

REGISTER OT

1. Path: HR/ Time&Attendance/ Register OT

2. Image:

Menu

Register OT | User Machine Check... | Time Check Mapping

[/ESYS/form/ch/ba/chba00090.aspx] Welcome [ĐOÀN ĐÌNH TY]

Department: Select All | Group: Select All | Work Shift: WS-Select All

Search by: Emp ID | Date: 15/06/2009


0 record(s)

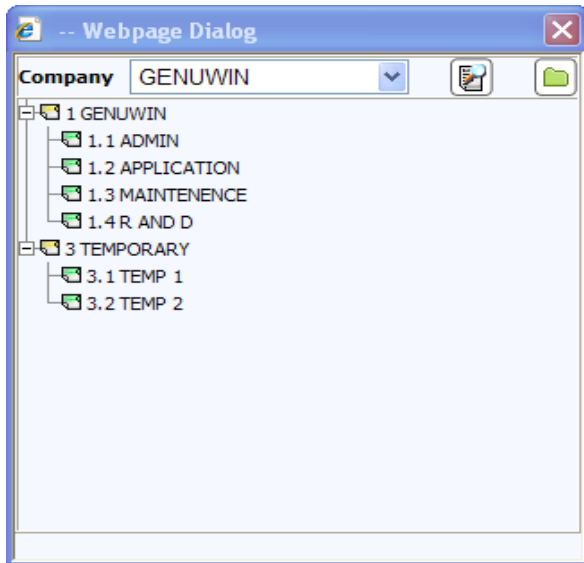
Department	Group	Emp ID	Full Name	Join DT	Position	Job
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3. Definition:

- The “Register OT” is the form that user can use to print out list of employees into excel file to let them register Over time including the total OT and sign the name. .

4. How to use:

- Button : User can choose one of searching criteria as choosing Department by clicking into the hyperlink **Department**, user can choose Group or Department and left – click into the name that user want to choose.



- Or user can choose Work Shift, Search by (Full Name, Emp ID, Card ID, Person ID, Old Code), Date to search. Then press button 
- And user can click to choose employees you want and print out by pressing button .

5. Field Description:

Field Name	Description
Department	Department Name
Group	Group Name
Date	Working Date
Emp ID	Employee ID
Full Name	Full Name of employee
Join Date	Join Date into company
Position	Position of employee
Job	Job of employee