Radio button **Long Term**: show absence information of employee in long term

Application window: **Absence Summary**

Address bar: [/ESYS/form/ch/ba/chba00060.aspx]      Welcome [ĐÌNH NGỌC TUẤN]

Filters and Search:

- Organization: Select All
- WGroup: Select All
- Nation: Vietnam
- Search by: Emp ID
- Abs Type: Select All
- Print Type: Select All
- Shift: Select All
- Absence Date: 10/07/2009 ~ 10/07/2009
- Emp Type: Select All

Buttons: ☐ Short Term ☒ Long Term ☐ Summary Absence

Absence Date: 0

1 record(s).

Organization	Work Group	Emp ID	Full Name	Absence Type	From Date	To Date	Description
CAL Group A Part	Administrator Gro	200163	TRUONG QUANG NGOC	Maternity Leave	26/06/2009	26/12/2009	test

**Show information of absent employees in long term**

- Radio button **Summary Absence**: Show total absence date of employee.

Absence Summary  
 [ /ESYS/form/ch/ba/chba00060.aspx ]
 Welcome [ĐÌNH NGỌC TUẤN]

Organization: Select All    WGroup: Select All    Nation: Vietnam    Search by: Emp ID

Abs Type: Select All    Print Type: Select All    Shift: Select All    Absence Date: 10/07/2009 ~ 10/07/2009    1 record(s)

Emp Type: Select All    ☐ Short Term    ☐ Long Term    ☒ Summary Absence    Absence Date: 0

Organization	Work Group	Emp ID	Full Name	Absence Type	From Date	To Date	Days
CAL Group A Part	Administrator Gro	200163	TRƯỜNG QUANG NGỌC	Maternity Leave	10/07/2009	10/07/2009	1

Absence day  
number

Information on absence date of employee.

Absence Summary  
 [ /ESYS/form/ch/ba/chba00060.aspx ]
 Welcome [ĐÌNH NGỌC TUẤN]

Organization: Select All    WGroup: Select All    Nation: Vietnam    Search by: Emp ID

Abs Type: Select All    Print Type: Select All    Shift: Select All    Absence Date: 10/07/2009 ~ 10/07/2009    1 record(s)

Emp Type: Select All    ☐ Short Term    ☐ Long Term    ☒ Summary Absence    Absence Date: 0

Organization	Work Group	Emp ID	Full Name	Absence Type	From Date	To Date	Days
CAL Group A Part	Administrator Gro	200163	TRƯỜNG QUANG NGỌC	Maternity Leave	10/07/2009	10/07/2009	1

- Button : to print out detail report on absent employees for manager.

http://192.168.1.231/esys/reports/ch/ba/rpt\_short\_term\_absence.aspx?p\_user=truongtp\_tco\_org\_pk= - Windows Internet Explorer

http://192.168.1.231/esys/reports/ch/ba/rpt\_short\_term\_absence.aspx?p\_user=truongtp\_tco\_org\_pk=ALL&p\_wg=ALL&p\_nation\_type=01&p\_search\_by=2&p\_search\_temp=

File Edit View Insert Format Tools Data Go To Favorites Help

http://192.168.1.231/esys/reports/ch/ba/rpt\_short\_t...

A	B	C	D	E	F	G	H	I	J	K	L	M
SUMMARY OF EMPLOYEE'S ABSENCE												
From Date		1/6/2009	To Date		30/06/2009			Reporter		truong		
								Report Date		13/07/2009		
No	Organization	Work Group	Emp ID	Full Name	Absence Date	Absence Type	Description	Time (H)	Company Rate	Insurance Rate		
STT	Bộ phận	Nhóm	Mã NV	Họ và tên	Ngày nghỉ	Loại nghỉ	Chú thích	Thời gian	% Công ty	% Bảo hiểm		
1	CAL Group A Part A	Administrator Group	200163	TRƯƠNG QUANG NGOC	26/06/2009	Maternity Leave	test	8	0%	100%		
2	CAL Group A Part A	Administrator Group	200163	TRƯƠNG QUANG NGOC	27/06/2009	Maternity Leave	test	8	0%	100%		
3	CAL Group A Part A	Administrator Group	200163	TRƯƠNG QUANG NGOC	28/06/2009	Maternity Leave	test	8	0%	100%		
4	Accounting & Tax Team	Administrator Group	200201	NGUYỄN VĂN HUY	29/06/2009	Non Scan Time Card	INS FROM PROCESS	8	0%	0%		
5	Accounting & Tax Team	Administrator Group	200221	PHẠM CÔNG TRÌNH	29/06/2009	Non Scan Time Card	INS FROM PROCESS	8	0%	0%		
6	Accounting & Tax Team	Administrator Group	200284	TRẦN ĐĂNG QUÂN	29/06/2009	Non Scan Time Card	INS FROM PROCESS	8	0%	0%		
7	Accounting & Tax Team	Administrator Group	200606	NGUYỄN THANH CÔNG	29/06/2009	Non Scan Time Card	INS FROM PROCESS	8	0%	0%		
8	CAL Group A	Administrator Group	200179	HUYỀN THANH TÙNG	29/06/2009	Non Scan Time Card	INS FROM PROCESS	8	0%	0%		
9	CAL Group A	Administrator Group	200384	NGUYỄN ĐOÀN MINH	29/06/2009	Non Scan Time Card	INS FROM PROCESS	8	0%	0%		
10	CAL Group A	Administrator Group	200466	HOÀNG VĂN TIẾN	29/06/2009	Non Scan Time Card	INS FROM PROCESS	8	0%	0%		
11	CAL Group A Part A	Administrator Group	200163	TRƯƠNG QUANG NGOC	29/06/2009	Maternity Leave	test	8	0%	100%		
12	CAL Group A Part A	Administrator Group	200428	NGUYỄN ĐỨC CƯỜNG	29/06/2009	Non Scan Time Card	INS FROM PROCESS	8	0%	0%		
13	CAL Group A Part A	Administrator Group	200469	NGÔ ĐỨC TÍNH	29/06/2009	Non Scan Time Card	INS FROM PROCESS	8	0%	0%		
14	CAL Group A Part A	Administrator Group	200624	HOÀNG ĐỨC HUY	29/06/2009	Non Scan Time Card	INS FROM PROCESS	8	0%	0%		
15	CAL Group A Part B	Administrator Group	200211	LÊ TRƯƠNG HIỀN	29/06/2009	Non Scan Time Card	INS FROM PROCESS	8	0%	0%		
16	CAL Group A Part B	Administrator Group	200375	LÊ MINH PHƯƠNG	29/06/2009	Non Scan Time Card	INS FROM PROCESS	8	0%	0%		

Sheet1 / Sheet2 / Sheet3 /

## 5.1 Field Description:

### Radio button Short Term

Field Name	Description
List box Organization	Criteria to look up by Organization
List box WGroup	Criteria to look up by work group
List box Search by	Look up by Emp ID, Card ID, Name
List box Absence Type	Look up by absence reason
List box Nationality	Look up by nation name
List box Print Type	Look up or print out each type Pay (Company), Not pay (Company), Pay (Insurance), Not pay (Insurance), Permission, Non Permission, Select All.
List box Shift	Look up under working shift
Absence Date	Look up by absence date in the period from date to date
Text box Absence day	The text box to input and look up under the criteria as absence date

Emp ID	Employee ID (Employee code)
Full Name	Employee name
Work shift	Working shift
Absence Type	Absence type
Absence Date	Absence date
Description	Description
Absence time	Absence time
Company pay flag	If user choose this box, the absent employee will be pay that day
Company pay rate	Percentage rate salary of company paid.
Insurance pay flag	if choose the box, the absent employee will be paid by insurance company
Insurance pay rate	Percentage salary rate of insurance company paid.

## 5.2 Field Description:

Radio button **Long Term**

Field Name	Description
List box Organization	Criteria to look up by Organization
List box Work Group	Criteria to look up by Work group
List box Search by	Look up by Emp ID, Card ID, Name
List box Absence Type	Look up by absence reason
List box Nationality	Look up by nation name
List box Print Type	Look up or print out each type Pay (Company), Not pay (Company), Pay (Insurance), Not pay

	(Insurance), Permission, Non Permission, Select All.
Listbox Shift	Searching by working shift
Absence Date	Look up by absence date in the period from date to date
Textbox Absence day	The text box to input and look up under the criteria as absence date
Emp ID	Employee ID (Employee code)
Full Name	Employee full name
Absence Type	Absence reason
From date	Choosing from date
To date	To date
Description	Description

### 5.3 Field Description:

Radio button **Summary Absence**

Tên Field	Description
List box Organization	Criteria to look up by Organization
List box Work Group	Criteria to look up by work group
List box Search by	Look up by Emp ID, Card ID, Name
List box Absence Type	Look up by absence reason
List box Nationality	Look up by nation name
List box Print Type	Look up or print out each type Pay (Company), Not pay (Company), Pay (Insurance), Not pay (Insurance), Permission, Non Permission, Select All.
List box Shift	Searching by working shift
Absence Date	Look up by absence date in the period from date to date
Text box Absence day	The text box to input and look up under the criteria as absence date
Emp ID	Employee ID (Employee code)
Full Name	Employee full name



Absence Type	Absence reason
From date	Choosing from date
To date	To date
Days	Number of absence date