

# INSURANCE REPORTS

1. **Path:** HR/Insurance/Insurance Reports.
2. **Image:**

The screenshot shows the 'Insurance Reports' form in the eSuite application. The form has a top navigation bar with tabs for HR, SO, PO, PC, INV, FA, DMS, and AG. The main content area includes search filters: Department (Select All), Group (Select All), Report Month (08/2008), Type (Front), Insurance Month (08/2008), Join Date, and Start Contract. Below these filters is a table of employee data. The table has columns: Select, GROUP, Emp ID, Full Name, Male, Female, Birth Date, Religion, Nation, Permanent Addr, Current Addr, Person ID, Person ID Place, Issued Date, and Health No. The table contains 44 records. Red circles and arrows highlight the 'Insurance Month' dropdown and the 'Emp ID' input field.

Select	GROUP	Emp ID	Full Name	Male	Female	Birth Date	Religion	Nation	Permanent Addr	Current Addr	Person ID	Person ID Place	Issued Date	Health No
<input checked="" type="checkbox"/>	ACCOUNTING	VN0-003	GIANG GIANG TÂM	X	0	13/11/1970		Korea			6472364		25/09/2008	
<input checked="" type="checkbox"/>	ACCOUNTING	VN0-004	BÀNH THỊ BÁCH THẢO	0	X	12/10/1980					7877743424		25/09/2008	
<input checked="" type="checkbox"/>	ACCOUNTING	VN0-005	PHAN THỊ THANH TUYẾN	0	X	02/08/1976					4327487324		17/06/2008	
<input checked="" type="checkbox"/>	F2 C LINE 1	VN0-019	LÊ THỊ CẨM VÂN	0	X	29/06/1978					9898		25/09/2008	
<input type="checkbox"/>	F2 C LINE 1	VN0-020	PHẠM THỊ THÚY HẰNG	0	X	29/06/1983					09898		25/09/2008	
<input type="checkbox"/>	F2 C LINE 1	VN0-028	NGUYỄN VĂN NGHĨA	X	0	24/06/1985					34234234		25/09/2008	
<input type="checkbox"/>	F2 C LINE 1	VN0-037	NGUYỄN THANH MINH	X	0	1978		Việt Nam						
<input type="checkbox"/>	F2 C LINE 1	VN0-044	LƯƠNG TĂNG LƯƠNG GIÁM	X	0	1986		Việt Nam						
<input type="checkbox"/>	F2 C LINE 1	VN0-045	CHECK	X	0	1986		Việt Nam						
<input type="checkbox"/>	F1 F LINE 1	VN0-014	TRƯƠNG THỊ THANH TUYẾN	0	X	02/05/1984					6799		25/09/2008	
<input type="checkbox"/>	F1 F LINE 1	VN0-033	NGUYỄN THANH BÌNH	0	X	12/02/1978		Việt Nam		ffff	123		25/09/2008	
<input type="checkbox"/>	F1 F LINE 1	VN0-034	BĂNG CÁT	0	X	1984		Việt Nam		ffffff	432432		25/09/2008	02323232
<input type="checkbox"/>	F1 F LINE 1	VN0-036	PHAN THỊ THU THUY	0	X	12/12/1987		Việt Nam					25/09/2008	
<input type="checkbox"/>	F1 F LINE 1	VN0-038	TRƯƠNG VĨNH HẰNG	0	X	01/01/1978		Việt Nam					08/10/2008	
<input type="checkbox"/>	F1 F LINE 1	VN0-039	BÙI QUANG HẢI	0	X	1978		Việt Nam						
<input type="checkbox"/>	F1 F LINE 1	VN0-040	BÙI QUANG VINH	0	X	1978		Việt Nam						
<input type="checkbox"/>	F1 F LINE 1	VN0-041	LƯU THỦY THẨM	0	X	01/01/1980		Việt Nam						
<input type="checkbox"/>	F1 F LINE 1	VN0-042	LÊ QUÍ ĐÓN	0	X	05/12/1976		Việt Nam						
<input type="checkbox"/>	F1 F LINE 1	VN0-043	TRƯƠNG THỊ THANH TUYẾN	0	X	02/05/1984		Việt Nam						
<input type="checkbox"/>	F1 F LINE 1	VN0-046	PROBATION TECH AMT	0	X	1983		Việt Nam						
<input type="checkbox"/>	F2 C LINE 2	VN0-012	TRẦN QUỐC TÙNG	X	0	18/02/1984		Việt Nam			67		22/06/2008	

Check onto box to use information of next box.

Check to input employee id on to Emp ID box.

## 3.1 Definition:

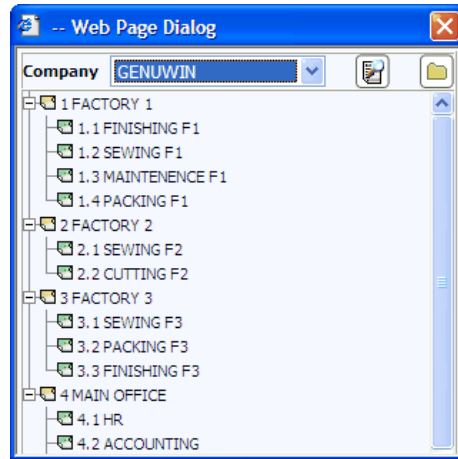
The “Insurance Reports” Form is where user can print information of insurance.




### Summary:

- The “01-TBH” form: User can print information employee participate insurance. Search by: Department, Group, Report Month, Type, Insurance Month, Join Date, Start Contract, Emp ID(in), Emp ID.
- Some buttons: [Search](#), [Report](#).

## 4.1 How to use:

- Search button: User can choose one of search condition to find: choose **Department** line. After that user will see one popup.



- User can click department name to select. And choose Group, Insurance Month, choose Join date, Start contract, input one employee id to Emp ID box or user can input some employee id onto Emp ID(in) and then click  button to see information.
-  button: User can check onto this button to system automatic check onto select column. Or user can choose some rows and click onto this button to select information to Print.
-  Report button: when user click this button. System will print information employee participate insurance.

HR

SO

PO

PC

INV

FA

DMS

AG

English

Insurance Reports

[/ESYS/form/ch/di/chdi00040.aspx]

Welcome [ĐẶNG THỊ THỦY VÂN]

01-TBH

02a-TBH

03a-TBH (MLE)

03a-TBH(Resign)

Department

Select All

Group

Select All

Report Month

07/2008

Times

FIRST TIMES

Insurance Month

07/2008

Emp ID

Times

FIRST TIMES

2 rec(s)

Group	Emp ID	Full Name	From Month	Health Increase	Social Increase
F1 F LINE 1	VNG-034	BĂNG CÁT	200807		
F1 P LINE 4	VNG-035	TRƯƠNG VĂN NGHỆ	200807		

Join Date

01/05/2008

~

01/11/2008

Emp ID

Start Contract

01/07/2008

~

20/11/2008

2 rec(s)

Group	Emp ID	Full Name	Join Date	Birth Dte	Female	Person ID	Address
F1 F LINE 1	VNG-033	NGUYỄN THANH BÌNH	18/08/2008	12/02/1978	X	123	
F1 F LINE 1	VNG-036	PHAN THỊ THU THUY	19/09/2008	12/12/1987	X		


### 3.2 Definition:

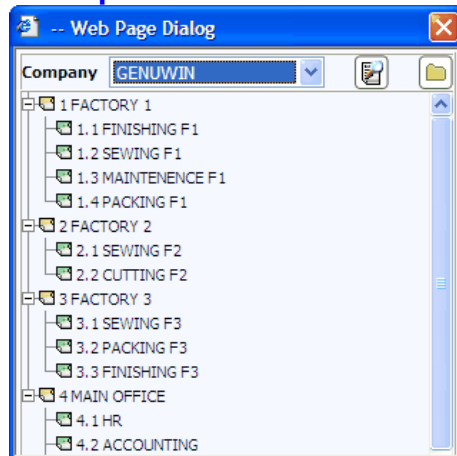
The “**02a-TBH**” Form is where user can print employee participate insurance by list.




#### Summary:

- The “**02a-TBH**” form: search by: Department, Group, Insurance Month, Emp ID, Times.
- On the left form is the list increase labour of month by insurance period.
- On the right form is the list to check information on the left form.
- Some buttons: **Search, Report.**

### 4.2 How to use:

-  Search button: user can choose one of search condition by click **Department**. Line and after that user can see one popup.



- You can click onto department name to select information and choose Group, Insurance Month, input one employee id onto Emp ID box and choose **Times**. And then click  button to see.
- User can choose some of search condition to check information increase insurance on the left form. To check employee will sign next labour contract and join date of employee. Choose Join Date, Start Contract, Times, input employee id onto Emp ID box and click  search button to see.
-  Report button: User can click this button to print the list increase insurance by insurance period.

GROUP NH	EMP ID	FULL NAME	JOIN DATE	ABSENCE TYPE	START DATE	END DATE
HR	VNG-001	TRẦN THỊ BÍCH LIÊU	05/08/2004	Maternity Leave	10/06/2008	08/07/2008
IMPORT-EXPORT	VNG-007	TRƯƠNG THỊ ÁI LINH	05/09/2005	Maternity Leave	01/07/2008	31/07/2008

### 3.3 Definition:

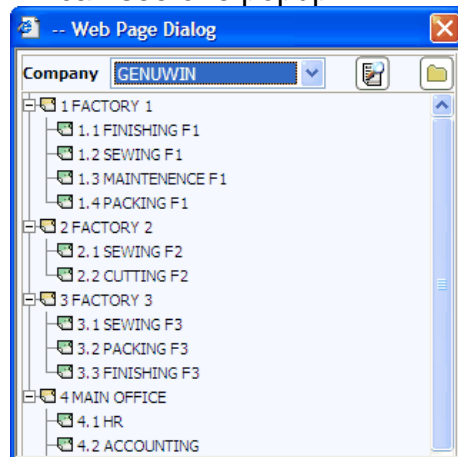
The “03a-TBH(MLE)” Form is where user can print the list adjust labour and level to pay social insurance and health insurance with maternity type.

#### Summary:


- The “03a-TBH(MLE)” form: Search by: Department, Group, Insurance Month, Emp ID, Times, Type.
- On the left form user can see the list adjust labour in month by period insurance.
- On the right form is where user can check information adjust labour.
- Some buttons: [Search](#), [Report](#).



### 4.3 How to use:

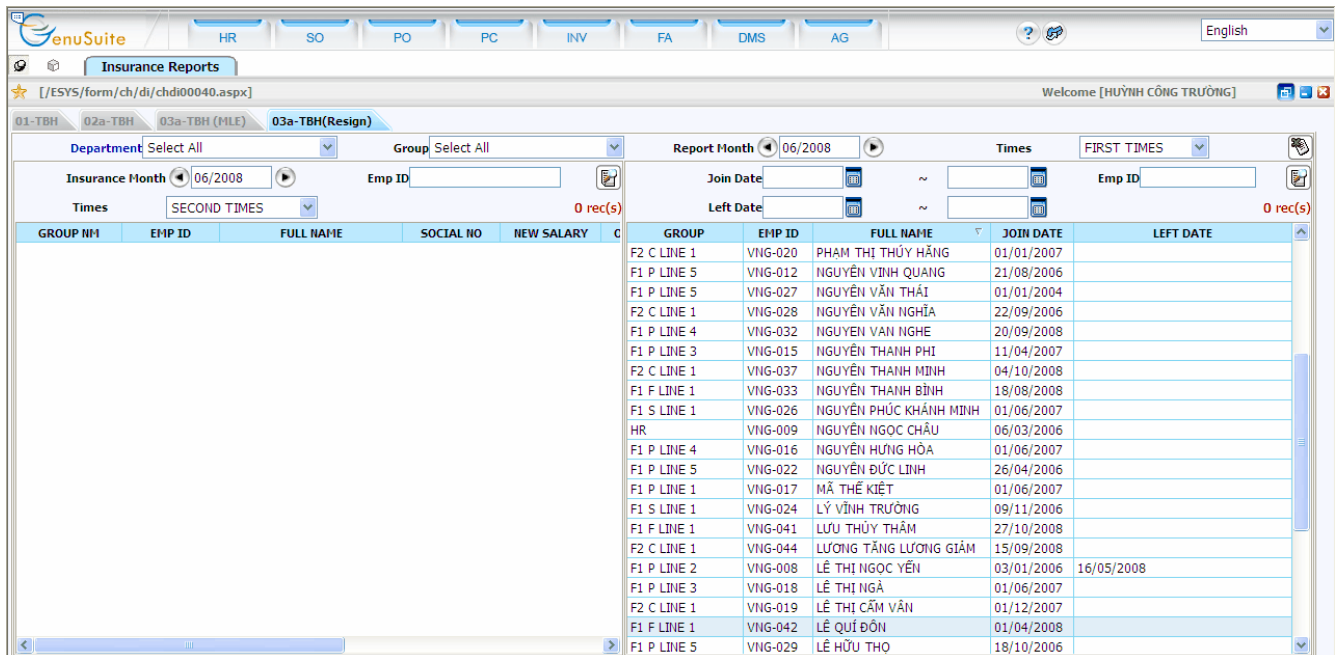
- Search button: User can click onto [Department](#) line and after that user can see one popup.



- User can click onto department name to select. And choose Group, Insurance Month, input only one employee id onto Emp ID box and choose

insurance period at **Times** box, choose Type. And then click  button to see.

- User can choose some of search condition to find information adjust labour with maternity type. Check employee who will stop work to maternity leave. Check begin date and end date maternity leave. Choose Start Date, End Date, Times and input only one employee id onto Emp ID box. After that click  search button to see.
-  Report button: User can click this button to print out the list adjust labour and level to pay insurance in month by insurance period.



GROUP NH	EMP ID	FULL NAME	SOCIAL NO	NEW SALARY	C	GROUP	EMP ID	FULL NAME	JOIN DATE	LEFT DATE
F2 C LINE 1	VNG-020	PHAM THI THUY HANG							01/01/2007	
F1 P LINE 5	VNG-012	NGUYEN VINH QUANG							21/08/2006	
F1 P LINE 5	VNG-027	NGUYEN VAN THAI							01/01/2004	
F2 C LINE 1	VNG-028	NGUYEN VAN NGHIA							22/09/2006	
F1 P LINE 4	VNG-032	NGUYEN VAN NGHE							20/09/2008	
F1 P LINE 3	VNG-015	NGUYEN THANH PHI							11/04/2007	
F2 C LINE 1	VNG-037	NGUYEN THANH MINH							04/10/2008	
F1 F LINE 1	VNG-033	NGUYEN THANH BINH							18/08/2008	
F1 S LINE 1	VNG-026	NGUYEN PHUC KHANH MINH							01/06/2007	
HR	VNG-009	NGUYEN NGOC CHAU							06/03/2006	
F1 P LINE 4	VNG-016	NGUYEN HUNG HOA							01/06/2007	
F1 P LINE 5	VNG-022	NGUYEN DUC LINH							26/04/2006	
F1 P LINE 1	VNG-017	MA THE KIET							01/06/2007	
F1 S LINE 1	VNG-024	LY VINH TRUONG							09/11/2006	
F1 F LINE 1	VNG-041	LUU THUY THAM							27/10/2008	
F2 C LINE 1	VNG-044	LUONG TANG LUONG GIAM							15/09/2008	
F1 P LINE 2	VNG-008	LE THI NGOC YEN							03/01/2006	16/05/2008
F1 P LINE 3	VNG-018	LE THI NGA							01/06/2007	
F2 C LINE 1	VNG-019	LE THI CAM VAN							01/12/2007	
F1 F LINE 1	VNG-042	LE QUI DON							01/04/2008	
F1 P LINE 5	VNG-029	LE HUU THO							18/10/2006	


### 3.4 Definition:

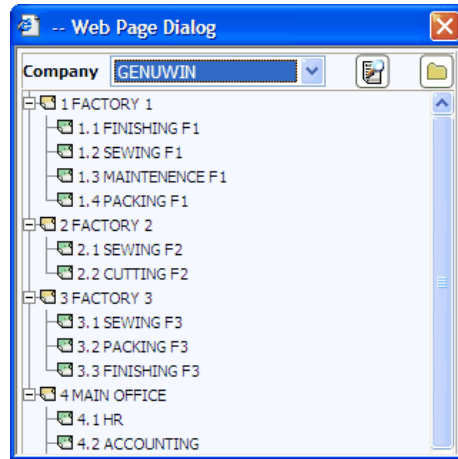
The “03a-TBH(Resign)” Form is where user can print the list of adjust labour and level to pay insurance with resign one’s job.




#### Summary:

- The “03a-TBH(Resign)” form: search by: Department, Group, Insurance Month, Emp ID, Times.
- On the left form is the list of adjust labour in month by insurance period.
- On the right form is where user can check information on the left form.
- Some buttons: [Search](#), [Report](#).

### 4.4 How to use:

-  Search button: user can choose one of search condition by: click onto [Department](#). Line and after that user can see one popup.



- User can click on department name to select. choose Group, Insurance Month, input only one employee id onto Emp ID box and choose **Times**. And then click  button to see.
- User can choose search condition on the right form to check information adjust labour for resign one's. User can check by join date and left date. Choose Join Date, Left Date, Times and input only one employee id onto Emp ID box. After that click  search button to see.
-  Report button: User can click this button to print the list adjust labour and level to pay insurance in month by insurance period..

### 5.1 Field Description: 01-TBH

Field Name	Description
Department	Department name
Group	Group name
Report Month	Report Month
Type(Front, Back, Two face)	Type(Front, Back, Two face)
Insurance Month	Insurance Month
Join date	Join date
Start Contract	Start Contract
Emp(in)	User can input some employee id onto Emp(in)
Emp ID	User can input only Employee id onto Emp ID
Select	User can check at select column to print
Group	Group name
EmpID	Employee ID
Full name	Full name
Male	Male
Female	Female
Birth date	Birth date
Religion	Religion
Nation	Nation

Permanent Addr	Permanent Address
Current Addr	Current Address
Person ID	Person ID
Person ID Place	Person ID Place
Issued Date	Issued Date
Health No	Health No
Health Place	Health Place
Start Month	Start Month
End month	End month
Position	Position
Salary	Salary

**5.2 Field Description:**  
**02a – TBH**

Field Name	Description
Department	Department name
Group	Group name
Insurance Month	Insurance Month
Emp ID	Employee id
Group	Group
EmplD	Employee ID



Full name	Full name
Social no	Social no
Health No	Health No
Birth date	Birth date
Male	Male
Female	Female
Person ID	Person ID
Address	Address
Health Place	Health Place
Salary	Salary
From Month	From Month
Health Increase	Health Increase
Social Increase	Social Increase

**5.3 Field Description:**  
**03a - TBH(MLE)**

Field Name	Description
Department	Department name
Group	Group
Insurance Month	Insurance Month
Emp ID	User can input only one employee id onto Emp ID box
Times	Times
Type	Type
Group_nm	Group name
EmpID	Employee ID
Full name	Full name
Social no	Social no
New_Sal	New salary

Old_sal	Old salary
From Month	From Month
To_month	To_month
Rate(%)	Rate(%)
Return_health_card_YN	Return_health_card_YN
Number_month	Number_month
Report month	Report month
Times	Times
Start date	Start date
End date	End date
Join date	Join date
Absence type	Absence type
Start date	Start date
End date	End date

**5.4 Field Description:**  
**03a - TBH(Resign)**

Field Name	Description
Department	Department
Group	Group
Insurance Month	Insurance Month
Emp ID	User can input only one employee id onto Emp ID box
Times	Times
Group nm	Group name
EmplID	Employee id
Full name	Full name
Social no	Social no
New_Sal	New salary
Old_sal	Old salary

From Month	From Month
To_month	To_month
Percent	Percent
Return ticket	Return ticket
Months	Months
Report month	Report month
Times	Times
Join date	Join date
Left date	Left date