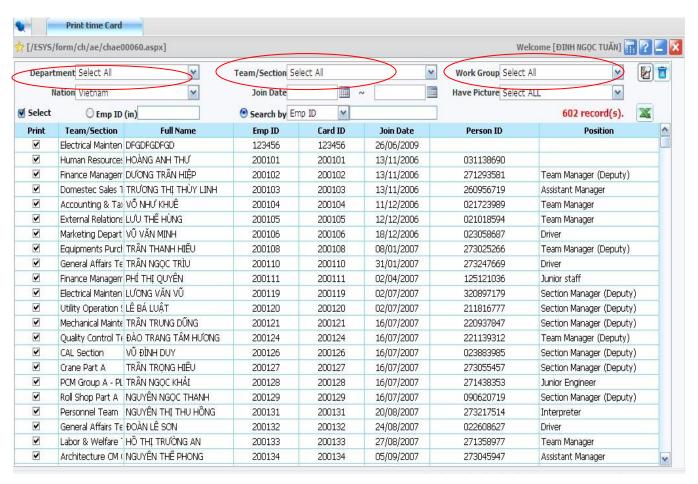
## PRINT TIME CARD

### 1) Path:

#### HR/Employee/Print time card

#### 2) <u>Image:</u>



### 3) Defination:

The "Print time card" Form is where user can search employee and print out Time card.

#### Summary:

- The "Print time card" form: Search condition by: Department, Work Group, Team/Section, Join Date, Have picture, Emp ID (in), Search by(Name, Emp ID, Card ID).
  - Emp ID (in): user input several employee ID
  - Search by (Name, Emp ID, Card ID): user only can input an employee
- Some buttons: Search, Delete, Print.

## 4) How to use:

- Search button : User can choose Work group or Department, Team/Section and left click in the name that user want choose.
- Chossing Work Group, Join Date, Have picture, Emp ID (in), Search by(Name, Emp ID, Card ID) and then click into the button to save information of employee who user want to print out card.
- Button: When user want to look up employee who have photo in the GenuHR system and click into the button the system will delete photo of the employee.
- Button When user want to print out card for employee, user have to choose employee and click into the button Print, the system will print it into excel file.

# 5. Field Description:

Field name	Description
Department-condition	To Search by department
Work Group-condtion	To Search by Group
Team/Section-condition	To Search by Team/Section
Join Date-condition	To Search by join date company
EmpID (in)	To Search by many Employee ID
Search by EmpID, Name, Card ID	To Search by Emp ID, Name and Card ID
Print	Allow you print employee card if you
	want.
Department	Department name
Group name	Group name
Full names	Full Name
EmpID	Employee ID
Card ID	Card ID of employee
Join Date	The date employee to join company
PersonID	Identity Card
Position	Position in company