

PROCESS SALARY

1. Path:

HR/Payroll Admin/Process Salary.

2. Image:

The screenshot shows a web browser window titled 'Process Salary' with the URL '[/ESYS/form/ch/cs/chcs00060.aspx]'. The user is logged in as 'ĐÌNH NGỌC TUẤN'. The form is divided into two main sections: 'Salary Process Information' and 'Bonus Process Information (13th Month salary)'. Red circles and arrows highlight specific fields with Vietnamese annotations:

- Salary Process Information:**
 - Location:** A dropdown menu set to 'Select All'. Annotation: 'Chọn nơi để thực hiện việc tính lương.'
 - Salary Kind:** A dropdown menu set to 'MONTH SALARY'.
 - Allowance Include:** A text field containing 'Res Allow, Gasoline Allow, Tel Allow, Full Atten'.
 - Work Month:** A date selector set to '07/2009'. Annotation: 'Chọn tháng để thực hiện việc tính lương cho nhân viên.'
 - From:** A date selector set to '26/06/2009'. Annotation: 'Chọn ngày From DT và To DT để thực hiện việc tính lương trong khoảng từ ngày đến ngày.'
 - To:** A date selector set to '25/07/2009'.
 - Ex Rate:** An empty text field.
 - Buttons:** 'Process' and 'Delete'.
- Bonus Process Information (13th Month salary):**
 - Location:** A dropdown menu set to 'Select All'.
 - Year:** A date selector set to '2009'.
 - Times:** A dropdown menu set to 'FIRST TIMES'.
 - Ex Rate:** An empty text field.

3. Definition:

The “**Process Salary**” Form is where to process calculation of employee.

Summary:

- Button: **Process**.

4. How to use

- Choose month in box **Work Month**, or choose date (from date to date) on the box **From DT, To DT**. Then click into the button **Process** to System automatically calculate salary for employees.

5. Field Description:

Field Name	Description
Salary Kind	Salary type (under month or under

	project)
Allowance Include	Included allowance
Work Month	Choose working month to calculate salary
From DT, To DT	Choose date to calculate salary
Location	Choose location to calculate salary, in case the company has a lot of factories in different locations, user can choose one factory to calculate salary in the factory.