

# ABSENCE ENTRY

1. **Path:**  
HR/TimeAttendance/ Absence Entry.
2. **Image:**


The screenshot shows the 'Absence Entry' form with the 'Short Term' tab selected. The form includes search filters for Organization, WGroup, Absence Type, Nation, and Date. A table displays one record for 'Maternity Leave' with an absence time of 8. A red arrow points to the 'Maternity Leave' cell in the 'Absence Type' column, with a text instruction: 'Double click into the row to view all absence type'.

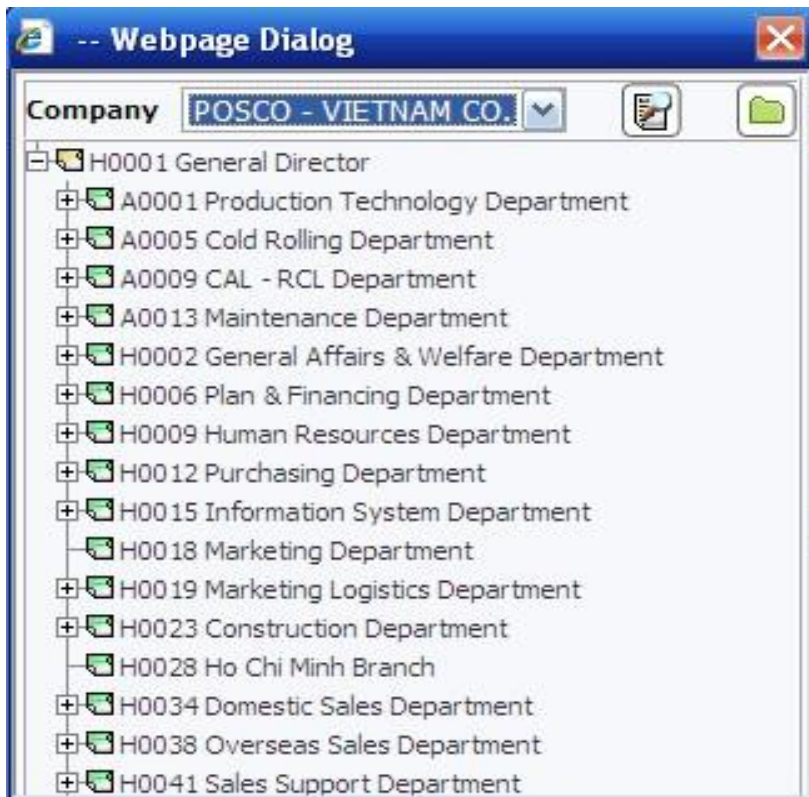
Organization	Work Group	Emp ID	Full Name	Work Shift	Absence Type	Absence Time	Company Pay Flag	Company Pay Rate	Insur
CAL Group A P	Administrator Gro	200163	TRƯỜNG QUANG NGỌC		Maternity Leave	8	<input type="checkbox"/>	0%	




## 3.1 **Definition:**

- The “**Short Term tab**” Form where is user can check and modify absence information of employee “daily” or “short – term.”
- “Short-Term” Absence can be a day, more than a day or a period of time in 1 week, 2 weeks, it is not specific.
- **Summary:**
  - The “**Short Term tab**” form : user can choose searching criteria as Organization, WGroup, Search(Emp ID, Card ID, Name),Absence type, Nationality, Date.
  - Some buttons: **Search, Save, Delete, Undelete, Add.**

## 4.1 **How to use:**

- Button : user can choose one of searching criteria to look up as choosing Department by clicking into the hyperlink **Organization**, user can choose Work group or Organization and left click into the name that user want to choose














- User can choose one of searching conditions to look up as Work Group, Search(Emp ID, Card ID, Name), Absence type, Nationality, Date. Then, click into the button  to view daily absence information of employee.
- Button : User can modify some selected information as Absence Type, inputting Description, Absence Time, Company pay Flag, Company Pay Rate, Insurance pay flag, Insurance Pay rate. After Modifying or choosing some information in the above column, user can click into the button  to save the information.
- User can double click into the column Absence Type to view all absence type in Vietnamese. After double click in the column **Absence Type**, one form Absence Code will be shown. User can double click in the row to select.

Absence Code Info -- Web Page Dialog

Double click to choose.

Code	English	VietNameese	Korean
ALE	Annual Leave	Nghỉ phép năm	
COM	Compensation	Nghỉ bù	
FLE	Funeral Leave	Nghỉ tang	
LAB	Labor Accident Leave	Nghỉ tai nạn lao động	
MIS	Miscarriage Leave	Nghỉ sảy thai	
MLE	Maternity Leave	Nghỉ thai sản	
NON	Non Scan Time Card	Không quét thẻ	
NPE	Non Permission Leave	Nghỉ không phép	
OTH	Other Com Payed	Nghỉ khác trả lương	
OTH2	Other Com Not Pay	Nghỉ khác không lương	
PER	Permission Leave	Nghỉ có phép	
PLE	Pregnancy Test Leave	Nghỉ khám thai	
SCL	Sick Children Leave	Nghỉ con ốm	
SLE	Sick Leave	Nghỉ ốm	
TEM	Temp Rest In Plan	Nghỉ hết hàng	

- Button : is to delete the selected row and click into the button  to mark the row you want to delete and then click **Save** to delete the row.
- Button : after clicking **Delete**, still not click into the button **Save** and user don't want to delete, User can choose the button  to reuse the row.
- Button : user click into the button , there will open one form. User can choose one of searching criteria as Department, Group, Search by, Absence Type, Date to look up employee and create absence information for employee. After choosing the below information, user click into the button  to view information of employee. Then, choose the box Select or choose Select All to select all employee shown in the form and click into the button  to select employee into form Absence Entry to create absence kind for employee. User can choose the button  to choose all employee shown in the form.
- Button : user click the button  to close the form.

Untitled Page -- Webpage Dialog

Organization: Select All Work Group: Select All Search by: Emp ID

☐ Select All Absence Type: Absence in schedule Date: 11/07/2009 11/07/2009 582 record(s)

Select	Organization	Work Group	Emp ID	Full Name	Absence Type	Work Shift	Absent Date	Remain ALE
<input type="checkbox"/>	Accounting & Ta	Administrator Gro	100206	YOON SEOK WON	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	Accounting & Ta	Administrator Gro	200201	NGUYỄN VĂN HUY	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	Accounting & Ta	Administrator Gro	200221	PHẠM CÔNG TRINH	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	Accounting & Ta	Administrator Gro	200284	TRẦN ĐĂNG QUÂN	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	Accounting & Ta	Production Group	200356	ĐẶNG THỊ HIỀN	Absence in sche	07:00-19:00V	11/07/2009	
<input type="checkbox"/>	Accounting & Ta	Administrator Gro	200359	TRẦN CAO ĐỀ	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	Accounting & Ta	Administrator Gro	200360	HỒ THỊ NGÀ	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	Accounting & Ta	Administrator Gro	200592	TRẦN THỊ NGÀ	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	Accounting & Ta	Administrator Gro	200606	NGUYỄN THÀNH CÔNG	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	Architecture CM	Administrator Gro	100214	PARK SAE KWANG	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	Architecture CM	Administrator Gro	200134	NGUYỄN THỂ PHONG	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL - RCL Depart	Administrator Gro	100205	PARK WOOK JEA	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL - RCL Depart	Administrator Gro	200164	PHẠM TRÍ DŨNG	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL Group A	Administrator Gro	200154	PHAN MINH TRÍ	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL Group A	Administrator Gro	200179	HUỶNH THANH TÙNG	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL Group A	Administrator Gro	200384	NGUYỄN ĐOÀN MINH	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL Group A	Administrator Gro	200466	HOÀNG VĂN TIẾN	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL Group A Part	Administrator Gro	100203	YEO WEON KU	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL Group A Part	Administrator Gro	100222	SONG YOUNG KUN	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL Group A Part	Administrator Gro	200287	PHAN THANH HÒA	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL Group A Part	Administrator Gro	200418	HÀ THIÊN NHÂN	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL Group A Part	Administrator Gro	200428	NGUYỄN ĐỨC CƯỜNG	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL Group A Part	Administrator Gro	200469	NGÔ ĐỨC TÍNH	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL Group A Part	Administrator Gro	200624	HOÀNG ĐỨC HUY	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL Group A Part	Administrator Gro	200211	LÊ TRƯỞNG HIỀN	Absence in sche	08:00-17:00V	11/07/2009	
<input type="checkbox"/>	CAL Group A Part	Administrator Gro	200375	LÊ MINH PHƯƠNG	Absence in sche	08:00-17:00V	11/07/2009	

http://192.168.1.231/esys/form/ch/ba/chba00050\_short\_term.aspx?random=Sat Jul 11 13:50:17 UTC+0700 2009 Trusted sites

Absence Entry

★ [ESYS/form/ch/ba/chba00050.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Short Term Long Term Checking Long Term

Organization: Select All WGroup: Select All Search by: Emp ID











Absence Type: Select All Nation: Vietnam Date: 10/07/2009 10/07/2009 1 record(s)

Organization	Work Group	Emp ID	Full Name	Absence Type	From Date	To Date	Description
CAL Group A Part	Administrator Gro	200163	TRƯƠNG QUANG NGỌC	Maternity Leave	26/06/2009	26/12/2009	test

### 3.2 Definition:

- The “**Long Term tab**” is the form that user can register long term absence for employees such as: Maternity Leave, Temp Rest in Plan, sick Leave...
- User can set long term absence for employees if user knows the exact period of absent time.
- **Summary:**
  - The “**Long Term tab**” form : User can choose searching criteria as Organization, WGroup, Search(Emp ID, Card ID, Name),Absence type, Nationality, Date.
  - Some button: **Search, Save, Delete, Undelete, Add**

### 4.2 How to use:

- Button : do like in the form **Short Term tab**.
- 
- Nút : do like in the form **Short Term tab**, however the number of absence days be chosen from over 2 days, the information on that date be chosen in the column From Date and To Date. In the form **Long Term tab**, there does not allow double clicking in the column **Absence Type**.
- Button : To delete row when user choose row and click , it will mark the row user want to delete ten click  to delete the row..
- Button : After click into the button , however still not click into the button  user don't want to delete, user can choose  to re – use the button.
- Button :do like in the form **Short Term tab**.

### 5.1 Field Description: Short Term tab

Field Name	Description
List box Organization	Criteria to look up by Organization
List box Work Group	Criteria to look up by work group
List box Search by	Look up by Emp ID, Card ID, Name
List box Absence Type	Look up by absence reason
List box Nationality	Look up by nation name
Date	From date to date
Emp ID	Employee ID (Employee code)
Full Name	Employee name
Work shift	Working shift

Absence Type	Absence reason
Absence Date	Absence date
Description	Description
Absence time	Absence hours
Company pay flag	If user check into the button, employee absent that date will be paid salary by company
Company pay rate	Salary percentage will be paid by company
Insurance pay flag	If user check into the button, employee absent that date will be paid salary by insurance company
Insurance pay rate	Salary percentage will be paid by insurance company
Remain Annual leave	

## 5.2 Field Description: Long Term tab

Field Name	Description
List box Organization	Criteria to look up by Organization
List box Work Group	Criteria to look up by work group
List box Search by	Look up Emp ID, Card ID, Name
List box Absence Type	Look up by absence reason
List box Nationality	Look up by nation name
Date	From date to date
Emp ID	Employee ID (Employee code)
Full Name	Employee name
Absence Type	Absence reason
From date	From date
To date	To date
Description	Description