# EMPLOYEE REPORTS

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



3. 저의:

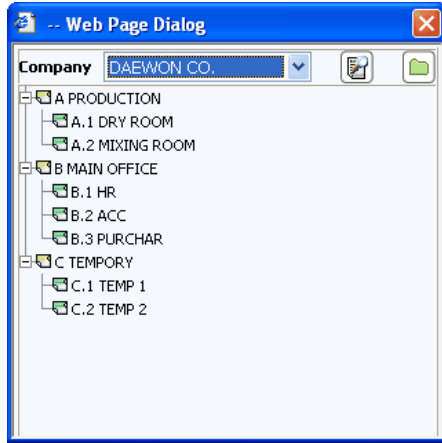"**Employee reports**"는 사용자가 직원의 상세한 정보를 찾고 볼 수있는 폼인다.
요약:

- "**Employee reports**" 폼은 : 사용자가Department, Group, Search by (Emp ID, Full Name, Card ID, Person ID) 으로 조건을 선택한다.

- ◀ 버튼 : Master grid 하고 Detail grid를 좌절되나 확장한다.

- 버튼: *Search*, *Print*.

4. 사용법:

- 버튼: 사용자가 조건들 중에 아래 조건을 선택해서 찾다. List box Department 선택하거나 *Department* 링크를 클릭해서Department 의 모든Group를 선택한다.그다음에 원하는 이름을 클릭해서 더 빠르게 찾을 수 있다.

- list box Group, Search by Emp ID, Full Name, Card ID, Person ID 에서 선택하고
  버튼을 클릭해서 직원의정보를 본다.
- 버튼 : 사용자가 버튼을 클릭해서 상세한 정보를 인쇄한다.

## 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 |
| Group | Group that the employee works |
| 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 |