ATTENDANCE ABSENCE

1. **Path:**

    HR/TimeAttendance/ Attendance Absence.

2. **Image:**
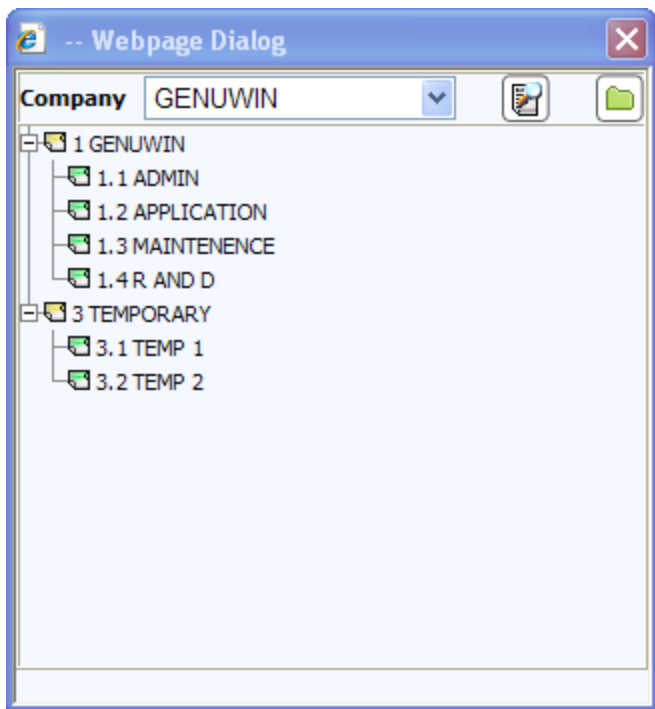

3. **Definition:**

The "**Attendance Absence"** Form is where user show information on attendance or absence of employee

Summary:
- The "**Attendance Absence"** form : User can choose searching conditions as Daily, From(choose Date), To(choose Date), Form(choose Month), Dept, Group, WS (work schedule), Search (Emp ID, Card ID, Name).
- Some buttons: *Search, Save, Delete, Undelete, Print.*

4. **How to use:**

- Button [icon]: User can choose one of searching criteria as choosing Department by clicking into the hyperlink **Dept**, user can choose group or Department and left click into the name that user want to choose

- User can choose one of searching conditions to look up as Daily, From(choose date), To(choose date), Month(choose month), Dept, Group, WS (work schedule), Search(Emp ID, Card ID, Name). Then click into the button to view information on attendance or absence of employee.

- List box **Set Time**: use to input data quickly one time for many employee. The *Select All* checkbox allows user choosing all employee shown in the grid. User can create **In Time** or **Out Time** for employee by choosing random **In Time** or Random **Out Time** in list box *Set Time* and input time in the box *HH* and from the minutes to minutes into the box *MM1* and *MM2*. Then click into the box **Set** *Set* to automatically set **In time** and **Out Time** for employee. And then, user click into the button to save in/out information of the employee.

- **Note:** When setting hour by choosing **Random In Time** or **Random Out Time,** user input or set hour in the column **WT** , the system will not calculate over time hour (if any) of employee. At that time, the system will automatically show that user modify by hand, so the column **Mod by hand** will show **Y**, in contrast, if user don't input or user delete hours in column **WT** , the system will automatically calculate working over time for the employee.

- Button Clear **Clear** : When user choose Set Time is Random In Time or Random Out Time and click button **Clear** *Clear* , information on **In Time** or **Out Time** will be clear.

Set Time

HH   MM1   MM2   Set   Clear

- When user choose **WT, OT, NT, HT** in list box **Set Time**, the form show in a text box *HH* allowing user input time. User also can set time for employee by keeping left – mouse and drag to the range need to set. Choose kind of **Set Time** and input time into the box *HH* **.** Then click into the button **Set** **Set Time** to automatically input time for the employee, and then click the button to save information set for the employee.

Set Time

HH

- User can double click in the row **EMP_ID** or **FULL_NM** to view information on date, working time of employee on one month.

- User can double click into the column **ABS** to view reason of absence of the employee. Or user can choose another reason for the employee by double click into the row need to select. The information will show in the below Form Attendance absence.

Double click here to choose absence reason for employee

- Button : User click into the button Show Column, the form will show some column as:

Date_In   **N1**   **Date_Out**   **N2**   **Next2**

       Next1   **W_S**

- *Date_In:* Show ingoing date of employee.
- *Date_Out:* Show outgoing date of employee. For example: an employee can come to work today, but he can go out of company next day (employee work night shift).
- User can keep left mouse and drag to choose some essential employees to set date in or date out for them by click into the check box *Next1* to use for *Date_In* . *Next2* use for *Date_Out*.
- Button : Use to delete row when user choose row and click the button, it will mark the row that you want to delete and then click button *Save* to delete the row.
- Button : after click into **Delete** button, but don't click *Save* button, user don't want to delete, user can click the **Undelete** button to re – use this row.
- Button : user can choose one of the following information to print report out into excel file and *Absence* in List box Print to view information of absent employee. W*orking time* to view employee go to work on that day. *Incorrect time* to view employee go to work in correct time. or user can choose *Select All* to view all. After choosing one of the information in list box Print, user can click *Print* to view detail information.

5. **Field Description:**

Field Name	Description
Daily	Criteria to look up by date
From, To	Criteria to look up from date to date
From	Criteria to look up in one month
Dept	Criteria to look up by Department
Group	Criteria to look up by group
Print (Absence, working time, incorrect time, Select All)	Criteria to print out information (absence, attend employee, employee go to work in correct time)

Set Time(Random In time, Random Out time, WT, OT, NT, HT)	Criteria to set time.
HH	Text Box to input time
MM1, MM2	Input from minutes to minutes
Search (EmpID, Card ID, Name)	Criteria to look up by employee ID, Employee card code, Employee name
Group	Group name
EmpID	Employee ID(Employee code)
Full_nm	Full name(full name of employee)
W_S	Work shift (shift code of the employee)
Date_In	Ingoing date
Date_Out	Outgoing date
In	Ingoing time
Out	Outgoing time
WT	Work time (total working time hours)
OT	Over time (total over working time hours)
NT	Night time (Total night shift hours
HT	Holiday time (Total working time hours on off – day)
ABS	Absence (Absence kind of the employee)
H	Absence hours of the employee
Work DT	Work date (working date)
Mod by hand	System will show to view information that has modified by hand or not. If there is Y. the information has been modified by hand.
No Scan	Check on column to select Employee no Scan card.