

RESIGNED EMPLOYEE

1. Path:

HR/Employee/ Resigned Employee.

2. Image:

Resigned Employee Break Contract

Month: 07/2009 Quarter: Quý I Year: 2009 Date: 10/07/2009 ~ 10/07/2009

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

Search by: Emp ID Nation: Vietnam Type: Select All

Return Card: Select All Return Health Card: Select All Calc Sal: Select All

3 record(s)

Select	Team/Section	Emp ID	Full Name	Join Date	Left Date	Resign Type	Remark	ALE Last Year	Remain ALE	Remain ALE AMT	Severance Fl
<input checked="" type="checkbox"/>	External Relations Team	200105	LƯU THẾ HÙNG	12/12/2006	01/07/2009			1	6	7,476,923	<input type="checkbox"/>
<input type="checkbox"/>	Marketing Department	200106	VŨ VĂN MINH	18/12/2006	01/07/2009						<input type="checkbox"/>
<input type="checkbox"/>	Accounting & Tax Team	200104	VŨ NHƯ KHUÊ	11/12/2006	01/07/2009			.5	6	4,569,231	<input type="checkbox"/>

3. Definition:


- The “**Resigned Employee**” Form is to manage information of resigned employee.
- This form means that user can
 - view information of resigned employees
 - calculate the severance amount after they resigned
 - calculate the number of remain annual leave of employees and pay the remain annual leave amount for them
 - register whether employees return insurance health card or not

Summary:

- The “**Resigned Employee**” form : User can choose one of searching conditions as Month, Quarter, Year, Date, Department, Work Group, Team/Section, Type, Search by (Name, Emp ID, Card ID), Return Card, Return Health Card, Calc Sal (Calculate salary).
- Some buttons: **Search, Save, Report, Calc All.**

4. How to use:


TAB “Resigned Employee”

- Button : user can choose Work Group or Department, Team/Section by left – click into the name that user want to choose.
- Choosing Month, Quarter, Year, Date, Department, Work Group, Team/Section, Type, Search by (Name, Emp ID, Card ID), Return Card, Return Health Card, Calc Sal (Calculate salary).

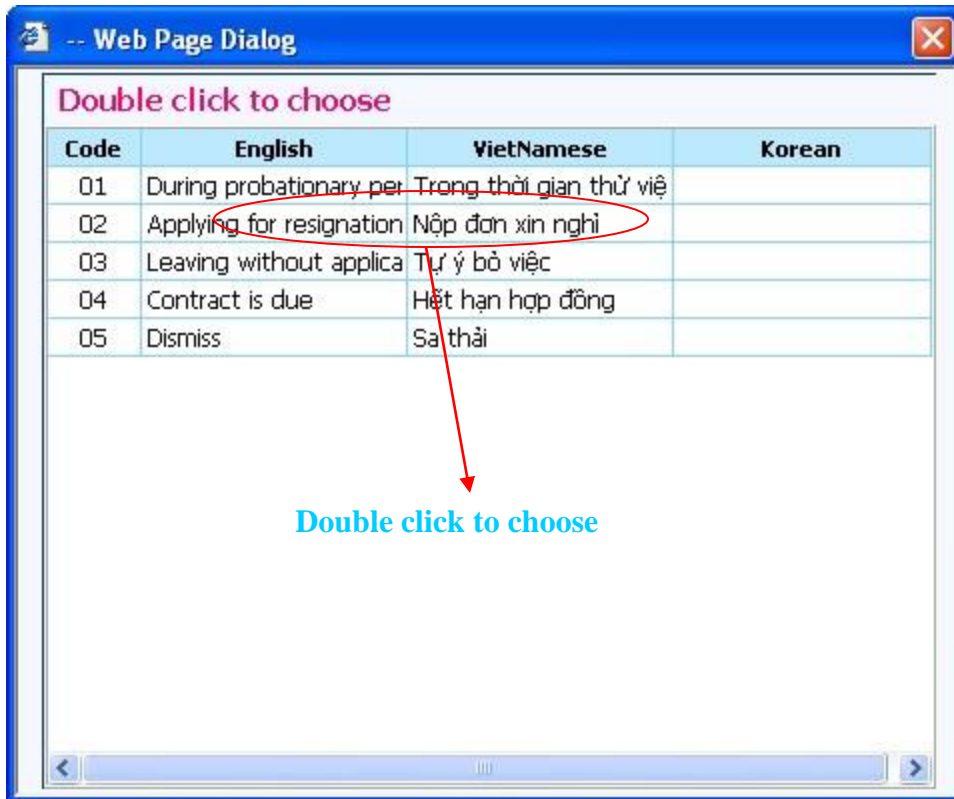
Then click  **Search** to view information of resigned employee.

- To create information on resigned employee, firstly, User has to search information of the employee in the form [Employee Entry](#) and choose Resign mode in check box **status**. Then

click  **Save** to save the resignation information of the employee in form **Resigned**

Employee. Do again the step  **Search** in the form **Resigned Employee** to look up resignation information of the employee, choose **left date**, and **Resign type** (user also can view resignation information in Vietnamese by double click into the column **Resign type**, after that another window will open, user can double click in the row that user want to choose the resignation reason for the employee). User choose some necessary information as **Severance flag, Return health ticket, return card**

Choose Resign



- User also can double click in the information row of **Remain ALE** to view the number of used annual leave of the Employee.

Position Code Info -- Web Page Dialog

USED ANNUAL LEAVE

Emp ID	Full Name	Month	Count
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Horizontal scrollbar at the bottom.



- User also double clicks in the information row of **Severance Amount** to view monthly insurance payment.

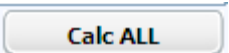



Position Code Info -- Web Page Dialog

SALARY INCREASING

Emp ID	Full Name	Month	Old Salary	New Salary	Changed Date	Tech AMT
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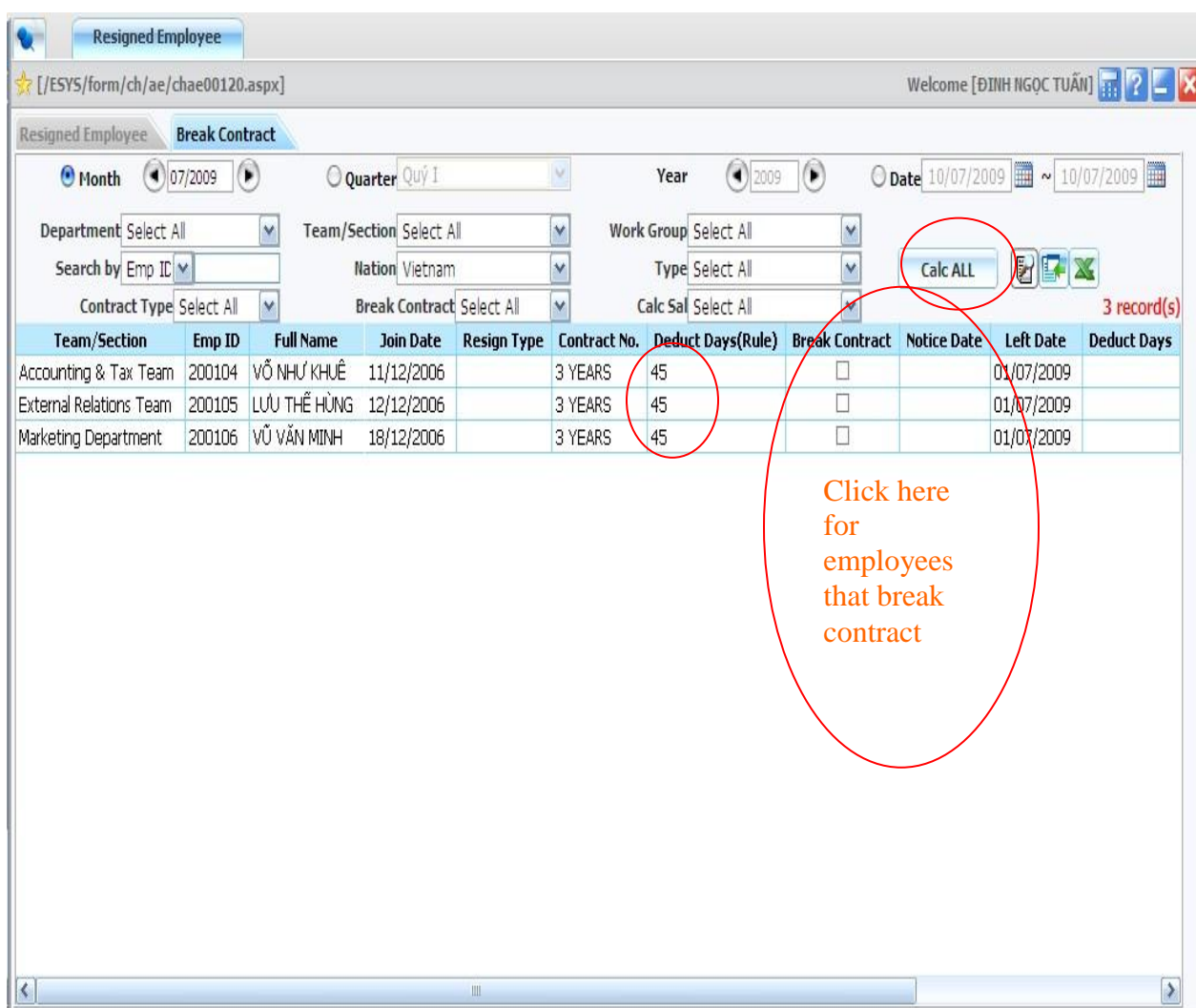
Horizontal scrollbar at the bottom.

- Save button : After create information for the resigned employee, user choose button  **Save** to save the information..

- Calc All button : user can choose the button , the System will automatically calculate the remaining annual leave date of the employee.
- Report button : user can choose the button  **Report** to print out the report on information of resigned employee.

TAB “Break Contract”

- User chooses this tab to manage and calculate the amount of Deduct Days for the employees who break the contract.
- The same as Tab “Resigned Contract”, user checks into the box “Break contract” , and then press “Calc All” to calculate the amount of Deduct Days for employees.



Click here for employees that break contract

Team/Section	Emp ID	Full Name	Join Date	Resign Type	Contract No.	Deduct Days(Rule)	Break Contract	Notice Date	Left Date	Deduct Days
Accounting & Tax Team	200104	VÕ NHƯ KHUÊ	11/12/2006		3 YEARS	45	<input type="checkbox"/>		01/07/2009	
External Relations Team	200105	LƯU THẾ HÙNG	12/12/2006		3 YEARS	45	<input type="checkbox"/>		01/07/2009	
Marketing Department	200106	VŨ VĂN MINH	18/12/2006		3 YEARS	45	<input type="checkbox"/>		01/07/2009	

5. Field Name Description:

Field Name	Description
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Department	Department name
Team/Section	Team/Section name
Work Group	Work Group name
Emp ID	Employee ID
Full name	Employee full name
Join Date	Date of joining work
Left Date	Date of ending work
Resign type	Resignation reason
ALE Last Year	The number of remaining annual leave date of previous year
Remain ALE	The number of used annual leave date
Remain ALE AMT	The amount of remaining annual leave date
Severance flag	Check to know the insurance status of the employee
Severance month	The number of month pay insurance
Severance amount	The amount of insurance payment
Return Health	Check to know whether returning the insurance card for the employee or not?
Return card	Check to know whether the employee return insurance card or not.
Calculate Salary	Check to know whether calculate the salary for the employee or not?