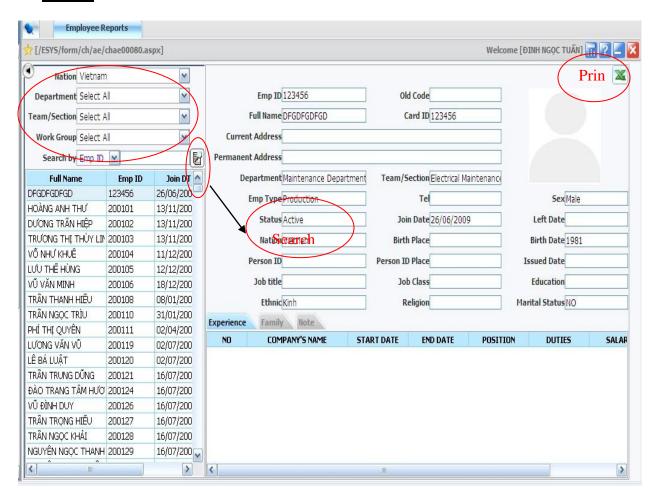
EMPLOYEE REPORTS

1. Path:

HR/Employee/ Employee Reports.

2. Image:



3. Definition:

The "Employee reports" Form is where user can search and view detail information of each employee.

-> we can print "employee card"

Summary:

- The "Employee reports" form: User can choose searching criteria as Department, Work Group, Team/Section Search by (Emp ID, Full Name, Card ID, Person ID), Nation to look up.
- The button €: to collapse or expand Master grid and Detail grid.
- Some buttons: Search, Print.

4. How to use:

- Button : user can choose one of searching criteria as checking into list box Department view all group belonged to Department, then clicking into the name that user wants to choose to process quickly.
- Choose from list box Work Group, Team/Section Search by Emp ID, Full Name, Card
 ID, Person ID, Nation and then click into the button employee.
- Button : user can click into the button to print out detail information of employee into excel file.

5. Field Description:

Field Name	Description
Full name	Full name
Emp ID	Employee code
Card ID	Employee Card code
Person ID	Personal ID
Old code	Old Employee code
Current Address	Current Address
Permanent Address	Permanent Address
Sex	Sex
Department	Department that the employee works
Work Group	Work Group that the employee works
Team/Section	Team/Section that employee belongs to
Emp Type	Employee type
Tel	Telephone
Status	Status
Join date	Joining date into the company
Left date	Leaving date off the company
Nation	Nation
Birth place	Birth place
Birth date	Birth date
Person ID	Person ID
Person ID place	Person ID place
Issued date	Issued date
Position	Position
Job	Job
Education	Education
Ethnic	Ethnic

Religion	Religion
Marital status	Marital status
Tab Experience	Information on working experience of the
	employee
Tab Family	Information on family relation of the
	employee
Tab Note	Other information related to the employee
No	Number automatic
Company's name	Company's name
Start date	Starting date of joining the company
End date	Ending date in the company
Position	Job title of the employee in company
Salary	Salary
Remark	Remark