

EMPLOYEE MANAGEMENT

1. Path:
HR/Employee/Employee Management
2. Image:

Group	Emp ID	Full Name	ID Num	Join Date	Birth Date	Place Birth	Telephone	Permanent Address	Present Address	Sex	Person ID	Issue Date	Place Per ID	Married
TEMP 3	VNG-006	HUYNH CÔNG TRƯỜNG	9	14/02/2005	12/12/1978					Male	5544	17/06/2008		<input type="checkbox"/>
TEMP 2	VNG-007	TRƯƠNG THỊ ÁI LINH	19	05/09/2005	28/04/1979					Female	33	17/06/2008		<input type="checkbox"/>
TEMP 3	VNG-005	PHAN THỊ THANH TUYẾN	38	01/01/2004	02/08/1976					Female	4327487324	17/06/2008		<input type="checkbox"/>
TEMP 2	VNG-015	NGUYỄN THANH PHÍ	82	11/04/2007	12/01/1984					Male	12121	17/06/2008		<input type="checkbox"/>


3. 정의:

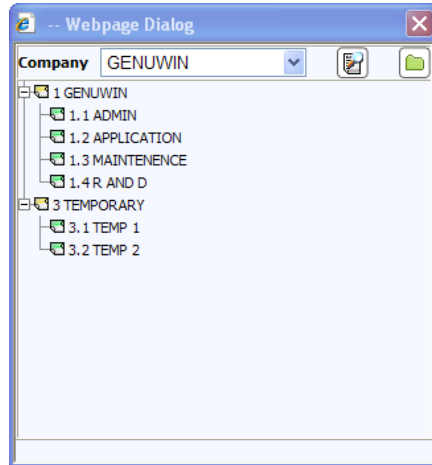
“Employee Management”는 사용자는 직원의 정보를 찾거나, Update, 인쇄할 수 있는 폼이다.

요약:

- “Employee Management” 폼: Department, Group, Search by (Name, Emp ID, Card ID, Personal ID, Old Code), Position, Salary, Insurance, OT, Nation, Pay type, Contract Type, Status, Birth Date, Join Date, Begin Contract, Left date, sex.로 찾은 조건이다.
- 버튼: [Search](#), [Save](#), [Print summary](#), [Print detail](#).

4. 사용법:

-  버튼: 사용자는 **Department** 링크를 클릭해서 Department 선택한다. 아니면 원하는 이름을 좌측 클릭해서 **Group** 이나 선택한다.






- 사용자가 List box Group에서, Search by (Name, Emp ID, Card ID, Personal ID, Old Code), Position, Salary, Insurance, OT, Nation, Pay type, Contract Type, Status, Birth Date, Join Date, Begin Contract, Left date, Sex , 등 으로 선택해서




버튼을 클릭해서 직원의 정보를 본다.



-  버튼: 사용자가 직원의 정보를 수정을 허가한다. 수정하고 싶은 Row를

두번 클릭해서 수정한 정보를 입력하고  버튼을 클릭해서 저장한다.  버튼 **Summary Report**는 : 관리자에게 excel file로 직원의 정보를 출력해서 인쇄한다. is to print out information of employee into excel file for manager.



-  버튼 **Detail Report**는 : excel file로 직원의 상세한 정보를 출력해서 인쇄한다.

5. Field Description:

Field Name	Description
Department	The name of Department
Group	The name of Group
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	Job
Position	Position
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
Department Amt	Department allowance amount
Noxious Amt	Noxious allowance amount
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