DAILY EMPLOYEE STATUS

1. **Path:**
   HR/Employee/ Daily Employee Status.
2. **Image:**

3. **정의:**

"**Daily Employee Status**" 폼은Daily employee status (매일 직원 상태)를 보고 confirm이나 인쇄하는 폼인다.

요약:
- "**Daily Employee Status**" 폼은 : 사용자가 Department, Date 이나 Month으로 찾은 조건 을 선택한다.
- Checkbox는 두개가 있다. **Date checkbox**는 daily employee status 를 표현하다. **Month checkbox**는 monthly employee status를 표현하다.
- 버튼: *Confirm*, *Search*, *Report*.

4. **사용법:**

   - ⬚ 버튼은 : 사용자가 찾은 조건들중에 하나를 선택한다. **Department** 링크를 클릭해서 Department 선택한다.아니면 원하는 이름을 좌측 클릭해서Group 이나 Department 를 선택한다..
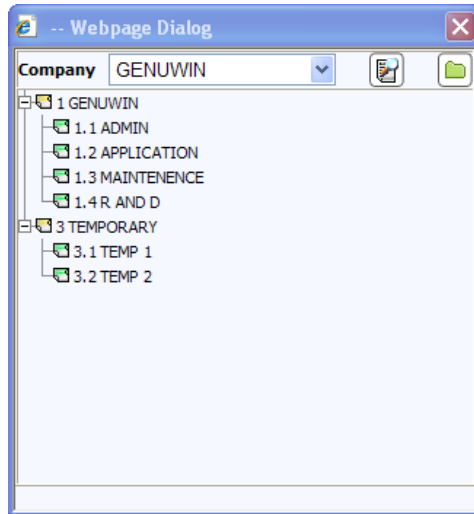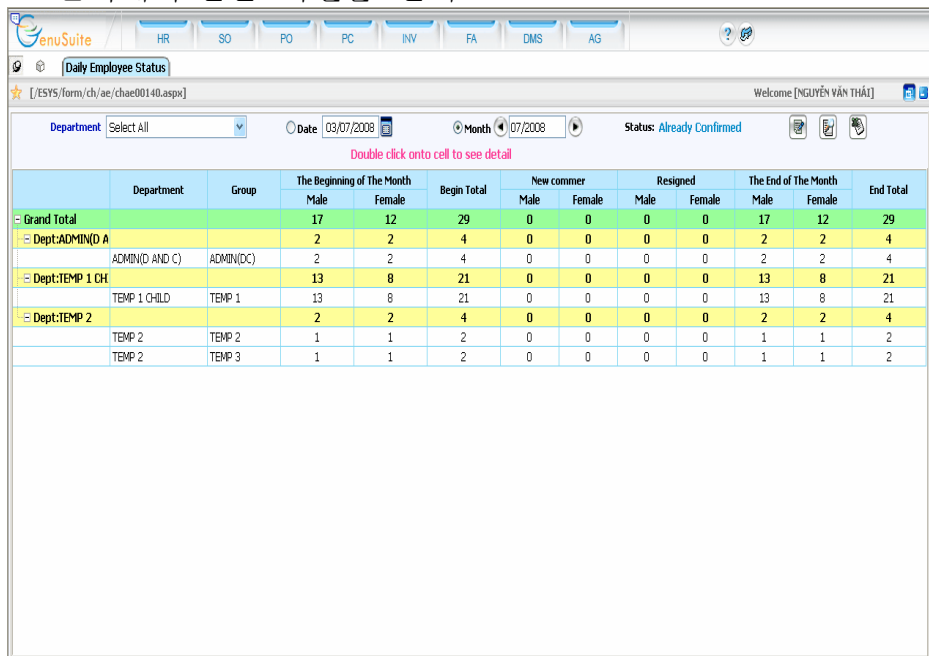
- **Date** 를 선택한다.Chọn **Date** . 버튼을 클릭해서 총 직원을 본다. 버튼을 누르다. 버튼을 누르면 원하는 상세 정보를 원하는 Row 에서 두번 클릭한다**.**직원의 Group 이나 Department **,** 총 직원을Dialog Box에서 표현하다.
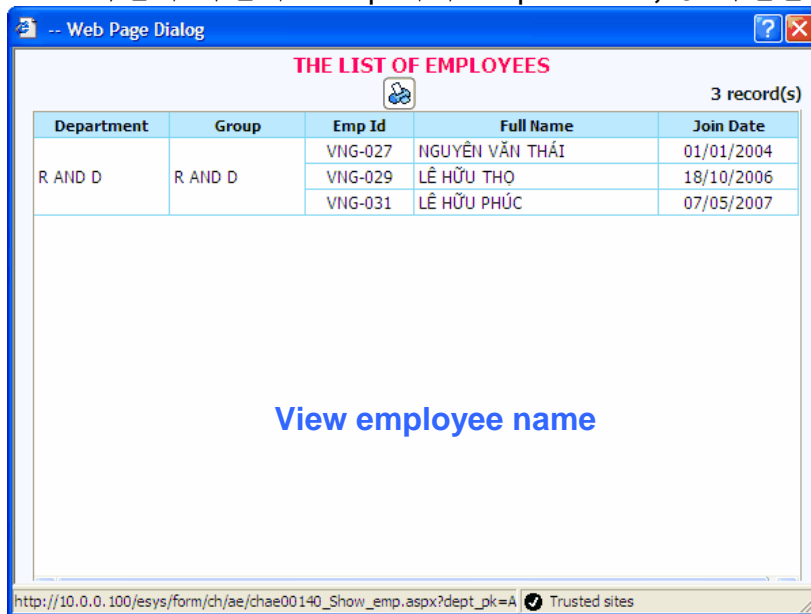
View employee's Over time hour

- 📝 버튼 : 📝 버튼을 클릭해서 그날 총 직원을 확인 하고 Report 를 인쇄한다.

- 📑 버튼: 📝 *(Confirm)* 버튼을 클릭한후에 📑 버튼을 클릭해서excel file 로 상세 정보를인쇄한다.

- Radio버튼Month: Radio button Month 에서month 를 선택한다. 📝버튼을 클릭해서 월간 직원을 본다.

	Department	Group	The Beginning of The Month		Begin Total	New commer		Resigned		The End of The Month		End Total
			Male	Female		Male	Female	Male	Female	Male	Female	
Grand Total			17	12	29	0	0	0	0	17	12	29
Dept:ADMIN(D A			2	2	4	0	0	0	0	2	2	4
	ADMIN(D AND C)	ADMIN(DC)	2	2	4	0	0	0	0	2	2	4
Dept:TEMP 1 CH			13	8	21	0	0	0	0	13	8	21
	TEMP 1 CHILD	TEMP 1	13	8	21	0	0	0	0	13	8	21
Dept:TEMP 2			2	2	4	0	0	0	0	2	2	4
	TEMP 2	TEMP 2	1	1	2	0	0	0	0	1	1	2
	TEMP 2	TEMP 3	1	1	2	0	0	0	0	1	1	2

5. <u>Field Description:</u>

Daily Employee Status of Date checkbox

Field Name	Description
Department	Department
Group	Group

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
Department	Department
Group	Group
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