## WT ALLOWANCE

#### 1. Path:

HR/Employee/ WT Allowance.

#### 2. Image:

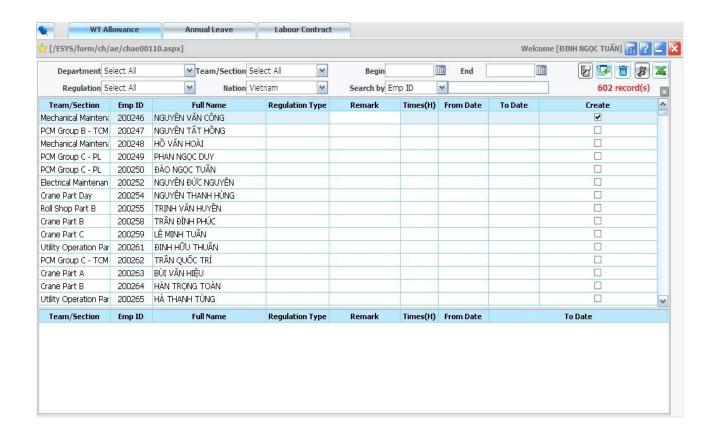
		110.aspx]				1878 333	10.000	ome [ĐINH NGỌC TUẨN] 📊 👔 🧧
Department Select All  Regulation Select All		Team/Section Select All		Begin End				
		Nation Vie	tnam	Search by Emp ID		<b>v</b>		602 record(s)
Team/Section	Emp ID	Full Name	Regulation Type	Remark	Times(H)	From Date	To Date	Create
Mechanical Maintena	200246	NGUYÊN VĂN CÔNG						
PCM Group B - TCM	200247	NGUYÊN TẤT HỒNG						
Mechanical Maintena	200248	HỒ VĂN HOÀI						
PCM Group C - PL	200249	PHAN NGỌC DUY						/ Click into
PCM Group C - PL	200250	ĐÀO NGỌC TUẨN						this box to
Electrical Maintenan	200252	NGUYÊN ĐỨC NGUYÊN						
Crane Part Day	200254	NGUYÊN THANH HÙNG						Register
Roll Shop Part B	200255	TRỊNH VĂN HUYỀN						WT 🗆
Crane Part B	200258	TRẦN ĐÌNH PHÚC						allowance
Crane Part C	200259	LÊ MINH TUẨN			1			
Utility Operation Par	200261	ĐỊNH HỮU THUẨN						
PCM Group C - TCM	200262	TRẦN QUỐC TRÍ						
Crane Part A	200263	BÙI VĂN HIỆU						
Crane Part B	200264	HÀN TRỌNG TOÀN						
Utility Operation Par	200265	HÀ THANH TÙNG						
Mechanical Maintena	200267	NGUYÊN VĂN TOÀN						
Crane Part B	200268	TRẦN VĂN KHUẤT						
Crane Part Day	200269	PHẠM TUẨN DỮNG						
PCM Group B - PL	200270	BÙI GIA THĂNG						
Mechanical Maintena	200271	TÔ VĂN NGỌC						
Utility Operation Par	200272	NGÔ TẪN BÌNH						
Electrical Maintenan	200273	NGUYÊN VĂN THÀNH HƯNG						
CAL Group C Part B	200274	TRẦN VĂN SƠN						

#### 3. **Definition:**

- The "WT Allowance" Form is to register WT allowance for employee.
- WT Allowance is the form that user can register 1h working time allowance per day for the workers who have been pregnant over 6months, and workers who have chidren under 1year.
- Summary:
- The "WT Allowance" form: User can choose one of searching condition as: Department, Team/Section, Begin, End, Search by (Name, Emp ID, Card ID, Personal ID, Old Code), Regulation.
- Some buttons: Search, Save, Delete, Undelete, and Report

### 4. How to use:

- Button : user can choose Team/Section or Department and click into the name that user want to choose.
- Choosing Begin, End, Search by (Name, Emp ID, Card ID, Personal ID, and Old Code),
   Regulation and then click into the button to view information on WT allowance of employee.
- To create information on WT allowance, user can choose into listbox Regulation type, input note into Remark, input the number of allowance hours into the box Times(H), Choose date of getting WT allowance to the date of ending in column From date and To date, click into check box create to create information on WT allowance for employee
- Save button: After creating information on WT allowance, user click save to save the information.
- Delete button User use to delete row when user choose the row and click the button to mark the row that user want to delete and then click Save to delete the row
- Undelete button. After click Delete button, however user do not click yet and do not want to delete, user can choose the button undelete to re-use the row.
- Print button Size Can choose Print to print out the report on information on employees getting WT allowance.
- Button: User can use the button, the system will show a grid below. User can see whether the employee get WT allowance in previous period or not.



# 5. Field Description:

Field Name	Description			
Team/Section	Team/Section name			
Emp ID	Employee ID			
Full name	Employee full name			
Regulation type	Regular WT allowance type			
Remark	Note			
Time(H)	WT allowance time			
From date	Date of getting WT allowance			
To date	Date of ending WT allowance			