EMPLOYEE MANAGEMENT

1. **Path:**

    HR/Employee/Employee Management

2. **Image:**

3. **Definition:**

- The "**Employee Management**" Form is where User can Search, Update and Print report about information of employee.
- User can see all information for each employee and modify some information of each employee in this form such as: nation, job, education, social flag, heath flag….

- **Summary**
    - The "**Employee Management**" form: Searching criteria as Department, Team/Seciton, Search by (Name, Emp ID, Card ID, Personal ID, Old Code), Job Title, Job Class, Salary, Insurance, OT, Nation, Pay type, Contract Type, Status, Birth Date, Join Date, Begin Contract, Left date, sex, education, Band, Grade.
    - Some buttons: *Search, Save, Print summary, Print detail*.

4. How to use:

- Button 🔍: User can choose Team/Section or Department by left – clicking into the name that user want to choose.

  - Or user can choose the information in, Search by (Name, Emp ID, Card ID, Personal ID, Old Code), Job Title, Job Class, Salary, Insurance, OT, Nation, Pay type, Contract Type, Status, Birth Date, Join Date, Begin Contract, Left date, Sex , education, Band, Grade then click into ▣ to view information of employees.

  - Button ▣: Allow user modifying information of employee on the row of the grid below by double clicking into the row that user want to modify and input the information, click into ▣ to save.

  - Button ▣ **Summary Report**: is to print out information of employee into excel file for manager.

  - Button ▣ **Detail Report**: is to print out report on detail information of employee into excel file.

5. Field Description:

Field Name	Description
Department	The name of Department
Team/ Section	The name of Team/Section
Emp ID	Employee ID
Full Name	Full name of employee
ID Num	Card ID
Join Date	Joining date into company
Birth Date	Birth date of employee
Place Birth	Birth place
Telephone	Telephone number of employee
Permanent address	Permanent address
Present address	Current address
Sex	Gender
Person ID	Person ID
Issue Date	The date of issuing personal ID
Place PerID	Place Personal ID
Married	Marital Status
Nation	Nation
Ethnic	Ethnic
Religion	Religion
Education	Education

Job Title	Job Title
Job Class	Job Class
Probation Type	Probation type
Begin Probation	Begin Probation
End Probation	End Probation
Contract kind	Contract Kind
Contract No	Contract Number
Begin contract	Beginning date of Contract
End contract	Ending date of Contract
Social flag	Flag to know whether employee join Social insurance or not
Social place	Place of issuing Social insurance book
Social date	Date of issuing Social Insurance book
Health flag	Flag to know whether employee join health insurance or not
Health place	Place of issuing health insurance book
Health date	Date of issuing health Insurance book
Employee type	Employee type
OT YN	Flag to know whether calculate over time salary for the employee or not
Salary YN	Flag to know whether calculate salary for the employee or not
Probation salary	Probation salary
Basic salary	Basic salary
Pay type	Payment type
Bank type	Bank type
Account	Account
Status	Status (Active, Resign, Stop work)
Left date	Leaving date off company
Resign type	Resignation type
Cost kind	Where is assign cost (Account Dept)
Pass port No	Pass port Number
Pass port date	Pass port date
Remark	Remark
W-Group	Work Group
Res Allow	Responsibility Allowance
Gasoline Allow	Gasoline Allowance
Tel Allow	Telephone Allowance
Full Atten	Full Attendance
Other Allow	Other Allowance
Harmful	Harmful Allowance
Job Title Allow	Job Title Allowance