SALARY ADJUSTMENT

1. **Đường dẫn:**
   HR/Payroll Admin/Salary Adjustment.
2. **Hình ảnh:**


3. **Definition:**
   - Salary Adjustment is the form that user can adjust, modify the amount into employees' salary.
   - This form means user can return an amount for employees or deduct an amount in employees' salary with the specific reason.
   - **Summary:**

     - The "**Salary Adjustment**": Searching criteria as **Organization, Org Type**, Search by(Emp ID, Name, Card ID), From To, Type.
     - Buttons: *Search, Add, Delete, Save, Print, Set Grid.*

4. **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.
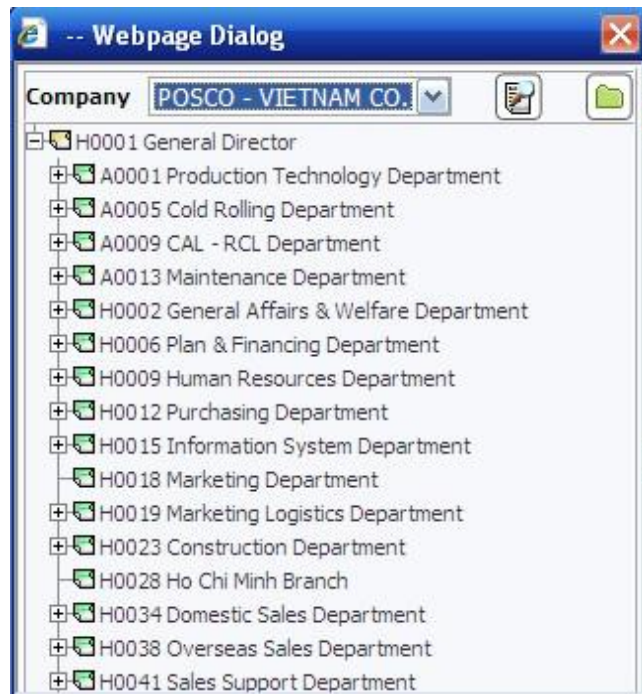
- Button Search: Choose one of searching as **Organization**, Org Type, Position, Search by(Emp ID, Name, Card ID), From, To, Type, then click into the button to view information on salary of employee.
- List box **Type**: **ADVANCE (**Advance amount**)**, **RETURN** (Amount that company returns for employee becuase of some reasons), OTHER (another amount)
- Button Add: use to add more employee on the grid and salary status for the employee. Firstly, user have to choose one **Type,** then click into the button , there will show a form.

Check here to select all employee on the form.   **Choose Adjustment date here**   **Check here to choose employee**

- User choose one of searching criteria as Organization, Org Type, Search by (Emp ID, Name, Card ID), Status, click into the button [icon] to view employee information, then click into the box **Select** to choose employee or can click into check box **Select** to select all employee on the form. Click into the button [icon] Select to select employee into the form **Salary Adjustment**. Input amount into the column **Amount**. Then, click into the button [icon] Save to save.
- User can do one time for several employees by keeping left – mouse and drag to choose several employees on the grid and input the amount into the text box **Amount**. Click into **Set Grid** [icon] to input amount into the column **Amount.** User also input the remark into the column **Note**, then click into the button [icon] Save to save.

- Button 🗑 Delete: Use to delete row. When user choose and click into the button 🗑 , it will mark a row that user want to delete and then appear a alert window to confirm whether user want to delete or not, of user want to delete, click **OK,** incontrast, click
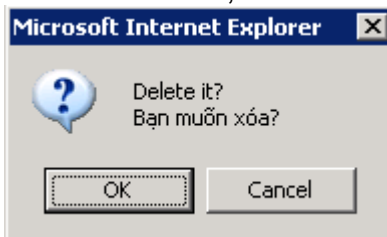
Cancel. Then click . to save.

- Button 🗷 Print: use to print out the report on adjustment salary of employee for manager.

5. Field Description:

Field Name	Description
Oganization	Look up by Organization
Org Type	Look up by Organization Type
Search By(Emp ID, Name, Card ID)	Look up by Employee code, Employee name, Employee card
From To	Look up by Date
Type	Choose Adjustment Type
Emp ID	Employee code

Full Name	Employee Full Name
Date	Adjustment Date
Adj Type	Adjustment Type
Amount	Amount
Note	Remark