

BASIC SALARY

1. Path:

HR/Payroll Admin/Basic Salary.

2. Image:

Basic Salary Summary

Organization: Select All, Org Type: Select All, Position: Select All, Search by: Emp ID, Months: ~, Contract Type: Select All, Status: Active, Join Date: ~, Money Kind: Tiền Việt

Set Salary L1: Basic, Set Salary L2: Basic, Confirm Dt: ~

557 record(s)

Team/Section	Emp ID	Full Name	Join Date	Total L1	Current Level 1 Salary And Allowance Information						
					Basic	Addition	Crane	Res Allow	Gasoline Allow	Tel Allow	Full Atte
Material Purchasing Team	100231	LIM IN AE	11/05/2009	16,600,000	15,000,000	1,600,000	0	2,400,000	0	400,000	240,000
Electrical Maintenance - CAL	123456	DFGDFGDFGD	26/06/2009	0	0	0	0	0	0	0	0
Human Resources Department	200101	HOÀNG ANH THƯ	13/11/2006	14,400,000	14,400,000	0	0	0	0	0	0
Finance Management Team	200102	DƯƠNG TRẦN HIẾP	13/11/2006	7,776,000	7,776,000	0	0	0	0	0	0
Domestic Sales Team II	200103	TRƯƠNG THỊ THÚY LINH	13/11/2006	6,048,000	5,472,000	576,000	0	0	0	0	0
Equipments Purchasing Team	200108	TRẦN THANH HIẾU	08/01/2007	7,200,000	7,200,000	0	0	0	0	0	0
General Affairs Team	200110	TRẦN NGỌC TRIỀU	31/01/2007	3,110,400	3,110,400	0	0	0	0	0	0
Finance Management Team	200111	PHÍ THỊ QUYỀN	02/04/2007	5,184,000	3,744,000	1,440,000	0	0	0	0	0
Electrical Maintenance - PL	200119	LƯƠNG VĂN VŨ	02/07/2007	7,776,000	7,776,000	0	0	0	0	0	0
Utility Operation Section	200120	LÊ BÁ LUẬT	02/07/2007	4,320,000	3,744,000	576,000	0	0	0	0	0
Mechanical Maintenance Part PL	200121	TRẦN TRUNG DŨNG	16/07/2007	7,776,000	7,776,000	0	0	0	0	0	0
Quality Control Team	200124	ĐÀO TRANG TÂM HƯƠNG	16/07/2007	4,320,000	3,744,000	576,000	0	0	0	0	0
CAL Section	200126	VŨ ĐÌNH DUY	16/07/2007	4,320,000	3,744,000	576,000	0	0	0	0	0
Crane Part A	200127	TRẦN TRỌNG HIẾU	16/07/2007	5,184,000	4,608,000	576,000	0	0	0	0	0
PCM Group A - PL	200128	TRẦN NGỌC KHẢI	16/07/2007	5,184,000	4,608,000	576,000	0	0	0	0	0
Roll Shop Part A	200129	NGUYỄN NGỌC THANH	16/07/2007	7,776,000	7,776,000	0	0	0	0	0	0
Architecture CM Group	200134	NGUYỄN THẾ PHONG	05/09/2007	11,232,000	11,232,000	0	0	0	0	0	0
General Affairs Team	200136	PHAN THANH NGUYỄN	06/09/2007	3,428,000	3,428,000	0	0	0	0	0	0





3.1 Definition:

- The “**Current Sal**” Form is where user can view and modify current salary for employee.
- The “Current Sal” means “salary at the present time” to be used to calculate month salary for employees, and this form allows user to modify salary, and allowances amount.
- **Summary**
 - The “**Current Sal**” tab: Searching criteria as **Organization**, Org Type, Position, Search by (Emp ID, Name, Card ID), Months, Years, Contract Type, Status, Join Date.
 - Some buttons: **Search**, **Save**, **Set Salary**, **Set Confirm Date** and the button show more column

4.1 How to use:

- User can choose Organization in list box Organization by clicking into the hyperlink **Organization**, user can left – click into Organization that user want to choose.



- Button  Search: Choose one of searching criteria as Choosing **Organization**, Position, Search by (Emp ID, Name, Card ID), Months, Years, Contract Type, Status, Join Date then click into the button  to view information on salary of employees.
- Button  Save: When there is offer to increase salary for employee, user will input the changed salary into the column **Level 1 and Level 2** and choose date of increasing salary into the column **Confirm Date**, then click into  to save the new salary. If user don't choose date in **Confirm Date**, the system will automatically calculate for the month.

Basic Salary Summa... Basic Salary

[/FSYS/form/ch/cs/chcs00020_v2.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Current Sal Month Sal

Organization Select All Org Type Select All Position Select All Search by Emp ID

Months ~ Contract Type Select All Status Active Join Date ~ Money Kind Tiền Việt

Set Salary L1 Basic ~ = ~ Confirm Date

Set Salary L2 Basic ~ ~ ~

557 record(s)








Team/Section	Emp ID	Full Name	Join Date	Total L1	Current Level 1 Salary And Allowance Information						
					Basic	Addition	Crane	Res Allow	Gasoline Allow	Tel Allow	Full Atte
Material Purchasing Team	100231	LIM IN AE	11/05/2009	16,600,000	15,000,000	1,600,000	0	2,400,000	0	400,000	240,0
Electrical Maintenance - CAL	123456	DFGDFGDFGD	26/06/2009	0	0	0	0	0	0	0	0
Human Resources Department	200101	HOÀNG ANH THƯ	13/11/2006	14,400,000	14,400,000	0	0	0	0	0	0
Finance Management Team	200102	DƯƠNG TRẦN HIẾP	13/11/2006	7,776,000	7,776,000	0	0	0	0	0	0
Domestic Sales Team II	200103	TRƯƠNG THỊ THUY LINH	13/11/2006	6,048,000	5,472,000	576,000	0	0	0	0	0
Equipments Purchasing Team	200108	TRẦN THANH HIẾU	08/01/2007	7,200,000	7,200,000	0	0	0	0	0	0
General Affairs Team	200110	TRẦN NGỌC TRẦN	31/01/2007	3,110,400	3,110,400	0	0	0	0	0	0
Finance Management Team	200111	PHẦN THỊ QUYỀN	02/04/2007	5,184,000	3,744,000	1,440,000	0	0	0	0	0
Electrical Maintenance - PL	200119	LƯƠNG VĂN VŨ	02/07/2007	7,776,000	7,776,000	0	0	0	0	0	0
Utility Operation Section	200120	LÊ BÁ LUẬT	02/07/2007	4,320,000	3,744,000	576,000	0	0	0	0	0
Me	200121	TRẦN TRUNG DŨNG	16/07/2007	7,776,000	7,776,000	0	0	0	0	0	0
CA	200124	Đ	16/07/2007	4,320,000	3,744,000	576,000	0	0	0	0	0
Cr	200126	VŨ	16/07/2007	4,320,000	3,744,000	0	0	0	0	0	0
PC	200127	TR	16/07/2007	5,184,000	4,608,000	0	0	0	0	0	0
Ro	200128	TR	16/07/2007	5,184,000	4,608,000	0	0	0	0	0	0
Ar	200129	NG	16/07/2007	7,776,000	7,776,000	0	0	0	0	0	0
General Affairs Team	200136	PH	06/09/2007	3,428,000	3,428,000	0	0	0	0	0	0

Input changed salary in the 2 box Level2.

Input changed salary in the 2 box Level 1.

Choose type of setting salary

Choose Date of increasing salary into Confirm Date.

- If the offer to increase salary several times, user also input new salary in the column **Level2**. After inputting the new salary and click into , the system will automatically save the former salary in the column **Level2** into **Level1**. In order to be convenient to input the new salary, the system will allow user inputting on time for several employees by keeping left – click into and drag on the grid, then input the new offered salary in text box **Level2 Salary** and choose  Set Salary to input new salary in the column **Level2**. Choose Date **Confirm Date** and click into  **Set Confirm Date**(if offer increasing salary on any date). On other hand, if user don't input the new salary, the system will automatically calculate salary for the month, then click into  to save the changed salary of employee.
- Button  : When user click into the button, the Grid will show more column, click into  Show all columns to show all on the Grid.
- Button  Hide column to hide these column.

Basic Salary Summary Basic Salary

[/ESYS/form/chi/cs/ches00020_v2.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Current Sal **Month Sal**

Month 05/2009 Data **Existed** Status **Opening**

Organization Select All Org Type Select All Position Select All Search by Emp ID

Months ~ Contract Type Select All Status Active Join Date ~

L2 Total Basic ~ Month 05/2009 Confirm Date ~ Tiên Việt 556 rec(s)

Emp ID	Full Name	Total L1	Basic	Addition	Crane	Res Allow	Gasoline Allow	Tel Allow	Full Atten	Other Allow	Harmful	Job Title Allow
100231	LIM IN AE	0	0	0	0	0	0	0	0	0	0	0
200101	HOÀNG ANH THỊ	14,400,000	14,400,000	0	0	0	0	0	0	1,113,600	0	0
200102	DƯƠNG TRẦN HIẾP	7,776,000	7,776,000	0	0	0	0	0	0	210,400	0	0
200103	TRƯƠNG THỊ THỦY LINH	6,048,000	5,472,000	576,000	0	0	0	0	0	135,200	0	0
200108	TRẦN THANH HIẾU	7,200,000	7,200,000	0	0	0	0	0	0	180,000	0	0
200110	TRẦN NGỌC TRIỀU	3,110,400	3,110,400	0	0	0	0	0	0	0	0	0
200111	PHÍ THỊ QUYỀN	5,184,000	3,744,000	1,440,000	0	0	0	0	0	80,800	0	0
200119	NGUYỄN VĂN LƯU	7,776,000	7,776,000	0	0	0	0	0	0	210,400	0	0
200120	NGUYỄN VĂN LƯU	820,000	820,000	0	0	0	0	0	0	69,600	0	0
200121	NGUYỄN VĂN LƯU	776,000	776,000	0	0	0	0	0	0	210,400	0	0
200122	NGUYỄN VĂN LƯU	820,000	820,000	0	0	0	0	0	0	69,600	0	0
200123	NGUYỄN VĂN LƯU	820,000	820,000	0	0	0	0	0	0	69,600	0	0
200124	NGUYỄN VĂN LƯU	184,000	4,608,000	576,000	0	0	0	0	0	80,800	0	0
200128	TRẦN NGỌC KHÁI	5,184,000	4,608,000	576,000	0	0	0	0	0	112,000	0	0
200129	NGUYỄN NGỌC THANH	7,776,000	7,776,000	0	0	0	0	0	0	299,200	0	0
200134	NGUYỄN THẾ PHONG	11,232,000	11,232,000	0	0	0	0	0	0	581,600	0	0
200136	PHAN THANH NGUYỄN	3,428,000	3,428,000	0	0	0	0	0	0	0	0	0
200139	ĐOÀN THỊ THỊ TRÂM	4,320,000	3,744,000	576,000	0	0	0	0	0	38,400	0	0

Choose Month to view salary status on the month be created or not yet?

Status to know salary be created, data is existed.

Status to know salary be created, data is existed.

3.2 Definition:

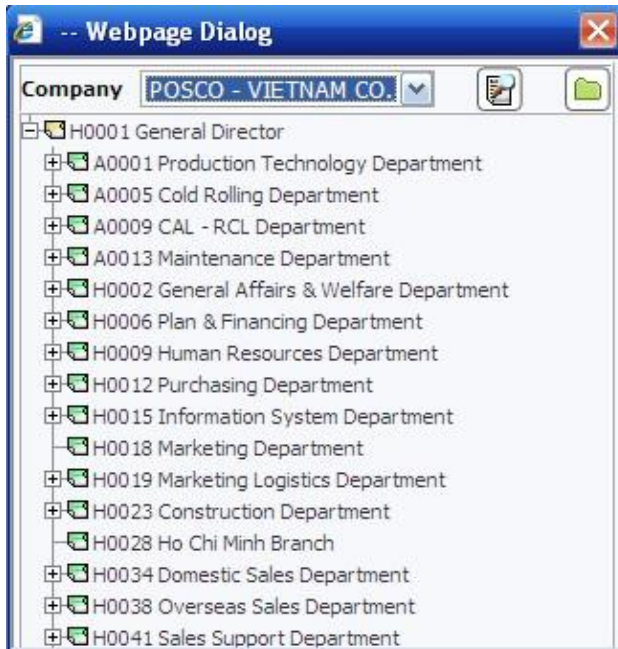
The “Month Sal” Form is where user can view and modify salary on a month for employee.




Summary

- The “Month Sal” tab: Searching criteria as **Organization**, Org Type, Position, Search by (Emp ID, Name, Card ID), Months, Years, Contract Type, Status, Join Date.
- Some button: **Search**, **Save**, **Set Salary**, **Set Confirm Date**, **Report**, **Delete**, **Create Salary** and the button show more column.

4.2 How to use:

- Choose Department in list box Organization by clicking into the hyperlink **Organization**, there will show a form Organization, user can left – click into Organization that user want to choose.



- Button  Search: Choose one of searching criteria as **Organization**, Org Type, Position, Search by (Emp ID, Name, Card ID), Months, Years, Contract Type, Status, Join Date, then click into the button  to view information on salary of employee on the month.
- Click into the hyperlink **Emp ID**, there will open the form. User can click into  to view all employee or can choose one of searching criteria as Organization, Org Type, Employee ID in the box Search by, then double click in the employee name to select into the form **Month Sal**

Untitled Page -- Webpage Dialog

Department: Select All Team/Section: Select All
 Nation: Vietnam Search by: Emp ID

Double click on row to select

Department	Team/Section	Emp ID	Card ID	Full Name	OLD CODE	Personal ID	Join Date	Manager
CAL - RCL Department	Utility Operation I	200261	200261	ĐINH HỮU THUẬN	200261	233026139	18/02/2009	
Cold Rolling Department	PCM Group C - TC	200262	200262	TRẦN QUỐC TRÍ	200262	321055810	18/02/2009	
Cold Rolling Department	Crane Part B	200264	200264	HÀN TRỌNG TOÀN	200264	171676262	18/02/2009	
CAL - RCL Department	Utility Operation I	200265	200265	HÀ THANH TÙNG	200265	233031351	18/02/2009	
Cold Rolling Department	Roll Shop Part A	200173	200173	NGUYỄN ĐỨC ĐÀN	200173	273026807	18/02/2009	
CAL - RCL Department	CAL Group C Part	200174	200174	HOÀNG BỒI	200174	261013385	18/02/2009	
Cold Rolling Department	CR Factory Supp	200175	200175	NGUYỄN ANH TUẤN	200175	273228404	18/02/2009	
CAL - RCL Department	RCL Group A Part	200176	200176	ĐINH QUỐC HÙNG	200176	273062205	18/02/2009	
Cold Rolling Department	PCM Group C - PL	200177	200177	TRẦN VĂN ẮN	200177	273080112	18/02/2009	
CAL - RCL Department	RCL Group B Part	200178	200178	NGUYỄN VĂN MẠNH	200178	240709398	18/02/2009	
CAL - RCL Department	CAL Group A	200179	200179	HUYỀN THANH TÙNG	200179	273030767	18/02/2009	
Cold Rolling Department	PCM Group A - PL	200181	200181	TRẦN VĂN THUẬN	200181	273081686	18/02/2009	
CAL - RCL Department	CAL Group B Part	200182	200182	PHẠM VĂN ĐỒNG	200182	168047222	18/02/2009	
Cold Rolling Department	PCM Group B - PL	200183	200183	ĐINH VĂN NHIỆM	200183	273168091	18/02/2009	
Cold Rolling Department	Roll Shop Part B	200184	200184	PHẠM THANH HUY	200184	273056966	18/02/2009	
Cold Rolling Department	Roll Shop DayShift	200185	200185	ĐỖ HOÀNG PHƯỚC	200185	273099854	18/02/2009	
Cold Rolling Department	PCM Group A - TC	200186	200186	NGUYỄN HÙNG CƯỜNG	200186	273180423	18/02/2009	
Cold Rolling Department	PCM Group A - PL	200187	200187	NGÔ THANH TÂM	200187	273105498	18/02/2009	
CAL - RCL Department	RCL Group C Part	200188	200188	NGUYỄN THANH TÙNG	200188	273153602	18/02/2009	
Maintenance Department	Electrical Mainten	200170	200170	ÔN ĐÌNH HUNG	200170	212154678	18/02/2009	
Maintenance Department	Mechanical Mainte	200171	200171	HOÀNG PHÚC ÁNH	200171	273185010	18/02/2009	
Cold Rolling Department	PCM Group A - PL	200172	200172	DƯƠNG HỮU THẢO	200172	191511749	18/02/2009	
General Affairs & Welfar	General Affairs Te	200442	200442	NGUYỄN THỊ DUNG	200442	273214420	27/10/2009	
General Affairs & Welfar	Labor & Welfare	200443	200443	HUYỀN THỊ THANH	200443	250669107	33/11/2009	
CAL - RCL Department	CAL Group A Part	200444	200444	TRẦN XUÂN LIÊN	200444	205315556	10/11/2009	GA Man

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Basic Salary Summa... Basic Salary

[/ESYS/form/ch/cs/chcs00020_v2.aspx] Welcome [ĐINH NGỌC TUẤN]

Current Sal Month Sal

Month: 05/2009 Data: Existed Status: Opening Emp ID:

Organization: Select All Org Type: Select All Position: Select All Search by: Emp ID

Months: ~ Contract Type: Select All Status: Active Join Date: ~



L2 Total Basic ~ Confirm Date: ~

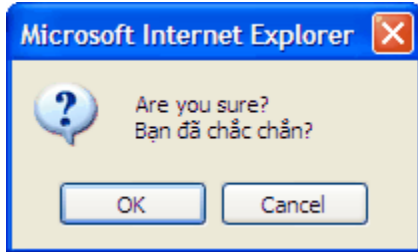
Month: 05/2009 Confirm Date: ~

556 rec(s)

Emp ID	Full Name	Total L1	05/2009- Level 1 Salary And Allowance Information										
			Basic	Addition	Crane	Res Allow	Gasoline Allow	Tel Allow	Full Atten	Other Allow	Harmful	Job Title Allow	
100231	LIM IN AE	0	0	0	0	0	0	0	0	0	0	0	0
200101	HOÀNG ANH THỨ	14,400,000	14,400,000	0	0	0	0	0	0	0	0	1,113,600	0
200102	DƯƠNG TRẦN HIẾP	7,776,000	7,776,000	0	0	0	0	0	0	0	0	210,400	0
200103	TRƯƠNG THỊ THỦY LINH	6,048,000	5,472,000	576,000	0	0	0	0	0	0	0	135,200	0
200108	TRẦN THANH HIẾU	7,200,000	7,200,000	0	0	0	0	0	0	0	0	180,000	0
200110	TRẦN NGỌC TRƯỜNG	3,110,400	3,110,400	0	0	0	0	0	0	0	0	0	0
200111	PHÍ THỊ QUYÊN	5,184,000	3,744,000	1,440,000	0	0	0	0	0	0	0	80,800	0
200119	LƯƠNG VĂN VŨ	7,776,000	7,776,000	0	0	0	0	0	0	0	0	210,400	0
200120	LÊ BÁ LUẬT	4,320,000	3,744,000	576,000	0	0	0	0	0	0	0	69,600	0
200121	TRẦN TRUNG DŨNG	7,776,000	7,776,000	0	0	0	0	0	0	0	0	210,400	0
200124	ĐÀO TRANG TÂM HƯƠNG	4,320,000	3,744,000	576,000	0	0	0	0	0	0	0	69,600	0
200126	VŨ ĐÌNH DUY	4,320,000	3,744,000	576,000	0	0	0	0	0	0	0	69,600	0
200127	TRẦN TRỌNG HIẾU	5,184,000	4,608,000	576,000	0	0	0	0	0	0	0	80,800	0
200128	TRẦN NGỌC KHÁI	5,184,000	4,608,000	576,000	0	0	0	0	0	0	0	112,000	0
200129	NGUYỄN NGỌC THANH	7,776,000	7,776,000	0	0	0	0	0	0	0	0	299,200	0
200134	NGUYỄN THẾ PHONG	11,232,000	11,232,000	0	0	0	0	0	0	0	0	581,600	0
200136	PHAN THANH NGUYỄN	3,428,000	3,428,000	0	0	0	0	0	0	0	0	0	0
200139	ĐOÀN THỊ THỊ TRÂM	4,320,000	3,744,000	576,000	0	0	0	0	0	0	0	38,400	0



CHOOSE MONTH

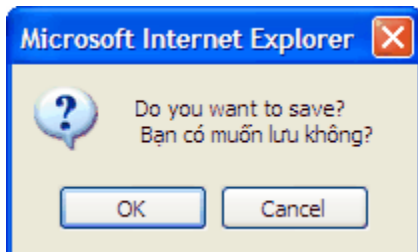
- If user choose month and there show **No Data** mean that there is not data. User can create data by click into the button  Create Salary. After clicking into the button , the system will show a confirmation window as below:







- If assuring creating data for the month, user click into **OK**, in contrast, click **Cancel**. Then there will show a confirmation window to alert finishing, user click **OK**




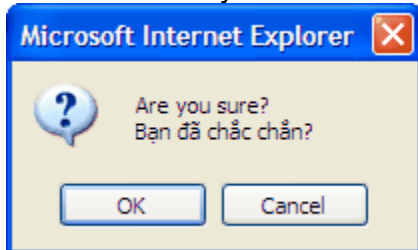
- Button  Save: When user want to modify some information as Salary level 1, Salary level 2, confirmed Date or position of employee in columns: Level 1, level 2, Confirm Date, Position, user can input or choose the above information, then click into the button  to save. A confirmation window will be shown



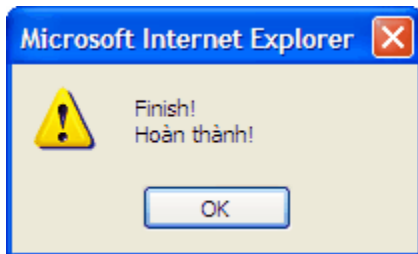
- Click **OK** to accept, in contrast, click **Cancel**.
- If user want to modify salary in column **Level2**, user can double click into the row need to modify and input the new salary. After inputting new salary, user click into  to save the new salary in column **Level2**. In order to be convenient to input new salary, the system allow user inputting one time for several employees by keeping left – lick and drag on the grid, then input the increased salary in text box **Salary** and choose  Set Salary to input new salary for column **Level2** . Choose date in **Confirm Date** and click  **Set Confirm Date** (if offer



increasing salary on any date). On other hand, is user don't input the new salary, the system will automatically calculate salary for the month, then click into  to save the changed salary of employee

- Button  Delete: user can choose month and click into the button Delete month salary to delete salary data on the month. A confirmation window will be shown



- If assuring, click **OK**, in contrast, click **Cancel**. After clicking into **OK**, there will show an alert window.



- Click **OK** to finish.
- Button  Report current salary: to print out the current salary of employee.
- Button : use to expand Form. When user click the button, information on the month will be opened, and then user can search to view the month exist data or not yet?

5.1 Description: Current Sal

Field Name	Description
Organization	Look up by Organization
Org Type	Look up by Organization type
Position	Look up by Position
Search By(Emp ID, Name, Card ID)	Look up by Employee code, Employee name, Employee card
Months	Look up by month
Years	Look up by year
Contract Type	Look up by Contract Type
Status	Look up by working status
Join Date	Look up by joining date into company
Emp ID	Employee code
Full Name	Employee full name
Join Date	Date of joining into company of the

	employee
Contract type	Contract type
Pro Salary	Probation salary
Level 1	Salary
Level 2	Offer increased salary
Confirm Date	Date of offering increased salary
Position	Position of the employee

5.2 Field Description: Month Sal

Field Name	Description
Organization	Look up by Organization
Organization Type	Look up by Organization Type
Position	Look up by Position
Search By(Emp ID, Name, Card ID)	Look up by Employee code, Employee name, Employee card
Months	Look up by month
Years	Look up by year
Contract Type	Look up by Contract Type
Status	Look up by working status
Join Date	Look up by joining date into company
Emp ID	Employee code
Full Name	Employee full name
Join Date	Date of joining into company of the employee
Contract type	Contract type
Level 1	Salary
Level 2	Offer increased salary

Confirm Date	Date of offering increased salary
Position	Position of the employee