

# EMPLOYEE REPORTS

1. **Path:** HR/Employee/ Employee Reports.
2. **Image:**

Employee Reports

[[ESYS/form/ch/ae/cha00080.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Nation: Vietnam

Department: Select All

Team/Section: Select All

Work Group: Select All

Search by: Emp ID

Full Name	Emp ID	Join DT
DFGDFGDFGD	123456	26/06/2009
HOÀNG ANH THU	200101	13/11/2000
DƯƠNG TRẦN HIẾP	200102	13/11/2000
TRƯƠNG THỊ THUY LIN	200103	13/11/2000
VÕ NHƯ KHUÊ	200104	11/12/2000
LƯU THẾ HÙNG	200105	12/12/2000
VŨ VĂN MINH	200106	18/12/2000
TRẦN THANH HIẾU	200108	08/01/2000
TRẦN NGỌC TRIU	200110	31/01/2000
PHÍ THỊ QUYÊN	200111	02/04/2000
LƯƠNG VĂN VŨ	200119	02/07/2000
LÊ BÁ LUẬT	200120	02/07/2000
TRẦN TRUNG DŨNG	200121	16/07/2000
ĐÀO TRANG TÂM HUỖ	200124	16/07/2000
VŨ ĐÌNH DUY	200126	16/07/2000
TRẦN TRỌNG HIẾU	200127	16/07/2000
TRẦN NGỌC KHẢI	200128	16/07/2000
NGUYỄN NGỌC THANH	200129	16/07/2000

Emp ID: 123456 Old Code: Card ID: 123456

Full Name: DFGDFGDFGD

Current Address: Permanent Address:

Department: Maintenance Department Team/Section: Electrical Maintenance

Emp Type: Production Tel: Sex: Male

Status: Active Join Date: 26/06/2009 Left Date:

Nation: Search Birth Place: Birth Date: 1981

Person ID: Person ID Place: Issued Date:

Job title: Job Class: Education:

Ethnic: Kinh Religion: Marital Status: NO

Print

Experience Family Note


NO	COMPANY'S NAME	START DATE	END DATE	POSITION	DUTIES	SALARY
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### 3. **Definition:**





The “**Employee reports**” Form is where user can search and view detail information of each employee.

-> we can print “employee card”

### Summary:

- The “**Employee reports**” form: User can choose searching criteria as Department, Work Group, Team/Section Search by (Emp ID, Full Name, Card ID, Person ID), Nation to look up.
- The button  : to collapse or expand Master grid and Detail grid.
- Some buttons: **Search**, **Print**.

#### 4. How to use:

- Button : user can choose one of searching criteria as checking into list box Department view all group belonged to Department, then clicking into the name that user wants to choose to process quickly.
- Choose from list box Work Group, Team/Section Search by Emp ID, Full Name, Card ID, Person ID, Nation and then click into the button  to view information of the employee.
- Button : user can click into the button  to print out detail information of employee into excel file.

#### 5. Field Description:

Field Name	Description
Full name	Full name
Emp ID	Employee code
Card ID	Employee Card code
Person ID	Personal ID
Old code	Old Employee code
Current Address	Current Address
Permanent Address	Permanent Address
Sex	Sex
Department	Department that the employee works
Work Group	Work Group that the employee works
Team/Section	Team/Section that employee belongs to
Emp Type	Employee type
Tel	Telephone
Status	Status
Join date	Joining date into the company
Left date	Leaving date off the company
Nation	Nation
Birth place	Birth place
Birth date	Birth date
Person ID	Person ID
Person ID place	Person ID place
Issued date	Issued date
Position	Position
Job	Job
Education	Education
Ethnic	Ethnic

Religion	Religion
Marital status	Marital status
Tab Experience	Information on working experience of the employee
Tab Family	Information on family relation of the employee
Tab Note	Other information related to the employee
No	Number automatic
Company's name	Company's name
Start date	Starting date of joining the company
End date	Ending date in the company
Position	Job title of the employee in company
Salary	Salary
Remark	Remark