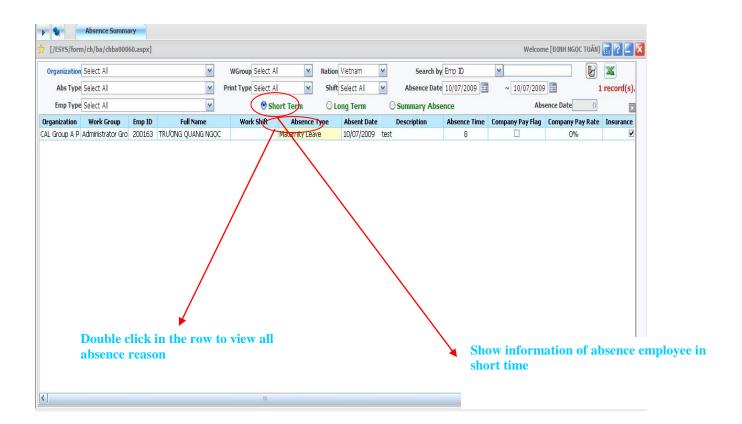
ABSENCE SUMMARY

1. Path:

HR/TimeAttendance/ Absence Summary.

2. Image:



3. Definition:

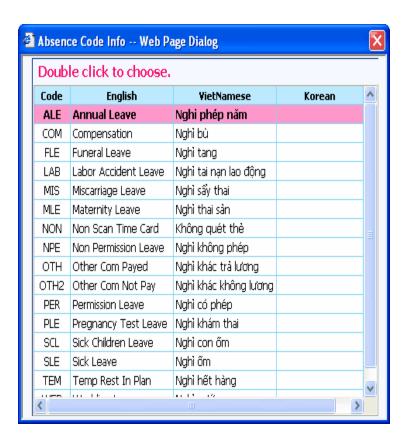
- The "Absence Summary" Form is where user can view and print out daily report on absence information of employee in "short time", "long Term" or view total absence date of employee.
- Summary:
- The "Absence Summary" form: User can choose searching criteria as Organization, WGroup, Nation, Search(Emp ID, Card ID, Name), Absence type, Print type, shift, Absence date, short term, Long Term, Summary Absence.
- Some button: Search, Detail Report.

4. How to use:

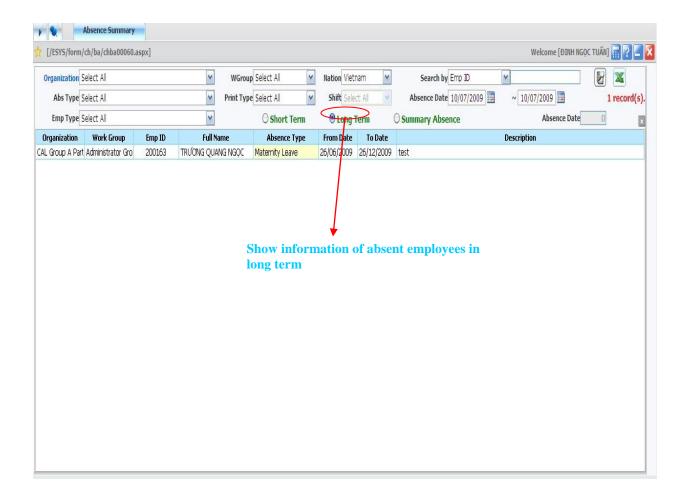
• Button User can choose one of searching criteria as: Check into listbox Organization or can click into the blue text **Organization** to view all group belonged to Organization. Then, click into the organization that user want to select to quickly searching.



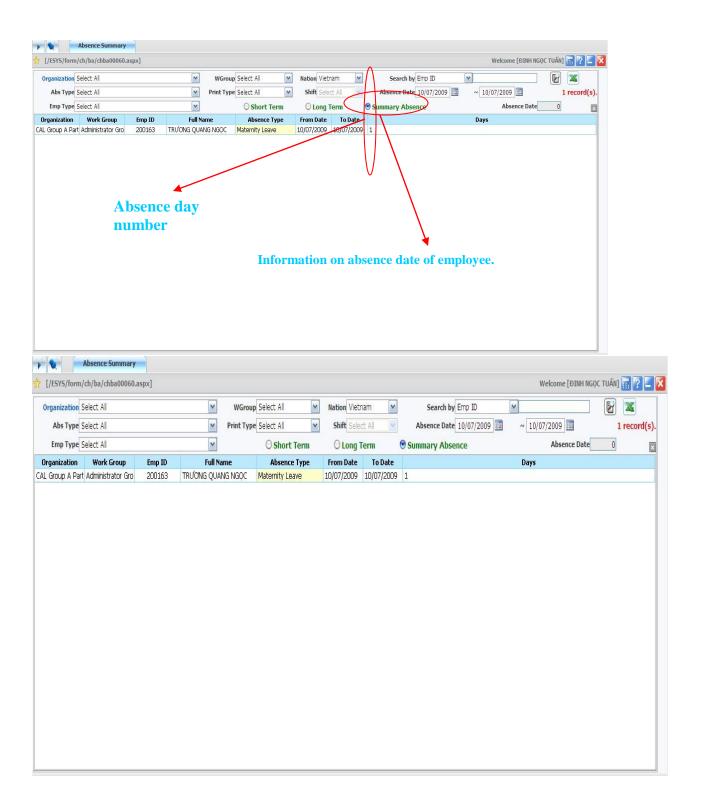
- Or user can choose WGroup, Search(Emp ID, Card ID, Name), Absence type, Print type, shift, Absence date, short term, Long Term, Summary Absence. Then, click into the button to view all information of absence employee.
- User can double click into the column Absence Type to view all absence reason shown in Vietnamese. After double clicking into the column Absence Type. A form Absence Code is shown.



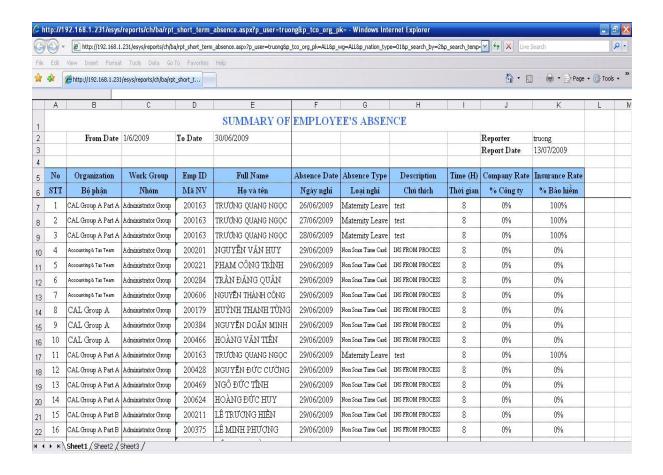
• Radio button Long Term: show absence information of employee in long term



• Radio button Summary Absence: Show total absence date of employee.



Button : to print out detail report on absent employees for manager.



5.1 Field Description:

Radio button Short Term

Field Name	Description
List box Organization	Criteria to look up by Organization
List box WGroup	Criteria to look up by work group
List box Search by	Look up by Emp ID, Card ID, Name
List box Absence Type	Look up by absence reason
List box Nationality	Look up by nation name
List box Print Type	Look up or print out each type Pay
	(Company), Not pay (Company), Pay
	(Insurance), Not pay (Insurance),
	Permission, Non Permission, Select All.
List box Shift	Look up under working shift
Absence Date	Look up by absence date in the period
	from date to date
Text box Absence day	The text box to input and look up under
	the criteria as absence date

Emp ID	Employee ID (Employee code)
Full Name	Employee name
Work shift	Working shift
Absence Type	Absence type
Absence Date	Absence date
Description	Description
Absence time	Absence time
Company pay flag	If user choose this box, the absent
	employee will be pay that day
Company pay rate	Percentage rate salary of company paid.
Insurance pay flag	if choose the box, the absent employee
	will be paid by insurance company
Insurance pay rate	Percentage salary rate of insurance
	company paid.

5.2 Field Description:

Radio button Long Term

Field Name	Description
List box Organization	Criteria to look up by Organization
List box Work Group	Criteria to look up by Work group
List box Search by	Look up by Emp ID, Card ID, Name
List box Absence Type	Look up by absence reason
List box Nationality	Look up by nation name
List box Print Type	Look up or print out each type Pay (Company),
	Not pay (Company), Pay (Insurance), Not pay

	(Insurance), Permission, Non Permission, Select All.
Listbox Shift	Searching by working shift
Absence Date	Look up by absence date in the period from date
	to date
Texbox Absence day	The text box to input and look up under the
	criteria as absence date
Emp ID	Employee ID (Employee code)
Full Name	Employee full name
Absence Type	Absence reason
From date	Choosing from date
To date	To date
Description	Description

5.3 Field Description:

Radio button Summary Absence

Tên Field	Description
List box Organization	Criteria to look up by Organization
List box Work Group	Criteria to look up by work group
List box Search by	Look up by Emp ID, Card ID, Name
List box Absence Type	Look up by absence reason
List box Nationality	Look up by nation name
List box Print Type	Look up or print out each type Pay
	(Company), Not pay (Company), Pay
	(Insurance), Not pay (Insurance),
	Permission, Non Permission, Select All.
List box Shift	Searching by working shift
Absence Date	Look up by absence date in the period
	from date to date
Text box Absence day	The text box to input and look up under
	the criteria as absence date
Emp ID	Employee ID (Employee code)
Full Name	Employee full name

Absence Type	Absence reason
From date	Choosing from date
To date	To date
Days	Number of absence date