

SALARY ADJUSTMENT

1. Đường dẫn:

HR/Payroll Admin/Salary Adjustment.

2. Hình ảnh:

The screenshot shows a web application titled "Salary Adjustment". The interface includes a header bar with a welcome message for "ĐÌNH NGỌC TUẤN". Below the header, there are several search and filter controls: "Organization" (Select All), "Org Type" (Select All), "Search by" (Emp ID), "Nation" (Vietnam), "From" (08/07/2009), "To" (08/07/2009), "Type" (ADVANCE), "Amount" (300000), and "Note". There is also a "Browse" button for uploading an Excel file. The main area displays a table with the following data:

Organization	Emp ID	Full Name	Date	Adj Type	Amount	Money Kind	Tax Y/
Human Resources Department	200101	HOÀNG ANH THỨ	08/07/2009	ADVANCE	300,000	Tiền Việt	YES
Finance Management Team	200102	DƯƠNG TRẦN HIỆP	08/07/2009	ADVANCE	300,000	Tiền Việt	YES
Domestic Sales Team II	200103	TRƯƠNG THỊ THUY LINH	08/07/2009	ADVANCE	300,000	Tiền Việt	YES
Equipments Purchasing Team	200108	TRẦN THANH HIẾU	08/07/2009	ADVANCE	300,000	Tiền Việt	YES
General Affairs Team	200110	TRẦN NGỌC TRƯỜNG	08/07/2009	ADVANCE	300,000	Tiền Việt	YES
Finance Management Team	200111	PHÍ THỊ QUYÊN	08/07/2009	ADVANCE	300,000	Tiền Việt	YES
Electrical Maintenance - PL	200119	LƯƠNG VĂN VŨ	08/07/2009	ADVANCE	300,000	Tiền Việt	YES
Utility Operation Section	200120	LÊ BÁ LƯỢNG	08/07/2009	ADVANCE	300,000	Tiền Việt	YES
Mechanical Maintenance Part PL	200121	TRẦN TRUNG DŨNG	08/07/2009	ADVANCE	300,000	Tiền Việt	YES
Quality Control Team	200124	ĐÀO TRANG TÂM HƯƠNG	08/07/2009	ADVANCE	300,000	Tiền Việt	YES

3. Definition:

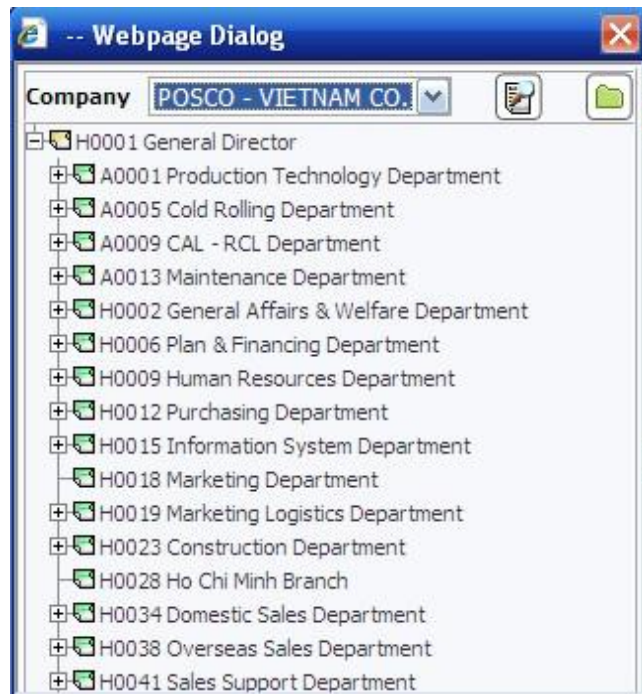
- Salary Adjustment is the form that user can adjust, modify the amount into employees' salary.
- This form means user can return an amount for employees or deduct an amount in employees' salary with the specific reason.





• Summary:

- The "Salary Adjustment": Searching criteria as **Organization, Org Type**, Search by(Emp ID, Name, Card ID), From To, Type.
- Buttons: **Search, Add, Delete, Save, Print, Set Grid**.

4. How to use:

- User can choose one of searching criteria to look up as choosing Organization at list box Organization or clicking into the hyperlink **Organization**, user can choose Organization and left click into the name that user want to choose.



- Button  Search: Choose one of searching as **Organization**, Org Type, Position, Search by(Emp ID, Name, Card ID), From, To, Type, then click into the button  to view information on salary of employee.
- List box **Type**: **ADVANCE** (Advance amount), **RETURN** (Amount that company returns for employee because of some reasons), **OTHER** (another amount)
- Button  Add: use to add more employee on the grid and salary status for the employee. Firstly, user have to choose one **Type**, then click into the button  , there will show a form.

Untitled Page -- Webpage Dialog

Organization: Select All Org Type: Select All Search by: Emp ID 556 Records.

☐ Select Adj Date: 14/07/2009 Status: Active Nation: Vietnam






Select	Organization	Emp ID	Full Name	Join Date	Status
<input checked="" type="checkbox"/>	Human Resources Department	200101	HOÀNG ANH THƯ	13/11/2006	Active
<input checked="" type="checkbox"/>	Finance Management Team	200102	DƯƠNG TRẦN HIỆP	13/11/2006	Active
<input checked="" type="checkbox"/>	Domestec Sales Team II	200103	TRƯƠNG THỊ THUY LINH	13/11/2006	Active
<input checked="" type="checkbox"/>	Equipments Purchasing Team	200108	TRẦN THANH HIẾU	08/01/2007	Active
<input checked="" type="checkbox"/>	General Affairs Team	200110	TRẦN NGOC TRIU	31/01/2007	Active
<input checked="" type="checkbox"/>	Finance Management Team	200111	PHÍ THỊ QUYÊN	02/04/2007	Active
<input checked="" type="checkbox"/>	Electrical Maintenance - PL	200119	LƯƠNG VĂN VŨ	02/07/2007	Active
<input checked="" type="checkbox"/>	Utility Operation Section	200120	LÊ BÁ LUẬT	02/07/2007	Active
<input checked="" type="checkbox"/>	Mechanical Maintenance Part PL	200121	TRẦN TRUNG DŨNG	16/07/2007	Active
<input type="checkbox"/>	Quality Control Team	200124	ĐÀO TRANG TÂM HƯƠNG	16/07/2007	Active
<input type="checkbox"/>	CAL Section	200126	VŨ ĐÌNH DUY	16/07/2007	Active
<input type="checkbox"/>	Crane Part A	200127	TRẦN TRỌNG HIẾU	16/07/2007	Active
<input type="checkbox"/>	PCM Group A - PL	200128	TRẦN NGOC KHAI	16/07/2007	Active
<input type="checkbox"/>	Roll Shop Part A	200129	NGUYỄN NGỌC THANH	16/07/2007	Active
<input type="checkbox"/>	Architecture CM Group	200134	NGUYỄN THE PHONG	05/09/2007	Active
<input type="checkbox"/>	General Affairs Team	200136	PHAN THANH NGUYỄN	06/09/2007	Active
<input type="checkbox"/>	Material Purchasing Team	200139	ĐOÀN THỊ THU TRÂM	08/10/2007	Active
<input type="checkbox"/>	Facilities Improvement Part	200140	LÊ CÔNG QUÂN	15/10/2007	Active
<input type="checkbox"/>	Education & Training Team	200141	TRẦN ĐỨC HÒA	22/10/2007	Active
<input type="checkbox"/>	Domestec Sales Team II	200142	NGUYỄN QUỐC TRUNG	12/11/2007	Active
<input type="checkbox"/>	Domestec Team	200143	NGUYỄN QUỐC TRUNG	02/12/2007	Active

Check here to select all employee on the form.

Choose Adjustment date here

Click here to choose employee

Click here to select

- User choose one of searching criteria as Organization, Org Type, Search by (Emp ID, Name, Card ID), Status, click into the button  to view employee information, then click into the box **Select** to choose employee or can click into check box **Select** to select all employee on the form. Click into the button  Select to select employee into the form **Salary Adjustment**. Input amount into the column **Amount**. Then, click into the button  Save to save.
- User can do one time for several employees by keeping left – mouse and drag to choose several employees on the grid and input the amount into the text box **Amount**. Click into **Set Grid**  to input amount into the column **Amount**. User also input the remark into the column **Note**, then click into the button  Save to save.

Salary Adjustment



[/ESYS/form/ch/cs/chcs00050.aspx] Welcome [ĐINH NGOC TUẤN]

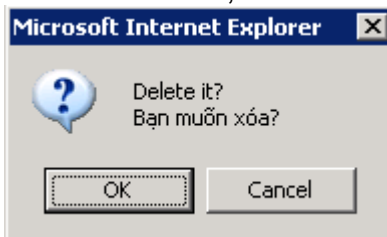
Organization: Select All Org Type: Select All Search by: Emp ID Nation: Vietnam

From: 08/07/2009 To: 08/07/2009 Type: ADVANCE Amount: 300000 Note: 0 rec(s)

Input from Excel file: Browse...

Date	Adj Type	Amount	Money Kind	Tax Y/N	Note
08/07/2009	ADVANCE	300,000	Tiền Việt	YES	
08/07/2009	ADVANCE	300,000	Tiền Việt	YES	
08/07/2009	ADVANCE	300,000	Tiền Việt	YES	
08/07/2009	ADVANCE	300,000	Tiền Việt	YES	
08/07/2009	ADVANCE	300,000	Tiền Việt	YES	
08/07/2009	ADVANCE	300,000	Tiền Việt	YES	
08/07/2009	ADVANCE	300,000	Tiền Việt	YES	
08/07/2009	ADVANCE	300,000	Tiền Việt	YES	
08/07/2009	ADVANCE	300,000	Tiền Việt	YES	
08/07/2009	ADVANCE	300,000	Tiền Việt	YES	

- Button  Delete: Use to delete row. When user choose and click into the button  , it will mark a row that user want to delete and then appear a alert window to confirm whether user want to delete or not, of user want to delete, click **OK**, in contrast, click



Cancel. Then click  to save.

- Button  Print: use to print out the report on adjustment salary of employee for manager.

5. Field Description:

Field Name	Description
Organization	Look up by Organization
Org Type	Look up by Organization Type
Search By(Emp ID, Name, Card ID)	Look up by Employee code, Employee name, Employee card
From To	Look up by Date
Type	Choose Adjustment Type
Emp ID	Employee code

Full Name	Employee Full Name
Date	Adjustment Date
Adj Type	Adjustment Type
Amount	Amount
Note	Remark