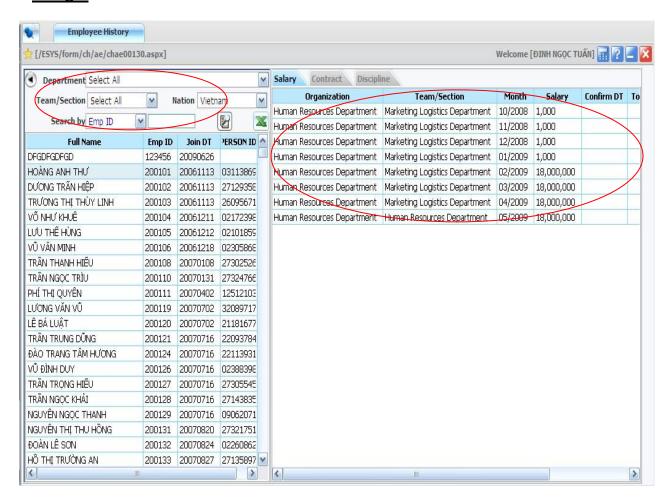
# **EMPLOYEE HISTORY**

1. Path: HR/ Employee/ Employee History

## 2. Image:

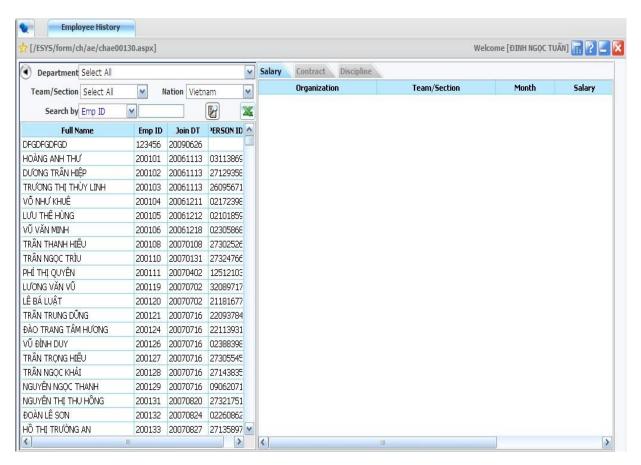


### 3. Definition:

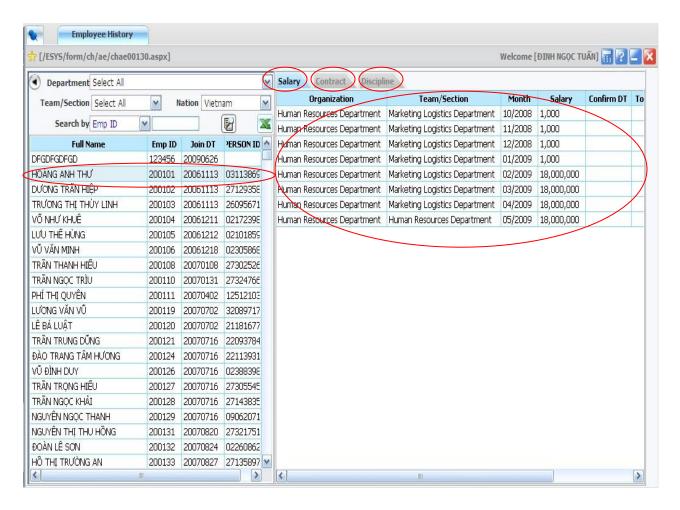
- Manage, view and print employee history report.
- Summary:
- Form "Employee History": Searching criteria as Department, Team/Section Search by (Full Name, Emp ID, Card ID, Person ID).
- Some buttons: Search, Print

#### 4. How to use:

- Button : User can choose Department or Team/Section and left click into the name that user want to choose.
- User can choose Search by (Emp ID, Name, Card ID, Person ID) to find an employee you want.
- Then press button ::



After choosing an employee you want, user will see some information about salary, contract,
and discipline of employee. User can press button to print that employee history report.



#### • Field description:

Field Name	Description
Department	Department name
Team/Section	Team/Section name
Search by	Search by
Full name	Full name of employee
Employee ID	Employee ID
Join DT	Join Date
Person ID	Person ID

Month	Month
Salary	Salary
Confirm Dt	Confirm Date
Total Allowance	Total Allowance
Position	Position
Times	Times of signing contract
Contract Date	Contract Date
Contract Kind	Contract Kind
No	Number
Date	Date of discipline
Level	Level of discipline
Reason	Reason of discipline
Remark	Remark