



EMPLOYEE ENTRY

1. Path: HR/Employee/Employee entry

2. Image:

3. Definition:

- The “**Employee Entry**” Form is where to input basic information for each employee, such as: Full name, Address, Birth Date, Organization....
- This form is used to input basic information for new employees that have just entered the company, or modify information of employees.
- **Summary**:
 - The “**Employee Entry**” form: Searching criteria as Organization, Work Group, Search by(Name, Emp ID, Card ID, Per ID) or user can search by clicking into back button  or next button .
 - Some buttons: **Reset** , **Save**, **Popup**, **Delete**.

- When you input a new employee in Employee Entry Form, new system allows us to choose Organization and Work Group for her/him, it means that which group and workshift this employee belongs to.
- Organization includes both Department and Group.
- For example: We create a Work Group (W1) that works at office hours, so when we input a new employee Nguyen Van A into Organization (IT planning Team) and choose W1 for him/her, it means that this employee will belong to IT planning Team and works at office hours.

4. How to use:

- Choose Employee ID by click into the hyperlink [Employee ID](#) , It will show an Employee ID form. You can create Employee ID by click [Add Character](#) button and input information and then click [Save](#) button to save the information.

Some special characters

Characters	Character Len	Examples	Cardinal Number
000000	6	000001	Y
YY	2	08	N
+	1	+	N
yyyy	4	2001	N
/	1	/	N
yyyy	4	2008	N
mm	2	06	N
-	1	-	N
VNG	3	VNG	N
LE	2	LE	N

ID Code: VNG-000

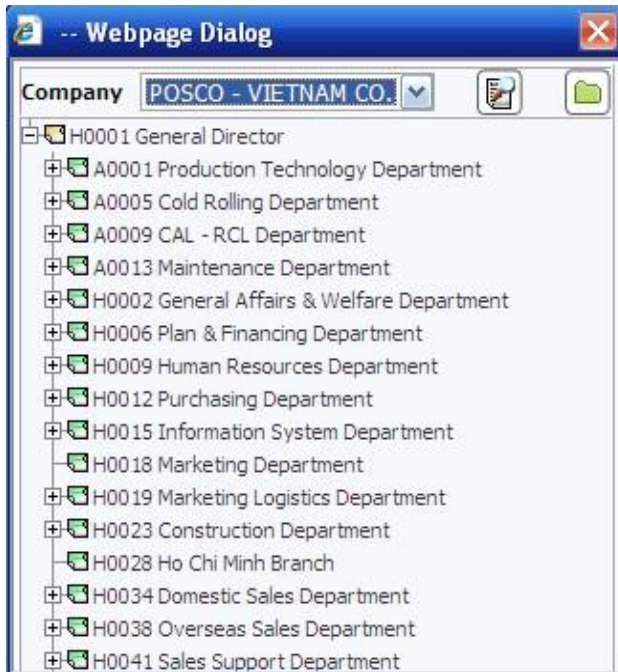
ID Code Sample: VNG-001













Some Templates

Templates	Example
yyyy/000000	2008/000001
LEyy-0000	LE08-0001
00000	00001

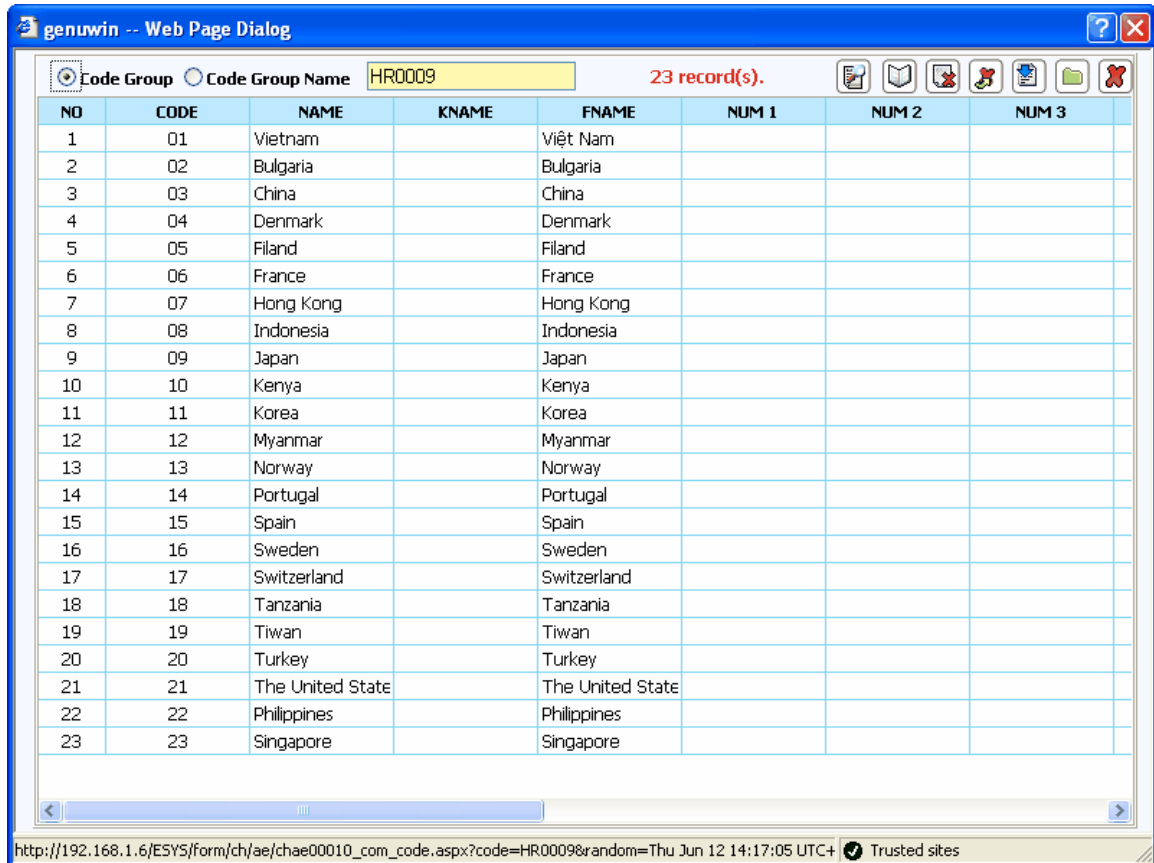
http://192.168.1.6/ESYS/form/ch/ae/cha00010_emp_id_code.aspx?maxid=031&random=Thu Jun 12 14:15:09 UTC+0700 2008 Trusted sites

- Choose Department by click into [Organization](#) hyperlink, user can choose work group by click mouse left into the Work Group so user want to choose.












- : allow user searching information on Organization and Work Group name.
- User can add Nation list in case user can find out the Nation by clicking into the **Nation** hyperlink, choosing Code Group or Code Group Name to look up, inputting information need to search into the textbox, and then click  button to see.
- Click into  add new to insert new row and input Nation Name, and then click into  save button to save the Nation Name.
-  delete button: To delete row. User chooses the row need to delete and click into  to mark delete status of the row, and then click into  save button to delete row.
-  undelete button: After user click into  delete button, but user don't want to delete, user can click into  undelete button to re – use this row.
-  select button: User can Choose Nation Name and click into  select button to select into the form **Employee Entry**.

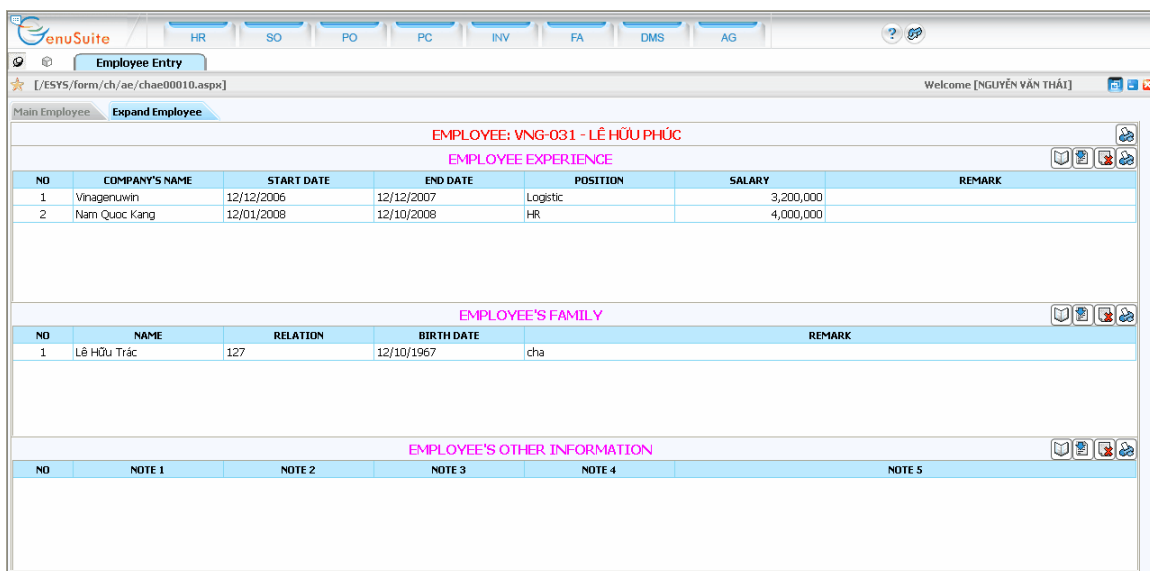
-  Close button: Close the form.



NO	CODE	NAME	KNAME	FNAME	NUM 1	NUM 2	NUM 3
1	01	Vietnam		Việt Nam			
2	02	Bulgaria		Bulgaria			
3	03	China		China			
4	04	Denmark		Denmark			
5	05	Filand		Filand			
6	06	France		France			
7	07	Hong Kong		Hong Kong			
8	08	Indonesia		Indonesia			
9	09	Japan		Japan			
10	10	Kenya		Kenya			
11	11	Korea		Korea			
12	12	Myanmar		Myanmar			
13	13	Norway		Norway			
14	14	Portugal		Portugal			
15	15	Spain		Spain			
16	16	Sweden		Sweden			
17	17	Switzerland		Switzerland			
18	18	Tanzania		Tanzania			
19	19	Tiwan		Tiwan			
20	20	Turkey		Turkey			
21	21	The United State		The United State			
22	22	Philippines		Philippines			
23	23	Singapore		Singapore			

- The same function to the [Blue hyperlink](#) that allows user looking up, adding, deleting and selecting the information into the Form [Employee Entry](#).
- User can look up information of employee by choosing the button  popup and choose some of the searching criteria as list box Organization, Work Group or Search by (Emp ID, name, Card ID, Per ID), then click into  to view information of employee and double click into the row of employee Name that user want to see, the system will print information of the employee in the form [Employee Entry](#). User also can search by the tow buttons back  and next .

- To create new information for an employee, user click  clear button to clear form and then input information of employee. After inputting information, user clicks into  to save the information.
-  delete button: Click into  delete button to delete information of employee. User can click into the button  to delete information of the employee who do not go to work yet and the system still do not calculation salary.







NO	COMPANY'S NAME	START DATE	END DATE	POSITION	SALARY	REMARK
1	Vinagenuwin	12/12/2006	12/12/2007	Logistic	3,200,000	
2	Nam Quoc Kang	12/01/2008	12/10/2008	HR	4,000,000	

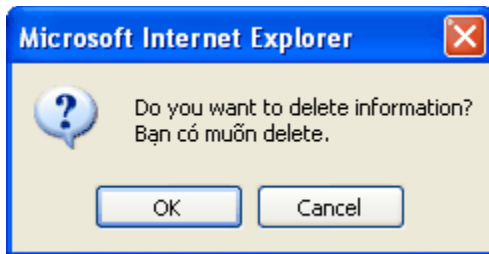
NO	NAME	RELATION	BIRTH DATE	REMARK
1	Lê Hữu Trác	127	12/10/1967	cha


NO	NOTE 1	NOTE 2	NOTE 3	NOTE 4	NOTE 5

Tab Expand Employee

- Is to create, save, delete and print out the information as experience, family relation, and other information of employee.
 - EMPLOYEE EXPERIENCE:** information on experience of employee.
 - EMPLOYEE FAMILY:** Information on Family relation of employee.
 - EMPLOYEE OTHER INFORMATION:** Other information.
- To create information related to the employee, user can click  new button and then input information and click into  save button to save the information.

-  delete button: When user choose the row that want to be deleted, user can click into
  delete button, the system will show one dialog box to ask whether user want to delete or not, If user click into **OK** button system will delete row, or user can click into **Cancel** button to cancel deleting. .



-  Button: Is to print out the detail information on experience, family relation and other information of employee, the information will be print out to excel file.

5. Field Description:

- Main Employee**

Field name	Description
Login ID	Name of user logging into the system
Max Emp ID	Maximum Employee code in the system
Employee ID	Employee ID
Full Name(VN)	Full name
Organization	Department name
Current Addr	Current Address
Permanent Addr	Permanent Address
Personal ID	Personal ID
Birth date	Birth date
Nation	Nation

Probation kind	Probation kind
Contract No	Contract No
Contract Kind	Contract Kind
Health From	The date begin Health insurance
Social From	The date begin Social insurance
Passport No	Passport no
Pay type	Pay type
Money kind	Money kind
Salary Scale	Salary Scale
Old code	Old code
Join Date	Join Date
Work Group	Work Group name
Issue Date	Issue Date
Birth place	Birth place
Ethnic	Ethnic
Begin Probation	The date begin Probation
Status	Status
Begin Contract	The date begin Contract
Health No	Health no
Social No	Social No
Account	Account in bank
Rate	Rate to calculation salary
ID No	ID No
Emp Type	Employee type
Annual Leave	Annual leave
Tel	Telephone number
Sex	Sex
Place ID	Place ID
Job	Job
Religion	Religion

End Probation	Ending date of Probation Contract
Leave Date	Leave Date
End Contract	The ending date of Labor Contract
Health Place	Health place
Social Place	Social Place
Bank	Bank name
Labor no	Labor no
Basic salary	Basic salary
Marital Status	Marital status
Position	Position
Education	Education
OT_YN	Overtime_YN
Resign type	Resign type
Salary YN	Salary YN
Health YN	Flag to know whether the employee join in Health Insurance or not
Social YN	Flag to know whether the employee join in Social Insurance or not
PL Center	Profit loss center
Labor date	Labor date
Prob Sal	Probation salary

Expand Info

Tên Field	Mô tả
Employee Experience	Employee's Eperience
NO	Sequence number
Company's Name	Company's name
Start Date	Start Date
End Date	End Date
Position	Position
Duties	Duties
Salary	Salary

Resigned reason	Resigned reason
Employee's Family	Employee's Family
No	Sequence number
Name	The name of employee's family
Relation	Relation with employee
Birth date	Birth date
Job	Job
Salary	Salary
Remark	Remark
Depend Flag	Depend Flag
Start Date	Start Date
End Date	End Date
Employee's Other Information	Employee's Other Information
No	Sequence number
Note1	User can input orther information of employee onto columns.
Note2	
Note3	
Note4	
Note5	