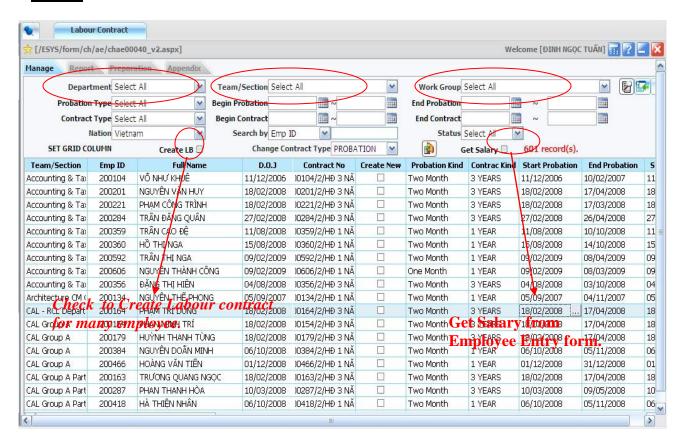# LABOUR CONTRACT

1. **Path:**

    HR/Employee/Labour Contract

2. **Image:**

3. **Definition:**

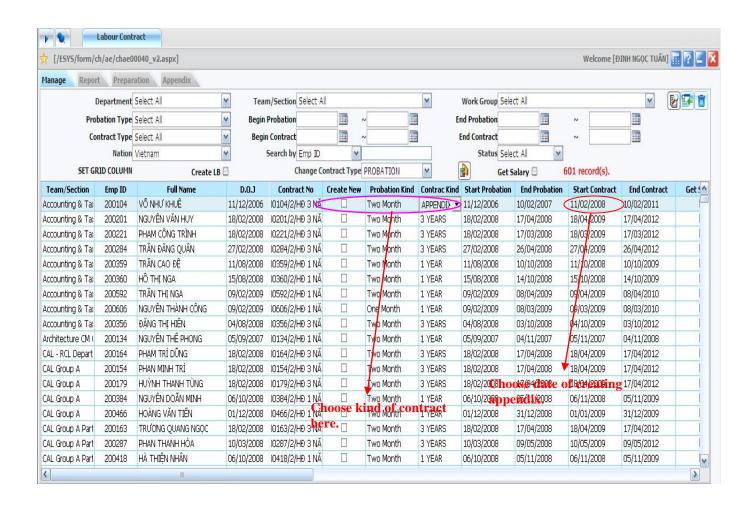The "**Labour Contract**" Form is where user can create Labor contract for employee.

Summary
-   The "**Labour Contract**" form: Searching condition by: Department, Work Group, Probation Type, Contract Type, Team/Section, Begin Probation, Begin Contract, Search by (Name, Emp ID, Card ID, and Contract No), End Probation, End Contract.
-   Some buttons: *Search, Save, Delete, Print current labour, Print current labour list.*
-   Have three tab:
+   **Management tab:** is to create labour contract.
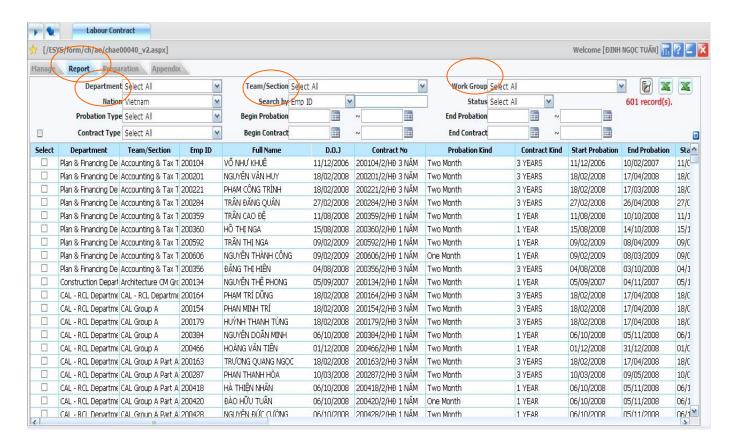+   **Report tab**: is to print out labour contract for employee.

+ **Preparation tab**: is to view information of employees who will sign new labor contract.
+ **Appendix**: is where user can print appendix and adjust some information on appendix.
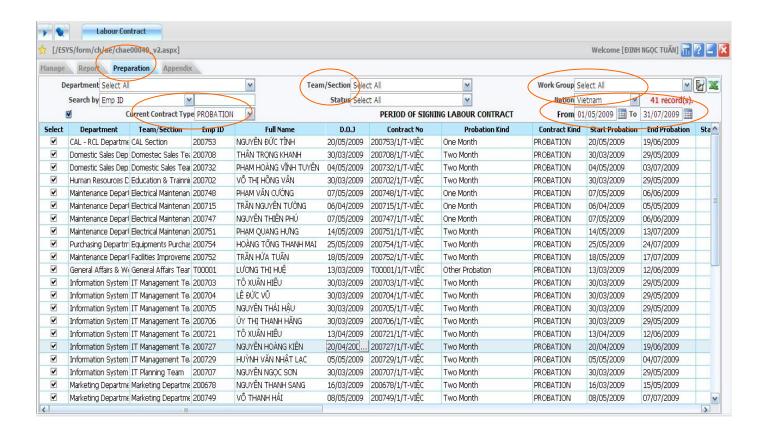
4. How to use:

- Button : user can choose Team/Section or Department, Work Group and left – click into the name that user want to choose.

- Choosing Probation Type, Contract Type, Group, Begin Probation, Begin Contract, Search by (Name, Emp ID, Card ID, Contract No), End Probation, End Contract, then click into to view information on the labour contract of employees

- To create new labor contact for employee: User can choose employees on below Grid, click into the *Create New*, choosing **Probation Kind** and **Contract kind**, **Start Contract**, **End Contract**, and input into the column **Salary** or can check into the box **Get salary** to get salary level on the form Employee Entry, allowance amount (if any(, user can input into the column **Department AMT**, **Noxious AMT,** then click into the button to save.

- User also can create labour contract quickly by choosing many employees and clicking into Check box *Create LB* in order to automatically check into the box **Create New** and also can choose contract type in list box *Change Contract Type* to change contract for employees, then, click into the button *Set Grid* to create contract type for employee that user choose below. Finally, click into *Save* to save the new created information.

- Button : is to delete row. User choose row and click into the button to mark the deleting status of the row, then click into the button to delete the current labour contract of the employee.

- Button *Set Grid*: user can choose employee by keeping left click and drag mouse to choose, then, choosing contract type in list box *Change Contract Type* and click into the button *Set Grid* to change contract for chosen employee in the grid below, then click into the button to save the changed information.

- To create contract appendix for employees, user can check into the column **Create New**, and choose contract type as **APPENDIX** in column **Contract Type,** and choose date of creating the contract in the column **Start Contract**. If user doesn't choose date in column **Start Contract**, system will automatically get the former date and add one year more to definite the deadline of the labor contract appendix.
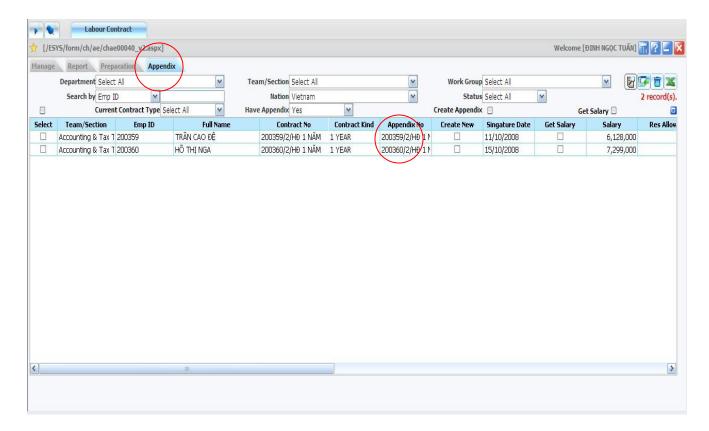- Note: only contract type is INDEFINE kind user can create appendix.

- Tab **Report**: is where to print out contract, and view old contract of employee.

- search button: same function with the button on tab Management.

- **Print current labour** button: is to print out the contract of employee, when user choose

  employee in the column **Select** and click into *Print current labour*., the information on contract of employee will be printed out into excel file.

- **Print current labour list button**: Is to support manager manage information on the list of employee signed contract.

- button : when user choose the button, detail information on the previous labour contract of the employee will show. To view the old labour contract or not, user can choose employee information in the above gird.

- Button Print History labour: When user choose the button, detail information on the previous labour contract of the employee will open which you want to view.   .

- Tab **Preparation**: User can see information employees who will sign new labour contract

- Button : user have to choose one kind of contract in Current Contract Type button and input the signing date of the contract into the From To. Then click into *Search* to view information of the labour contract.

- Button Print Current Labour: when user chooses the button, information of the labor who is ready to end the contract will print to excel file. Manager can know the when will employees need to sign new contract.

- Tab **Appendix**: is where user can print appendix and adjust some information on appendix.

- User can choose search condition on form and then click [icon] search button to see. Choose Yes type at **Have Appendix** list to see employee had sign appendix.

- To create appendix user can choose No type at **Have Appendix** list and click [icon] search button to see information. And then user can check onto [✓]Create New box and [icon] save button to create appendix for employee.

- [icon] print button: User can click onto [✓]select column and then click print appendix contract to print.

5. Field Description:

Tab Management

Field Name	Description
Department	Department name
Work Group	Work Group name
Team/Section	Team/Section name
Search by (Emp ID, Name, Card ID,	Search by (Employee ID, Name, Card ID,

Contract No)	Contract No)
Probation Type	Probation Type
Begin Probation	Begin Probation
End Probation	End Probation
Contract Type	Contract Type
Begin Contract	Begin Contract
End Contract	End Contract
Status	Status of contract
SET GRID COLUMN	SET GRID COLUMN
Create LB	Create Labor contract
Change Contract Type	Change Contract Type
Get salary	Get salary form Employee Entry form
Group	Group name
Emp ID	Employee ID
Full Name	Full name of employee
DOJ	The date of joining into the company
Contract no	Contract Number
Create new	Create new
Probation kind	Probation Contract kind
Contract kind	Contract kind
Start Probation	Starting date of probation contract
End Probation	Ending date of Probation contract
Start Contract	Starting date of Contract
End Contract	Ending date of Contract
Get Salary	To get Salary from Employee entry form
Salary	Salary
Times	Times (working shift)

Tab Report

Field Name	Description
Department	Department name
Work Group	Work Group name
Team/Section	Team/Section name
Search by (Employee ID, Name, Card ID, Contract No)	Search by (Employee ID, Name, Card ID, Contract No)
Probation Type	Probation Type
Begin Probation	Begin Probation
End Probation	End Probation

Contract Type	Contract Type
Begin Contract	Begin Contract
End Contract	End Contract
Status	Status of contract
Select	When user check the button, the information of such employee will show in report
Department	Department name
Work Group	Work Group name
Emp ID	Employee ID
Full Name	Full name of employee
DOJ	The date of joining into the company
Contract no	Contract No
Probation kind	Probation Contract kind
Contract kind	Contract kind
Start Probation	Starting date of probation contract
End Probation	Ending date of Probation contract
Start Contract	Starting date of Contract
End Contract	Ending date of Contract
Salary	Salary
Department Amt	Department Allowance Amount
Noxious Amt	Noxious Allowance Amount
Times	Times (working shift)

Tab Preparation

Tên Field	Mô tả
Department	Department name
Work Group	Work Group name
Status	Status of contract
Search by (Emp ID, Name, Card ID, Contract No)	Employee ID (Employee ID, Name, Card ID, Contract No)
Current Contract Type	Current Contract Type
From To	From To
Select	Select
Department	Department name
Group	Group name
Emp ID	Employee ID
Full Name	Full Name
D.O.J	Date of join
Contract no	Contract no
Probation kind	Probation kind

Contract kind	Contract kind
Start Probation	Start Probation
End Probation	End Probation
Start Contract	Start Contract
End Contract	End Contract
Salary	Salary
Times	Times(working shift)

Tab Appendix

Tên Field	Mô tả
Department	Department name
Group	Group name
Search by (Emp ID, Name, Card ID, Contract No)	Search by (employee ID, name, card Id, Contract No)
Current Contract Type	Current Contract Type
Status	Status of contract
Have Appendix	Have Appendix
Create Appendix	Create Appendix
Get Salary	Get Salary from Employee Entry form
Select	Check to print appendix contract
Group	Group name
Emp ID	Employee ID
Full Name	Full Name
Contract no	Contract no
Contract kind	Contract kind
Appendix No	Appendix No

Create New	Create New
Signature Date	Signature Date
Times	Times(working shift)