

TIME SUMMARY

1. **Path:**
HR/TimeAttendance / Time Summary.
2. **Image:**

Time Summary

[/ESYS/form/ch/ba/chba00030.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Time Summary WT & OT MONTHLY OT

Organization Select All WGroup Select All Work DT 01/06/2009 ~ 11/07/2009 Nation Vietnam

Work Shift WS-Select All Search Emp ID

Option Select All

WGroup	Date	Emp ID	Name	Work Shift	IN	OUT	WT	OT	NT	HT	Lately	Early	By Hand	Mod By	NO SCAN
Administrator Group	29/06/2009	200104	VÕ NHƯ KHUÊ	08:00-17:00W800N0S1L12:00-13:00D17:00-17:30S0T17:30	07:30	16:30	7.5	0	0	0		30	Y		<input type="checkbox"/>
Administrator Group	29/06/2009	200359	TRẦN CAO ĐỆ	08:00-17:00W800N0S1L12:00-13:00D17:00-17:30S0T17:30	07:29	17:18	8	0	0	0			Y		<input type="checkbox"/>
Administrator Group	29/06/2009	200360	HỒ THỊ NGÀ	08:00-17:00W800N0S1L12:00-13:00D17:00-17:30S0T17:30	07:11	17:26	8	0	0	0			Y		<input type="checkbox"/>
Administrator Group	29/06/2009	200592	TRẦN THỊ NGÀ	08:00-17:00W800N0S1L12:00-13:00D17:00-17:30S0T17:30	07:26	17:28	8	0	0	0			Y		<input type="checkbox"/>
Production Group 1	29/06/2009	200356	ĐẶNG THỊ HIỀN	08:00-17:00W800N0S1L12:00-13:00D17:00-17:30S0T17:30	11:20	20:30	4.5	3	0	0	200		Y	trường	<input type="checkbox"/>
Administrator Group	29/06/2009	200134	NGUYỄN THẾ PHONG	08:00-17:00W800N0S1L12:00-13:00D17:00-17:30S0T17:30	07:28	17:26	8	0	0	0			Y		<input type="checkbox"/>
Administrator Group	29/06/2009	200164	PHẠM TRÍ DŨNG	08:00-17:00W800N0S1L12:00-13:00D17:00-17:30S0T17:30	07:15	17:28	8	0	0	0			Y		<input type="checkbox"/>
Administrator Group	29/06/2009	200154	PHẦN MINH TRÍ	08:00-17:00W800N0S1L12:00-13:00D17:00-17:30S0T17:30	07:12	17:20	8	0	0	0			Y		<input type="checkbox"/>
Administrator Group	29/06/2009	200287	PHẦN THANH HÒA	08:00-17:00W800N0S1L12:00-13:00D17:00-17:30S0T17:30	07:22	17:16	8	0	0	0			Y		<input type="checkbox"/>
Administrator Group	29/06/2009	200418	HÀ THIÊN NHÂN	08:00-17:00W800N0S1L12:00-13:00D17:00-17:30S0T17:30	07:11	17:21	8	0	0	0			Y		<input type="checkbox"/>

Option

Employees late-in/early-out

Search

Print


3.1 Definition:

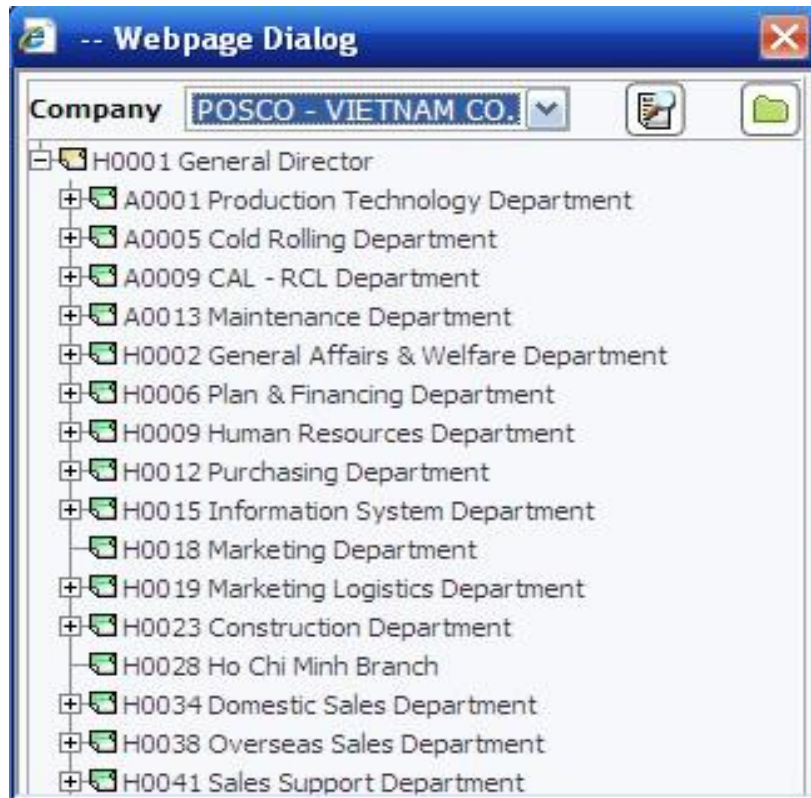
The “**Time Summary tab**” Form is where user can view information on time in, time out, work time, Over time, come late, out early of employee.

Summary:


- The “**Time Summary tab**” form : User can choose searching criteria as Organization, WGroup, Work DT, Nation, Option, Work shift. Search(Emp ID, Card ID, Name).
- Some buttons: **Search**, **Print**.

4.1 How to use:

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



- Choose WGroup, Work DT, Nation, Option, Work shift. Search(Emp ID, Card ID, Name).

After clicking into the button  to view information on the time in/out of employee, or user can choose one of options below in listbox **Opt**: choose **Incorrect time** to find out information on employees who go to work in time, **Lately** to view information on employee who go to work lately, **Early** to view information on employee who go to work early, **Mod by hand** to view information on time in/out of employee modified by hand. To employee who go to work lately or go out early, the information will be shown in Red line in column Lately and Early.

- Button : When user click the button  system will print information on time in/out of employee, working hours and OT hours of employee into excel file.

Time Summary

[/ESYS/form/ch/ba/chba00030.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Time Summary WT & OT MONTHLY OT

Organization Select All WGroup Select All Option WT >= Search Emp ID

Nation Vietnam Year 2009 Month Week Select A From 01/06/2009 ~ 30/06/2009 560 Records.

Organization	WGroup	Emp ID	Join date	Name	WT	OT	NT	HT	Total WT+OT	Total
Accounting & Tax Team	Administrator	200104	11/12/2006	VÕ NHƯ KHUÊ	7.5				7.5	
Accounting & Tax Team	Administrator	200201	18/02/2008	NGUYỄN VĂN HUY	0					
Accounting & Tax Team	Administrator	200221	18/02/2008	PHẠM CÔNG TRÌNH	0					
Accounting & Tax Team	Administrator	200284	27/02/2008	TRẦN ĐĂNG QUÂN	0					
Accounting & Tax Team	Administrator	200359	11/08/2008	TRẦN CAO ĐỆ	8				8	
Accounting & Tax Team	Administrator	200360	15/08/2008	HỒ THỊ NGÀ	8				8	
Accounting & Tax Team	Administrator	200592	09/02/2009	TRẦN THỊ NGÀ	8				8	
Accounting & Tax Team	Administrator	200606	09/02/2009	NGUYỄN THÀNH CÔNG	0					
Accounting & Tax Team	Production Gr	200356	04/08/2008	ĐẶNG THỊ HIỀN	4.5	3			7.5	
Architecture CM Group	Administrator	200134	05/09/2007	NGUYỄN THẾ PHONG	8				8	
CAL - RCL Department	Administrator	200164	18/02/2008	PHẠM TRÍ DŨNG	8				8	
CAL Group A	Administrator	200154	18/02/2008	PHAN MINH TRÍ	8				8	
CAL Group A	Administrator	200179	18/02/2008	HUỶNH THANH TÙNG	0					
CAL Group A	Administrator	200384	06/10/2008	NGUYỄN ĐOÀN MINH						
CAL Group A	Administrator	200466	01/12/2008	HOÀNG VĂN TIẾN						
CAL Group A Part A	Administrator	200163	18/02/2008	TRƯƠNG QUANG NGỌC	0					
CAL Group A Part A	Administrator	200287	10/03/2008	PHAN THANH HÒA	8				8	
CAL Group A Part A	Administrator	200418	06/10/2008	HÀ THIÊN NHÂN	8				8	
CAL Group A Part A	Administrator	200428	06/10/2008	NGUYỄN ĐỨC CƯỜNG	0					
CAL Group A Part A	Administrator	200469	01/12/2008	NGÔ ĐỨC TỈNH	0					
CAL Group A Part A	Administrator	200624	09/02/2009	HOÀNG ĐỨC HUY	0					

Print Search


3.2 Definition:

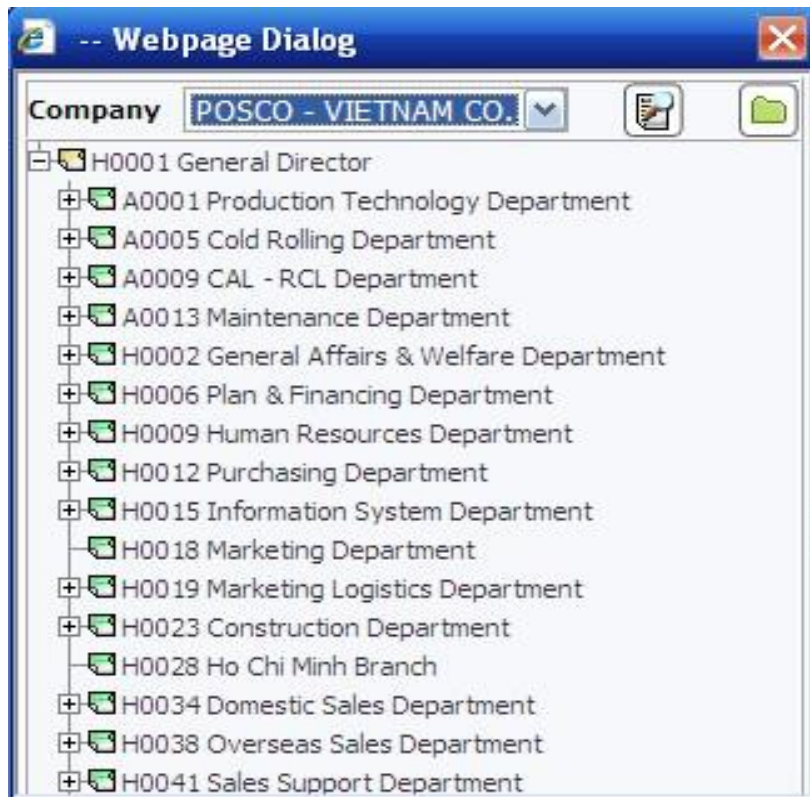
The “Time WT & OT tab” is where user can statistic hours under week in a month. One month begins from Monday of the first week of the month and ends in the latest Sunday of the month


Summary

- The “Time WT & OT tab” form : User can choose searching criterias as Organization, WGroup, Option, Nation, Search(Emp ID, Card ID, Name), Year, Month, Week, From.
- Some buttons **Search**, **Print**

4.2 How to use:

- Button  : user can choose one of searching criteria to look up as choosing Organization by clicking into the hyperlink **Organization**, user can choose work group or Organization and left click into the name that user want to choose.






- Choose WGroup, Option, Nation, Search(Emp ID, Card ID, Name), Year, Month, Week, From. Then click into the button  to view information on hours under week in one month of employee.
- User can double click in the column Work Group to view information below:

Time machine info -- Webpage Dialog

Click here to view all in month

Emp ID	Card ID	Date	In	Out	WT	OT	NT	HT
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- Button  : user choose **Report Detail** in listbox next  and then click the button  to print information hours on week in one month of employee into excel file or user can choose **Report by week** to view information on working time of employee in a week.

Time Summary

[/ESYS/form/ch/ba/chba00030.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Time Summary WT & OT MONTHLY OT

Organization Select All WGroup Select All Search Emp ID Nation Vietnam

Option TOTAL OT >= Year 2009 528 Records.

ORGANIZATION	EMP ID	NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Accounting & Tax Tear	200360	HỒ THỊ NGÀ	14.25	15.25	6.75	3.75	4	-	-	-	-	-	-	44	
Accounting & Tax Tear	200606	NGUYỄN THÀNH CÔNG	-	-	-	-	-	-	-	-	-	-	-	0	
Accounting & Tax Tear	200201	NGUYỄN VĂN HUY	-	-	-	-	-	-	-	-	-	-	-	0	
Accounting & Tax Tear	200221	PHẠM CÔNG TRÌNH	-	-	-	-	-	-	-	-	-	-	-	0	
Accounting & Tax Tear	200359	TRẦN CAO ĐỆ	25	31.5	9.5	13.75	10.25	-	-	-	-	-	-	90	
Accounting & Tax Tear	200592	TRẦN THỊ NGÀ	-	-	-	-	4	-	-	-	-	-	-	4	
Accounting & Tax Tear	200284	TRẦN ĐĂNG QUẢN	.25	-	-	2	12.5	-	-	-	-	-	-	14.75	
Accounting & Tax Tear	200104	VÕ NHƯ KHUÊ	20	29.75	14	14.25	13.75	-	-	-	-	-	-	91.75	
Accounting & Tax Tear	200356	ĐẶNG THỊ HIỀN	31	28.5	12.25	11.25	7.5	3	-	-	-	-	-	93.5	
Architecture CM Group	200134	NGUYỄN THẾ PHONG	-	-	-	-	4	-	-	-	-	-	-	4	
CAL - RCL Department	200164	PHẠM TRÍ DŨNG	-	15	-	12	12	-	-	-	-	-	-	39	
CAL Group A	200179	HUỖNH THANH TÙNG	8.25	-	-	-	-	-	-	-	-	-	-	8.25	
CAL Group A	200384	NGUYỄN DOãn MINH	-	-	-	-	-	-	-	-	-	-	-	-	
CAL Group A	200154	PHAN MINH TRÍ	-	15	-	13	26.5	-	-	-	-	-	-	54.5	
CAL Group A Part A	200624	HOÀNG ĐỨC HUY	-	-	-	-	26.25	-	-	-	-	-	-	26.25	
CAL Group A Part A	200418	HÀ THIÊN NHÂN	-	18	.5	6.5	26.5	-	-	-	-	-	-	51.5	
CAL Group A Part A	200428	NGUYỄN ĐỨC CƯỜNG	-	17.5	-	-	-	-	-	-	-	-	-	17.5	
CAL Group A Part A	200469	NGÔ ĐỨC TÍNH	-	17.5	-	-	-	-	-	-	-	-	-	17.5	
CAL Group A Part A	200287	PHAN THANH HÒA	-	12.5	-	-	24	-	-	-	-	-	-	36.5	
CAL Group A Part A	200163	TRƯƠNG QUANG NGỌC	-	29	-	-	-	-	-	-	-	-	-	29	
CAL Group A Part B	200375	LÊ MINH PHƯỢNG	-	-	-	-	-	-	-	-	-	-	-	0	
CAL Group A Part B	200211	LÊ TRƯƠNG HIỀN	-	15	-	2	-	-	-	-	-	-	-	17	

Search

Print


3.3 Definition:

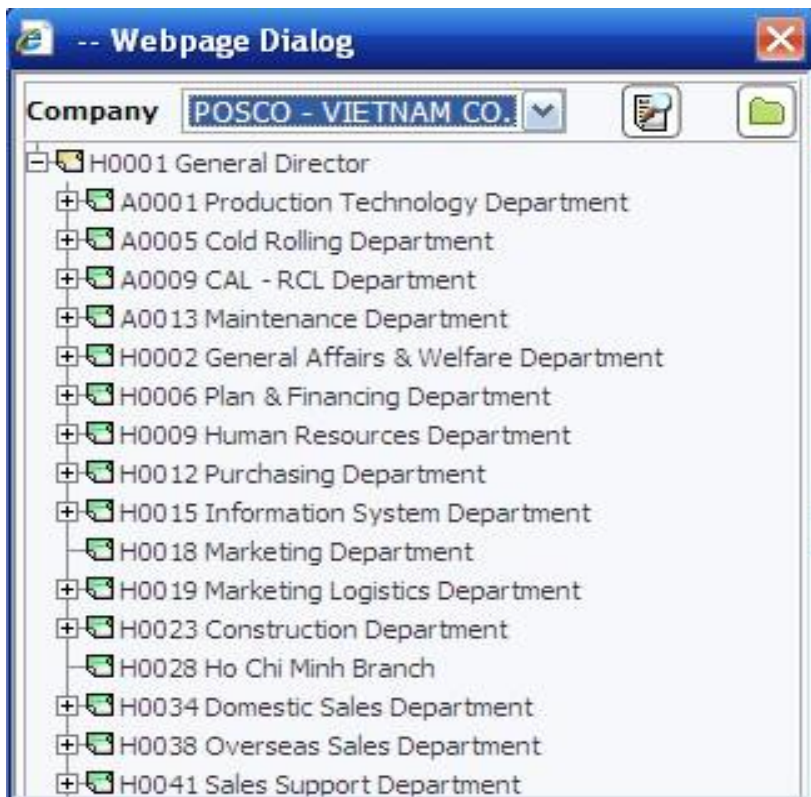
The “**Monthly OT tab**” is where user can statistics over time hours of employee under month or year of employee.


Summary:

- The “**Monthly OT tab**” form : User can choose searching criteria as Organization, WGroup, Search(Emp ID, Card ID, Name), Option(TOTAL OT >=, TOTAL OT <), Nation
- Some buttons: [Search](#), [Print](#)

4.3 How to use

- Button : User can choose one of searching criteria to look up as choosing Department by clicking into the hyperlink [Organization](#), user can choose work group or Organization and left click into the name that user want to choose.



- Choose WGroup, Search(Emp ID, Card ID, Name), Nation, choose Option is Total OT >= or Total OT < and input number in the box next list box **Option**. And then click the button  to save information on over time hours of employee under month or year.
- After searching information on overtime hours of employee, user can view information on a period by double click into column Emp ID or Name to view. Or user can view

detail information on over time on each day in a month by double click into the column of a month need to view. After double click in the above column, there will open a form



The screenshot shows a web application window titled "Time summary -- Webpage Dialog". Inside, there is a table titled "Time summary in: 2009". The table has columns: Emp ID, Card ID, Date, In, Out, WT, OT, NT, and HT. It displays data for employee 200360 from May 5th to May 25th, 2009. The data shows consistent working hours (In/Out times) and zero overtime (OT) and non-working time (NT). A scroll bar is visible on the right side of the table.

Emp ID	Card ID	Date	In	Out	WT	OT	NT	HT
200360	200360	05/05/2009	07:41	17:08	8	0	0	0
200360	200360	06/05/2009	07:45	17:07	8	0	0	0
200360	200360	07/05/2009	07:48	17:08	8	0	0	0
200360	200360	08/05/2009	07:46	17:06	8	0	0	0
200360	200360	09/05/2009	07:43	12:04	8	0	0	0
200360	200360	11/05/2009	07:50	17:05	8	0	0	0
200360	200360	12/05/2009	07:50	17:06	8	0	0	0
200360	200360	13/05/2009	07:45	17:06	8	0	0	0
200360	200360	14/05/2009	07:45	17:06	8	0	0	0
200360	200360	15/05/2009	07:45	17:06	8	0	0	0
200360	200360	16/05/2009	07:49	12:07	8	0	0	0
200360	200360	18/05/2009	07:43	17:06	8	0	0	0
200360	200360	19/05/2009	07:48	17:04	8	0	0	0
200360	200360	20/05/2009	07:52	17:07	8	0	0	0
200360	200360	21/05/2009	07:54	17:05	8	0	0	0
200360	200360	22/05/2009	07:40	17:00	8	0	0	0
200360	200360	23/05/2009	08:00	12:01	8	0	0	0
200360	200360	25/05/2009	08:00	17:00	8	0	0	0

- Button : user can click into the button , the information on over time of employee shown in the form will be printed into excel file. User can print out the file to report to manager.

5.1 Field Description: Time Summary tab

Field Name	Mô tả
List box Organization	Criteria to look up by Organization
List box WGroup	Criteria to look up by Wgroup
Nation	Criteria to look up by Nation
Date box Work DT	Criteria to look up by working date (Work Date)
List box Opt	Look up under Option(Incorrect time, Early, Lately, Mod by hand, Select All)
List box Work shift	Look up by working shift
List box Search	Look up by Emp ID, Card ID, Name
Date	Working date
Emp ID	Employee ID (Employee code)

Name	Employee name
Work shift	Working shift
In	Ingoing time
Out	Outgoing time
OT	Overtime hour
NT	Overtime hours on night shift
HT	Over time hours on holiday
Lately	Hours of going to work lately
Early	Hours of going out early
Mod by hand	Modify by hand(hours modified by hands)
Mod by	Modify by(name of employee modify)

5.2 Field Description: Time WT & OT tab

Field Name	Description
List box Organization	Criteria to look up by Organization
List box WGroup	Criteria to look up by work group
List box Nation	Criteria to look up by Nation
List box Opt	Look up Option(Incorrect time, Early, Lately, Mod by hand, Select All)
List box Search	Look up Emp ID, Card ID, Name
Radio button Year	Look up by year
Radio button Month	Look up by month
Radio button Week	Look up by week in a month
Date box From	From date to date
Report Detail	Choose to print out detail report
Report by week	Choose to print out report by week
Emp ID	Employee ID (Employee code)
Join date	Joining date in company
Name	Employee name
WT	Work time (Working time hours)

OT	Overtime hour
NT	Overtime hours on night shift
HT	Over time hours on holiday
Total WT + OT	total working time hours and over time hours
Total OT+ HT	Total over time hours and hours in holiday

5.3. Field Description:
Monthly OT tab

Field name	Description
List box Organization	Criteria to look up by Organization
List box Wroup	Criteria to look up by work group
List box Nation	Criteria to look up by Nation
List box Search(EmpID, Card ID, Name)	Choose searching criteria to look up pf an employee.
List box Option	look up by : Total OT<, Total OT>= bắt kỳ (any)
Radio button Year	Look up by year
EmpID	Employee ID(Employee code)
Name	Employee name
JAN	January (total over time hours in January)
FEB	February (total over time hours in February)
MAR	March (total over time hours in March)

APR	April (total over time hours in April)
MAY	May (total over time hours in May)
JUN	June (total over time hours in June)
JUL	July (total over time hours in July)
AUG	August (total over time hours in August)
SEP	September (total over time hours in September)
OCT	October (total over time hours in October)
NOV	November (total over time hours in November)
DEC	December (total over time hours in December)
TOTAL	Total overtime hours