

# DISCIPLINE MANAGEMENT

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

Disciplinary Management

[/ESYS/form/ch/ae/cha00100.aspx] Welcome [ĐINH NGỌC TUẤN]

Department: Select All Team/Section: Select All Work Group: Select All

Nation: Vietnam Status: Select All Join Date: ~ Discipline Date: ~

Search by: Emp ID Level: Select All













602 record(s)

Select	Team/Section	Emp ID	Full Name	Date	Level	Create New Dis	Reason	Period	Start Date
<input type="checkbox"/>	Utility Operation S	200120	LÊ BÁ LUẬT			<input type="checkbox"/>			
<input type="checkbox"/>	CAL Section	200126	VŨ ĐÌNH DUY			<input type="checkbox"/>			
<input type="checkbox"/>	Utility Operation P	200152	CHU VĂN HƯỜNG			<input type="checkbox"/>			
<input type="checkbox"/>	CAL Group A	200154	PHAN MINH TRÍ			<input type="checkbox"/>			
<input type="checkbox"/>	Utility Operation P	200158	NGUYỄN TRỌNG KHIÊM			<input type="checkbox"/>			
<input type="checkbox"/>	CAL Group A Part	200163	TRƯƠNG QUANG NGỌC			<input type="checkbox"/>			
<input type="checkbox"/>	CAL - RCL Departm	200164	PHẠM TRÍ DŨNG			<input type="checkbox"/>			
<input type="checkbox"/>	CAL Group C Part	200174	HOÀNG BỒI			<input type="checkbox"/>			
<input type="checkbox"/>	RCL Group A Part	200176	ĐINH QUỐC HÙNG			<input type="checkbox"/>			
<input type="checkbox"/>	RCL Group B Part	200178	NGUYỄN VĂN MẠNH			<input type="checkbox"/>			
<input type="checkbox"/>	CAL Group A	200179	HUỖNH THANH TÙNG			<input type="checkbox"/>			
<input type="checkbox"/>	CAL Group B Part	200182	PHẠM VĂN ĐỒNG			<input type="checkbox"/>			
<input type="checkbox"/>	RCL Group C Part	200188	NGUYỄN THANH TÙNG			<input type="checkbox"/>			
<input type="checkbox"/>	Utility Operation P	200207	TRẦN THANH LONG			<input type="checkbox"/>			
<input type="checkbox"/>	RCL Group C Part	200209	NGUYỄN QUANG THỊNH			<input type="checkbox"/>			
<input type="checkbox"/>	CAL Group C Part	200210	LÊ VĂN TIẾN			<input type="checkbox"/>			
<input type="checkbox"/>	CAL Group A Part I	200211	LÊ TRƯỞNG HIỂN			<input type="checkbox"/>			
<input type="checkbox"/>	RCL Group B Part	200213	NGUYỄN NGỌC CƯỜNG			<input type="checkbox"/>			
<input type="checkbox"/>	RCL Group A Part	200215	TRẦN BÁ HÂN			<input type="checkbox"/>			
<input type="checkbox"/>	Utility Operation P	200218	TRẦN TIẾN DŨNG			<input type="checkbox"/>			
<input type="checkbox"/>	Utility Operation P	200239	MAI THANH BÌNH			<input type="checkbox"/>			

3. **Definition:**
  - The “**Discipline Management**” Form where is User uses to manage employee discipline.
  - In this form, user can create the discipline for employees when they break the company’s regulation.
  - User has to input some information into this form:
    - Date: the date to create the discipline
    - Level: disciplinary level
    - Period: the period to get the discipline
    - Reason: the reason of discipline
  - User has to click the box “Create New Dis”.
  - **Summary:**

- The “**Discipline Management**” form: User can choose one of the searching conditions as Department, Work Group, Team/Section, Status, Join Date, Search by (Name, Emp ID, Card ID, Personal ID, Old Code), Level, Discipline Date.
- Some buttons: **Search, Save, Delete, Undelete, Report.**

#### 4. How to use:

- Button : user can choose work group or Department, Team/section and left click into the name that user want to choose
- Or choosing Work Group, Status, Join Date, Search by (Name, Emp ID, Card ID, Personal ID, Old Code), Level, Discipline Date, then click into the button  to view information on discipline of employee.
- To create discipline information for employee, user can choose list box Level and check into **Create New Dis** or user can input detail information on discipline of employee into the Reason column.
- Save button : After create discipline level for employee, user choose  **Save** button to save the discipline information.
- Delete button : is to delete. Choosing row and click the button to mark the row that user want to delete, and then click  **Save** to delete the row.
- Undelete button : after click  **Delete** button and not click  **Save** button yet and user do not want to delete, user can choose  **Undelete** button to use the row again.
- Print button : User can choose  **Print** button to print out the report on discipline information of employee.

#### 5. Field Description:

Field Name	Description
Department	Department name
Work Group	Work Group name
Team/Section	Team/Section name
Emp ID	Employee code
Full name	Full name of employee
Date	The day of creating employee discipline
Level	Discipline level
Create New Dis	The box allow to create employee discipline.
Reason	The box to input discipline information

Remark	Note
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