

APPOINTMENT EXECUTE

1. Path: HR/ Employee/ Appointment Execute

2. Image:

The screenshot shows a web application interface for 'Appointment Execute'. On the left is a 'Menu' sidebar with categories like 'Human Resource Management', 'Time&Attendance', 'Payroll Admin', 'Insurance', 'Evaluation', 'Business Trip', 'Production Control', and 'C&C Expense'. Under 'Human Resource Management', 'Appointment Execute' is selected. The main area has a header with 'Appointment Execute', 'Employee Relative', and 'Employee History' tabs. Below the header, there are search filters: 'Date' (01/06/2009 to 15/06/2009), 'Org' (Select ALL), 'Slip No', 'Status' (Saved), and 'Date' (15/06/2009). There are also fields for 'Charger', 'Org' (ACCOUNTING), and 'Remark'. A table with columns 'App NO', 'Emp ID', 'Emp Name', 'From Org', 'Name', 'From Position', 'To Org', 'Name', 'To Position', and 'App I' is displayed below. The status bar at the bottom indicates 'processing was completed!' and 'Trusted sites'.


3. Definition:

- This form allows us to confirm and execute registered information at Appointment Entry Form.

- **Summary:**

- The “Appointment Execute” form: Searching criteria as Date, Org.
- Some buttons: **Search, Appointment Execute.**

4. How to use:

- Button : user can choose one of searching criteria as Date, Org to find appointment list, click the row that has just found out, information of employee list that has been moved will display on the right side, user can see:

Attendance & Absen... Working Rate HR Code Appointment Execute Appointment Entry

Star [/ESYS/form/ch/ae/chae00180.aspx] Welcome [ĐOÀN ĐÌNH TY]

Date 01/06/2009 ~ 18/06/2009

Org Select ALL

Slip No 31 Date 17/06/2009 Status Saved Org ACCOUNTING

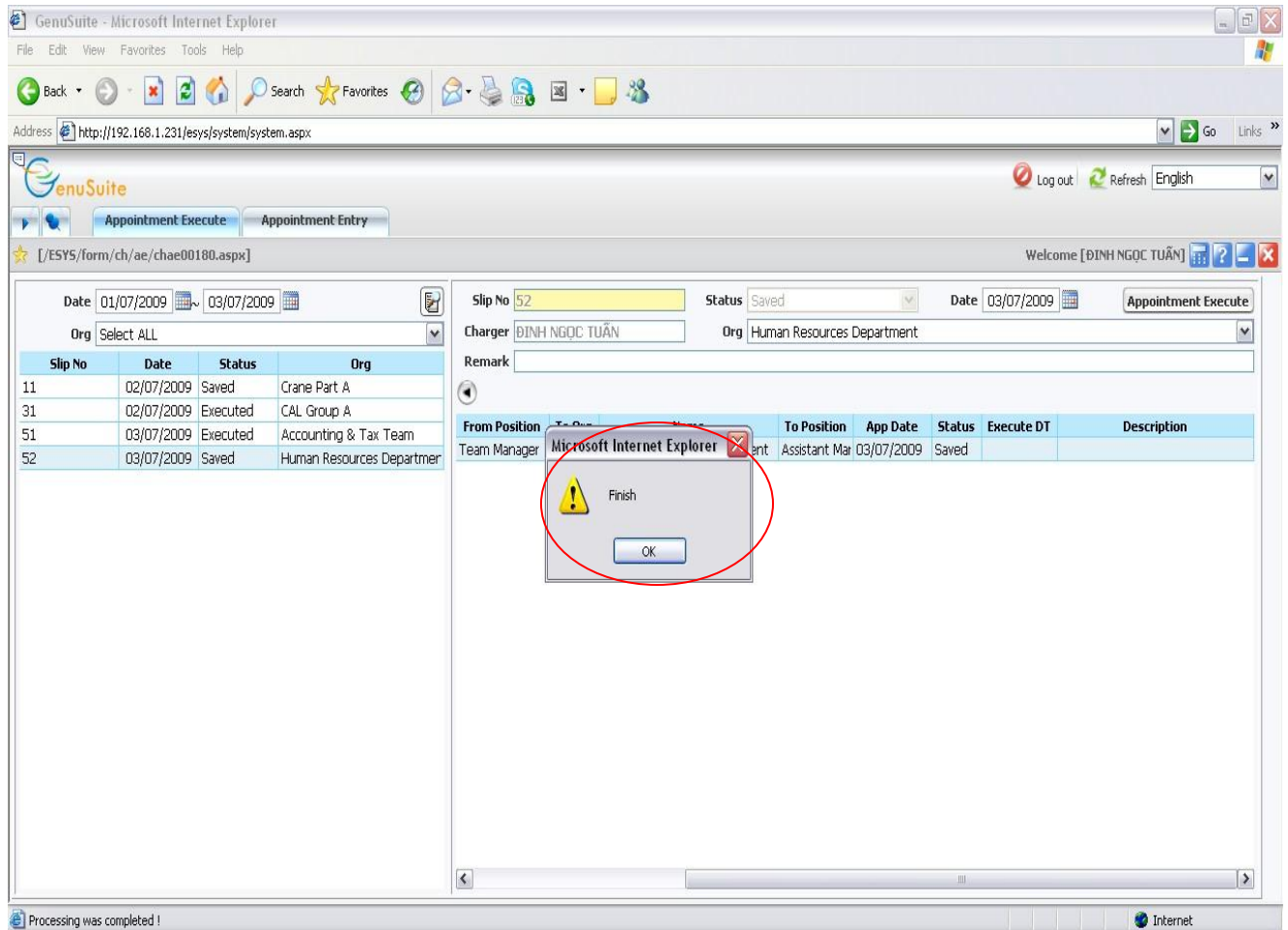
Slip No 31 Status Executed Date 17/06/2009 Appointment Execute

Charger ĐOÀN ĐÌNH TY Org ACCOUNTING

Remark

App NO	Emp ID	Emp Name	From Org	Name	From Position	To Org
90	200688	HUỖNH VĂN ĐƯỢC	H0021	Shipment Management Team	49	4.2 AC
91	200685	NGUYỄN VIỆT DŨNG	H0021	Shipment Management Team	49	4.2 AC
92	200686	PHAN TẤT TÂM	H0021	Shipment Management Team	49	4.2 AC
93	200667	NGUYỄN VĂN DƯƠNG	H0021	Shipment Management Team	51	4.2 AC

- After viewing the information, user can press button “Appointment Execute” to confirm, user can change position for employees here.
- After pressing “Appointment Execute” button, a box will appear, user presses “OK” to be executed.



- After finish, the status of employee will be changed into “Executed”.

enuSuite Log out Refresh English

Appointment Execute Appointment Entry

[/ESYS/form/ch/ae/chae00180.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Date: 01/07/2009 ~ 03/07/2009
Org: Select ALL

Slip No: 52 Status: Executed Date: 03/07/2009 Appointment Execute

Charger: ĐÌNH NGỌC TUẤN Org: Human Resources Department

Remark:

Slip No	Date	Status	Org
11	02/07/2009	Saved	Crane Part A
31	02/07/2009	Executed	CAL Group A
51	03/07/2009	Executed	Accounting & Tax Team
52	03/07/2009	Saved	Human Resources Department

From Position	To Org	Name	To Position	App Date	Status	Execute DT	Description
Team Manager	HO009	Human Resources Department		03/07/2009	Executed	03/07/2009	

5. Field Description:

Field Name	Description
App List	Appointment List
Emp List	Employee List
Org	Organization
Slip No	Slip Number
Status	Status
Remark	Remark
Charger	Charger
Manager	Manager
App No	Appointment Number
Emp ID	Employee ID
Emp Name	Employee Name

From Org	From Organization
Name	Name of Organization
From Position	From Position (present position of employee)
To Org	To Organization
Name	Name of Organization that employees belong to
To Position	To Position
App Date	Appointment Date (the date user registers to move Organization for employees)
Status	Status
Excute Dt	Excute Date (The beginning date to move organization)
Description	Description