

CHILDREN ALLOWANCE

1. Path: HR/ Payroll Admin/ Children Allowance

2. Image:

Menu

Children Allowance

[[/ESYS/form/ch/cs/chcs00090.aspx]] Welcome [ĐOÀN ĐÌNH TY]

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


List in Allowance Not in List From: 15/06/2009 To: 15/06/2009 2 Record(s).

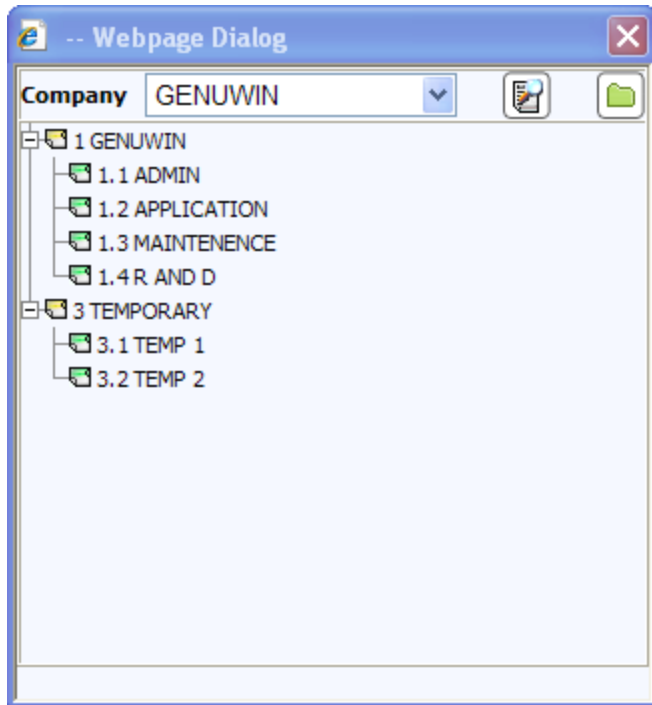
Group	Emp ID	Full Name	Join Date	Remarks	Child Name	Birth Date	Start Date	End Date
ACCOUNTING & TAX	200359	TRẦN CAO ĐỀ	11/08/2008					
ARCHITECTURE (C)	100214	PARK SAE KWANG	02/10/2007					

3. Definition:

- The “Children Allowance” is the form that user can view list of employees in or not in Allowance list, and user can register Children Allowance.
- Summary:**
 - The “Children Allowance” form: Searching criteria as Department, Group, Search by (Name, Emp ID, Card ID, Contract No), List in Allowance, Not in List.
 - Some buttons: **Search, Add, Save, Delete, Print.**

4. How to use:

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



- Or user can choose: Search by (Name, Emp ID, Card ID, Contract No), List in Allowance, not in List to search.
- When user chooses List in Allowance, list of employees in Allowance will appear on the left side and user clicks into the employees you want, information of their children will display on the right side.




Children Allowance Register OT

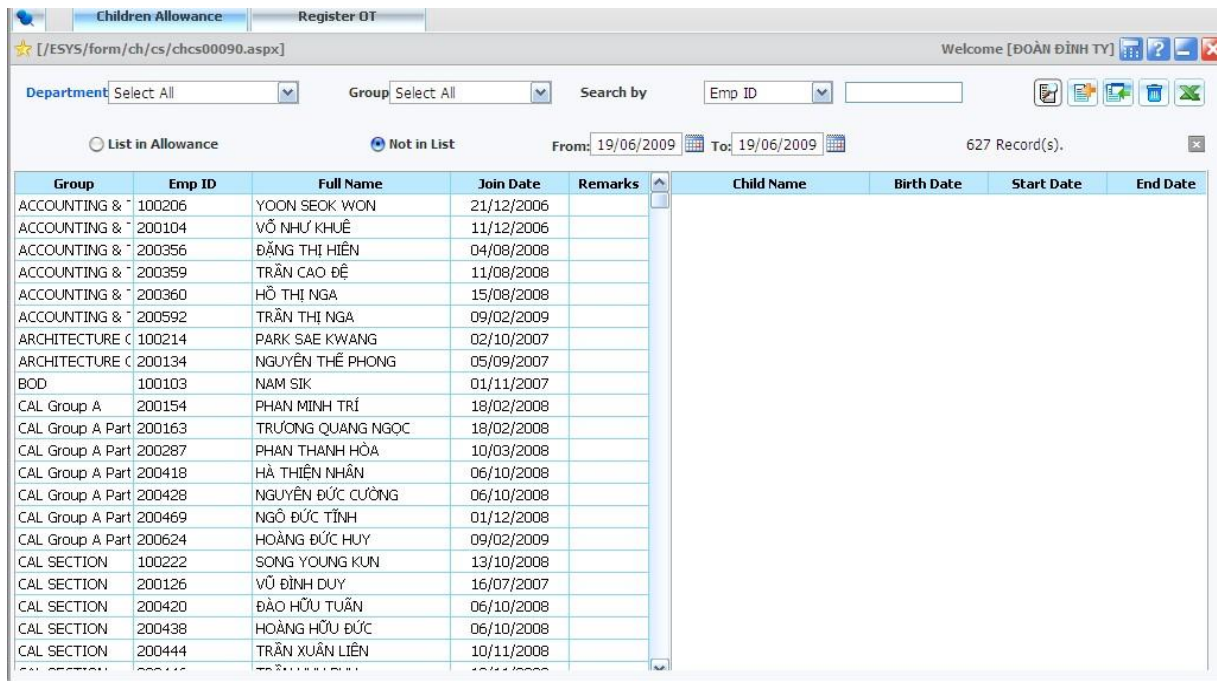
[/ESYS/form/ch/cs/chcs00090.aspx] Welcome [ĐOÀN ĐÌNH TY]

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


☒ List in Allowance ☐ Not in List From: 19/06/2009 To: 19/06/2009 3 Record(s).

Group	Emp ID	Full Name	Join Date	Remarks	Child Name	Birth Date	Start Date	End Date
ACCOUNTING & T	100206	YOON SEOK WON	21/12/2006		djaldalkd	01/06/2009	02/06/2009	31/07/2009
ACCOUNTING & T	200359	TRẦN CAO ĐỀ	11/08/2008					
ARCHITECTURE C	100214	PARK SAE KWANG	02/10/2007					

- When user chooses Not in List, List of employees that registered Children Allowance or not will display on the left side, user can register here by clicking into an employee you want, then press button Add  to fill the information, and then press button  to save the information. (An employee can register many children at the same time by clicking into button Add ). After that user can choose List in Allowance to view information that has just created.



Group	Emp ID	Full Name	Join Date	Remarks	Child Name	Birth Date	Start Date	End Date
ACCOUNTING & T	100206	YOON SEOK WON	21/12/2006					
ACCOUNTING & T	200104	VÕ NHƯ KHUÊ	11/12/2006					
ACCOUNTING & T	200356	ĐẶNG THỊ HIỀN	04/08/2008					
ACCOUNTING & T	200359	TRẦN CAO ĐỆ	11/08/2008					
ACCOUNTING & T	200360	HỒ THỊ NGÀ	15/08/2008					
ACCOUNTING & T	200592	TRẦN THỊ NGÀ	09/02/2009					
ARCHITECTURE C	100214	PARK SAE KWANG	02/10/2007					
ARCHITECTURE C	200134	NGUYỄN THẾ PHONG	05/09/2007					
BOD	100103	NAM SIK	01/11/2007					
CAL Group A	200154	PHAN MINH TRÍ	18/02/2008					
CAL Group A Part	200163	TRƯƠNG QUANG NGỌC	18/02/2008					
CAL Group A Part	200287	PHAN THANH HÒA	10/03/2008					
CAL Group A Part	200418	HÀ THIÊN NHÂN	06/10/2008					
CAL Group A Part	200428	NGUYỄN ĐỨC CƯỜNG	06/10/2008					
CAL Group A Part	200469	NGÔ ĐỨC TÍNH	01/12/2008					
CAL Group A Part	200624	HOÀNG ĐỨC HUY	09/02/2009					
CAL SECTION	100222	SÔNG YOUNG KUN	13/10/2008					
CAL SECTION	200126	VŨ ĐÌNH DUY	16/07/2007					
CAL SECTION	200420	ĐÀO HỮU TUẤN	06/10/2008					
CAL SECTION	200438	HOÀNG HỮU ĐỨC	06/10/2008					
CAL SECTION	200444	TRẦN XUÂN LIÊN	10/11/2008					

- User can press button  to print report into excel file.
- Field Description:**

Field Name	Description
Department	Department Name
Group	Group Name
List in Allowance	List of employees that registered Children Allowance
Not in List	List of employees that have and have

	not registered Children Allowance
Emp ID	Employee ID
Full Name	Full Name
Join Date	Join Date into company
Remark	Remark
Child Name	Name of children
Birth date	Birth date of children
Start Date	Start Date of receiving Children Allowance
End Date	End Date of receiving Children Allowance