

# WT ALLOWANCE

1. **Path:**  
HR/Employee/ WT Allowance.
2. **Image:**

WT Allowance Annual Leave Labour Contract

[/ESYS/form/ch/ae/chae00110.aspx] Welcome [ĐINH NGỌC TUẤN]















Department: Select All Team/Section: Select All Begin: End: Regulation: Select All Nation: Vietnam Search by: Emp ID 602 record(s)

Team/Section	Emp ID	Full Name	Regulation Type	Remark	Times(H)	From Date	To Date	Create
Mechanical Mainteni	200246	NGUYỄN VĂN CÔNG						<input type="checkbox"/>
PCM Group B - TCM	200247	NGUYỄN TẮT HỒNG						<input type="checkbox"/>
Mechanical Mainteni	200248	HỒ VĂN HOÀI						<input type="checkbox"/>
PCM Group C - PL	200249	PHAN NGỌC DUY						<input type="checkbox"/>
PCM Group C - PL	200250	ĐÀO NGỌC TUẤN						<input type="checkbox"/>
Electrical Maintenanc	200252	NGUYỄN ĐỨC NGUYỄN						<input type="checkbox"/>
Crane Part Day	200254	NGUYỄN THANH HÙNG						<input type="checkbox"/>
Roll Shop Part B	200255	TRỊNH VĂN HUYỀN						<input type="checkbox"/>
Crane Part B	200258	TRẦN ĐÌNH PHÚC						<input type="checkbox"/>
Crane Part C	200259	LÊ MINH TUẤN						<input type="checkbox"/>
Utility Operation Par	200261	ĐINH HỮU THUẤN						<input type="checkbox"/>
PCM Group C - TCM	200262	TRẦN QUỐC TRÍ						<input type="checkbox"/>
Crane Part A	200263	BÙI VĂN HIỆU						<input type="checkbox"/>
Crane Part B	200264	HÀNH TRỌNG TOÀN						<input type="checkbox"/>
Utility Operation Par	200265	HÀ THANH TÙNG						<input type="checkbox"/>
Mechanical Mainteni	200267	NGUYỄN VĂN TOÀN						<input type="checkbox"/>
Crane Part B	200268	TRẦN VĂN KHUẤT						<input type="checkbox"/>
Crane Part Day	200269	PHẠM TUẤN DŨNG						<input type="checkbox"/>
PCM Group B - PL	200270	BÙI GIA THẮNG						<input type="checkbox"/>
Mechanical Mainteni	200271	TÔ VĂN NGỌC						<input type="checkbox"/>
Utility Operation Par	200272	NGÔ TẤN BÌNH						<input type="checkbox"/>
Electrical Maintenanc	200273	NGUYỄN VĂN THÀNH HÙNG						<input type="checkbox"/>
CAL Group C Part B	200274	TRẦN VĂN SƠN						<input type="checkbox"/>

### 3. Definition:

- The **"WT Allowance"** Form is to register WT allowance for employee.
- WT Allowance is the form that user can register 1h working time allowance per day for the workers who have been pregnant over 6months, and workers who have children under 1year.
- **Summary:**
  - The **"WT Allowance"** form: User can choose one of searching condition as : Department, Team/Section, Begin, End, Search by (Name, Emp ID, Card ID, Personal ID, Old Code), Regulation.
  - Some buttons: **Search, Save, Delete, Undelete, and Report**

#### 4. How to use:

- Button : user can choose Team/Section or Department and click into the name that user want to choose.
- Choosing Begin, End, Search by (Name, Emp ID, Card ID, Personal ID, and Old Code), Regulation and then click into the button  to view information on WT allowance of employee.
- To create information on WT allowance, user can choose into listbox Regulation type, input note into Remark, input the number of allowance hours into the box Times(H), Choose date of getting WT allowance to the date of ending in column From date and To date, click into check box create to create information on WT allowance for employee
- Save button : After creating information on WT allowance, user click  **Save** to save the information.
- Delete button  User use to delete row when user choose the row and click the button  to mark the row that user want to delete and then click  **Save** to delete the row
- Undelete button : After click **Delete**  button, however user do not click  **Save** yet and do not want to delete, user can choose the button  **Undelete** to re-use the row.
- Print button : User can choose  **Print** to print out the report on information on employees getting WT allowance.
- Button : User can use the button , the system will show a grid below. User can see whether the employee get WT allowance in previous period or not.

WT Allowance   Annual Leave   Labour Contract

[[/ESYS/form/ch/ae/cha00110.aspx]]   Welcome [ĐÌNH NGỌC TUẤN]

Department: Select All   Team/Section: Select All   Begin:   End:   
 Regulation: Select All   Nation: Vietnam   Search by: Emp ID   602 record(s)

Team/Section	Emp ID	Full Name	Regulation Type	Remark	Times(H)	From Date	To Date	Create
Mechanical Mainten:	200246	NGUYỄN VĂN CÔNG						<input checked="" type="checkbox"/>
PCM Group B - TCM	200247	NGUYỄN TẤT HỒNG						<input type="checkbox"/>
Mechanical Mainten:	200248	HỒ VĂN HOÀI						<input type="checkbox"/>
PCM Group C - PL	200249	PHAN NGỌC DUY						<input type="checkbox"/>
PCM Group C - PL	200250	ĐÀO NGỌC TUẤN						<input type="checkbox"/>
Electrical Mainten	200252	NGUYỄN ĐỨC NGUYỄN						<input type="checkbox"/>
Crane Part Day	200254	NGUYỄN THANH HÙNG						<input type="checkbox"/>
Roll Shop Part B	200255	TRỊNH VĂN HUYỀN						<input type="checkbox"/>
Crane Part B	200258	TRẦN ĐÌNH PHÚC						<input type="checkbox"/>
Crane Part C	200259	LÊ MINH TUẤN						<input type="checkbox"/>
Utility Operation Par	200261	ĐÌNH HỮU THUẦN						<input type="checkbox"/>
PCM Group C - TCM	200262	TRẦN QUỐC TRÍ						<input type="checkbox"/>
Crane Part A	200263	BÙI VĂN HIỆU						<input type="checkbox"/>
Crane Part B	200264	HÀN TRỌNG TOÀN						<input type="checkbox"/>
Utility Operation Par	200265	HÀ THANH TÙNG						<input type="checkbox"/>

Team/Section	Emp ID	Full Name	Regulation Type	Remark	Times(H)	From Date	To Date
--------------	--------	-----------	-----------------	--------	----------	-----------	---------

## 5. Field Description:

Field Name	Description
Team/Section	Team/Section name
Emp ID	Employee ID
Full name	Employee full name
Regulation type	Regular WT allowance type
Remark	Note
Time(H)	WT allowance time
From date	Date of getting WT allowance
To date	Date of ending WT allowance