

# ATTENDANCE ABSENCE

## 1. Path:

HR/TimeAttendance/ Attendance Absence.

## 2. Image:

Attendance & Absence

[/ESYS/form/ch/ba/chba00020\_v3.aspx] Welcome [ĐINH NGOC TUÂN]

Daily 10/07/2009 From 10/07/2009 To 10/07/2009 Month 07/2009

Organization Select All WGroup Select All WS-Select All

Nation Vietnam Set Time Choose.. HH MM1 MM2 Set Clear Search Emp ID

Select All WT: 0(H).OT:0(H). NT: 0(H). Absence: 0(H).

Print Select All 553 Record(s).

ORGANIZATION	W-GROUP	EMP_ID	FULL_NM	W_S	IN TIME	OUT TIME	WT	OT	NT	HT	ABSENCE CODE	H	W
Accounting & Tax Team	Administrator Group	200201	NGUYỄN VĂN HUY	1				0	0	0			10/C
Accounting & Tax Team	Administrator Group	200221	PHẠM CÔNG TRÌNH	1				0	0	0			10/C
Accounting & Tax Team	Administrator Group	200284	TRẦN ĐĂNG QUÂN	1				0	0	0			10/C
Accounting & Tax Team	Production Group 1	200356	ĐẶNG THỊ HIỀN	2				0	0	0			10/C
Accounting & Tax Team	Administrator Group	200359	TRẦN CAO ĐỆ	1				0	0	0			10/C
Accounting & Tax Team	Administrator Group	200360	HỒ THỊ NGÀ	1				0	0	0			10/C
Accounting & Tax Team	Administrator Group	200592	TRẦN THỊ NGÀ	1				0	0	0			10/C
Accounting & Tax Team	Administrator Group	200606	NGUYỄN THÀNH CÔNG	1				0	0	0			10/C
Architecture CM Group	Administrator Group	200134	NGUYỄN THẾ PHONG	1				0	0	0			10/C
CAL - RCL Department	Administrator Group	200164	PHẠM TRÍ DŨNG	1				0	0	0			10/C
CAL Group A	Administrator Group	200154	PHAN MINH TRÍ	1				0	0	0			10/C
CAL Group A	Administrator Group	200179	HUỖNH THANH TÙNG	1				0	0	0			10/C
CAL Group A	Administrator Group	200384	NGUYỄN ĐOÀN MINH	1				0	0	0			10/C
CAL Group A	Administrator Group	200466	HOÀNG VĂN TIẾN	1				0	0	0			10/C
CAL Group A Part A	Administrator Group	200287	PHAN THANH HÒA	1				0	0	0			10/C
CAL Group A Part A	Administrator Group	200418	HÀ THIÊN NHÂN	1				0	0	0			10/C
CAL Group A Part A	Administrator Group	200428	NGUYỄN ĐỨC CƯỜNG	1				0	0	0			10/C
CAL Group A Part A	Administrator Group	200469	NGÔ ĐỨC TỈNH	1				0	0	0			10/C
CAL Group A Part A	Administrator Group	200624	HOÀNG ĐỨC HUY	1				0	0	0			10/C
CAL Group A Part B	Administrator Group	200211	LIỄU TRI CÔNG HIỀN	1				0	0	0			10/C


## 3. Definition:

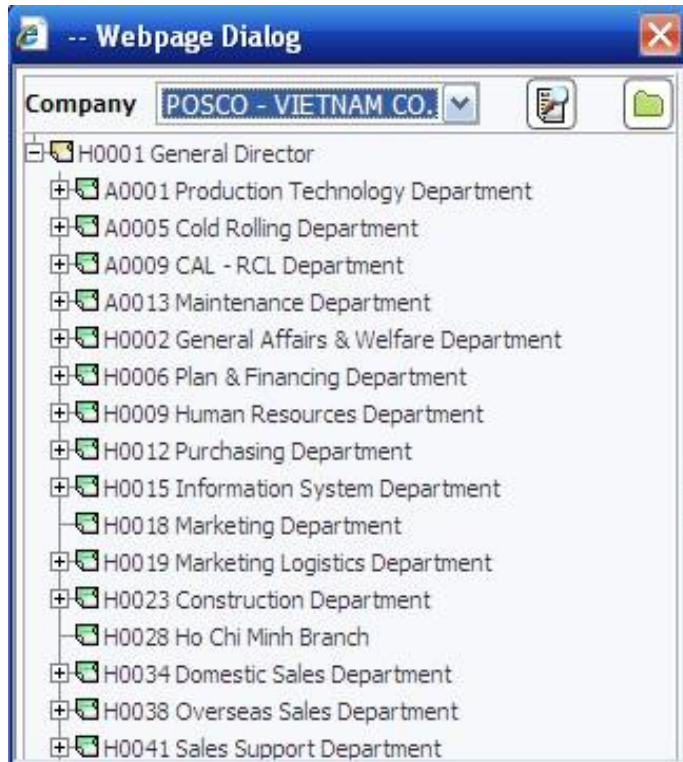
- The “**Attendance Absence**” Form is where user show and register information on attendance or absence of employee
- User use this form to input the in time – out time for employees that have absent code “Non Scan Time Card”, input OT, NT, HT. Or to update the absent type for employees that are absent.
- User can print out report of working time, absence and incorrect time in this form.




### Summary:

- The “**Attendance Absence**” form : User can choose searching conditions as Daily, From(choose Date), To(choose Date), Form(choose Month), Organization, WGroup, WS (work schedule), Search (Emp ID, Card ID, Name).
- Some buttons: **Search, Save, Delete, Undelete, Print.**



#### 4. How to use:

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



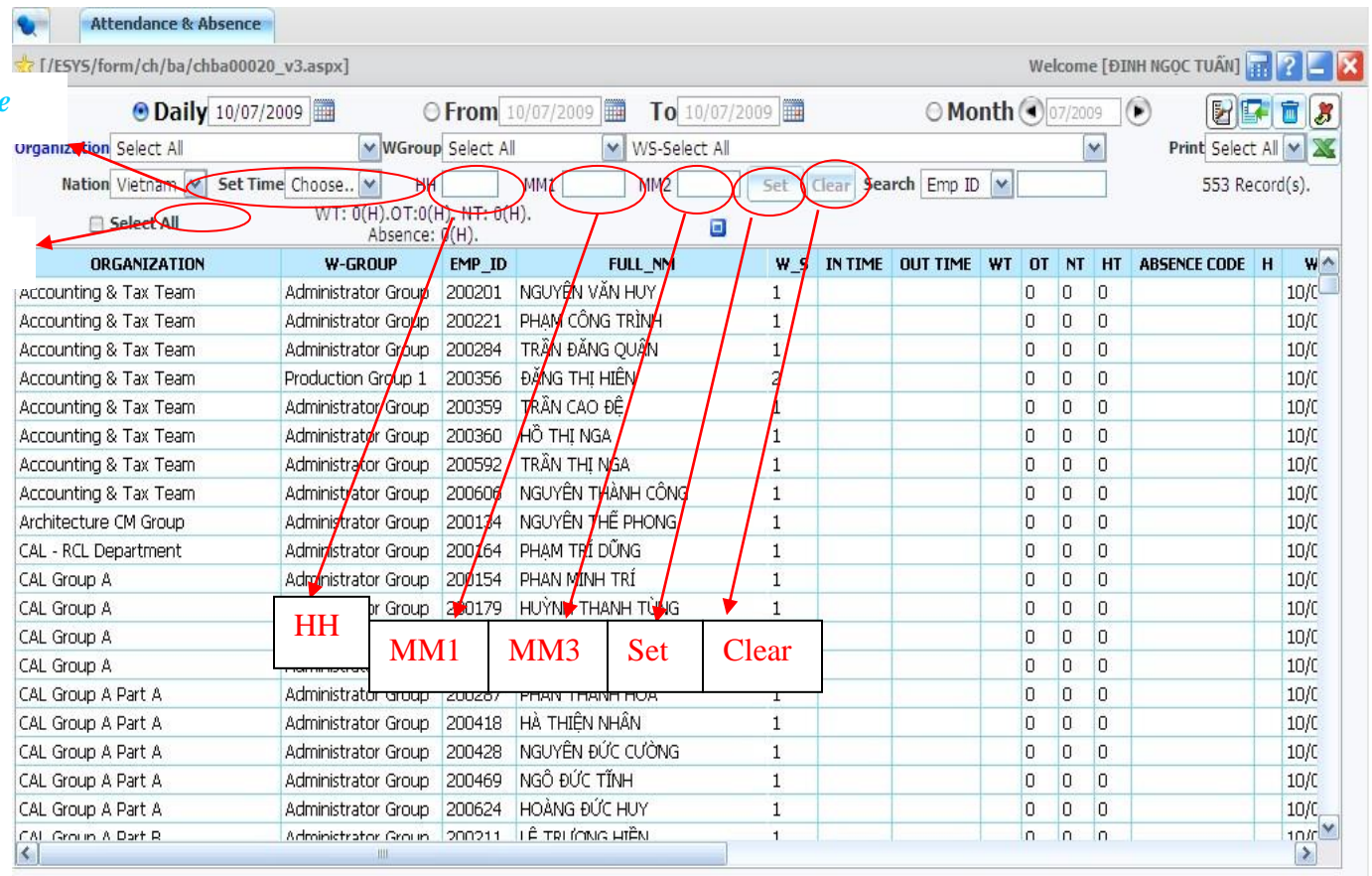
- User can choose one of searching conditions to look up as Daily, From(choose date), To(choose date), Month(choose month), Organization, WGroup, WS (work schedule), Search(Emp ID, Card ID, Name). Then click into the button  to view information on attendance or absence of employee.
- List box **Set Time**: use to input data quickly one time for many employee. The **Select All** checkbox allows user choosing all employee shown in the grid. User can create **In Time** or **Out Time** for employee by choosing random **In Time** or Random **Out Time** in list box **Set Time** and input time in the box **HH** and from the minutes to minutes into the box **MM1** and **MM2**. Then click into the box  **Set** to automatically set **In time** and **Out Time** for employee. And then, user click into the button  to save in/out information of the employee.
- **Note:** When setting hour by choosing **Random In Time** or **Random Out Time**, user input or set hour in the column **WT**, the system will not calculate over time hour (if any) of employee.

At that time, the system will automatically show that user modify by hand, so the column **Mod by hand** will show **Y**, in contrast, if user don't input or user delete hours in column **WT**, the system will automatically calculate working over time for the employee.

- Button **Clear** : When user choose Set Time is Random In Time or Random Out Time and click button **Clear** , information on **In Time** or **Out Time** will be clear.



*Set Time*

*Select All*



The screenshot shows the 'Attendance & Absence' form with a table of employee data. The table has columns: ORGANIZATION, W-GROUP, EMP\_ID, FULL\_NM, W-S, IN TIME, OUT TIME, WT, OT, NT, HT, ABSENCE CODE, H, W. The 'Set Time' dialog box is open, showing a list of employees and a 'Set Time' button. The 'Set Time' button is highlighted with a red circle. The 'Clear' button is also highlighted with a red circle. The 'Set Time' dialog box has a text box labeled 'HH' for inputting time. The 'Set Time' button is labeled 'Set' and the 'Clear' button is labeled 'Clear'.

ORGANIZATION	W-GROUP	EMP_ID	FULL_NM	W-S	IN TIME	OUT TIME	WT	OT	NT	HT	ABSENCE CODE	H	W
Accounting & Tax Team	Administrator Group	200201	NGUYỄN VĂN HUY	1				0	0	0			10/C
Accounting & Tax Team	Administrator Group	200221	PHẠM CÔNG TRINH	1				0	0	0			10/C
Accounting & Tax Team	Administrator Group	200284	TRẦN ĐĂNG QUÂN	1				0	0	0			10/C
Accounting & Tax Team	Production Group 1	200356	ĐẶNG THỊ HIỀN	2				0	0	0			10/C
Accounting & Tax Team	Administrator Group	200359	TRẦN CAO ĐỆ	1				0	0	0			10/C
Accounting & Tax Team	Administrator Group	200360	HỒ THỊ NGÀ	1				0	0	0			10/C
Accounting & Tax Team	Administrator Group	200592	TRẦN THỊ NGÀ	1				0	0	0			10/C
Accounting & Tax Team	Administrator Group	200606	NGUYỄN THANH CÔNG	1				0	0	0			10/C
Architecture CM Group	Administrator Group	200174	NGUYỄN THẾ PHONG	1				0	0	0			10/C
CAL - RCL Department	Administrator Group	200164	PHẠM TRÍ DŨNG	1				0	0	0			10/C
CAL Group A	Administrator Group	200154	PHẠM MINH TRÍ	1				0	0	0			10/C
CAL Group A	Administrator Group	200179	HUYỀN THANH TÙNG	1				0	0	0			10/C
CAL Group A	Administrator Group							0	0	0			10/C
CAL Group A	Administrator Group							0	0	0			10/C
CAL Group A Part A	Administrator Group	200267	PHẠM THANH HOÀ	1				0	0	0			10/C
CAL Group A Part A	Administrator Group	200418	HÀ THIÊN NHÂN	1				0	0	0			10/C
CAL Group A Part A	Administrator Group	200428	NGUYỄN ĐỨC CƯỜNG	1				0	0	0			10/C
CAL Group A Part A	Administrator Group	200469	NGÔ ĐỨC TỈNH	1				0	0	0			10/C
CAL Group A Part A	Administrator Group	200624	HOÀNG ĐỨC HUY	1				0	0	0			10/C
CAL Group A Part B	Administrator Group	200211	LÊ TRÍ CÔNG HIỀN	1				0	0	0			10/C

- When user choose **WT**, **OT**, **NT**, **HT** in list box **Set Time**, the form show in a text box **HH** allowing user input time. User also can set time for employee by keeping left – mouse and drag to the range need to set. Choose kind of **Set Time** and input time into the box **HH**. Then click into the button **Set**  **Set Time** to automatically input time for the employee, and then click the button  to save information set for the employee.



Set Time

Attendance & Absence

[/ESYS/form/ch/ba/chba00020\_v3.aspx] Welcome [ĐÌNH NGỌC TUẤN]

Daily 10/07/2009 From 10/07/2009 To 10/07/2009 Month 07/2009

Organization Select All WGroup Select All WS-Select All

Nation Vietnam Set Time WT H

WT: 0(H).OT:0(H).NT:0(H). Absence: 0(H).

1:08:00-17:00W800N05112:00-13:00D17:00-17:30SOT17:30

553 Record(s).

ORGANIZATION	W-GROUP	EMP_ID	FULL_NM	W_S	IN TIME	OUT TIME	WT	OT	NT	HT	ABSENCE CODE	H	W
Crane Part A	Administrator Group	200263	BUI VĂN HIỆU	1			0	0	0				10/C
Crane Part A	Administrator Group	200340	NGUYỄN TIẾN BIỂN	1			0	0	0				10/C
Crane Part A	Administrator Group	200344	HUỖNH VĂN GIANG	1			0	0	0				10/C
Crane Part A	Administrator Group	200453	HUỖNH CÔNG LUÂN	1			0	0	0				10/C
Crane Part A	Administrator Group	200548	NGUYỄN VĂN TÚ	1			0	0	0				10/C
Crane Part A	Administrator Group	200611	NGUYỄN HỮU KÝ	1			0	0	0				10/C
Crane Part A	Administrator Group	200612	LÊ TIẾN DŨNG	1			0	0	0				10/C
Crane Part A	Administrator Group	200614	NGUYỄN DUY CƯỜNG	1			0	0	0				10/C
Crane Part A	Administrator Group	200616	ĐẶNG DUY ĐÌNH	1			0	0	0				10/C
Crane Part A	Administrator Group	200617	ĐẶNG ĐÌNH CHINH	1			0	0	0				10/C
Crane Part A	Administrator Group	200618	NGUYỄN ĐỨC DIỄN	1			0	0	0				10/C
Crane Part A	Administrator Group	200619	TRẦN VŨ LAM SƠN	1			0	0	0				10/C
Crane Part B	Administrator Group	200258	TRẦN ĐÌNH PHÚC	1			0	0	0				10/C
Crane Part B	Administrator Group	200264	HÀN TRỌNG TOÀN	1			0	0	0				10/C
Crane Part B	Administrator Group	200268	TRẦN VĂN KHUẤT	1			0	0	0				10/C
Crane Part B	Administrator Group	200319	NGUYỄN VĂN HIẾP	1			0	0	0				10/C
Crane Part B	Administrator Group	200321	HUỖNH CÔNG TUẤN	1			0	0	0				10/C
Crane Part B	Administrator Group	200341	NGUYỄN PHÚ XUÂN	1			0	0	0				10/C
Crane Part B	Administrator Group	200342	NGUYỄN TRỌNG HẢI	1			0	0	0				10/C
Crane Part B	Administrator Group	200346	TRẦN VĂN LÂN HI CÔNG	1			0	0	0				10/C

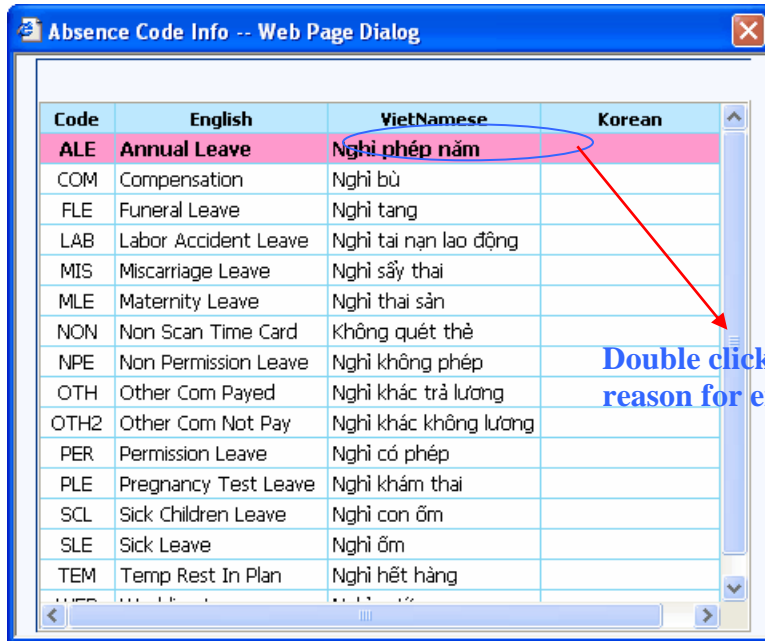
- User can double click in the row **EMP\_ID** or **FULL\_NM** to view information on date, working time of employee on one month.

Time machine info -- Web Page Dialog

[Click here to view all in month](#)

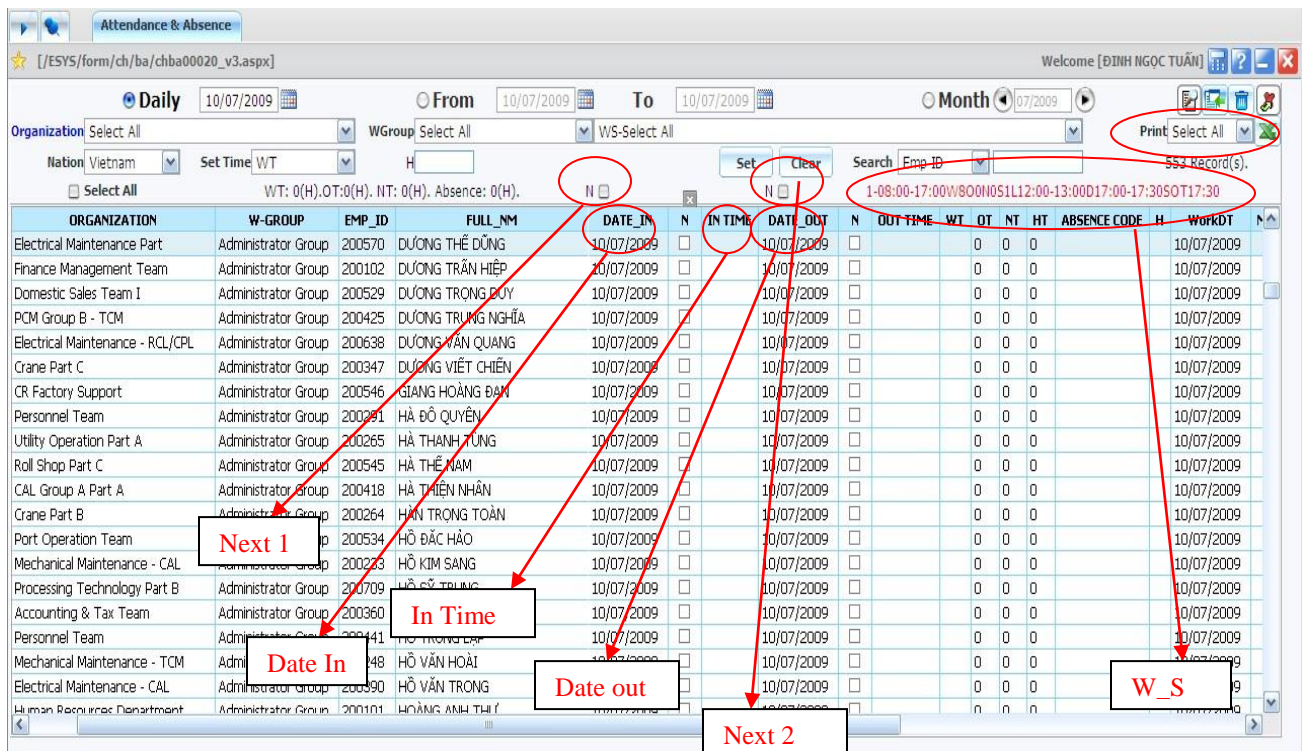
Seq	Emp ID	Card ID	Date	Time
1	VNG-004	88	12/08/2008	08:19

- User can double click into the column **ABS** to view reason of absence of the employee. Or user can choose another reason for the employee by double click into the row need to select. The information will show in the below Form Attendance absence.






Double click here to choose absence reason for employee

- Button : User click into the button Show Column, the form will show some column as:



- Date\_In**: Show ingoing date of employee.

- **Date\_Out**: Show outgoing date of employee. For example: an employee can come to work today, but he can go out of company next day (employee work night shift).
- User can keep left mouse and drag to choose some essential employees to set date in or date out for them by click into the check box **Next1** to use for **Date\_In** . **Next2** use for **Date\_Out**.
- Button : Use to delete row when user choose row and click the button, it will mark the row that you want to delete and then click button **Save** to delete the row.
- Button : after click into **Delete** button, but don't click **Save** button, user don't want to delete, user can click the **Undelete** button to re – use this row.
- Button : user can choose one of the following information to print report out into excel file and **Absence** in List box Print to view information of absent employee. **Working time** to view employee go to work on that day. **Incorrect time** to view employee go to work in correct time. or user can choose **Select All** to view all. After choosing one of the information in list box Print, user can click **Print** to view detail information.

## 5. Field Description:

Field Name	Description
Daily	Criteria to look up by date
From, To	Criteria to look up from date to date
From	Criteria to look up in one month
Organization	Criteria to look up by Department
WGroup	Criteria to look up by work group
Print (Absence, working time, incorrect time, Select All)	Criteria to print out information (absence, attend employee, employee go to work in correct time)
Set Time( Random In time, Random Out time, WT, OT, NT, HT)	Criteria to set time.
HH	Text Box to input time
MM1, MM2	Input from minutes to minutes
Search (EmpID, Card ID, Name)	Criteria to look up by employee ID, Employee card code, Employee name
EmpID	Employee ID( Employee code)
Full_nm	Full name(full name of employee)
W_S	Work shift (shift code of the employee)
Date_In	Ingoing date
Date_Out	Outgoing date
In	Ingoing time
Out	Outgoing time
WT	Work time (total working time hours)
OT	Over time (total over working time hours)

NT	Night time (Total night shift hours
HT	Holiday time (Total working time hours on off – day)
ABS	Absence (Absence kind of the employee)
H	Absence hours of the employee
Work DT	Work date (working date)
Mod by hand	System will show to view information that has modified by hand or not. If there is <b>Y.</b> the information has been modified by hand.