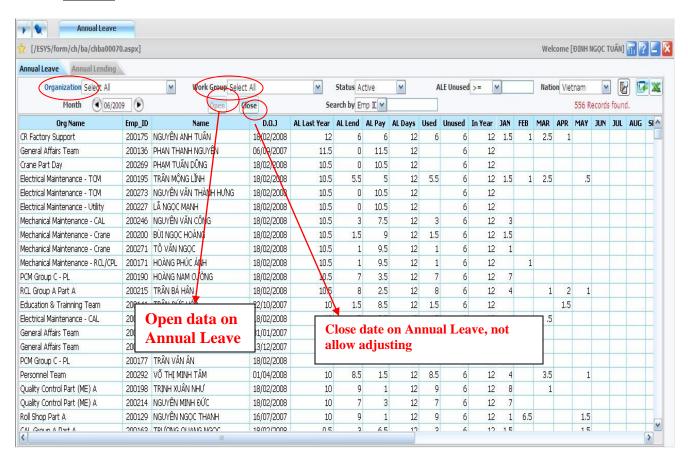# ANNUAL LEAVE

1. **Path:**
   HR/TimeAttendance/ Annual Leave.
2. **Image:**

3. **Definition:**

- The "**Annual Leave**" Form is where user can manage information on annual leave of employees.
- User use this form to view information of annual leave of employees, including:
  - Annual leave last year (the number of remaining annual leave date of previous year)
  - Annual Leave per year
  - The number of annual leave used up to the current period.
  - The number of annual leave unused up to the end of the period.
  - The number of annual leave unused up to the current period.
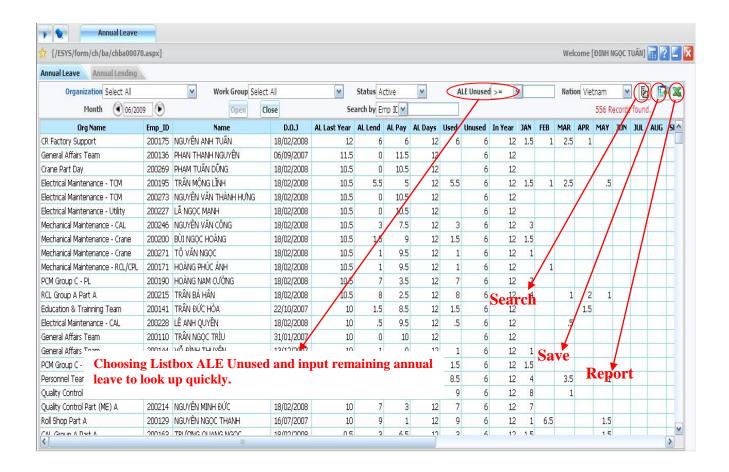- Then print out the report.

Summary:

- The "**Annual Leave**" form :user can choose one of searching criteria as Organization, Work Group, Status, Annual Unused, Search(Emp ID, Card ID, Name).
- Some buttons: *Search, Save, Report, Open, Close.*

4. How to use:

- Button : User can choose one of searching criteria to look up as choosing into listbox Organization or click into the blue text *Organizationt* to view all group belong **Organization**. Then, click into the Department name that you want to choose to look up quickly.

- Or choosing Work Group, Status, Annual Unused, Search(Emp ID, Card ID, Name). user can input the number of the remaining annual leave into the box ALE Unused and then

    click into to view information on annual leave of employee.

- Button **Open**: open information on annual leave allow user modifying

- Button **Close**: When user input the button, the data on annual leave of employee will be closed and not allow modifying in the form.

- Button [icon]: user can modify number of annual leave in the form by choosing Al Last Year to input the remaining annual leave in the previous year or can input into the number of annual leave into the column Annual Leave Days. Then click [icon] to save.

- Button [icon]: User can click into the button, the system will show information of annual leave of employees in Excel file.

	A	B	C	D	E										
1						ANNUAL LEAVE IN YEAR 2009									
2															
3															
4															
5	No	Organization	Work Group	Emp ID	Full Name	Join_Date	ALE Last Year	ALE Days	Used ALE	Unused ALE	Unused ALE In Year	JAN	FEB	MAR	APR
6	STT	Bộ phận	Nhóm	Mã NV	Họ và tên NV	Ngày vào	Phép năm năm trước	Phép năm trong năm	Phép năm sử dụng	Phép năm chưa sử dụng	Phép năm chưa dùng trong năm	1	2	3	4
7	1	Accounting & Tax Team	Administrator Group	200201	NGUYỄN VĂN HUY	18/02/2008	0	12	8.50	-2.5	3.5	8	0	0	0
8	2	Accounting & Tax Team	Administrator Group	200221	PHẠM CÔNG TRÌNH	18/02/2008	0	12	10	-4	2	5	0	0	3.5
9	3	Accounting & Tax Team	Administrator Group	200284	TRẦN ĐĂNG QUÂN	27/02/2008	0	12	4	2	8	3	0.5	0	0
10	4	Accounting & Tax Team	Administrator Group	200359	TRẦN CAO ĐỆ	11/08/2008	0	12	3	3	9	1	0	0.5	1
11	5	Accounting & Tax Team	Administrator Group	200360	HỒ THỊ NGA	15/08/2008	0	12	4	2	8	0	2	1	1
12	6	Accounting & Tax Team	Administrator Group	200592	TRẦN THỊ NGA	09/02/2009	0	12	1.50	3.5	9.5	0	0	0	0.5
13	7	Accounting & Tax Team	Administrator Group	200606	NGUYỄN THÀNH CÔNG	09/02/2009	0	12	3	2	8	0	0	0.5	0
14	8	Accounting & Tax Team	Production Group 1	200356	ĐẶNG THỊ HIỀN	04/08/2008	0	12	0.50	5.5	11.5	0	0	0	0.5
15	9	Architecture CM Group	Administrator Group	200134	NGUYỄN THẾ PHONG	05/09/2007	0	12	2.50	3.5	9.5	0	1	0	0
16	10	CAL - RCL Department	Administrator Group	200164	PHẠM TRÍ DŨNG	18/02/2008	0	12	6	0	6	2	1	1	0
17	11	CAL Group A	Administrator Group	200154	PHAN MINH TRÍ	18/02/2008	0	12	5	1	7	2.5	1	1.5	0
18	12	CAL Group A	Administrator Group	200179	HUỲNH THANH TÙNG	18/02/2008	0	12	1.50	4.5	10.5	1.5	0	0	0
19	13	CAL Group A	Administrator Group	200384	NGUYỄN DOÃN MINH	06/10/2008	0	12	1	5	11	0	0	0	1

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5. Field Description:

Field Name	Description
Listbox Organization	Criteria to look up by Organization
Listbox Work Group	Criteria to look up by Work group
Listbox Status	Look up under working status of employee (**Active**: still working, **Resign**: stop working)
Listbox ALE Unused	Choose condition and input number of remaining annual leave to look up
Month	Look up by Date
Emp ID	Employee ID (Employee code)
Name	Employee name
D.O.J	Date of join (Date of joining into company)
AL Last Year	Annual leave last year (the number of remaining annual leave date of previous year)
Annual Leave Days	Annual Leave per year

Used	The number of annual leave used up to the current period.
Unused	The number of annual leave unused up to the current period.
Unused in year	The number of annual leave unused up to the end of the period.
JAN	January (Annual leave on January)
FEB	February (Annual leave on February)
MAR	March (Annual leave on March)
APR	April (Annual leave on April)
MAY	May (Annual leave on May)
JUN	June (Annual leave on June)
JUL	July (Annual leave on July)
AUG	August (Annual leave on August)
SEP	September (Annual leave on September)
OCT	October (Annual leave on October)
NOV	November (Annual leave on November)
DEC	December (Annual leave on December)