BASIC SALARY SUMMARY

1. Path:

HR/Payroll Admin/Basic Salary Summary.

2. Image:

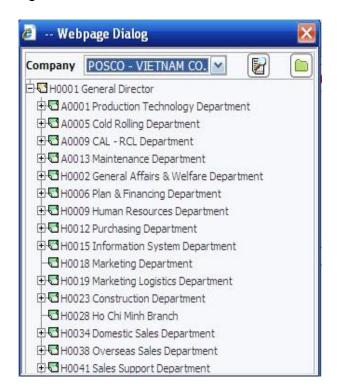
Organization Select All		Org Type Select All	~	Posit	ion Select All	Search	by Emp II	· ·		
Months ~	Contra	act Type Select All	v	Sta	tus Active	Join Da	te	~		
Money Kind	Tiền Việ	it 💌	Sala	ry Mor	th 06/2009	Level2 Salar	~	~	5	60 rec(s)
Department		Team/Section	Emp ID		Full Name	Join Date	Pro Sal	Contract	nt Salary And Allowa	ance Inform
Department		reamy section	Linp 10		/ Tull Hume	John Ducc	110.50	contract	Position	Level1
Plan & Financing Department	Accountin	g & Tax Team	200104	VÕ NH	/ KHUÊ	11/12/2006	15,840,000	3 YEARS	Team Manager	15,840
Plan & Financing Department	Accountin	g & Tax Team	200201	NGUYĚ	V VĂN HUY	18/02/2008	1,814,400	3 YEARS		1,814
Plan & Financing Department	Accountin	g & Tax Team	200221	PHAM :	ONG TRÌNH	18/02/2008	1,586,400	3 YEARS		1,586
Plan & Financing Department	Accountin	g & Tax Team	200284	TRÂN I)ĂNG QUÂN	27/02/2008	3,744,000	3 YEARS		3,744
Plan & Financing Department	Accountin	ng & Tax Team 200356		ĐẶNG	THỊ HIỀN	04/08/2008	4,116,000	3 YEARS	Junior staff	4,116
Plan & Financing Department	Accountin	g & Tax Team	200359	TRẦN	:AO ĐỆ	11/08/2008	4,902,400	1 YEAR	Junior staff	4,902
Plan & Financing Department	Accounting & Tax Team		200860	HÕ TH	NGA	15/08/2008	5,839,200	1 YEAR	Junior staff	5,839
Plan & Financing Department	Accounting & Tax Team		200592	TRẦN THỊ NGA		09/02/2009	3,744,000	1 YEAR	Junior staff	3,744
Plan & Financing Department	Accounting & Tax Team 200		200606	NGUYỄN THÀNH CÔNG		09/02/2009	1,800,000	1 YEAR		1,800
Construction Department	Architecture CM Group 200134		NGUYĚN THỂ PHONG		05/09/2007	11,232,000	1 YEAR	Assistant Manager	11,232	
CAL - RCL Department	CAL - RCI	RCL Department 200164		PHẠM TRÍ DỮNG		18/02/2008	4,568,800	3 YEARS	Supervisor (Deputy)	4,568
CAL - RCL Department	CAL Grou	p A 200154		PHAN MINH TRÍ		18/02/2008	8,283,200	3 YEARS	Supervisor (Deputy)	8,283
CAL - RCL Department	CAL Gro	10.00	_		THANH TÙNG	18/02/2008	2,469,600	3 YEARS		2,469
CAL - RCL Department	CAL Gro	Choose Mo	Choose Month to		N DOĂN MINH	06/10/2008	1,584,000	1 YEAR		1,584
CAL - RCL Department	CAL Gro	Search		5 VĂN TIẾN NG QUANG NGỌC THANH HÒA		01/12/2008	1,584,000	1 YEAR		1,584
CAL - RCL Department	CAL Gro					18/02/2008	1,814,400	3 YEARS	Junior operator	1,814
CAL - RCL Department	CAL Grou	printer.	10/03/2008			4,115,200	3 YEARS	Part Leader (Deputy) 4,115	
CAL - RCL Department	CAL Grou	A Part A 200418		HÀ THI	ÊN NHÂN	06/10/2008	1,584,000	1 YEAR	Junior operator	1,584
CAL - RCL Department	CAL Grou	CAL Group A Part A 200428		NGUYỄN ĐỨC CƯỜNG		06/10/2008	1,798,400	1 YEAR	Junior operator	1,798

3.1 Definition:

- The "Basic **Salary Summary**" Form is where user can view salary status to print report for manager.
- The salary status means that when user uses this form, user can view information related to salary, including: The current salary and allowance information and the salary and allowance information of the month of each employee and then print out report.
- This form allows user to choose any organization or any employees to view and print out report by choosing any search criteria
- Summary:
- The "Salary" tab: user can choose searching criteria as: Organization, Org Type, Position, Search by(Emp ID, Name, Card ID), Months, Years, Contract Type, Status, Join Date, Salary Month, Salary.
- Some buttons: Search, Report and nút hide column.

4.1 How to use:

 User can choose one of searching criteria to look up as choosing Organization at list box Organization or clicking into the hyperlink Organization, user can choose Organization and left click into the name that user want to choose.

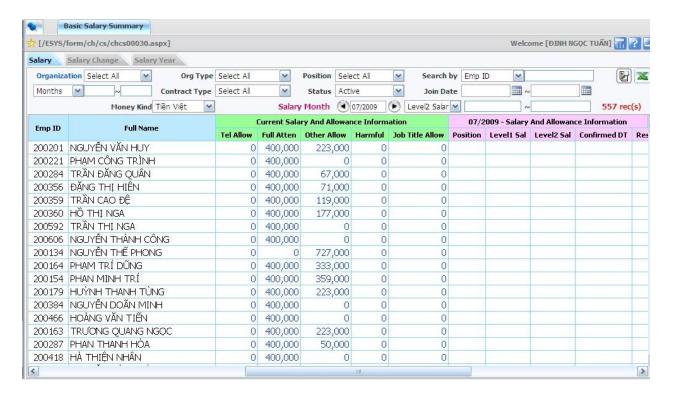


Button Search: User can choose one of searching conditions to look up as:
 Org Type, Position, Search by(Emp ID, Name, Card ID), Months, Years, Contract

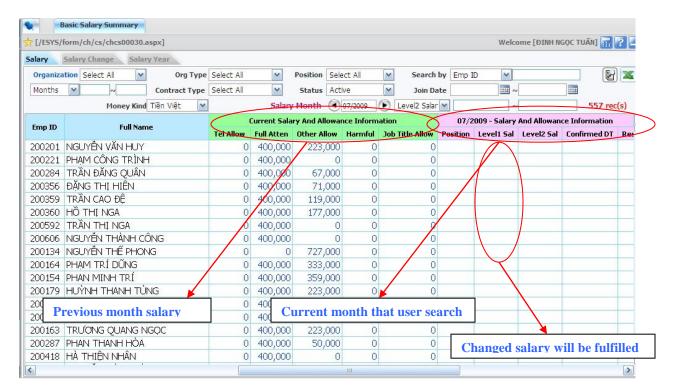
Type, Status, Join Date, Salary Month, Salary. After that click button to see information about salary of employee.

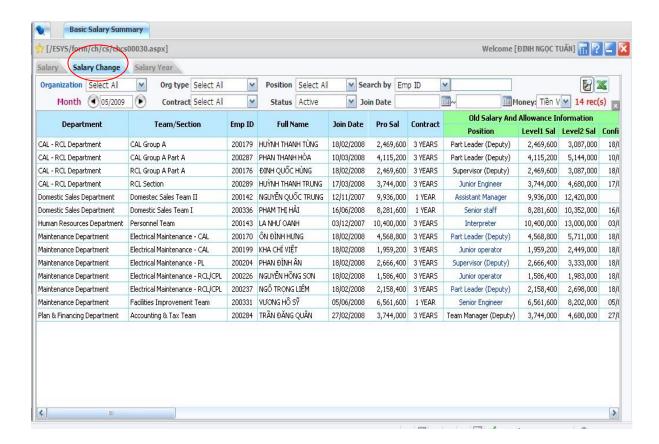
Button

: when user click into the button, there will show some column.



- Button :: When user click into the button, the form will show some hidden column.
- Button Report: To print out report on salary of employee for manager.





3.2 Definition:

The "Salary Change" Form is where user can view information on employee has changed salary

Summary:

- The "Salary Change" tab: searching criteria as Organization, Org Type, Position, Search by (Emp ID, Name, Card ID), Month, Contract Type, Status, Join Date.
- Some button: Search, Report and hide column.

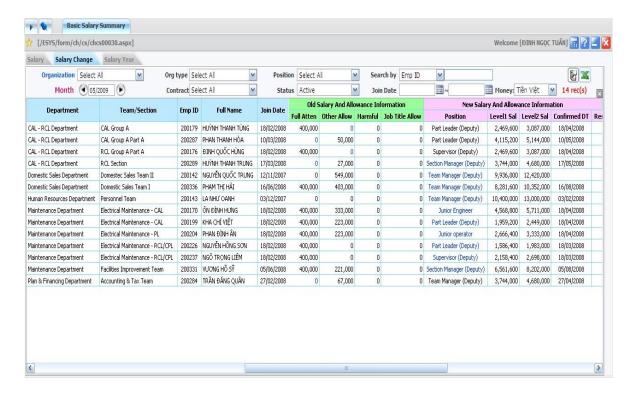
4.2 How to use:

 User can choose one of searching criteria to look up as choosing Organization at list box Organization or clicking into the hyperlink Organization, user can choose Organization and left click into the name that user want to choose.

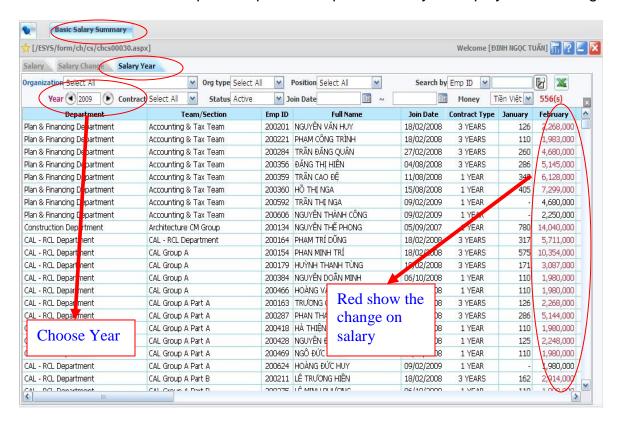


- Button Search: choose one of searching criteria to look up as Organization,
 Org Type, Position, Search by(Emp ID, Name, Card ID), Month, Contract Type,
 Status, Join Date, then click into the button to view information of employee changed salary
- Button

 : when user click into the button, there will show some column.



- Button :: When user click into the button, the form will show some hidden column.
- Button Report: To print out report on salary of employee for manager.



3.3 Definition:

The "Salary Year" Form is where user can view salary of employee in each month of the year.

Summary:

- The "Salary Year" tab: searching criteria as Organization, Org Type, Position, Search by (Emp ID, Name, Card ID), Year, Contract Type, Status, Join Date.
- Some buttons: Search, Report and button

 hide column.

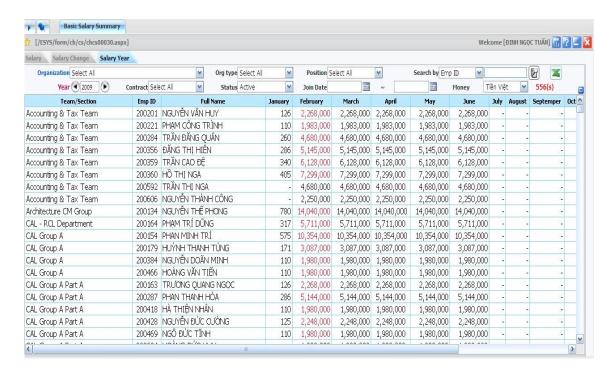
4.3 How to use:

 User can choose one of searching criteria to look up as choosing Organization at list box Organization or clicking into the hyperlink Organization, user can choose Organization and left click into the name that user want to choose



- Button Search: Choose one of searching criteria as Organization, Org Type, Position, Search by(Emp ID, Name, Card ID), Year, Contract Type, Status, Join Date, then click into the button to view information of employee who is changed salary
- Button

 : when user click into the button, there will show some column.



- Button :: When user click into the button, the form will show some hidden column
- Button Report: To print out report on salary of employee for manager.

5.1 <u>Field Description:</u> Salary

Field Name	Description
Organization	Look up by Organization
Org Type	Look up by Organization Type
Position	Look up by Position
Search By(Emp ID, Name, Card ID)	Look up by Employee code, Employee
	name, Employee card
Months	Look up by month
Years	Look up by year
Contract Type	Look up by Contract Type
Status	Look up by working status
Join Date	Look up by joining date into company
Salary Month	Look up by month
Text box Salary	Look up by salary period
Emp ID	Employee code
Full Name	Employee full name
Join Date	Date of joining into company of the
	employee

Pro Sal	Probation salary
Contract	Contract type
Position	Position of employee
Level 1 Sal	Salary (Level 1)
Level 2 Sal	Offer increased salary (level 2)
Confirm Date	Date of offering increased salary
Res Allow	Responsibily Allowance
Gasoline Allow	Gasoline Allowance
Tel Allow	Telephone Allowance
Full Atten	Full Attendance
Harmful	Harmful Allowance
Job Title Allow	Job Title Allowance

5.2 Field Description: Salary Change

Field Name	Description
Organization	Look up by Organization
Org Type	Look up by Organization Type
Position	Look up by Position
Search By(Emp ID, Name, Card ID)	Look up by Employee code, Employee
	name, Employee card
Months	Look up by month
Contract Type	Look up by year
Status	Look up by Contract Type
Join Date	Look up by working status

Emp ID	Employee code
Full Name	Employee full name
Join Date	Date of joining into company of the
	employee
Pro Sal	Probation salary
Contract	Contract type
Position	Position of employee
Level 1 Sal	Salary (Level 1)
Level 2 Sal	Offer increased salary (level 2)
Confirm Date	Date of offering increased salary
Res Allow	Responsibily Allowance
Gasoline Allow	Gasoline Allowance
Tel Allow	Telephone Allowance
Full Atten	Full Attendance
Harmful	Harmful Allowance
Job Title Allow	Job Title Allowance

5.3 <u>Field Description:</u> Salary Year

Field Name	Description
Organization	Look up by Organization
Org Type	Look up by Organization Type
Position	Look up by Position
Search By(Emp ID, Name, Card ID)	Look up by Employee code, Employee
	name, Employee card
Years	Look up by month
Contract Type	Look up by year
Status	Look up by Contract Type
Join Date	Look up by working status
Emp ID	Employee code
Full Name	Employee full name
Join Date	Date of joining into company of the

	employee
Contract Type	Probation salary
January	Salary on January
February	Salary on Febuary
March	Salary on March
April	Salary on April
May	Salary on May
June	Salary on June
July	Salary on July
August	Salary on August
September	Salary on September
October	Salary on October
November	Salary on November
December	Salary on December
Res Allow	Responsibily Allowance
Gasoline Allow	Gasoline Allowance
Tel Allow	Telephone Allowance
Full Atten	Full Attendance
Harmful	Harmful Allowance
Job Title Allow	Job Title Allowance