

EMPLOYEE ENTRY



1. **Path:** HR/Employee/Employee entry

2. **Image:**

The screenshot displays the 'Employee Entry' form in the ENU Suite system. The form is titled 'Employee Entry' and shows a detailed record for an employee named NGUYEN VAN NGHI. The form is divided into several sections: Personal Information, Employment Details, and Financial Information. The employee's ID is VNG-052, and they are currently in the HR department. The form includes fields for birth date, join date, contract type, and salary scale. The interface is in English and shows the user is logged in as ĐĂNG THỊ THỦY VÂN.

Field	Value
Login ID	van
Max EMP ID	052
Employee ID	VNG-052
Full Name(VN)	NGUYEN VAN NGHI
Department	HR
Group	HR
Birth Date	12/10/1983
Nation	Vietnam
Probation Kind	One Month
Contract No	VNG-052/1/T-VIẾC
Contract Kind	PROBATION
Health From	
Social From	
Passport No	
PIT No	
Pay Type	Cash
Money Kind	Tiền Việt
Res Allow	0
Salary Scale	
Old Code	
Join Date	02/02/2009
Issue Date	
Birth Place	
Ethnic	Kinh
Begin Probation	02/02/2009
Status	Active
Begin Contract	
Health No	
Social No	
Passport Date	
Account	
Union Y/N	No
Gasoline	0
Rate	
ID No	VNG-052
Emp Type	Office
Annual Leave	12
Tel	
Sex	Male
Place ID	Đắk Lắk
Job	Sales
Religion	Buddhist
End Probation	01/03/2009
Leave Date	
End Contract	
Health Place	
Social Place	
Salary Type	Time Salary
Bank	VietComBank
Labor No	
Full Attendance	0
Basic Salary	0
Marital Status	Single
Position	Staff
Education	College
OT_YN	Y
Resign Type	
Salary YN	Y
Health YN	N
Social YN	N
Recieve Net	N
PL CENTER	
Labor Date	
Telephone allowance	0
Prob Sal	2,000,000

3. **Definition:**

- The “Employee Entry” Form is where to input basic information for employee.
- **Summary:**
 - The “Employee Entry” form: Searching criteria as Department, Group, Search by(Name, Emp ID, Card ID, Per ID) or user can search by clicking into back button  or next button .
 - Some buttons: *Reset* , *Save*, *Popup*, *Delete*.
- When you input a new employee in Employee Entry Form, new system allows us to choose Organization and Work Group for her/him, it means that which group and workshift this employee belongs to.

- Organization includes both Department and Group.
- For example: We create a Work Group (W1) that works at office hours, so when we input a new employee Nguyen Van A into Organization (IT planning Team) and choose W1 for him/her, it means that this employee will belong to IT planning Team and works at office hours.

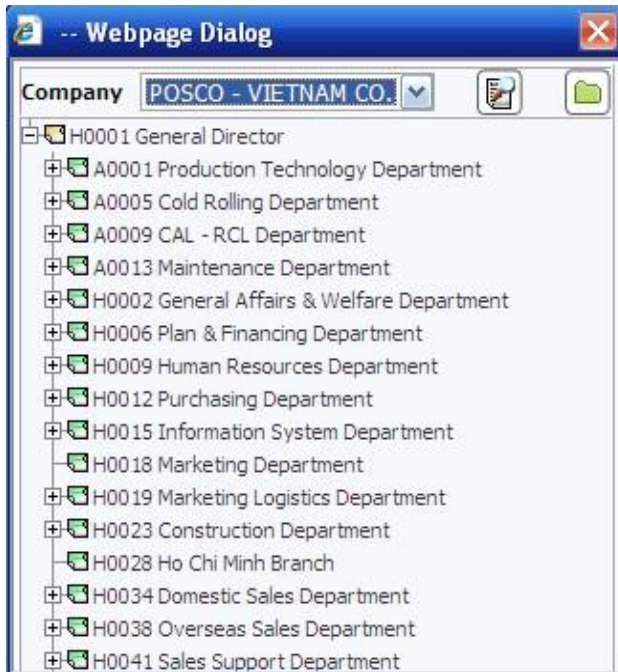
4. How to use:











- Choose Employee ID by click into the hyperlink **Employee ID** , It will show an Employee ID form. You can create Employee ID by click **Add Character** button and input information and then click **Save** button to save the information.




Characters	Character Len	Examples	Cardinal Number
000000	6	000001	Y
YY	2	08	N
+	1	+	N
yyyy	4	2001	N
/	1	/	N
yyyy	4	2008	N
mm	2	06	N
-	1	-	N
VNG	3	VNG	N
LE	2	LE	N

Templates	Example
yyyy/000000	2008/000001
LEyy-0000	LE08-0001
00000	00001

- Choose Department by click into **Organization** hyperlink, user can choose work group by click mouse left into the Work Group so user want to choose.



- : allow user searching information on Group and Department name.
- User can add Nation list in case user can find out the Nation by clicking into the **Nation** hyperlink, choosing Code Group or Code Group Name to look up, inputting information need to search into the textbox, and then click  button to see.
- Click into  add new to insert new row and input Nation Name, and then click into  save button to save the Nation Name.
-  delete button: To delete row. User chooses the row need to delete and click into  to mark delete status of the row, and then click into  save button to delete row.
-  undelete button: After user click into  delete button, but user don't want to delete, user can click into  undelete button to re – use this row.



-  select button: User can Choose Nation Name and click into  select button to select into the form **Employee Entry**.
-  Close button: Close the form.



genuwin -- Web Page Dialog






Code Group ☐ Code Group Name 23 record(s).

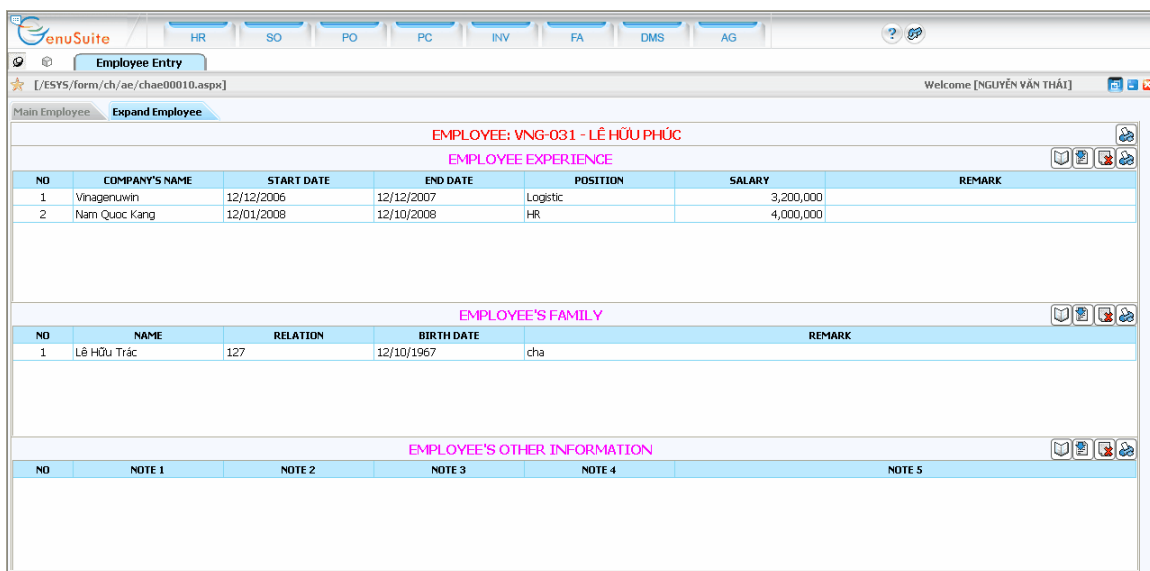
NO	CODE	NAME	KNAME	FNAME	NUM 1	NUM 2	NUM 3
1	01	Vietnam		Việt Nam			
2	02	Bulgaria		Bulgaria			
3	03	China		China			
4	04	Denmark		Denmark			
5	05	Finland		Finland			
6	06	France		France			
7	07	Hong Kong		Hong Kong			
8	08	Indonesia		Indonesia			
9	09	Japan		Japan			
10	10	Kenya		Kenya			
11	11	Korea		Korea			
12	12	Myanmar		Myanmar			
13	13	Norway		Norway			
14	14	Portugal		Portugal			
15	15	Spain		Spain			
16	16	Sweden		Sweden			
17	17	Switzerland		Switzerland			
18	18	Tanzania		Tanzania			
19	19	Taiwan		Taiwan			
20	20	Turkey		Turkey			
21	21	The United States		The United States			
22	22	Philippines		Philippines			
23	23	Singapore		Singapore			

http://192.168.1.6/ESYS/Form/ch/ae/chae00010_com_code.aspx?code=HR0009&random=Thu Jun 12 14:17:05 UTC+ Trusted sites

- The same function to the **Blue hyperlink** that allows user looking up, adding, deleting and selecting the information into the Form **Employee Entry**.
- User can look up information of employee by choosing the button  popup and choose some of the searching criteria as list box Organization, Work Group or Search by (Emp ID, name, Card ID, Per ID), then click into  to view information of employee and double click into the row of employee Name that user want to see, the

system will print information of the employee in the form **Employee Entry**. User also can search by the tow buttons back  and next .

- To create new information for an employee, user click  clear button to clear form and then input information of employee. After inputting information, user clicks into  to save the information.
-  delete button: Click into  delete button to delete information of employee. User can click into the button  to delete information of the employee who do not go to work yet and the system still do not calculation salary.



Employee Entry

Employee: VNG-031 - LÊ HỮU PHÚC





EMPLOYEE EXPERIENCE						
NO	COMPANY'S NAME	START DATE	END DATE	POSITION	SALARY	REMARK
1	Vinagenuwin	12/12/2006	12/12/2007	Logistic	3,200,000	
2	Nam Quoc Kang	12/01/2008	12/10/2008	HR	4,000,000	

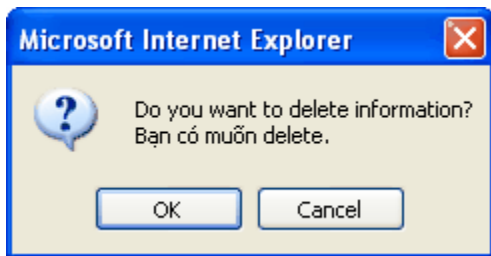
EMPLOYEE'S FAMILY					
NO	NAME	RELATION	BIRTH DATE		REMARK
1	Lê Hữu Trác	127	12/10/1967	cha	


EMPLOYEE'S OTHER INFORMATION					
NO	NOTE 1	NOTE 2	NOTE 3	NOTE 4	NOTE 5

Tab Expand Employee

- Is to create, save, delete and print out the information as experience, family relation, and other information of employee.
 - **EMPLOYEE EXPERIENCE:** information on experience of employee.
 - **EMPLOYEE FAMILY:** Information on Family relation of employee.
 - **EMPLOYEE OTHER INFORMATION:** Other information.

- To create information related to the employee, user can click  new button and then input information and click into  save button to save the information.
-  delete button: When user choose the row that want to be deleted, user can click into  delete button, the system will show one dialog box to ask whether user want to delete or not, If user click into **OK** button system will delete row, or user can click into **Cancel** button to cancel deleting. .



-  Button: Is to print out the detail information on experience, family relation and other information of employee, the information will be print out to excel file.

5. Field Description:

- **Main Employee**

Field name	Description
Login ID	Name of user logging into the system
Max Emp ID	Maximum Employee code in the system
Employee ID	Employee ID

Full Name(VN)	Full name
Organization	Department name
Current Addr	Current Address
Permanent Addr	Permanent Address
Personal ID	Personal ID
Birth date	Birth date
Nation	Nation
Probation kind	Probation kind
Contract No	Contract No
Contract Kind	Contract Kind
Health From	The date begin Health insurance
Social From	The date begin Social insurance
Passport No	Passport no
Pay type	Pay type
Money kind	Money kind
Salary Scale	Salary Scale
Old code	Old code
Join Date	Join Date
Work Group	Work Group name
Issue Date	Issue Date
Birth place	Birth place
Ethnic	Ethnic
Begin Probation	The date begin Probation
Status	Status
Begin Contract	The date begin Contract
Health No	Health no

Social No	Social No
Account	Account in bank
Rate	Rate to calculation salary
ID No	ID No
Emp Type	Employee type
Annual Leave	Annual leave
Tel	Telephone number
Sex	Sex
Place ID	Place ID
Job	Job
Religion	Religion
End Probation	Ending date of Probation Contract
Leave Date	Leave Date
End Contract	The ending date of Labor Contract
Health Place	Health place
Social Place	Social Place
Bank	Bank name
Labor no	Labor no
Basic salary	Basic salary
Marital Status	Marital status
Position	Position
Education	Education
OT_YN	Overtime_YN
Resign type	Resign type
Salary YN	Salary YN
Health YN	Flag to know whether the employee

	join in Health Insurance or not
Social YN	Flag to know whether the employee join in Social Insurance or not
PL Center	Profit loss center
Labor date	Labor date
Prob Sal	Probation salary

Expand Info

Tên Field	Mô tả
Employee Experience	Employee's Eperience
NO	Sequence number
Company's Name	Company's name

Start Date	Start Date
End Date	End Date
Position	Position
Duties	Duties
Salary	Salary
Resigned reason	Resigned reason
Employee's Family	Employee's Family
No	Sequence number
Name	The name of employee's family
Relation	Relation with employee
Birth date	Birth date
Job	Job
Salary	Salary
Remark	Remark
Depend Flag	Depend Flag
Start Date	Start Date
End Date	End Date
Employee's Other Information	Employee's Other Information
No	Sequence number
Note1	User can input other information of employee onto columns.
Note2	
Note3	
Note4	
Note5	