

LABOUR CONTRACT

1. **Path:** HR/Employee/Labour Contract
2. **Image:**

Labour Contract

[/ESYS/form/ch/ae/cha00040_v2.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Manage Report Preparation Appendix

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

Probation Type Select All Contract Type Select All Nation Vietnam

Begin Probation End Probation Begin Contract End Contract

Search by Emp ID Status Select All

SET GRID COLUMN Create LB Change Contract Type PROBATION Get Salary 601 record(s).

Team/Section	Emp ID	Full Name	D.O.B	Contract No	Create New	Probation Kind	Contract Kind	Start Probation	End Probation	S
Accounting & Ta	200104	VŨ NHƯ KHUÊ	11/12/2006	10104/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	11/12/2006	10/02/2007	11
Accounting & Ta	200201	NGUYỄN VĂN HUY	18/02/2008	10201/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	18/02/2008	17/04/2008	18
Accounting & Ta	200221	PHẠM CÔNG TRINH	18/02/2008	10221/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	18/02/2008	17/03/2008	18
Accounting & Ta	200284	TRẦN ĐĂNG QUÂN	27/02/2008	10284/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	27/02/2008	26/04/2008	27
Accounting & Ta	200359	TRẦN CAO ĐỆ	11/08/2008	10359/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	11/08/2008	10/10/2008	11
Accounting & Ta	200360	HỒ THỊ NGÀ	15/08/2008	10360/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	15/08/2008	14/10/2008	15
Accounting & Ta	200592	TRẦN THỊ NGÀ	09/02/2009	10592/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	09/02/2009	08/04/2009	09
Accounting & Ta	200606	NGUYỄN THÀNH CÔNG	09/02/2009	10606/2/HĐ 1 N	<input type="checkbox"/>	One Month	1 YEAR	09/02/2009	08/03/2009	09
Accounting & Ta	200356	ĐẶNG THỊ HIỀN	04/08/2008	10356/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	04/08/2008	03/10/2008	04
Architecture CM	200134	NGUYỄN THẾ PHONG	05/09/2007	10134/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	05/09/2007	04/11/2007	05
CAL - RCL Depart	200164	PHẠM TRÍ DUNG	18/02/2008	10164/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	18/02/2008	17/04/2008	18
CAL Group A	200179	HUỶNH THANH TÙNG	18/02/2008	10179/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	18/02/2008	17/04/2008	18
CAL Group A	200384	NGUYỄN ĐOÀN MINH	06/10/2008	10384/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	06/10/2008	05/11/2008	06
CAL Group A	200466	HOÀNG VĂN TIẾN	01/12/2008	10466/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	01/12/2008	31/12/2008	01
CAL Group A Part	200163	TRƯƠNG QUANG NGỌC	18/02/2008	10163/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	18/02/2008	17/04/2008	18
CAL Group A Part	200287	PHAN THANH HÒA	10/03/2008	10287/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	10/03/2008	09/05/2008	10
CAL Group A Part	200418	HÀ THIÊN NHÂN	06/10/2008	10418/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	06/10/2008	05/11/2008	06

Check to Create Labour contract for many employees

Get Salary from Employee Entry form.

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.

Labour Contract

[/ESYS/form/ch/ae/chae00040_v2.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Manage Report Preparation Appendix

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

Probation Type: Select All Begin Probation: ~ End Probation: ~

Contract Type: Select All Begin Contract: ~ End Contract: ~

Nation: Vietnam Search by: Emp ID Status: Select All

SET GRID COLUMN Create LB Change Contract Type: PROBATION Get Salary 601 record(s).

Team/Section	Emp ID	Full Name	D.O.B	Contract No	Create New	Probation Kind	Contract Kind	Start Probation	End Probation	Start Contract	End Contract	Get
Accounting & Tax	200104	VÕ NHƯ KHUÊ	11/12/2006	X0104/2/HĐ 3 N	<input type="checkbox"/>	Two Month	APPENDIX	11/12/2006	10/02/2007	11/02/2008	10/02/2011	
Accounting & Tax	200201	NGUYỄN VĂN HUY	18/02/2008	X0201/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	18/02/2008	17/04/2008	18/04/2009	17/04/2012	
Accounting & Tax	200221	PHẠM CÔNG TRÌNH	18/02/2008	X0221/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	18/02/2008	17/03/2008	18/03/2009	17/03/2012	
Accounting & Tax	200284	TRẦN ĐĂNG QUÂN	27/02/2008	X0284/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	27/02/2008	26/04/2008	27/04/2009	26/04/2012	
Accounting & Tax	200359	TRẦN CAO ĐỆ	11/08/2008	X0359/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	11/08/2008	10/10/2008	11/10/2008	10/10/2009	
Accounting & Tax	200360	HỒ THỊ NGÀ	15/08/2008	X0360/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	15/08/2008	14/10/2008	15/10/2008	14/10/2009	
Accounting & Tax	200592	TRẦN THỊ NGÀ	09/02/2009	X0592/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	09/02/2009	08/04/2009	09/04/2009	08/04/2010	
Accounting & Tax	200606	NGUYỄN THÀNH CÔNG	09/02/2009	X0606/2/HĐ 1 N	<input type="checkbox"/>	One Month	1 YEAR	09/02/2009	08/03/2009	09/03/2009	08/03/2010	
Accounting & Tax	200356	ĐẶNG THỊ HIỀN	04/08/2008	X0356/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	04/08/2008	03/10/2008	04/10/2009	03/10/2012	
Architecture CM	200134	NGUYỄN THẾ PHONG	05/09/2007	X0134/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	05/09/2007	04/11/2007	05/11/2007	04/11/2008	
CAL - RCL Depart	200164	PHẠM TRÍ DŨNG	18/02/2008	X0164/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	18/02/2008	17/04/2008	18/04/2009	17/04/2012	
CAL Group A	200154	PHAN MINH TRÍ	18/02/2008	X0154/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	18/02/2008	17/04/2008	18/04/2009	17/04/2012	
CAL Group A	200179	HUỖNH THANH TÙNG	18/02/2008	X0179/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	18/02/2008	17/04/2008	18/04/2009	17/04/2012	
CAL Group A	200384	NGUYỄN ĐOÀN MINH	06/10/2008	X0384/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	06/10/2008	05/11/2008	06/11/2008	05/11/2009	
CAL Group A	200466	HOÀNG VĂN TIẾN	01/12/2008	X0466/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	01/12/2008	31/12/2008	01/01/2009	31/12/2009	
CAL Group A Part	200163	TRƯƠNG QUANG NGỌC	18/02/2008	X0163/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	18/02/2008	17/04/2008	18/04/2009	17/04/2012	
CAL Group A Part	200287	PHAN THANH HÒA	10/03/2008	X0287/2/HĐ 3 N	<input type="checkbox"/>	Two Month	3 YEARS	10/03/2008	09/05/2008	10/05/2009	09/05/2012	
CAL Group A Part	200418	HÀ THIÊN NHÂN	06/10/2008	X0418/2/HĐ 1 N	<input type="checkbox"/>	Two Month	1 YEAR	06/10/2008	05/11/2008	06/11/2008	05/11/2009	

Choose date of hearing appendix

Choose kind of contract here.

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

Labour Contract

[/ESYS/form/ch/ae/chae00040_v2.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Management Preparation Appendix

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








Nation Vietnam Search by Emp ID Status Select All

Probation Type Select All Begin Probation ~ End Probation ~

Contract Type Select All Begin Contract ~ End Contract ~

601 record(s).

Select	Department	Team/Section	Emp ID	Full Name	D.O.B	Contract No	Probation Kind	Contract Kind	Start Probation	End Probation	Sta
<input type="checkbox"/>	Plan & Financing De	Accounting & Tax T	200104	VÕ NHƯ KHUÊ	11/12/2006	200104/2/HĐ 3 NĂM	Two Month	3 YEARS	11/12/2006	10/02/2007	11/C
<input type="checkbox"/>	Plan & Financing De	Accounting & Tax T	200201	NGUYỄN VĂN HUY	18/02/2008	200201/2/HĐ 3 NĂM	Two Month	3 YEARS	18/02/2008	17/04/2008	18/C
<input type="checkbox"/>	Plan & Financing De	Accounting & Tax T	200221	PHẠM CÔNG TRÌNH	18/02/2008	200221/2/HĐ 3 NĂM	Two Month	3 YEARS	18/02/2008	17/03/2008	18/C
<input type="checkbox"/>	Plan & Financing De	Accounting & Tax T	200284	TRẦN ĐĂNG QUÂN	27/02/2008	200284/2/HĐ 3 NĂM	Two Month	3 YEARS	27/02/2008	26/04/2008	27/C
<input type="checkbox"/>	Plan & Financing De	Accounting & Tax T	200359	TRẦN CAO ĐỀ	11/08/2008	200359/2/HĐ 1 NĂM	Two Month	1 YEAR	11/08/2008	10/10/2008	11/J
<input type="checkbox"/>	Plan & Financing De	Accounting & Tax T	200360	HỒ THỊ NGÀ	15/08/2008	200360/2/HĐ 1 NĂM	Two Month	1 YEAR	15/08/2008	14/10/2008	15/J
<input type="checkbox"/>	Plan & Financing De	Accounting & Tax T	200592	TRẦN THỊ NGÀ	09/02/2009	200592/2/HĐ 1 NĂM	Two Month	1 YEAR	09/02/2009	08/04/2009	09/C
<input type="checkbox"/>	Plan & Financing De	Accounting & Tax T	200606	NGUYỄN THÀNH CÔNG	09/02/2009	200606/2/HĐ 1 NĂM	One Month	1 YEAR	09/02/2009	08/03/2009	09/C
<input type="checkbox"/>	Plan & Financing De	Accounting & Tax T	200356	ĐẶNG THỊ HIỂN	04/08/2008	200356/2/HĐ 3 NĂM	Two Month	3 YEARS	04/08/2008	03/10/2008	04/J
<input type="checkbox"/>	Construction Depart	Architecture CM Grc	200134	NGUYỄN THẾ PHONG	05/09/2007	200134/2/HĐ 1 NĂM	Two Month	1 YEAR	05/09/2007	04/11/2007	05/J
<input type="checkbox"/>	CAL - RCL Departme	CAL - RCL Departme	200164	PHẠM TRÍ DŨNG	18/02/2008	200164/2/HĐ 3 NĂM	Two Month	3 YEARS	18/02/2008	17/04/2008	18/C
<input type="checkbox"/>	CAL - RCL Departme	CAL Group A	200154	PHAN MINH TRÍ	18/02/2008	200154/2/HĐ 3 NĂM	Two Month	3 YEARS	18/02/2008	17/04/2008	18/C
<input type="checkbox"/>	CAL - RCL Departme	CAL Group A	200179	HUYỀN THANH TÙNG	18/02/2008	200179/2/HĐ 3 NĂM	Two Month	3 YEARS	18/02/2008	17/04/2008	18/C
<input type="checkbox"/>	CAL - RCL Departme	CAL Group A	200384	NGUYỄN ĐOÀN MINH	06/10/2008	200384/2/HĐ 1 NĂM	Two Month	1 YEAR	06/10/2008	05/11/2008	06/J
<input type="checkbox"/>	CAL - RCL Departme	CAL Group A	200466	HOÀNG VĂN TIẾN	01/12/2008	200466/2/HĐ 1 NĂM	Two Month	1 YEAR	01/12/2008	31/12/2008	01/C
<input type="checkbox"/>	CAL - RCL Departme	CAL Group A Part A	200163	TRƯƠNG QUANG NGỌC	18/02/2008	200163/2/HĐ 3 NĂM	Two Month	3 YEARS	18/02/2008	17/04/2008	18/C
<input type="checkbox"/>	CAL - RCL Departme	CAL Group A Part A	200287	PHAN THANH HÒA	10/03/2008	200287/2/HĐ 3 NĂM	Two Month	3 YEARS	10/03/2008	09/05/2008	10/C
<input type="checkbox"/>	CAL - RCL Departme	CAL Group A Part A	200418	HÀ THIÊN NHÂN	06/10/2008	200418/2/HĐ 1 NĂM	Two Month	1 YEAR	06/10/2008	05/11/2008	06/J
<input type="checkbox"/>	CAL - RCL Departme	CAL Group A Part A	200420	ĐÀO HỮU TUẤN	06/10/2008	200420/2/HĐ 1 NĂM	One Month	1 YEAR	06/10/2008	05/11/2008	06/J
<input type="checkbox"/>	CAL - RCL Departme	CAL Group A Part A	200428	NGUYỄN ĐỨC CUÔNG	06/10/2008	200428/2/HĐ 1 NĂM	Two Month	1 YEAR	06/10/2008	05/11/2008	06/J

-  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 grid.
- 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. .

Labour Contract

[[ESYS/form/ch/ee/chae00040_v2.aspx]] Welcome [ĐÌNH NGỌC TUẤN]

Manage Report **Preparation** Appendix

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




Search by: Emp ID Status: Select All Nation: Vietnam 41 record(s)

Current Contract Type: PROBATION

PERIOD OF SIGNING LABOUR CONTRACT

From: 01/05/2009 To: 31/07/2009

Select	Department	Team/Section	Emp ID	Full Name	D.O.B	Contract No	Probation Kind	Contract Kind	Start Probation	End Probation	Sta
<input checked="" type="checkbox"/>	CAL - RCL Departme	CAL Section	200753	NGUYỄN ĐỨC TÌNH	20/05/2009	200753/1/T-VIỆC	One Month	PROBATION	20/05/2009	19/06/2009	
<input checked="" type="checkbox"/>	Domestic Sales Dep	Domestic Sales Te	200708	THẦN TRỌNG KHANH	30/03/2009	200708/1/T-VIỆC	Two Month	PROBATION	30/03/2009	29/05/2009	
<input checked="" type="checkbox"/>	Domestic Sales Dep	Domestic Sales Teal	200732	PHẠM HOÀNG VĨNH TUYỀN	04/05/2009	200732/1/T-VIỆC	Two Month	PROBATION	04/05/2009	03/07/2009	
<input checked="" type="checkbox"/>	Human Resources C	Education & Trainin	200702	VÕ THỊ HỒNG VÂN	30/03/2009	200702/1/T-VIỆC	Two Month	PROBATION	30/03/2009	29/05/2009	
<input checked="" type="checkbox"/>	Maintenance Depart	Electrical Mainten	200748	PHẠM VĂN CƯỜNG	07/05/2009	200748/1/T-VIỆC	One Month	PROBATION	07/05/2009	06/06/2009	
<input checked="" type="checkbox"/>	Maintenance Depart	Electrical Mainten	200715	TRẦN NGUYỄN TƯỜNG	06/04/2009	200715/1/T-VIỆC	One Month	PROBATION	06/04/2009	05/05/2009	
<input checked="" type="checkbox"/>	Maintenance Depart	Electrical Mainten	200747	NGUYỄN THIÊN PHÚ	07/05/2009	200747/1/T-VIỆC	One Month	PROBATION	07/05/2009	06/06/2009	
<input checked="" type="checkbox"/>	Maintenance Depart	Electrical Mainten	200751	PHẠM QUANG HÙNG	14/05/2009	200751/1/T-VIỆC	Two Month	PROBATION	14/05/2009	13/07/2009	
<input checked="" type="checkbox"/>	Purchasing Departm	Equipments Purcha	200754	HOÀNG TỔNG THANH MAI	25/05/2009	200754/1/T-VIỆC	Two Month	PROBATION	25/05/2009	24/07/2009	
<input checked="" type="checkbox"/>	Maintenance Depart	Facilities Improve	200752	TRẦN HỮA TUẤN	18/05/2009	200752/1/T-VIỆC	Two Month	PROBATION	18/05/2009	17/07/2009	
<input checked="" type="checkbox"/>	General Affairs & W	General Affairs Tear	T00001	LƯƠNG THỊ HUỆ	13/03/2009	T00001/1/T-VIỆC	Other Probation	PROBATION	13/03/2009	12/06/2009	
<input checked="" type="checkbox"/>	Information System	IT Management Te	200703	TÔ XUÂN HIẾU	30/03/2009	200703/1/T-VIỆC	Two Month	PROBATION	30/03/2009	29/05/2009	
<input checked="" type="checkbox"/>	Information System	IT Management Te	200704	LÊ ĐỨC VŨ	30/03/2009	200704/1/T-VIỆC	Two Month	PROBATION	30/03/2009	29/05/2009	
<input checked="" type="checkbox"/>	Information System	IT Management Te	200705	NGUYỄN THÁI HẬU	30/03/2009	200705/1/T-VIỆC	Two Month	PROBATION	30/03/2009	29/05/2009	
<input checked="" type="checkbox"/>	Information System	IT Management Te	200706	ÚY THỊ THANH HẰNG	30/03/2009	200706/1/T-VIỆC	Two Month	PROBATION	30/03/2009	29/05/2009	
<input checked="" type="checkbox"/>	Information System	IT Management Te	200721	TÔ XUÂN HIẾU	13/04/2009	200721/1/T-VIỆC	Two Month	PROBATION	13/04/2009	12/06/2009	
<input checked="" type="checkbox"/>	Information System	IT Management Te	200727	NGUYỄN HOÀNG KIẾN	20/04/2009	200727/1/T-VIỆC	Two Month	PROBATION	20/04/2009	19/06/2009	
<input checked="" type="checkbox"/>	Information System	IT Management Te	200729	HUỖNH VĂN NHẬT LẠC	05/05/2009	200729/1/T-VIỆC	Two Month	PROBATION	05/05/2009	04/07/2009	
<input checked="" type="checkbox"/>	Information System	IT Planning Team	200707	NGUYỄN NGỌC SƠN	30/03/2009	200707/1/T-VIỆC	Two Month	PROBATION	30/03/2009	29/05/2009	
<input checked="" type="checkbox"/>	Marketing Departme	Marketing Departme	200678	NGUYỄN THANH SANG	16/03/2009	200678/1/T-VIỆC	Two Month	PROBATION	16/03/2009	15/05/2009	
<input checked="" type="checkbox"/>	Marketing Departme	Marketing Departme	200749	VÕ THANH HẢI	08/05/2009	200749/1/T-VIỆC	Two Month	PROBATION	08/05/2009	07/07/2009	

- 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.

Labour Contract

[/ESYS/form/ch/ae/cha00040_v2.aspx] Welcome [ĐÌNH NGỌC TUẤN]





Manage Report Preparation **Appendix**

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

Search by: Emp ID Nation: Vietnam Status: Select All

Current Contract Type: Select All Have Appendix: Yes Create Appendix: ☐ Get Salary: ☐ 2 record(s).

Select	Team/Section	Emp ID	Full Name	Contract No	Contract Kind	Appendix No	Create New	Singature Date	Get Salary	Salary	Res Allow
<input type="checkbox"/>	Accounting & Tax T	200359	TRẦN CAO ĐỂ	200359/2/HĐ 1 NĂM	1 YEAR	200359/2/HĐ 1 N	<input type="checkbox"/>	11/10/2008	<input type="checkbox"/>	6,128,000	
<input type="checkbox"/>	Accounting & Tax T	200360	HỒ THỊ NGÀ	200360/2/HĐ 1 NĂM	1 YEAR	200360/2/HĐ 1 N	<input type="checkbox"/>	15/10/2008	<input type="checkbox"/>	7,299,000	

- Tab **Appendix**: is where user can print appendix and adjust some information on appendix.
- User can choose search condition on form and then click  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  search button to see information. And then user can check onto ☒ Create New box and  save button to create appendix for employee.
-  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)