

# UNFIXED ALLOWANCE

## 1. Path:

HR/Payroll Admin/ Unfixed Allowance.

## 2. Image:

Unfixed Allowance

[/SYS/form/ch/cs/chcs00080.aspx] Welcome [ĐINH NGOC TUAN]

Work Month: 06/2009 Organization: Select All Org Type: Select All

Allowance Name: Select All Search: Emp ID(In) 4480 records.

Nation: Vietnam Set Amount: Set Fix Byhand: Yes


| ALLOW NM              | L-EARLY | ABS | CONTRACT | STATUS | DISCIP | WDAY | WMONTH | EMP TYPE | PROGRESSIVE | PROBATION | NO SCAN | AMOUNT    | FIX BYHAND |
|-----------------------|---------|-----|----------|--------|--------|------|--------|----------|-------------|-----------|---------|-----------|------------|
| Res Allow             |         |     |          |        |        |      |        |          |             |           |         | 0         | NO         |
| Gasoline Allow        |         |     |          |        |        |      |        |          |             |           |         | 0         | NO         |
| Telephone Allow       |         |     |          |        |        |      |        |          |             |           |         | 0         | NO         |
| Full Attendance Allow |         |     |          |        |        |      |        |          |             |           |         | 0         | NO         |
| Meal                  |         |     |          |        |        |      |        |          |             |           |         | 0         | NO         |
| Housing               |         |     |          |        |        |      |        |          |             |           |         |           | NO         |
| Other                 |         |     |          |        |        |      |        |          |             |           |         | 1,883,000 | NO         |
| Harmful               |         |     |          |        |        |      |        |          |             |           |         | 0         | NO         |
| Res Allow             |         |     |          |        |        |      |        |          |             |           |         | 0         | NO         |
| Gasoline Allow        |         |     |          |        |        |      |        |          |             |           |         | 22,222    | NO         |
| Telephone Allow       |         |     |          |        |        |      |        |          |             |           |         | 0         | NO         |
| Full Attendance Allow |         |     |          |        |        |      |        |          |             |           |         | 29,630    | NO         |
| Meal                  |         |     |          |        |        |      |        |          |             |           |         | 0         | NO         |
| Housing               |         |     |          |        |        |      |        |          |             |           |         |           | NO         |
| Other                 |         |     |          |        |        |      |        |          |             |           |         | 223,000   | NO         |
| Harmful               |         |     |          |        |        |      |        |          |             |           |         | 0         | NO         |
| Res Allow             |         |     |          |        |        |      |        |          |             |           |         | 0         | NO         |
| Gasoline Allow        |         |     |          |        |        |      |        |          |             |           |         | 22,222    | NO         |

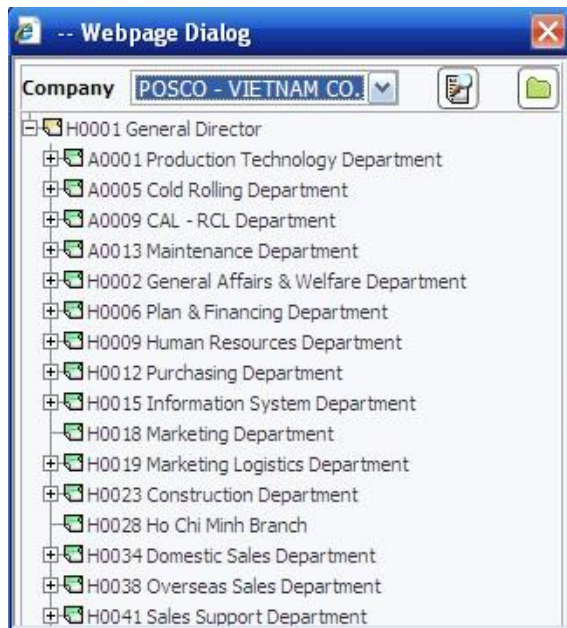
To mark X at column to show infringe of employee.


## 3. Definition:

- The “**Unfixed Allowance**” Form is where user can input all kinds of unfixed allowance.
- There are some special cases that needs user to modify, adjust the amount of allowance, user can use this form to adjust for those cases.
- Summary:**
  - The “**Unfixed Allowance**” form search by: Work Month, Organization, Org Type, Allowance name, Search By (Emp ID, Card ID, Name)
  - Some buttons: **Search, Save, Print, Set Amount to Grid.**

## 4. How to use:

- Search  button: User can choose one of search condition by: Choose **Organization** by click **Organization** hyperlink. User can choose department name by click on name so you want to select.



- Or user can choose one of search condition by: Work Month, Organization, Org Type, Allowance name, Search By (Emp ID, Card ID, Name). After that click  search button to see.
- User can double click row of each column to see detail information.
- User can double click row of **ABS** column: After user double click onto **ABS** column. System will show one form. User can choose search condition to see detail information absence and absence type in month: input keyword onto Allowance Name, Rule Name, Work Month box.

Untitled Page -- Web Page Dialog

Employee ID: VNG-034      Allowance Name:      Rule Name: Absence Rule      Work Month: 08/2008

| Emp ID  | Full Name | Join Date  | Work Date  | Absence Type       |
|---------|-----------|------------|------------|--------------------|
| VNG-034 | BĂNG CÁT  | 23/05/2008 | 23/08/2008 | Non Scan Time Card |
| VNG-034 | BĂNG CÁT  | 23/05/2008 | 25/08/2008 | Non Scan Time Card |
| VNG-034 | BĂNG CÁT  | 23/05/2008 | 26/08/2008 | Non Scan Time Card |
| VNG-034 | BĂNG CÁT  | 23/05/2008 | 27/08/2008 | Non Scan Time Card |
| VNG-034 | BĂNG CÁT  | 23/05/2008 | 28/08/2008 | Non Scan Time Card |
| VNG-034 | BĂNG CÁT  | 23/05/2008 | 29/08/2008 | Non Scan Time Card |
| VNG-034 | BĂNG CÁT  | 23/05/2008 | 30/08/2008 | Non Scan Time Card |

- User can double click onto row of **CONTRACT** column to see labor contract information of employee. The information will show on form.

| Emp ID  | Full Name | Join Date  | Contract Type | Start Contract | End Contract |
|---------|-----------|------------|---------------|----------------|--------------|
| VNG-034 | BĂNG CÁT  | 23/05/2008 | 1 YEAR        | 23/06/2008     | 22/06/2009   |

- User can double click onto row of **STATUS** column to see work status of employee.

| Emp ID  | Full Name              | Join Date  | Employee Status |
|---------|------------------------|------------|-----------------|
| VNG-014 | TRƯƠNG THỊ THANH TUYẾN | 18/12/2006 | Active          |

- User can double click onto row of **DESCIP** column to see discipline of employee.
- User can double click onto row of **EMP TYPE** column to see employee type, at **PROBATION** column to see Probation contract of employee. Or user can choose Rule Name list box to see each information concern to employee.



- save button: user can reiterate search step. If user choose month and see search button is hide. Because user don't calculate salary. User can open Process salary form to calculation salary by click [Process Salary](#) hyperlink to see Help file. After user

calculate salary user can open Unfixed Allowance to search. After user choose search condition and click search button. User can see information and User can input allowance amount for each employee at Amount column. Or user can input one time for many employee click and keep left mouse and drag on rows to select employee on grid.

User can input allowance amount onto **Set Amount** box and then click  **Set Amount**

**to Grid** box and click  Save button to save.

- Button  Print button: User can click this button to print data to excel file.

## 5. Field Description:

| Field Name                       | Description                      |
|----------------------------------|----------------------------------|
| Work Month                       | Work Month                       |
| Organization                     | Organization                     |
| Org Type                         | Organization Type                |
| Allowance Name                   | Allowance Name                   |
| Search By(Emp ID, Card ID, Name) | Search By(Emp ID, Card ID, Name) |
| Set Amount                       | Set Amount                       |
| EMP ID                           | Employee ID                      |
| FULL_NM                          | Fullname                         |
| ALLOW_NM                         | Allow name                       |
| L-EARLY                          | Late-Early                       |
| ABS                              | Absence                          |
| CONTRACT                         | CONTRACT                         |
| STATUS                           | STATUS                           |
| DISCIP                           | Discipline                       |
| WDAY                             | Working day                      |
| WMONTH                           | Working month                    |
| EMP TYPE                         | Employee type                    |
| PROGRESSIVE                      | PROGRESSIVE                      |
| PROBATION                        | PROBATION                        |
| NO SCAN                          | NO SCAN                          |
| AMOUNT                           | AMOUNT                           |
| FIX BYHAND                       | fix by hand                      |