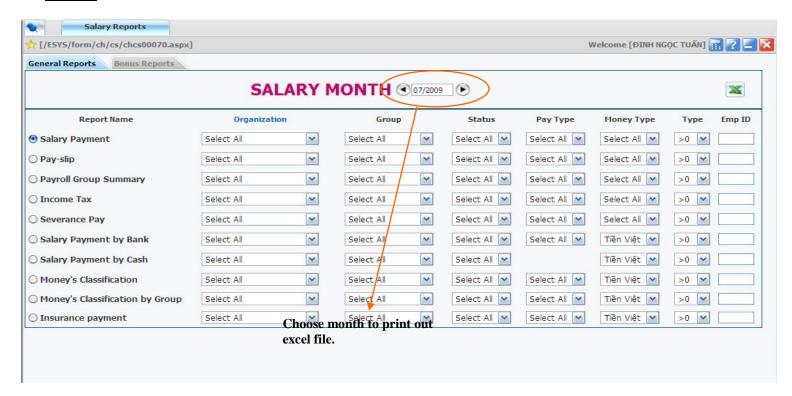
## **SALARY REPORT**

1. Path:

HR/Payroll Admin/Salary Report.

2. Image:



#### 3.1 Definition:

The "General Report tab" Form is where conclude most of relevant report on salary of employees.

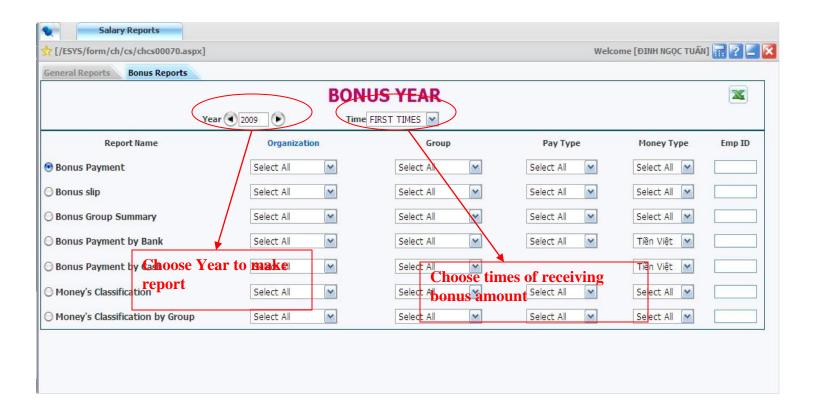
### **Summary:**

- Button: Excel Report.

#### 4.1 How to use:

 User can choose one of following searching criteria to print out into excel file: Choosing month to print in Date box SALARY MONTH; Choosing Department in list box Organization; Choosing Group; working status of employee in Status; payment term for employees in Pay Type; Choose employees has salary as zero, or less than zero in the box Type; inputting employee code in box Emp ID to print out report for one employee. After choosing the above information, user click into the

button Excel Report to print out the report on salary of employee into Excel file.



## 3.2 Definition:

The "Bonus Reports tab" Form is where user can make report on bonus amount of employees.

### **Summary:**

- Button: Excel Report.

#### 4.2 How to use:

- User can choose one of searching criteria to pint out report into excel files: Choosing year in date box Year, times of receiving bonus in list box Time, date of receiving bonus, organization in list box Organization, group in the list box Group, payment term to pay for employee in list box Pay Type, input employee code in text box Emp ID to print report for the employee.
- After choosing the above information, user click into the button Excel Report to print out the report on salary of employee into Excel file.

# 5.1. Field Description:

Salary Report tab

| Field Name     | Description                             |
|----------------|---|
| Salary Payment | The amount of salary paid for employees |
| Payment Slip   | Salary payment slip                     |

| Payroll Group Summary           | Total of salary paid for a working group.   |
|---------------------------------|---|
| Income Tax                      | List of employees pay income tax and the  |
|                                 | amount of income tax.   |
| Severance Pay                   | Severance allowance must be paid for employee when their labor contract is expired. |
| Salary Payment by Bank          | List of employees paid by Bank  |
| Salary Payment by Cash          | List of employee paid by Cash.  |
| Money's Classification          | Classify money type to pay for employee   |
| Money's Classification by Group | Classify money type to pay for a group  |

# 5.2 <u>Field Description:</u> Bonus Reports Tab

| Field                           | Description                           |
|---------------------------------|---------------------------------------|
| Bonus Payment                   | List of employees and their bonus.    |
| Bonus Slip                      | Print out the bonus slip for employee |
| Bonus Group Summary             | Total bonus amount for a group        |
| Bonus Payment by Bank           | List of employees paid by Bank        |
| Bonus Payment by Cash           | List of employees paid by cash        |
| Money's Classification          | Classify money to pay for employee    |
| Money's Classification by Group | Classify money to pay for a group     |