

# PRINT TIME CARD

## 1) Path:

HR/Employee/Print time card

## 2) Image:

Print time Card

[/ESYS/form/ch/ae/cha00060.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Department: Select All Team/Section: Select All Work Group: Select All

Nation: Vietnam Join Date: ~ Have Picture: Select ALL

Select ☐ Emp ID (in) Search by: Emp ID







602 record(s).

Print	Team/Section	Full Name	Emp ID	Card ID	Join Date	Person ID	Position
<input checked="" type="checkbox"/>	Electrical Mainten	DFGDFGDFGD	123456	123456	26/06/2009		
<input checked="" type="checkbox"/>	Human Resources	HOÀNG ANH THƯ	200101	200101	13/11/2006	031138690	
<input checked="" type="checkbox"/>	Finance Manager	DƯƠNG TRẦN HIỆP	200102	200102	13/11/2006	271293581	Team Manager (Deputy)
<input checked="" type="checkbox"/>	Domestic Sales	TRƯƠNG THỊ THÚY LINH	200103	200103	13/11/2006	260956719	Assistant Manager
<input checked="" type="checkbox"/>	Accounting & Tax	VÕ NHƯ KHUÊ	200104	200104	11/12/2006	021723989	Team Manager
<input checked="" type="checkbox"/>	External Relations	LƯU THẾ HÙNG	200105	200105	12/12/2006	021018594	Team Manager
<input checked="" type="checkbox"/>	Marketing Depart	VŨ VĂN MINH	200106	200106	18/12/2006	023058687	Driver
<input checked="" type="checkbox"/>	Equipments Purch	TRẦN THANH HIẾU	200108	200108	08/01/2007	273025266	Team Manager (Deputy)
<input checked="" type="checkbox"/>	General Affairs Te	TRẦN NGỌC TRIU	200110	200110	31/01/2007	273247669	Driver
<input checked="" type="checkbox"/>	Finance Manager	PHÍ THỊ QUYẾN	200111	200111	02/04/2007	125121036	Junior staff
<input checked="" type="checkbox"/>	Electrical Mainten	LƯƠNG VĂN VŨ	200119	200119	02/07/2007	320897179	Section Manager (Deputy)
<input checked="" type="checkbox"/>	Utility Operation	LÊ BÁ LUẬT	200120	200120	02/07/2007	211816777	Section Manager (Deputy)
<input checked="" type="checkbox"/>	Mechanical Mainte	TRẦN TRUNG DŨNG	200121	200121	16/07/2007	220937847	Section Manager (Deputy)
<input checked="" type="checkbox"/>	Quality Control Te	ĐÀO TRANG TÂM HƯƠNG	200124	200124	16/07/2007	221139312	Team Manager (Deputy)
<input checked="" type="checkbox"/>	CAL Section	VŨ ĐÌNH DUY	200126	200126	16/07/2007	023883985	Section Manager (Deputy)
<input checked="" type="checkbox"/>	Crane Part A	TRẦN TRỌNG HIẾU	200127	200127	16/07/2007	273055457	Section Manager (Deputy)
<input checked="" type="checkbox"/>	PCM Group A - PL	TRẦN NGỌC KHẢI	200128	200128	16/07/2007	271438353	Junior Engineer
<input checked="" type="checkbox"/>	Roll Shop Part A	NGUYỄN NGỌC THANH	200129	200129	16/07/2007	090620719	Section Manager (Deputy)
<input checked="" type="checkbox"/>	Personnel Team	NGUYỄN THỊ THU HỒNG	200131	200131	20/08/2007	273217514	Interpreter
<input checked="" type="checkbox"/>	General Affairs Te	ĐOÀN LÊ SƠN	200132	200132	24/08/2007	022608627	Driver
<input checked="" type="checkbox"/>	Labor & Welfare	HỒ THỊ TRƯỜNG AN	200133	200133	27/08/2007	271358977	Team Manager
<input checked="" type="checkbox"/>	Architecture CM	NGUYỄN THẾ PHONG	200134	200134	05/09/2007	273045947	Assistant Manager

## 3) Definition:

- The “Print time card” Form is where user can search employee and print out Time card.
- Summary:**
  - The “Print time card” form: Search condition by: Department, Work Group, Team/Section, Join Date, Have picture, Emp ID (in), Search by(Name, Emp ID, Card ID).
    - Emp ID (in): user input several employee ID
    - Search by (Name, Emp ID, Card ID) : user only can input an employee
  - Some buttons: **Search, Delete, Print.**

#### 4) How to use:

- Search button : User can choose Work group or Department, Team/Section and left click in the name that user want choose.
- Chossing Work Group, Join Date, Have picture, Emp ID (in), Search by(Name, Emp ID, Card ID) and then click into the button  to save information of employee who user want to print out card.
- Button : When user want to look up employee who have photo in the GenuHR system and click into the button  the system will delete photo of the employee.
- Button : When user want to print out card for employee, user have to choose employee and click into the button  **Print**, the system will print it into excel file.

#### 5. Field Description:

Field name	Description
Department-condition	To Search by department
Work Group-condition	To Search by Group
Team/Section-condition	To Search by Team/Section
Join Date-condition	To Search by join date company
EmpID (in)	To Search by many Employee ID
Search by EmpID, Name, Card ID	To Search by Emp ID, Name and Card ID
Print	Allow you print employee card if you want.
Department	Department name
Group name	Group name
Full names	Full Name
EmpID	Employee ID
Card ID	Card ID of employee
Join Date	The date employee to join company
PersonID	Identity Card
Position	Position in company