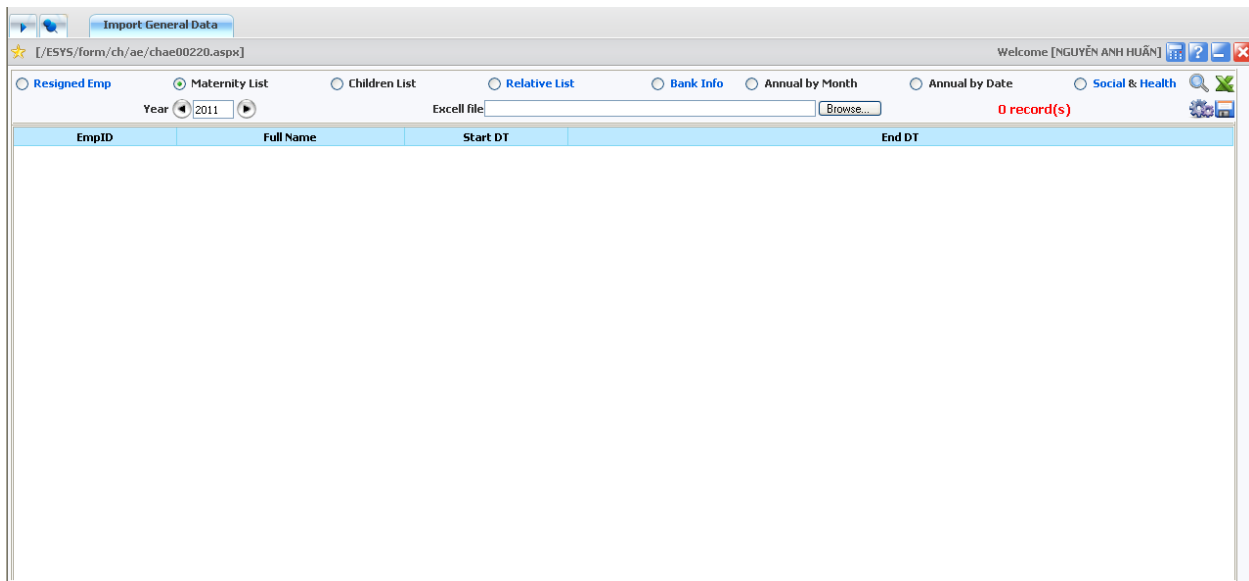# IMPORT GENERAL DATA

1. Path:

Human Resource Management/ Employee/ Import General Data.

2. Image:

3. Definition:

User can see information, or import information for employees from excel file into software.

- **Resigned Emp**: List of Resigned Employees
- **Maternity List**: List of employees who were registered for maternity leave.
- **Children List**: List of employees' children to register for children allowance.
- **Relative List**: List of employees' dependant to deduct in Personal Income Tax.
- **Bank Info**: Bank information (bank's name, account number) of employees if company pay by bank.
- **Annual by Month**: Annual leave used monthly in year.
- **Annual by Date**: Annual leave detail in year (annual leave
- **Social & Health**: Insurance and union information such as: social book number, health card number, participate union or not…

4. How to use:

a. Sample files:

To import information of employees from excel file, user must create excel file based on sample file which required in system.

To see information:

- Selesct option which user wants to see sample file.

- Click **Sample Report** button to see sample file.

❖ **Sample file: Resigned employees list:**

Resigned List

No.	Emp ID	Full Name	Left Date	Resign Type	Resign Type Code
1	200209	NGUYEN THI THU THUY	25/04/2011	Dismiss	24

truong:
Is not blank

truong:
Is not blank

truong:
Is not blank

- **Resign Type Code**: Click onto word Resigned Emp to open popup

genuwin -- Web Page Dialog

⊙ Code Group ⊙ Code Group Name HR0004   5 record(s).

NO	CODE	NAME	KNAME	FNAME	NUM 1	NUM 2	NUM 3	NUM 4	NUM 5	CHA 1	CHA 2
1	01	During probationary period		Trong thời gian thử việc							
2	02	Applying for resignation		Nộp đơn xin nghỉ							
3	03	Leaving without application		Tự ý bỏ việc							
4	04	Contract is due		Hết hạn hợp đồng							
5	05	Dismiss		Sa thải							

❖ **Resign Type Code** will get at **CODE** column.

❖ **Sample File: Register information for Maternity leave of employees**

Maternity List

No.	Emp ID	Full Name	Start Date	End Date
1	C00038	NGUYEN THI THU THUY	25/04/2010	24/08/2010
2	X25155	LE THI HONG NGA	01/05/2010	30/09/2010

Genuwin: Start Date and End Date must be formatted to Text style, and data in two these columns must be forced to dd/mm/yyyy
For Ex: 25/04/2010, but '25/04/2010 is invalid.

Note: **Start Date** and **End Date** must be formatted to Text style and data must be dd/mm/yyy.

❖ **Sample File: Register Children's List of employees**

Children's List

No.	Emp ID	Employee's Name	Child's Name	Birth Date	Start Date	End Date
1	C00038	NGUYEN THI THU THUY	NGO VAN TAI	25/04/2010	25/04/2010	24/04/2011
2	C00038	NGUYEN THI THU THUY	NGO THI HONG LY	01/05/2010	01/05/2010	
3	X28331	PHAM VAN PHUC	PHAM VAN LOC	19/03/2010	19/03/2010	

Genuwin: Start Date and End Date must be formatted to Text style, and data in two these columns must be forced to dd/mm/yyyy
For Ex: 25/04/2010, but '25/04/2010 is invalid.

- **Start Date**: Date that start calculate children allowance for employees.
- **End Date**: Date that stop calculate children allowance for employees.

Note: **Start Date** and **End Date** must be formatted to Text style and must be dd/mm/yyyy.

❖ **Sample File: Register dependants of employees to deduct in PIT:**

Relative's List

No.	Emp ID	Employee's Name	Relative's Name	Relatice Code	Start Date	End Date
1	C00038	NGUYEN THI THU THUY	NGO VAN TAI	01	25/04/2010	24/04/2011
2	C00038	NGUYEN THI THU THUY	NGO THI HONG LY	02	01/05/2010	

Genuwin: Start Date and End Date must be formatted to Text style, and data in two these columns must be forced to dd/mm/yyyy
For Ex: 25/04/2010, but '25/04/2010 is invalid.

- **Relative Code**: Code of relationship. To view this code user click onto **Relative List** to open Popup

Relative Code will be take from **CODE**.

- **Start Date**: Date that start applying deduction in calculating PIT for employee.
- **End Date**: Date that stop applying deduction in calculating PIT for employee.

Note: **Start Date** and **End Date** must be formatted to Text style and must be input according to "dd/mm/yyyy".

❖ **Sample File: Register bank information of employees**

Bank Information

No.	Emp ID	Full Name	Bank Code	Account Number
1	C00038	NGUYEN THI THU THUY	01	000XXXXXX1110
2	X25155	LE THI HONG NGA	02	0000XXXX00001

- **Bank Code**: To view Bank code user click onto **Bank Info** to open Popup

NO	CODE	NAME	KNAME	FNAME	NUM 1	NUM 2	NUM 3	NUM 4	NUM 5	CHA 1	CHA 2	CHA 3
1	01	VietComBank		Vietcombank								
2	02	Incombank		Incombank								
3	03	Vietinbank		Vietinbank								
4	04	Agribank		Agribank								
5	05	Đông Á		Đông Á								
6	06	Sacombank		Sacombank								
7	07	SCB Bank		SCB Bank								
8	08	Techcombank		Techcombank								
9	09	HSBC		HSBC								
10	10	VCB		VCB								
11	11	Đầu Tư & Phát Triển		Đầu Tư & Phát Triển								
12	12	MB Bank		MB Bank								
13	13	BIDV		BIDV								
14	14	Phương Đông		Phương Đông								

Bank Code will be taken in **CODE**.

❖ **Sample File: register annual leave by month for employees:**

Absent List by Month

No	Emp ID	Full Name	01	02	03	04	05	Annual leave in month	10	11	12
1	C13501	NGUYEN THI HONG		3		2.5					
2	C13502	NGUYEN VAN TAI	1.5								

❖ **Sample File: register detail annual leave by date for employees:**

Absent List

No	Emp ID	Full Name	Absent Date	Hour(s)
1	C13501	NGUYEN THI HONG	19/01/2010	8
2	C35821	NGO VAN TAI	03/05/2010	8
3	C00025	LAM THI THUY HANG	08/02/2010	8
4	C13501	NGUYEN THI HONG	25/03/2010	4

> **Genuwin:** this column(Absent Date) must be formatted to Text style, and data in this one must be forced to dd/mm/yyyy For Ex: 09/04/2010, but '09/04/2010 is invalid.

Absence Date: must be formatted to Text style and must be dd/mm/yyyy.

❖ **Sample File: register insurance information for employees:**

Insurance Information

No.	Emp ID	Full Name	Social No.	Social Place Code	Health No	Health Place Code	UnEmployment Y/N	Union Y/N
1	C00003	NGUYEN VAN QUY	DN065301778	01	578XXXXXXX263	06	Y	Y
2	C00005	CAO THI THU PHUONG	DN065301779	01	0352XXXXXX456	04	N	Y

- **Unemployment Y/N**: Participate unemployment insurance or not. Y: Participate unemployment insurance. N: not participate unemployment insurance.
- **Union Y/N**: Participate union or not. Y: participate union. N: not participate union.

Note: To view **Social Place Code** and **Health Place Code**

- Click onto work **Social** to open Popup

Social Place Code will be taken in **CODE**.

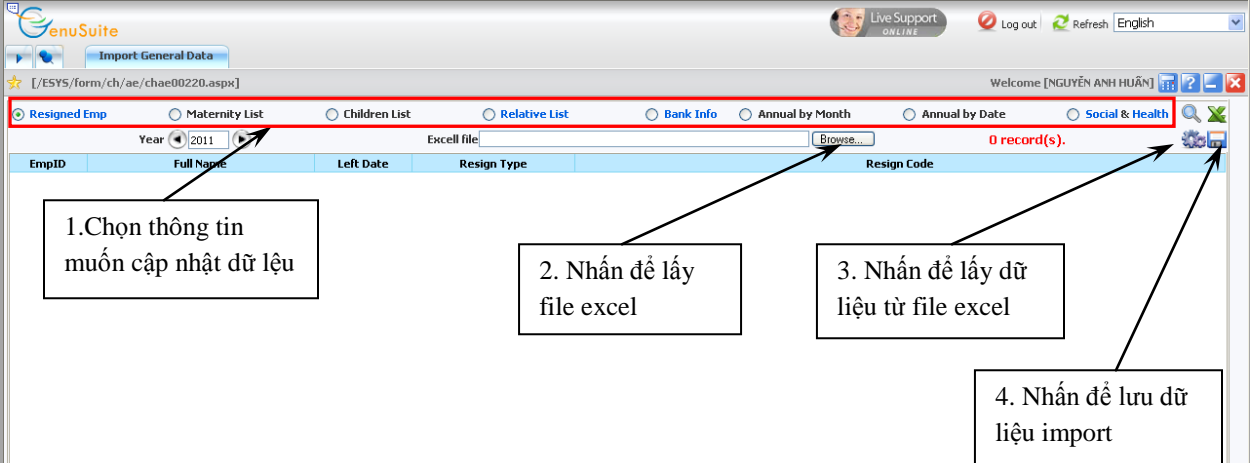- Click onto **Health** to open Popup of Health Place

Health Place Code will be taken in **CODE**.

a. **Import data from excel file into system:**

To import data from excel file for employees:

- Select option user wants to import data.
- Click Browse... button to get excel file which save data.

- Click **Insert** From **Excel to Grid** button to get data from excel file into system.
- Click **Save** button to save data.