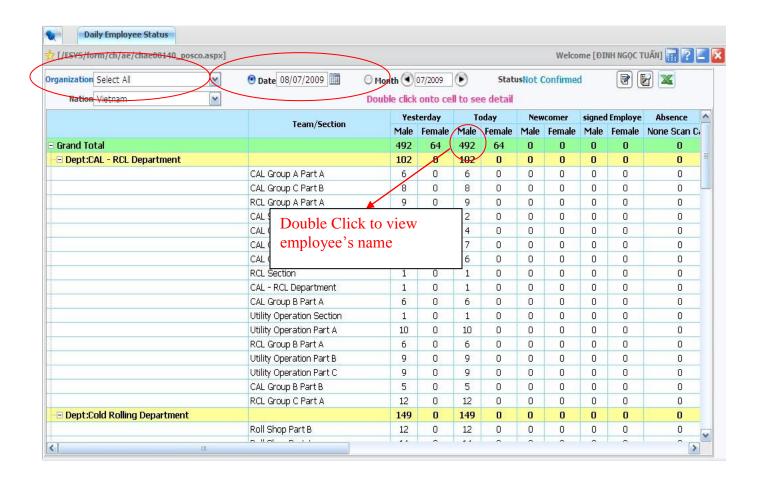
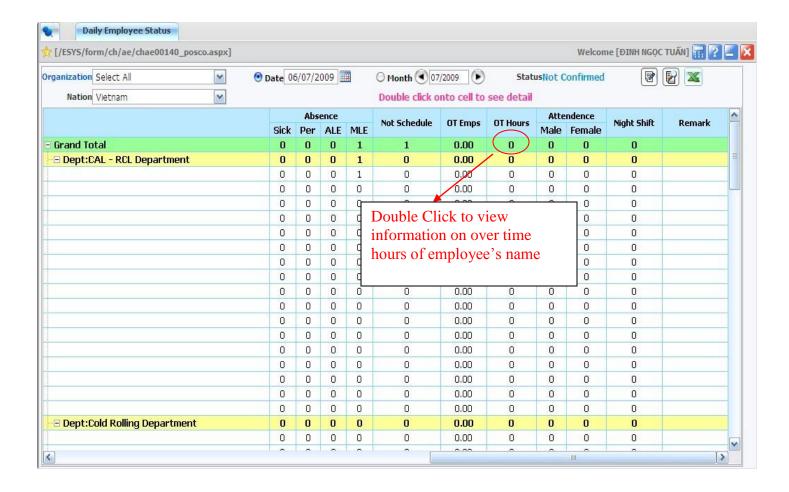
DAILY EMPLOYEE STATUS

1. Path:

HR/Employee/ Daily Employee Status.

2. Image:





3. <u>Definition:</u>

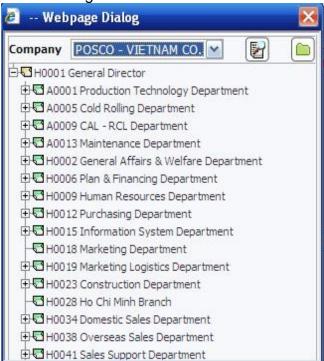
- The "Daily Employee Status" Form is where user can view, confirm, and print out report
 Daily employee status.
- "Daily Employee Status" means when user uses this form (Radio button Date), user can view daily information of each department (devided male and female employee). and print out report, including:
 - Total employees come to work yesterday and today
 - Total new employees and resigned employees
 - Total mployees were absent with the specific absent kind.
 - Total employees work OT with the specific OT hours.
- When user chooses "Radio Button Month", user can view month information of each department (devided male and female) and print out report, including:
 - o Total employees in the beginning and ending of the month
 - Total new employees and resigned employees in the month.
 - Double Click on each cell to view the list of employees.

Summary:

- The "**Daily Employee Status**" form: User can choice search condition by: Organization, Date or Month.
- There have two checkbox: **Date checkbox** shows daily employee status. **Month checkbox** shows monthly employee status.
- Have some buttons: Confirm, Search, Report.

4. How to use:

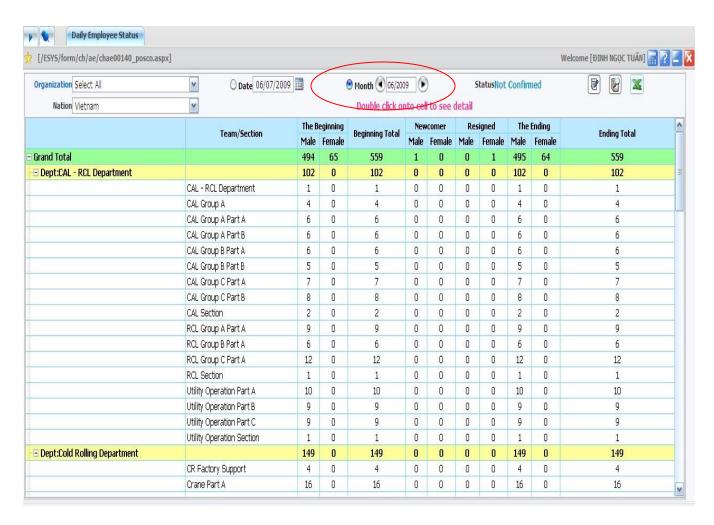
 Button : User can choose one of searching criteria as choosing Organization by clicking into the Hyperlink Organization or user can left - click into the name of Organization that user want to choose.



• Choosing **Date**, then click into the button to view total employee on the date. After clicking into the button, user can double click into the row that user want to view detail information, a form will show department name and team/section of the employee and total employee on the row.

	TI		OF EMPLOYEES	105 recor	d(s
Department	Team/Section	Emp Id	Full Name	Join Date	^
	CAL - RCL Depart	100205	PARK WOOK JEA	13/06/2007	
		200164	PHẠM TRÍ DỮNG	18/02/2008	
	CAL Group A	200154	PHAN MINH TRÍ	18/02/2008	
		200179	HUỲNH THANH TÙNG	18/02/2008	
		200384	NGUYÊN DOÃN MINH	06/10/2008	
		200466	HOÀNG VĂN TIẾN	01/12/2008	
	CAL Group A Part	100203	YEO WEON KU	15/05/2007	
		100222	SONG YOUNG KUN	13/10/2008	
		200163	TRƯƠNG QUANG NGỌC	18/02/2008	
CAL - RCL Depart		200287	PHAN THANH HÒA	10/03/2008	
cwr - wcr pebart		200418	HÀ THIỆN NHÂN	06/10/2008	
		200428	NGUYÊN ĐỨC CƯỜNG	06/10/2008	
		200469	NGÔ ĐỨC TĨNH	01/12/2008	
		200624	HOÀNG ĐỨC HUY	09/02/2009	
	CAL Group A Part	200211	LÊ TRƯƠNG HIỀN	18/02/2008	
		200375	LÊ MINH PHƯỢNG	06/10/2008	~
		200381	VŨ THANH BÌNH	06/10/2008	
		200392	LƯU VĂN BIÊN	06/10/2008	
		200484	NGUYÊN VĂN CHUNG	01/12/2008	
		200641	NOUVÊN TUÂNU DUV	00000000	

- Button : User can click into to confirm total employee go to work on that date and print out the report.
- Button: User can click the button when clicked the button (Confirm) to print out the detail information of employee into excel file.
- Radio button **Month**: user can choose month in Radio button **Month**, then click into the button to view all employee in the month.



5. Field Description:

Daily Employee Status of Date checkbox

Field Name	Description
Organization	Department Name
Team/Section	Name of Team/Section
Yesterday(male)	Total attend male employee yesterday
Yesterday(Female)	Total attend female employee yesterday
To Day (Female)	To Day (Female)
To Day (Male)	To Day (Male)
Newcomer (Male)	Total new male employee today
Newcomer (Female)	Total new female employee today
Resigned Employee (Male)	Total resigned male employee today
Resigned Employee (Female)	Total resigned female employee
Absence (Non)	Total absent employee without
	Permission Leave
Absence (Per)	Total absent employee with Pregnancy
	Test Leave

Absence (ALE)	Absence (Annual Leave)
Absence (MLE)	Absence (Maternity Leave)
Not schedule	Total employee not arranged schedule
OT Emps	Total Over time Employees on that day
OT hours	Over time hours
Attendance(Male)	Attendance(Male)
Attendance(Female)	Attendance(Female)

Radio button Month

Field Name	Description
Organization	Department Name
Team/Section	Name of Team/Section
The beginning of the month (Male)	Total male employee in the beginning of the month
The beginning of the month (Female)	Total female employee in the beginning of the month
Begin total	Total employees (Female, male) in the beginning of the month
Newcomer(Male)	Total new male employee today
Newcomer (Female)	Total new female employee today
Resigned (Male)	Total resigned male employee today
Resigned (Female)	Total resigned male employee today
The End of the month(Male)	Total male employee in the ending of the month
The End of the month(Female)	Total female employee in the ending of the month
End total	Total employees (Female, male) in the ending of the month