

# BASIC SALARY

## 1. Path:

HR/Payroll Admin/Basic Salary.

## 2. Image:

The screenshot shows the 'Basic Salary' form in the enuSuite system. The form includes a search bar with fields for Department, Group, Position, Search by (Emp ID), Months, Contract Type, Status, and Join Date. Below the search bar is a table with the following columns: Emp ID, Full Name, Level 1, Level 2, Confirm DT, Position, Tech AMT, and Pos AMT. The table contains 29 records. A red circle highlights the 'Level 2' column, and a red arrow points to it with the text 'Input new salary here'.

Emp ID	Full Name	Level 1	Level 2	Confirm DT	Position	Tech AMT	Pos AMT
VNG-001	TRẦN THỊ BÍCH LIÊU	500	600		QC	0	0
VNG-002	VŨ QUỐC TRUNG	50	300			0	0
VNG-003	GIANG GIANG TÂM	23,000	300			0	0
VNG-004	BÀNH THỊ BÁCH THẢO	300	600		Staff	0	0
VNG-010	HUỖNH NHÂN PHƯƠNG	0	300	16/05/2006		0	0
VNG-027	NGUYỄN VĂN THÁI	34,000	500			0	0
VNG-029	LÊ HỮU THO	200	500	07/08/2008		0	0
VNG-031	LÊ HỮU PHÚC	13,440	500	06/07/2007	Nurse	0	0
VNG-008	LÊ THỊ NGỌC YẾN	50,000	300			0	0
VNG-011	HỒ THỊ THU HIỀN	34,000	300			0	0
VNG-012	NGUYỄN VINH QUANG	34,000	300			0	0
VNG-013	TRẦN QUỐC TUẤN	34,000	300			0	0
VNG-014	TRƯƠNG THỊ THANH TUYẾN	34,000	300			0	0
VNG-016	NGUYỄN HƯNG HÒA	34,000	300			0	0
VNG-017	MÃ THẾ KIẾT	34,000	500			0	0
VNG-018	LÊ THỊ NGÀ	34,000	500			0	0
VNG-020	PHẠM THỊ THÚY HẰNG	34,000	500			0	0
VNG-021	ĐẶNG THỊ THÚY VÂN	34,000	500			0	0
VNG-022	NGUYỄN ĐỨC LINH	34,000	500			0	0
VNG-023	THẠCH BẢO KỲ	34,000	500			0	0

Input new salary  
here

## 3.1 Definition:

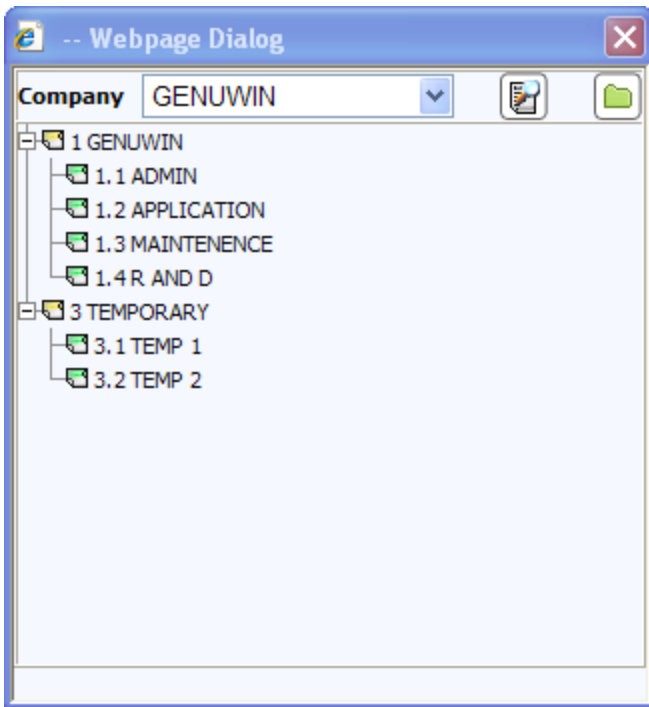
The “**Current Sal**” Form is where user can view and modify current salary for employee.





### Summary

- The “**Current Sal**” tab: Searching criteria as **Department**, Group, 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 Department in list box Department by clicking into the hyperlink **Department**, user can left – click into group or Department that user want to choose.



- Button  Search: Choose one of searching criteria as Choosing **Department**, Group, 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.
- A new employee has just joined to work in company, his/her probation salary and main salary will be equal shown in the column **Pro Sal** and column **Level1**.
- Button  Save: When there is offer to increase salary for employee, user will input the changed salary into the column **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.

enuSuite

HR SO PO PC INV FA DMS AG

Basic Salary

[/ESYS/form/ch/cs/chcs00020.aspx]

Welcome [NGUYỄN VĂN THÁI]

Current Sal Month Sal

Department Select All Group Select All Position Select All Search by Emp ID

Months ~ Contract Type Select All Status Active Join Date ~

Level2 Salary 400 ~ 600 = 50 Confirm Date

22 record(s)

Group	Emp ID	Full Name	Join Date	Pro Salary	Level 1	Level 2	Confirm DT	Position	Tech AMT	Pos AMT
ADMIN(DC)	VNG-001	TRẦN THỊ BÍCH LIÊU	05/08/2004	500	500	50		QC	0	0
ADMIN(DC)	VNG-002	VŨ QUỐC TRUNG	03/10/2005	200	200	50			0	0
ADMIN(DC)	VNG-003	GIANG GIANG TÂM	27/04/2006	250	250	50			0	0
ADMIN(DC)	VNG-004	BÀNH THỊ BÍCH THẢO	16/04/2008	100	100	50		Staff	0	0
R AND D	VNG-027	NGUYỄN VĂN THÁI	01/01/2004	100	100	50			0	0
R AND D	VNG-029	LÊ HỮU THO	18/10/2006	200	200	50	07/08/2008		0	0
R AND D	VNG-031	LÊ HỮU PHÚC	07/05/2007	13,440	13,440	500	06/07/2007	Nurse	0	0
TEMP 1	VNG-017	MÃ THẾ KIẾT	01/06/2007	0	34,000	500			0	0
TEMP 1	VNG-018	LÊ THỊ NGÃ	01/06/2007	0	34,000	500			0	0
TEMP 1	VNG-020	PHẠM THỊ THÚY HẰNG	01/01/2007	0	34,000	500			0	0
TEMP 1	VNG-021	ĐẶNG THỊ THÚY VÂN	01/06/2007	0	34,000	500			0	0
TEMP 1	VNG-022	NGUYỄN ĐỨC LINH	26/04/2006	0	34,000	500			0	0
TEMP 1	VNG-023	THẠCH BẢO KỲ	24/10/2006	0	34,000	500			0	0
TEMP 1	VNG-024	UY VĨNH TRƯỜNG	09/11/2006	0	34,000	500			0	0
TEMP 1	VNG-025	TRẦN HẢI	09/11/2006	0	34,000	500			0	0
TEMP 1	VNG-026	NGUYỄN PHÚC KHÁNH MINH	01/06/2007	0	34,000	500			0	0
TEMP 1	VNG-028	NGUYỄN VĂN NGHĨA	22/09/2006	0	34,000	500			0	0
TEMP 2	VNG-007	TRƯƠNG THỊ ÁI LINH	05/09/2005	56,000	34,000	500			0	0
TEMP 2	VNG-015	NGUYỄN THANH PHI	11/04/2007	0	34,000	500			0	0
TEMP 2	VNG-019	LÊ THỊ CẨM VÂN	01/12/2007	0	34,000	500			0	0








Input changed salary in the 2 box Level2.

Choose type of setting salary

Input salary or percentage of increasing.

Choose Date of increasing salary into Confirm Date.

Input new salary here.

- 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

Month: 08/2008

Data: Existed Status: Opening

Department: Select All Group: Select All Position: Select All

Months: ~ Contract Type: Select All Status: Active

Salary: ~ = 0 Month: 08/2008

Search by: Emp ID Join Date: ~ Confirm Date: ~ 30 record(s)

Department	Group	Emp ID	Full Name	Join Date	Contract Type	Level 1	Level 2	Confirm DT	Position	Tech AMT	Pos AMT
ADMIN(D AND C)	ADMIN(DC)	VNG-001	TRẦN THỊ BÍCH LIÊU	05/08/2004	1 YEAR	300	700	15/08/2008		0	0
ADMIN(D AND C)	ADMIN(DC)	VNG-002	VŨ QUỐC TRUNG	03/10/2005	1 YEAR	50	300	15/08/2008		0	0
ADMIN(D AND C)	ADMIN(DC)	VNG-003	GIANG GIANG TÂM	27/04/2006	1 YEAR	80	300	15/08/2008		0	0
ADMIN(D AND C)	ADMIN(DC)	VNG-004	BÀNH THỊ BÁCH THẢO	16/04/2008	1 YEAR	34,000	300	15/08/2008	Nhân viên	0	0
PROJECT	PROJECT	VNG-010	HUYỀN NHÂN PHƯƠNG	17/03/2006	PROBATION	34,000	300	15/08/2008		0	0
PROJECT	PROJECT	VNG-032	LÊ NGUYỄN	01/08/2008	PROBATION	80	300	15/08/2008	Nhân viên	0	0
R AND D	R AND D	VNG-027	NGUYỄN VĂN THÁI	01/01/2004	PROBATION	34,000	500			0	0
R AND D	R AND D	VNG-029	LÊ HỮU THO	18/10/2006	PROBATION	34,000	500			0	0
R AND D	R AND D	VNG-031	LÊ HỮU PHÚC	07/05/2007	PROBATION	34,000	500		Y tá	0	0
TEMP 1 CHILD	TEMP 1	VNG-008	LÊ THỊ NGỌC YẾN	03/01/2006	1 YEAR	50,000	300	15/08/2008		0	0
TEMP 1 CHILD	TEMP 1	VNG-011	HỒ THỊ THU HIỀN	03/05/2006	PROBATION	34,000	300	15/08/2008		0	0
TEMP 1 CHILD	TEMP 1	VNG-012	NGUYỄN VINH QUANG	21/08/2006	PROBATION	34,000	300	15/08/2008		0	0
TEMP 1 CHILD	TEMP 1	VNG-013	TRẦN QUỐC TUẤN	16/10/2006	PROBATION	34,000	300	15/08/2008		0	0
TEMP 1 CHILD	TEMP 1	VNG-014	TRƯƠNG THỊ THANH TUYẾN	18/12/2006	PROBATION	34,000	300			0	0
TEMP 1 CHILD	TEMP 1	VNG-016	NGUYỄN HƯNG HÒA	01/06/2007	PROBATION	34,000	300			0	0
TEMP 1 CHILD	TEMP 1	VNG-017	MÀ THẾ KIẾT	01/06/2007	PROBATION	34,000	500			0	0
TEMP 1 CHILD	TEMP 1	VNG-018	LÊ THỊ NGÀ	01/06/2007	PROBATION	34,000	500			0	0
TEMP 1 CHILD	TEMP 1	VNG-020	PHẠM THỊ THÚY HẰNG	01/01/2007	PROBATION	34,000	500			0	0
TEMP 1 CHILD	TEMP 1	VNG-021	ĐẶNG THỊ THÚY VÂN	01/06/2007	PROBATION	34,000	500			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.

Existed data and user can click to view.

### 3.2 Definition:

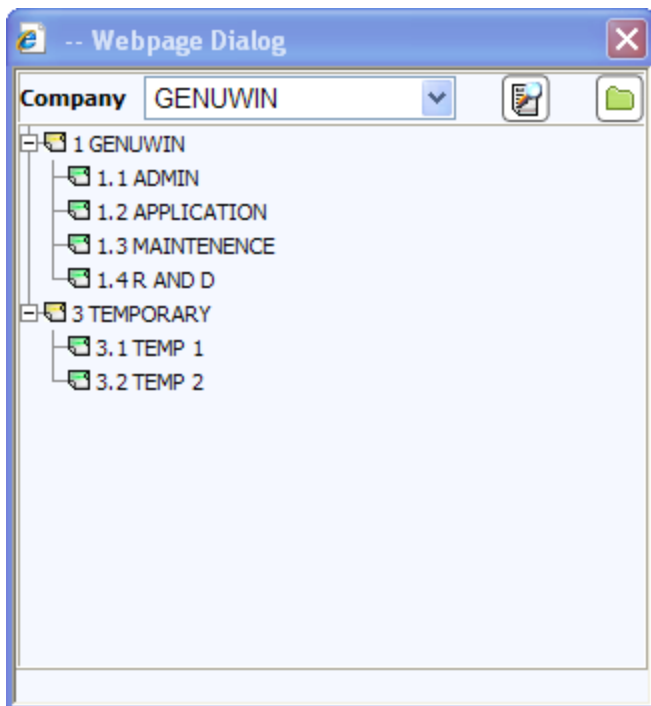
The “Month Sal” Form is where user can view and modify salary on a month for employee.




#### Summary

- The “Month Sal” tab: Searching criteria as **Department**, Group, 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 Department by clicking into the hyperlink **Department**, there will show a form Department, user can left – click into group or Department that user want to choose.



- Button  Search: Choose one of searching criteria as **Department**, Group, 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 Department, Group, Employee ID in the box Search by, then double click in the employee name to select into the form **Month Sal**

Untitled Page -- Web Page Dialog

Department: Select All Group: Select All Search by: Emp ID

Double click on row to select

Department	Group	Emp ID	Card ID	Full Name	OLD CODE	Personal ID	Join Date
ADMIN(D AND C)	ADMIN(DC)	VNG-003	11	GIANG GIANG TÂM		6472364	27/04/2006
ADMIN(D AND C)	ADMIN(DC)	VNG-004	88	BÀNH THỊ BÁCH THẢO		7877743424	16/04/2008
TEMP 2	TEMP 3	VNG-005	38	PHAN THỊ THANH TUYẾN		4327487324	01/01/2004
TEMP 1 CHILD	TEMP 1	VNG-009	40	NGUYỄN NGỌC CHÂU		312	06/03/2006
PROJECT	PROJECT	VNG-010	VNG-010	HUỲNH NHÂN PHƯƠNG		221	17/03/2006
TEMP 1 CHILD	TEMP 1	VNG-016	84	NGUYỄN HƯNG HÒA		798	01/06/2007
TEMP 1 CHILD	TEMP 1	VNG-017	6	MÃ THẾ KIẾT		7	01/06/2007
TEMP 1 CHILD	TEMP 1	VNG-018	83	LÊ THỊ NGÀ		9889	01/06/2007
TEMP 2	TEMP 2	VNG-019	12	LÊ THỊ CẨM VÂN		9898	01/12/2007
TEMP 1 CHILD	TEMP 1	VNG-020	VNG-020	PHẠM THỊ THÚY HẰNG		09898	01/01/2007
TEMP 1 CHILD	TEMP 1	VNG-026	66	NGUYỄN PHÚC KHÁNH MINH		32131231	01/06/2007
R AND D	R AND D	VNG-027	77	NGUYỄN VĂN THÁI		97987	01/01/2004
TEMP 1 CHILD	TEMP 1	VNG-028	16	NGUYỄN VĂN NGHĨA		34234234	22/09/2006
ADMIN(D AND C)	ADMIN(DC)	VNG-001	21	TRẦN THỊ BÍCH LIÊU		1234567890	05/08/2004
ADMIN(D AND C)	ADMIN(DC)	VNG-002	26	VŨ QUỐC TRUNG		2342312312	03/10/2005
TEMP 2	TEMP 3	VNG-006	9	HUỲNH CÔNG TRƯỜNG		5544	14/02/2005
TEMP 2	TEMP 2	VNG-007	19	TRƯƠNG THỊ ÁI LINH		33	05/09/2005
TEMP 1 CHILD	TEMP 1	VNG-008	34	LÊ THỊ NGỌC YẾN		3321	03/01/2006
TEMP 1 CHILD	TEMP 1	VNG-011	42	HỒ THỊ THU HIỀN			03/05/2006
TEMP 1 CHILD	TEMP 1	VNG-012	32	NGUYỄN VINH QUANG		43	21/08/2006
TEMP 1 CHILD	TEMP 1	VNG-013	29	TRẦN QUỐC TUẤN		67	16/10/2006
TEMP 1 CHILD	TEMP 1	VNG-014	58	TRƯƠNG THỊ THANH TUYẾN		6799	18/12/2006
TEMP 2	TEMP 2	VNG-015	82	NGUYỄN THANH PHI		12121	11/04/2007
TEMP 1 CHILD	TEMP 1	VNG-021	8	ĐẶNG THỊ THÙY VÂN		98899	01/06/2007
TEMP 1 CHILD	TEMP 1	VNG-022	5	NGUYỄN ĐỨC LINH		0887676	26/04/2006

http://192.168.1.230/esys/form/ch/ae/chae00010\_search\_emp.aspx?random=Mon Aug 11 09:53:55 UTC+0700 2008 Internet

enuSuite

HR SO PO PC INV FA DMS AG

Basic Salary

[/ESYS/form/ch/chcs00020.aspx] Welcome [NGUYỄN VĂN THÁI]

Current Sal: Month Sal

Month: 10/2008 Data: No Data Status: Opening Emp ID: Search by Emp ID

Department: Select All Group: Select All Position: Select All Status: Active

Months: Contract Type: Select All



Salary: ~ = 0 Month: 10/2008 Confirm Date: 0 record(s)

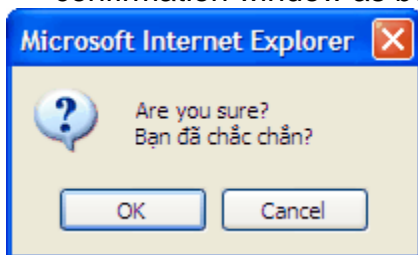
Department	Group	Emp ID	Full Name	Join Date	Contract Type	Level 1	Level 2	Confirm DT	Position	Tech AMT	Pos AMT
------------	-------	--------	-----------	-----------	---------------	---------	---------	------------	----------	----------	---------

Choose Month

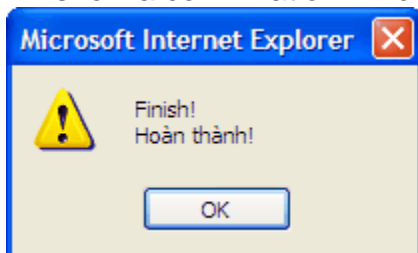
Data status on the month.


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:

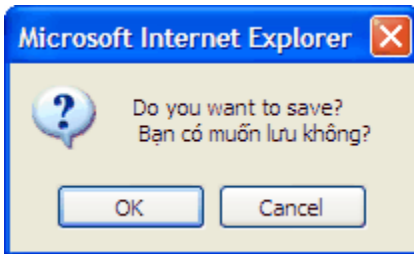


- If assuring creating data for the month, user click into **OK**, in contrast, click **Cancel**. Then there will show a confirmation window to alert finishing, user click **OK**







- 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

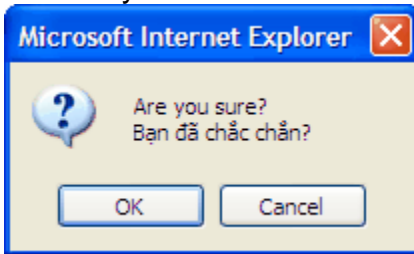


- Click **OK** to accept, in contrast, click **Cancel**.
- If user want to modify salary in column **Level2**, user can double click into the row need to modify and

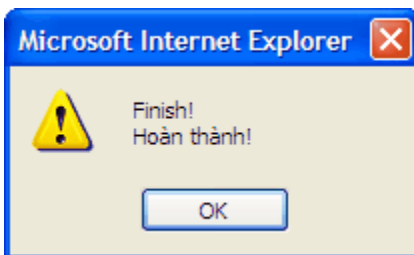
input the new salary. After inputting new salary, user click into  to save the new salary in column **Level2**. In order to be convenient to input new salary, the system allow user inputting one time for several employees by keeping left – lick and drag on the grid, then input the increased salary in 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
------------	-------------

<b>Department</b>	Look up by Department
Group	Look up by Group
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
Department	Department name
Group	Group Name
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
Tech AMT	Technical allowance
Pos AMT	Position allowance

## 5.2 Field Description: Month Sal

Field Name	Description
<b>Department</b>	Look up by Department
Group	Look up by Group
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
Department	Department name
Group	Group Name
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
Tech AMT	Technical allowance
Pos AMT	Position allowance