

SALARY REPORT

1. Path:

HR/Payroll Admin/Salary Report.

2. Image:

The screenshot shows a web application titled "Salary Reports". The browser address bar shows "[/ESYS/form/ch/cs/chcs00070.aspx]". The user is logged in as "ĐINH NGỌC TUẤN". The interface has two tabs: "General Reports" and "Bonus Reports". The "General Reports" tab is active, displaying a form titled "SALARY MONTH" with a date selector set to "07/2009". Below this is a table with columns: Report Name, Organization, Group, Status, Pay Type, Money Type, Type, and Emp ID. The table lists various report types, each with dropdown menus for Organization, Group, Status, Pay Type, Money Type, and Type, and a text box for Emp ID. An orange circle highlights the "SALARY MONTH" date selector, and an arrow points from the text "Choose month to print out excel file." below to it.

Report Name	Organization	Group	Status	Pay Type	Money Type	Type	Emp ID
<input checked="" type="radio"/> Salary Payment	Select All	Select All	Select All	Select All	Select All	>0	
<input type="radio"/> Pay-slip	Select All	Select All	Select All	Select All	Select All	>0	
<input type="radio"/> Payroll Group Summary	Select All	Select All	Select All	Select All	Select All	>0	
<input type="radio"/> Income Tax	Select All	Select All	Select All	Select All	Select All	>0	
<input type="radio"/> Severance Pay	Select All	Select All	Select All	Select All	Select All	>0	
<input type="radio"/> Salary Payment by Bank	Select All	Select All	Select All	Select All	Tiền Việt	>0	
<input type="radio"/> Salary Payment by Cash	Select All	Select All	Select All		Tiền Việt	>0	
<input type="radio"/> Money's Classification	Select All	Select All	Select All	Select All	Tiền Việt	>0	
<input type="radio"/> Money's Classification by Group	Select All	Select All	Select All	Select All	Tiền Việt	>0	
<input type="radio"/> Insurance payment	Select All	Select All	Select All	Select All	Tiền Việt	>0	

Choose month to print out excel file.

3.1 Definition:


The "General Report tab" Form is where conclude most of relevant report on salary of employees.

Summary:

- Button: [Excel Report](#).

4.1 How to use:

- User can choose one of following searching criteria to print out into excel file: Choosing month to print in Date box **SALARY MONTH**; Choosing Department in list box **Organization**; Choosing **Group**; working status of employee in **Status**; payment term for employees in **Pay Type**; Choose employees has salary as zero, or less than zero in the box **Type**; inputting employee code in box **Emp ID** to print out report for one employee. After choosing the above information, user click into the

button  [Excel Report](#) to print out the report on salary of employee into Excel file.

Salary Reports

[/ESYS/form/ch/cs/chcs00070.aspx] Welcome [ĐÌNH NGỌC TUẤN]

General Reports **Bonus Reports**

BONUS YEAR

Year 2009 Time FIRST TIMES

Report Name	Organization	Group	Pay Type	Money Type	Emp ID
<input checked="" type="radio"/> Bonus Payment	Select All	Select All	Select All	Select All	
<input type="radio"/> Bonus slip	Select All	Select All	Select All	Select All	
<input type="radio"/> Bonus Group Summary	Select All	Select All	Select All	Select All	
<input type="radio"/> Bonus Payment by Bank	Select All	Select All	Select All	Tiền Việt	
<input type="radio"/> Bonus Payment by Cash	Select All	Select All	Select All	Tiền Việt	
<input type="radio"/> Money's Classification	Select All	Select All	Select All	Select All	
<input type="radio"/> Money's Classification by Group	Select All	Select All	Select All	Select All	

Choose Year to make report

Choose times of receiving bonus amount


3.2 Definition:

The “**Bonus Reports tab**” Form is where user can make report on bonus amount of employees.

Summary:

- Button: [Excel Report](#).

4.2 How to use:

- User can choose one of searching criteria to print out report into excel files: Choosing year in date box **Year**, times of receiving bonus in list box **Time**, date of receiving bonus, organization in list box **Organization**, group in the list box **Group**, payment term to pay for employee in list box **Pay Type**, input employee code in text box **Emp ID** to print report for the employee.
- After choosing the above information, user click into the button  [Excel Report](#) to print out the report on salary of employee into Excel file.

5.1. Field Description:

Salary Report tab

Field Name	Description
Salary Payment	The amount of salary paid for employees
Payment Slip	Salary payment slip

Payroll Group Summary	Total of salary paid for a working group.
Income Tax	List of employees pay income tax and the amount of income tax.
Severance Pay	Severance allowance must be paid for employee when their labor contract is expired.
Salary Payment by Bank	List of employees paid by Bank
Salary Payment by Cash	List of employee paid by Cash.
Money's Classification	Classify money type to pay for employee
Money's Classification by Group	Classify money type to pay for a group

5.2 Field Description: Bonus Reports Tab

Field	Description
Bonus Payment	List of employees and their bonus.
Bonus Slip	Print out the bonus slip for employee
Bonus Group Summary	Total bonus amount for a group
Bonus Payment by Bank	List of employees paid by Bank
Bonus Payment by Cash	List of employees paid by cash
Money's Classification	Classify money to pay for employee
Money's Classification by Group	Classify money to pay for a group