User Manual of easyCom

The best in class Human Resource Management System

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Ease-of-Use

Managing company with easyCOM is easy.

Manageability

Agenda

- Logon.

- Application Structure.

- Employee Information Management.

- Managing Time Attendant, Over Time, Leave & In-Late/Out-Early.

- Supporting Tools for TimeSheet.

- Salary Calculation (Payroll).

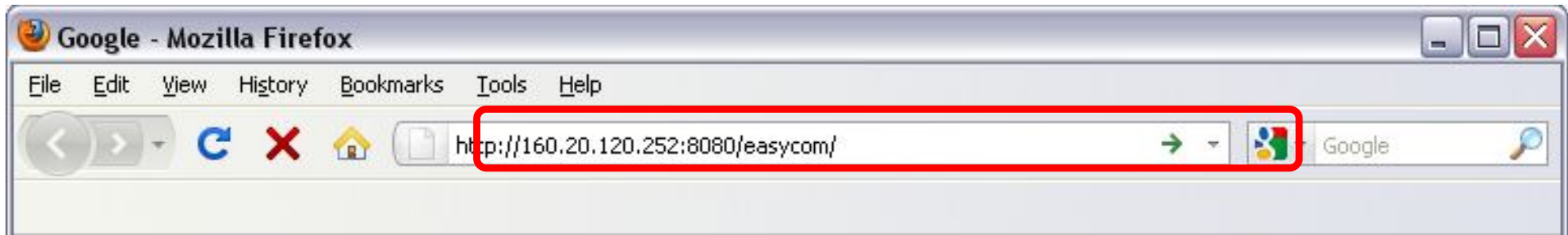- Permission & Security settings.

Logon

Logon

- **Simple step to logon:**

  - Open IE or FireFox

  - Accessing to URL 'http://xxx.xxx.xxx.xxx/easycom'

Logon (cont...)

- Select Company.

- Enter Username and Password.

- Enter Captcha (depend on setting for each customer)
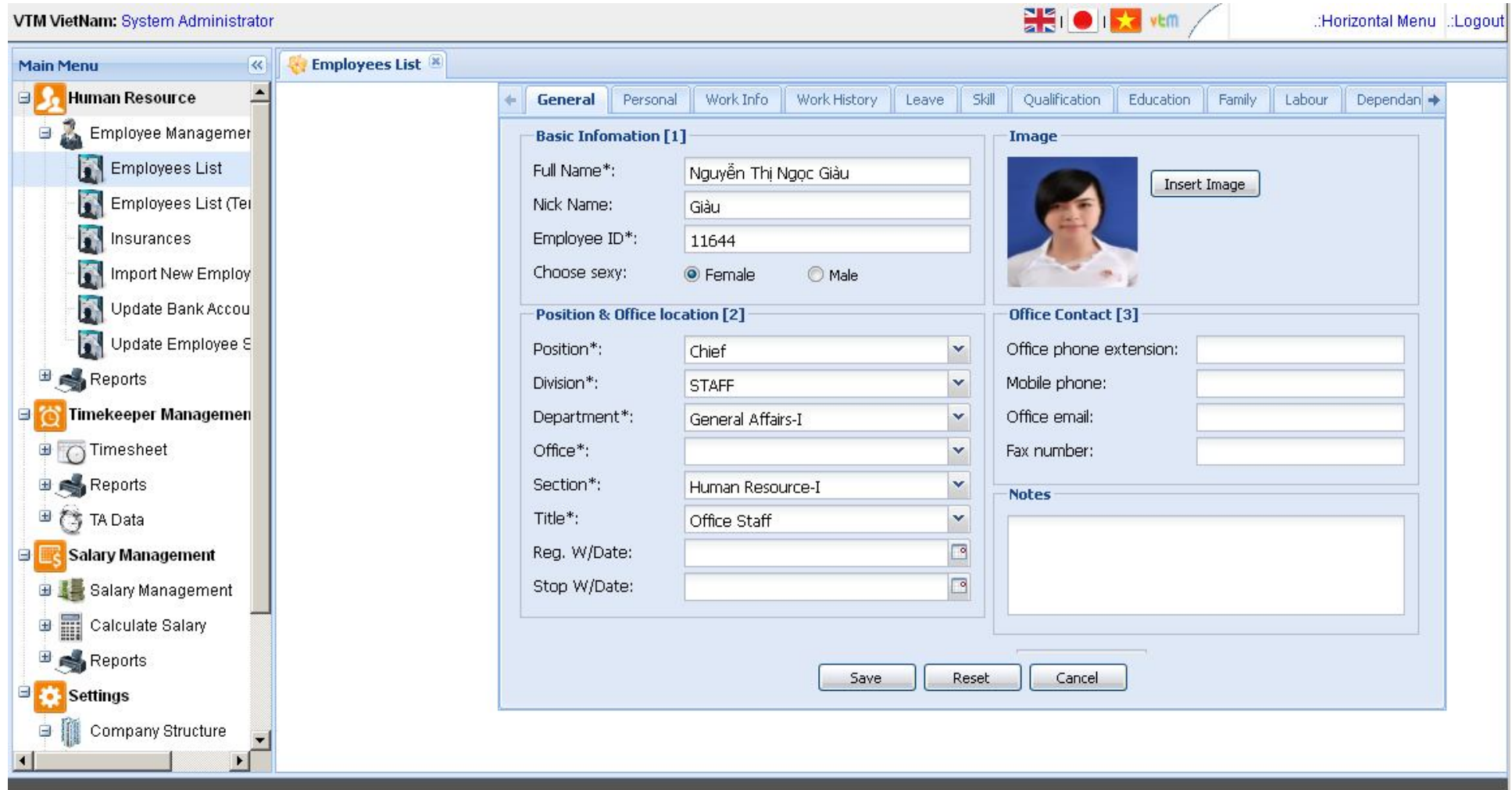
- Click on Login button.

Application Structure

Application Structure

- There are three levels as follows:

  - Module: outer layer, each Module contains multiple Function Groups.

  - Function Group: middle layer, it is group of Function.

  - Function: each function perform a given task.

Application Structure (Cont.)

You can switch between Tree View menu system and List-based menu system. Above is Tree View menu, on next slides we will take List-based menu system to describe functions.

Application Structure (Cont.)

VTM VIET NAM Corporation Co., Ltd: System Administrator
Main Menu

1. Main Menu 0 Logout

Human Resource	Time Recorders	Settings

Staff & Salary

- Organization Tree
- Organization Tree (Terminated)
- Employees
- Employees (Terminated)
- Export Employee
- Export Leave

Module

Timesheet Management

- ShiftKey Importer
- ShiftKey (2 tabs)
- Shift Assigment
- Detail In/Out-Early/Late-OT
- Time Recorder Raw Log Downloader
- Cross-Over Department Users
- Cross Check
- Create Work Day

Modification/Approval

- Modify Attend
- Modify Overtime
- Modify Leave
- Modify Early/Late
- Time Recorder Raw Data
- Other Function

Payroll

- Payroll
- Meal Report
- Multiple Meals
- Salary Histories
- Salary Matrix
- Import New Employee
- Update Card ID
- Update Employee Status
- Update Salary History
- Update Bank Account Number
- Update Resignation Date
- Update Late Rigistration
- Update Allowance and Deduction
- Update Harmful
- Update Union

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Application Structure (Cont.)

VTM VIET NAM Corporation Co., Ltd: System Administrator
Main Menu

1. Main Menu 0 Logout

Human Resource	Time Recorders	Settings

Staff & Salary	Timesheet Management	Modification/Approval	Payroll
• Organization Tree	• ShiftKey Importer	• Modify Attend	• Payroll
• Organization Tree (Terminated)	• ShiftKey (2 tabs)	• Modify Overtime	• Meal Report
• Employees	• Shift Assigment	• Modify Leave	• Multiple Meals
• Employees (Terminated)	• Detail In/Out-Early/Late-OT	• Modify Early/Late	• Salary Histories
• Export Employee	• Time Recorder Raw Log Downloader	• Time Recorder Raw Data	• Salary Matrix
• Export Leave	• Cross-Over Department Users	• Other Function	• Import New Employee
	• Cross Check		• Update Card ID
	• Create Work Day		• Update Employee Status
			• Update Salary History
			• Update Bank Account Number
			• Update Resignation Date
			• Update Late Rigistration
			• Update Allowance and Deduction
			• Update Harmful
			• Update Union

Function Group

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Application Structure (Cont.)

Human Resource	Time Recorders	Settings

Staff & Salary

- Organization Tree
- Organization Tree (Terminated)
- Employees
- Employees (Terminated)
- Export Employee
- Export Leave

Timesheet Management

- ShiftKey Importer
- ShiftKey (2 tabs)
- Shift Assigment
- Detail In/Out-Early/Late-OT
- Time Recorder Raw Log Downloader
- Cross-Over Department Users
- Cross Check
- Create Work Day

Modification/Approval

- Modify Attend
- Modify Overtime
- Modify Leave
- Modify Early/Late
- Time Recorder Raw Data
- Other Function

Payroll

- Payroll
- Meal Report
- Multiple Meals
- Salary Histories
- Salary Matrix
- Import New Employee
- Update Card ID
- Update Employee Status
- Update Salary History
- Update Bank Account Number
- Update Resignation Date
- Update Late Rigistration
- Update Allowance and Deduction
- Update Harmful
- Update Union

Functions

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Employee Information Management

Employee Information Management

- Mainly perform following tasks:

  - Searching for employee.

  - Deleting employee (or terminating).

  - Adding new employee.

  - Viewing detail information of particular employee.

  - Updating employee's information.

Employee Information Management (cont.)

- <u>Steps to do:</u>

  - Going to module named 'Human Resource'.

  - Clicking on function named 'Employees' under Function Group named 'Staff and Salary'.

    (Look at the picture)

Employee Information Management (Cont.)

VTM VIET NAM: System Administrator
Main Menu

vtm   .: Main Menu   .: Vertical Tree View Menu   .:Logout

Human Resource	Time Recorders	Settings

Staff & Salary

- Insurances
- Export Insurance
- Export Employee Dependant
- Employees
- Employees (Terminated)
- Export Employee
- Export Employee(Terminated)
- Export Employee Brief
- Import New Employee
- Update Employee Status
- Update Bank Account Number
- Update Card ID

Timesheet Management

- ShiftKey (2 tabs)
- Shift Assigment
- Detail In/Out-Early/Late-OT
- Time Recorder Raw Log Downloader
- Cross Check
- Scheduled WorkingDay
- Create Work Day

Modification/Approval

- Modify Overtime
- Modify Leave
- Modify Early/Late
- Late Early Report
- OverTime In Month Report
- Month In Leave Report
- OT And Leave In Summary
- OT For PIT Report
- Compensation Leave History Report
- Wrong Shift Report

Payroll

- Payroll
- Export Salary To Bank
- Salary Histories
- Import Salary History
- Salary Matrix
- Calculate Salary
- Allowance Employee
- Export Other Allowance
- Input Allowance
- Input Deduction
- Import Allowance
- Import Deduction
- PIT Dependant Report

Employee Information Management (Cont.)

- Displaying working employees

Employees list

EmployeeID		Full Name		Find

Emp. ID	Full Name	Section	Position
10008	Le Hoai Vu	A-Mfg. Eng'g-I	Asst Manager
10010	Nguyen Tan Cuong	QA-I	TL
10011	Huynh Thanh Thao	Production-I	Supervisor
10012	Duong Dinh Duyen	Parts Production-D	Chief
10014	Vo Tan Minh Hoang	Parts Production-I	Asst Supervisor
10015	Tran Dac Tien	Parts Production-D	Asst Supervisor
10016	Doan Thanh Hieu	Production-I	Supervisor
10018	Do Van Long	Factory Maintenance-I	Asst Chief
10023	Tran Duc Dung	Production-I	Asst Manager
10026	Le Van Duan	QA-I	Asst Chief
10028	Duong Thai Hanh	Production-I	Asst Supervisor
10030	Phan Van Linh	Factory Maintenance-I	Asst Supervisor
10033	Nguyen Quoc Hung	Parts Production-I	Asst Manager
10038	Phan Thi Ngoc Tri	Purchasing-I	Supervisor
10039	Ly Boi Dinh	Purchasing-I	Asst Supervisor

Add new Remove |◀ ◀ Page 1 of 280 ▶ ▶|

Employee Information Management (Cont.)

- Searching for employee:

  - By EmployeeID:

    + Enter ID into the textbox 'EmployeeID'.

    + Click on 'Find' button to search.

Employees list

EmployeeID	10033		Full Name			🔍 Find
Emp. ID	Full Name		Section		Position ▲	
10033	Nguyen Quoc Hung		Parts Production-I		Asst Manager	

Employee Information Management (Cont.)

- <u>Searching for employee:</u>

  - By Employee Name:

    - Enter Employee Name into textbox 'Full Name'.

    - Click on 'Find' to search.

Employees list

EmployeeID			Full Name	Huynh Thanh Thao	Find

Emp. ID	Full Name	Section	Position	
10011	Huynh Thanh Thao	Production-I	Supervisor	

Employee Information Management (Cont.)

- **Deleting employee:**

  - Selecting employee.

  - Click on 'Remove' button or press Del key to delete.

10011	Huynh Thanh Thao	Production-I	Supervisor
10038	Phan Thi Ngoc Tri	Purchasing-I	Supervisor
10039	Ly Boi Dinh	Purchasing-I	Asst Supervisor

Add new | Remove | Page 1 of 280

Employee Information Management (Cont.)

- Viewing detail information:

    - Double click on the employee you want to view detail information.

Employees list

Emp. ID	Full Name	Section	Position
	EmployeeID		Full Name	Find
10043	Le Vinh Long	QA-I	Asst Supervisor
10046	Tran Thi Thanh Ha	General Affairs-I	Asst Chief
10049	Tran Thanh Nga	Human Resource-I	Supervisor

Employee Information Management (Cont.)

□ <u>Adding new employee:</u>

- Click on 'Add new' button to add new employee.

10077	Pham Thi Ngoc Diem	Production-D	ATL
10081	Nguyen Thi Phuong	General Affairs-D	SL

Add new | Remove | ◀◀ ◀ Page 2 of 280 ▶ ▶▶ ↻

□ Actions: Adding New, Viewing and Editing employee's information is performed on the same form.

Employee Information Management (Cont.)

❏ <u>Common information of employee.</u>

| General | Personal | Work Info | Work History | Leave | Skill | Qualification | Education | Family | Labour | Dependan |

Basic Infomation [1]

Full name: Huynh Thanh T

Nick name: Thao

Employee code: 10011

Choose sexy: ○ Female ● Male

Image

[Insert Image]

Position & Office location [2]

Position: Supervisor

Division: STAFF

Department: Production-I

Office: NSVC Factory

Section: 1st Production-I

Title: Office Staff

Reg. W/Date:

Stop W/Date:

Office Contact [3]

Office phone extension:

Mobile phone:

Office email:

Fax number:

Notes

Notes: this employee had worked for NSVC with employee code:

[Save] [Reset] [Cancel]

Employee Information Management (Cont.)

- **Personal Information of Employee.**

| General | **Personal** | Work Info | Work History | Leave | Skill | Qualification | Education | Family | Labour | Dependan |

Personal Infomation [1]

Birthday: 06/05/1979   Birth Place: Ho Chi Minh   ☐ Married[Y/N]

Religion: _____   Native Country: Viet Nam ▾

Home Address & Transportation [2]

Home Phone: 0909-447570

Home Email: _____

Permanent Address: 9D, A42, Cluster 6, Trung Dung Ward, Bien Hoa, Dong Nai Province

Temp Addresss: 59/B , 23 Team, Cluster I, Tan Hiep Ward, Bien Hoa, Dong Nai Province

Transport: Vehicle (<18Km) ▾

ID Card & Passport [3]

ID Card No: 271336816

Issue Date: 14/01/1995

Issue Place: Dong Nai

Passport No: _____

Issue Date: _____

Expried Date: _____

Issue Place: _____

Account [4]

Account No: 0121000376588

Tax Code: _____

Employee Card ID [5]

Current Employee CardID: 00047256066974   [Move]

EmployeeCardID	From Date ▲	Action

Employee Status [6]

Current status: Normal Working ▾

From Date: _____

[Save] [Reset] [Cancel]

Employee Information Management (Cont.)

Employee's Work Info.

| General | Personal | **Work Info** | Work History | Leave | Skill | Qualification | Education | Family | Labour | Dependan |

Group Name	From Date	To Date	
ACT	02/02/2000	02/02/2002	

Add new   Remove

Employee Information Management (Cont.)

□ Employee's work history.

Company Name	Company Address	Position	Last Salary	Work From	Work To	Reason To Resign
Phương Nam	123 Ngô Gia Tự	Leader	7000000	01/07/2007	30/05/2009	Lương thấp

General | Personal | Work Info | **Work History** | Leave | Skill | Qualification | Education | Family | Labour | Dependa

Add new   Remove

Employee Information Management (Cont.)

- Employee's Leave.

	General	Personal	Work Info	Work History	**Leave**	Skill	Qualification	Education	Family	Labour	Dependant
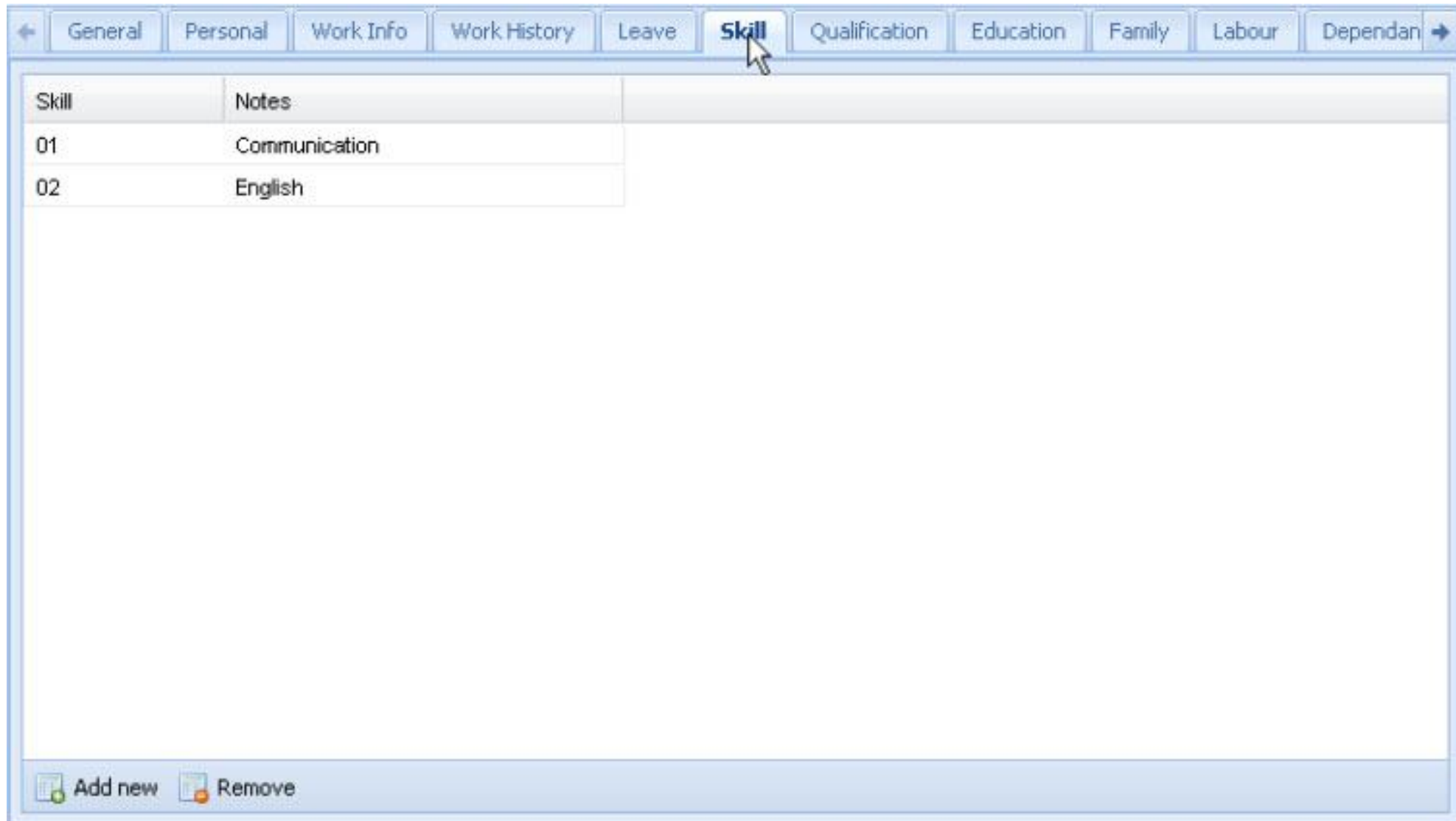
Leave Month `month...` ▾   Leave Year `Year...` ▾   🔳 Filter

Leave Date ▾	From Date	To Date	Leave Hour	Leave Kind	Approved
27/04/2009	27/04/2009	29/04/2009	24	Personal	☑

🔳 Add new   🔳 Remove

Employee Information Management (Cont.)

- Employee's Skill.

Employee Information Management (Cont.)

□ <u>Employee's Qualification.</u>

Employee Information Management (Cont.)

- Employee's Education.

School Type	Level/Grade	From Date	To Date	Place
Primary	Good	01/01/2001	05/05/2005	Hồ Chí Minh

Tabs: General | Personal | Work Info | Work History | Leave | Skill | Qualification | **Education** | Family | Labour | Dependan

Add new   Remove

Employee Information Management (Cont.)

- <u>Employee's Family.</u>

General	Personal	Work Info	Work History	Leave	Skill	Qualification	Education	**Family**	Labour	Dependan

Name	Birth Day	Carrier	Relation
Nguyễn Văn B	05/05/1950	Cha	Father
Le Thi C	05/05/1950	Me	Mother

Add new   Remove

Employee Information Management (Cont.)

- Employee's signed contracts.

| General | Personal | Work Info | Work History | Leave | Skill | Qualification | Education | Family | **Labour** | Dependan |
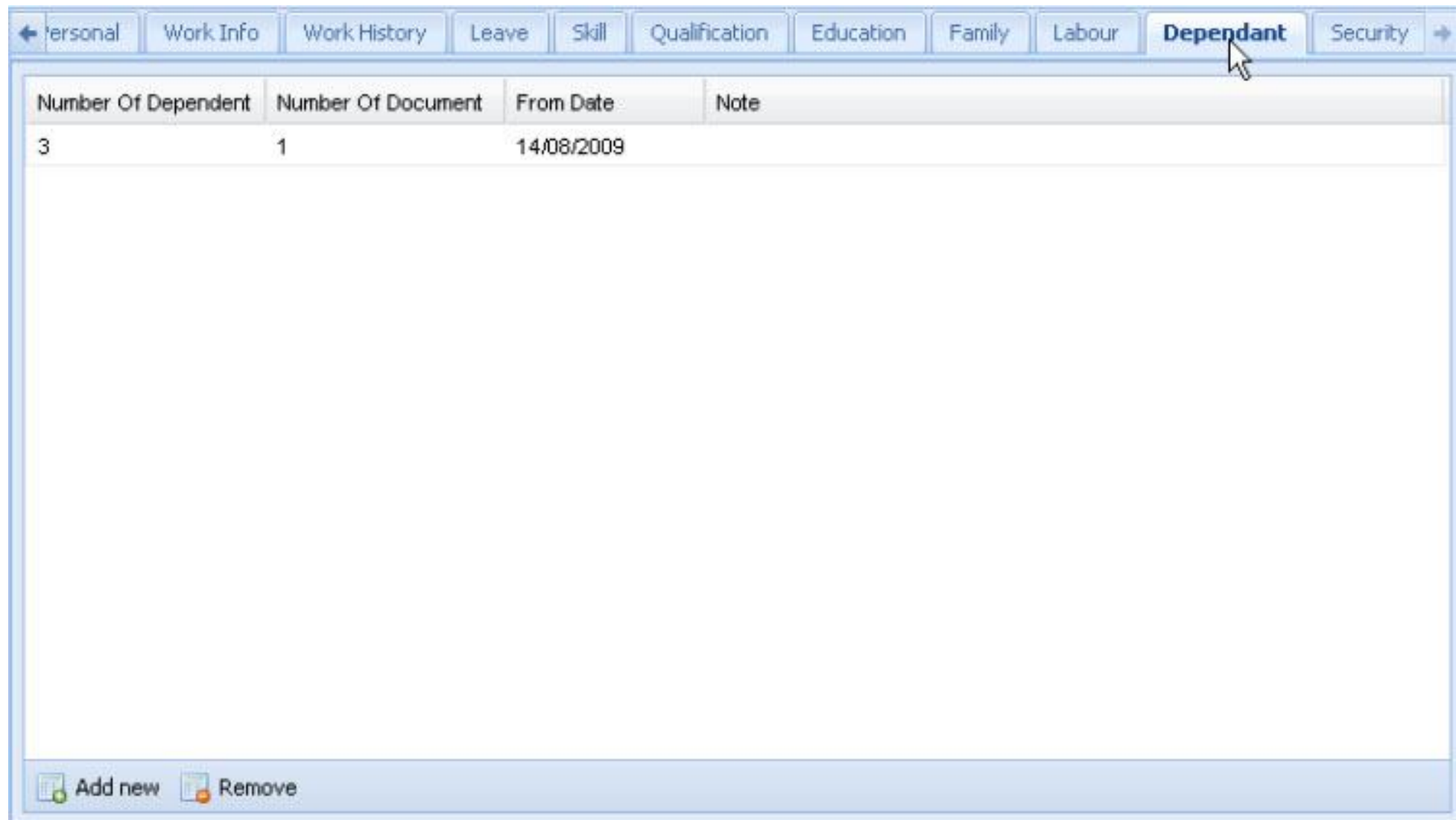
Social No. 123456789   Health No. 987654321   Prob. Start 01/06/2009   Prob. End 01/08/2009   Res. Date   Update

Contract No	Labour Name	Start From	End At
100000	1 Năm	01/08/2009	

Add new   Remove

Employee Information Management (Cont.)

- <u>Dependant of Employee.</u>
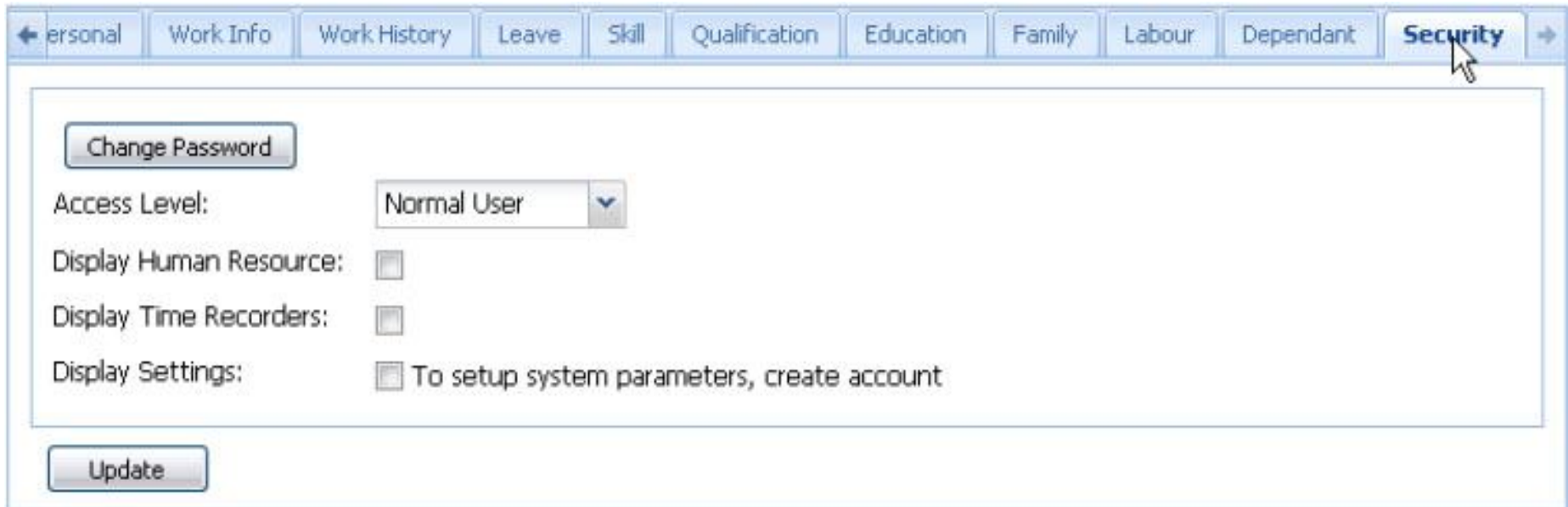
Employee Information Management (Cont.)

❑ <u>Permission settings for employee.</u>

Time Attendant, Over Time, Leave, In-Late/Leave Early & Shiftkey Management

Time Attendant Management

□ <u>Invoke Time Attendant:</u>

■ Going to module named 'Human Resource'.

■ Click on function named 'Shift Assignment' under function group named 'Timesheet Management'.

(Look at the screenshot)

Time Attendant Management (Cont.)

Time Attendant Management (Cont.)

- Interface to manage Time Attendant:

Time Attendant Management (Cont.)

- ❑ <u>Options to show Time Attendant:</u>

  - ■ By Section.

  - ■ By Group.

  - ■ By EmployeeID.

  - ■ According to salary.

  After selecting, click on 'Find' button to display Time

  Attendant of Employee.

| Section: | Section... ▼ | Group | Group... ▼ | EmployeeID | 10049 |

Period: | 2010-06 ▼ | From Date: 16/05/2010 | To Date: 15/06/2010 | 🔍 Find

Time Attendant management (Cont.)

□ <u>Updating Time Attendant:</u>

To change Time Attendant, you should click on the cell containing data you want to change, then enter new information. easyCOM will automatically recalculate Over Time, In-Late, Out-Early and Leave.

Over Time Management

- Open form to manage Over Time:

  - Going to module named 'Human Resource'.

  - Click on function named 'Modify Overtime' under the function group named 'Modification/Approval'.

    (Look at the screenshot)

Over Time Management (Cont.)

Over Time Management (Cont.)

- Interface to manage Over Time:

Overtime

| Section: | Section... | Group: | Section... | EmployeeID | 10049 |
| From Date: | 10/05/2010 | To Date: | 10/06/2010 | | Find |

Emp. ID	Full Name	Date ▾	Time In	Time Out	Apr. Hour:	Org. Hour:	OT Kind	Approved
10049	Tran Thanh Nga	10/05/2010	07:34:51	19:39:45	2.5	2.5	Work Day	☐
10049	Tran Thanh Nga	12/05/2010	07:39:51	19:39:02	2.5	2.5	Work Day	☐
10049	Tran Thanh Nga	14/05/2010	07:36:21	19:06:58	2	2	Work Day	☐
10049	Tran Thanh Nga	16/05/2010	07:56:04	17:02:16	8	8	Day Off	☐
10049	Tran Thanh Nga	17/05/2010	07:33:42	19:07:20	2	2	Work Day	☐
10049	Tran Thanh Nga	19/05/2010	07:36:51	20:42:47	3.5	3.5	Work Day	☐
10049	Tran Thanh Nga	20/05/2010	07:37:54	17:34:14	0.5	0.5	Work Day	☐
10049	Tran Thanh Nga	21/05/2010	07:41:12	20:44:37	3.5	3.5	Work Day	☐
10049	Tran Thanh Nga	23/05/2010	07:59:02	21:40:49	12.5	12.5	Day Off	☐
10049	Tran Thanh Nga	24/05/2010	07:35:38	21:23:09	4	4	Work Day	☐
10049	Tran Thanh Nga	26/05/2010	07:38:27	19:09:54	2	2	Work Day	☐
10049	Tran Thanh Nga	01/06/2010	07:32:24	17:48:36	0.5	0.5	Work Day	☐
10049	Tran Thanh Nga	04/06/2010	07:36:31	19:11:23	2	2	Work Day	☐

Add new   Remove

Over Time Management (Cont.)

- <u>Options to show Over Time:</u>

    - By Section.

    - By Group.

    - By EmployeeID.

    - By period of time.

    After entering criterion, click on 'Find' button to show Over

      Time

Section:	Section... ▾	Group:	Section... ▾	EmployeeID	10049
From Date:	10/05/2010	To Date:	10/06/2010	🔍 Find	

Over Time Management (Cont.)

□ <u>Editing Over Time:</u>

To change Over Time, click on the cell containing the value you want to modify, then you are in Edit Mode. Enter your new value. The software will automatically save new data.

Over Time Management (Cont.)

- Deleting Over Time:

  Click to select the record of Over Time that you want to delete, then press Del key on the keyboard or click on 'Remove' button below to delete it.
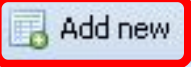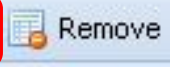
10049	Tran Thanh Nga	26/05/2010	07:38:27	19:09:54	2	2	Work Day	☐
10049	Tran Thanh Nga	01/06/2010	07:32:24	17:48:36	0.5	0.5	Work Day	☐
10049	Tran Thanh Nga	04/06/2010	07:36:31	19:11:23	2	2	Work Day	☐

  Add new   **Remove**

Over Time Management (Cont.)

□ <u>Adding new record of Over Time:</u>

Click on 'Add new' button below to add a record. Then enter

all mandatory data on that record.

Leave Management

- <u>Steps to open form to manage Leave:</u>

  - Going to module named 'Human Resource'.

  - Click on function named 'Modify Leave' under the function group named 'Modification/Approval'.

    (Look at screenshot)

Leave Management (Cont.)

Leave Management (Cont.)

- Interface to manage Leave:

Leave Management (Cont.)

- **<u>Options to show Leave:</u>**

  - By Department.

  - By EmployeeID.

  - By period of time.

  After entering criterion, click on 'Find' button to sow Leave.

Leave Management (Cont.)

□ <u>Updating Leave:</u>

To change Leave, click on the cell containing the value you want to change, then enter new value. The software will automatically save new data.
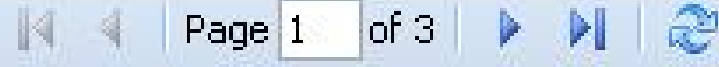
Leave Management (Cont.)

□ Deleting Leave:

Select the Leave record that you want to delete, then press Delete key on the keyboard or click on 'Remove' button to delete.

20003	Bui Thi Thuy Tram	08/04/2010	8	Unpaid	☐
20003	Bui Thi Thuy Tram	07/04/2010	8	Unpaid	☐
20003	Bui Thi Thuy Tram	05/04/2010	8	Unpaid	☐

Add new Remove |◄ ◄ Page 1 of 3 ► ►| 🔃 Check/UnCheck All ☐

Leave Management (Cont.)

- Adding new Leave:

  Click on 'Add new' button to create new Leave record. You have to enter all data on that record.

Managing In-Late/Out-Early

- <u>Steps to open In-Late/Out-Early:</u>

  - Going to module named 'Human Resource'.

  - Click on function named 'Modify Early/Late' under the function group named 'Modification/Approval'.

    (Look at screenshot)

Managing In-Late/Out-Early (Cont.)

VTM VIET NAM: System Administrator
Main Menu

vtm   .: Main Menu   .: Vertical Tree View Menu   .:Logout

Human Resource	Time Recorders	Settings

Staff & Salary

- Insurances
- Export Insurance
- Export Employee Dependant
- Employees
- Employees (Terminated)
- Export Employee
- Export Employee(Terminated)
- Export Employee Brief
- Import New Employee
- Update Employee Status
- Update Bank Account Number
- Update Card ID

Timesheet Management

- ShiftKey (2 tabs)
- Shift Assigment
- Detail In/Out-Early/Late-OT
- Time Recorder Raw Log Downloader
- Cross Check
- Scheduled WorkingDay
- Create Work Day

Modification/Approval

- Modify Overtime
- Modify Leave
- Modify Early/Late
- Late Early Report
- OverTime In Month Report
- Month In Leave Report
- OT And Leave In Summary
- OT For PIT Report
- Compensation Leave History Report
- Wrong Shift Report

Payroll

- Payroll
- Export Salary To Bank
- Salary Histories
- Import Salary History
- Salary Matrix
- Calculate Salary
- Allowance Employee
- Export Other Allowance
- Input Allowance
- Input Deduction
- Import Allowance
- Import Deduction
- PIT Dependant Report

Managing In-Late/Out-Early (Cont.)

- Interface to manage In-Late/Out-Early:

Early/Late Managements

Find | Emp. ID 10049 | Full Name Tran Thanh Nga | Month 5 | Year 2010 | Filter

IOdate	Shift	E.Start	E.End	Early	Late
15/05/2010	6	08:31:00	17:09:59	0	1
14/05/2010	6	09:00:00	19:06:58	0	1.5
13/05/2010	6	10:30:00	17:07:31	0	3
12/05/2010	6	08:00:00	19:39:02	0	0.5
10/05/2010	6	08:00:01	19:39:45	0	0.5
08/05/2010	6	08:00:00	17:11:24	0	0.5
07/05/2010	6	09:15:00	17:14:30	0	1.5
06/05/2010	6	08:00:00	17:11:25	0	0.5
05/05/2010	6	10:00:00	17:13:34	0	2.5
04/05/2010	6	08:00:00	17:30:40	0	0.5
03/05/2010	6	08:00:00	18:08:29	0	0.5
29/04/2010	6	08:00:00	17:12:47	0	0.5

Add new | Remove | Page 1 of 1

Managing In-Late/Out-Early (Cont.)

- Updating record of In-Late/Out-Early:

  To change In-Late/Out-Early, users click on the cell that you want to modify value. The software will automatically save changes.

Early/Late Managements

| 🔍 Find | Emp. ID | 10049 | Full Name | Tran Thanh Nga | | Month | 5 | ▼ | Year | 2010 | ▼ | 🔍 Filter |

IOdate ▼	Shift	E.Start	E.End	Early	Late
15/05/2010	6	08:31:00	17:09:59	0	1
14/05/2010	6	09:00:00	19:06:58	0	1.5
13/05/2010	6	10:30:00	17:07:31	0	3

Managing In-Late/Out-Early (Cont.)

□ Delete record of In-Late/Out-Early:

Click to select the record of In-late/Out-Early that you want to delete, the press Delete on your keyboard click on 'Remove' button to delete.

04/05/2010	6	08:00:00	17:30:40	0	0.5
03/05/2010	6	08:00:00	18:08:29	0	0.5
29/04/2010	6	08:00:00	17:12:47	0	0.5

Add new | Remove | Page 1 of 1

Managing In-Late/Out-Early (Cont.)

❑ <u>Adding new record of In-Late/Out-Early:</u>

Click on 'Add new' button to create a record with no data. You have to enter all mandatory data.

05/05/2010	6	10:00:00	17:13:34	0	2.5
03/05/2010	6	08:00:00	18:08:29	0	0.5
29/04/2010	6	08:00:00	17:12:47	0	0.5
01/05/2010	0			0	0

Add new Remove | Page 1 of 1 |

Shiftkey Management

- Open form to manage Shiftkey:

  - Click on module named 'Human Resource'.

  - Click to select the function 'ShiftKey (2 tabs)' under function group 'Timesheet Management'.

    (Look at screenshot)

Shiftkey Management (Cont.)

VTM VIET NAM: System Administrator
Main Menu

.: Main Menu .: Vertical Tree View Menu .:Logout

| Human Resource | Time Recorders | Settings |

Staff & Salary

- Insurances
- Export Insurance
- Export Employee Dependant
- Employees
- Employees (Terminated)
- Export Employee
- Export Employee(Terminated)
- Export Employee Brief
- Import New Employee
- Update Employee Status
- Update Bank Account Number
- Update Card ID

Timesheet Management

- ShiftKey (2 tabs)
- Shift Assigment
- Detail In/Out-Early/Late-OT
- Time Recorder Raw Log Downloader
- Cross Check
- Scheduled WorkingDay
- Create Work Day

Modification/Approval

- Modify Overtime
- Modify Leave
- Modify Early/Late
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- OverTime In Month Report
- Month In Leave Report
- OT And Leave In Summary
- OT For PIT Report
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- Wrong Shift Report

Payroll

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- Salary Histories
- Import Salary History
- Salary Matrix
- Calculate Salary
- Allowance Employee
- Export Other Allowance
- Input Allowance
- Input Deduction
- Import Allowance
- Import Deduction
- PIT Dependant Report

Shiftkey Management (Cont.)

□ <u>Interface for managing Shiftkey:</u>

| ShiftKey 1 (16-31) | ShiftKey 2 (1-15) |

Add new | Remove | Month 6 ▼ Year 2010 ▼ EmployeeID [   ] | Filter | Export

Emp. Id ▲	Name	Department	Year	Month	D16	D17	D18	D19	D20	D21	D22	D23	D24	D25	D26	D27	D28	D29	D30	D31
10003	Nguyen Thanh Le	A-Mfg. Eng'g-I	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0
10008	Le Hoai Vu	A-Mfg. Eng'g-I	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0
10010	Nguyen Tan Cuong	QA-I	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0
10011	Huynh Thanh Thao	Production-I	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0
10012	Duong Dinh Duyen	Parts Productio	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0
10014	Vo Tan Minh Hoang	Parts Productio	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0
10015	Tran Dac Tien	Parts Productio	2010	6	0	4	4	4	4	4	4	0	4	4	4	4	4	0	4	0
10016	Doan Thanh Hieu	Production-I	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0
10018	Do Van Long	Factory Mainter	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0
10023	Tran Duc Dung	Production-I	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0
10026	Le Van Duan	QA-I	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0
10028	Duong Thai Hanh	Production-I	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0
10030	Phan Van Linh	Factory Mainter	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0
10033	Nguyen Quoc Hung	Parts Productio	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0
10038	Phan Thi Ngoc Tri	Purchasing-I	2010	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0

|◄ ◄ Page 1 of 327 ► ►| ⟳

Shiftkey Management (Cont.)

□ <u>Updating information on Shiftkey:</u>

To change Shiftkey, click on cell containing data that you want to modify, then enter new value. The software will automatically save.

Supporting Tools for Timesheet

Working Schedule

□ <u>Steps to open form for managing Schedule:</u>

- Going to module named 'Human Resource'.

- Click on function named 'Scheduled Working Day' under the function group named 'Timesheet Management'.

  (Look at the screenshot)

Working Schedule (Cont.)

VTM VIET NAM: System Administrator
Main Menu

vtm | .: Main Menu .: Vertical Tree View Menu .:Logout

Human Resource	Time Recorders	Settings

Staff & Salary

- Insurances
- Export Insurance
- Export Employee Dependant
- Employees
- Employees (Terminated)
- Export Employee
- Export Employee(Terminated)
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- Import Deduction
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Working Schedule (Cont.)

❑ Interface to create Schedule:

Working Schedule (Cont.)

- Steps to create a Schedule:

  Step 1:   Selecting Group.

  Step 2:   Selecting Month and Year.

  Step 3:   Selecting date.

  Step 4:   Selecting Shiftkey.

  If you want to change Schedule, please re-do all steps mentioned above.

Exporting In-Late/Out- Early For Checking

□ <u>Exporting In-Late/Out-Early:</u>

- Going to module named 'Human Resource'.

- Selecting function named 'Late Early Report' under the function group named 'Modification/Approval'.

   (Look at the screenshot)

Exporting In-Late/Out-Early for Checking (Cont.)

Exporting Over Time to Check

- Exporting OT-based Record:

  - Going to module named 'Human Resource'.

  - Selecting the function named 'OverTime In Month Report' under the function group called 'Modification/Approval'.

    (Look at the screenshot)

Exporting Over Time to Check (Cont.)

Exporting Leave for Checking

- <u>Exporting Leave data:</u>

  - Selecting module named 'Human Resource'.

  - Clicking on the function named 'Month In Leave Report' under the function group named 'Modification/Approval'. (Look at the screenshot)

Exporting Leave for Checking (Cont.)

Exporting of Wrong Shift Data

□ Exporting of Wrong Shift ShiftKey:

- Going module named 'Human Resource'.

- Clicking function named 'Wrong Shift Report' under the function group named 'Modification/Approval'.

   (Look at the screenshot)

Exporting Wrong Shift Data (Cont.)

Payroll Calculation

Payroll Calculation

□ <u>Basic Steps to calculate Salary:</u>

Task 1: Salary Calculating.

Task 2: Exporting Salary into multiple formats.

Payroll Calculation (Cont.)

- Open Salary Calculation (B1):

  - Going to module named 'Human Resource'.

  - Selecting the function named 'Calculate Salary' under the function group 'Payroll'.

    (Look at screenshot)

Payroll Calculation (Cont.)

VTM VIET NAM: System Administrator
Main Menu

.: Main Menu .: Vertical Tree View Menu .:Logout

Human Resource	Time Recorders	Settings

Staff & Salary

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- Import Deduction
- PIT Dependant Report

Payroll Calculation (Cont.)

- Form to start Payroll calculation:

Payroll Calculation (Cont.)

❏ <u>Steps to make Payroll system:</u>

Step 1: Select the month of Payroll.

Step 2: Select whom get salary.

Step 3: Click on 'Make' button to process.

Payroll Calculation (Cont.)

□ <u>Notice:</u>

After calculating, if you change any factors of following ShiftKey, OT, In-Late/Out-Early, or Leave, then you have to re-calculate all, before making Payroll.

Payroll Calculation (Cont.)

- Open dialog to create Payroll (Task 2):

  - Going to module named 'Human Resource'.

  - Clicking on function 'Payroll' under the function group named 'Payroll'.

    (Look at screenshot)

Payroll Calculation (Cont.)

Payroll Calculation (Cont.)

❑ <u>Form to export Payroll:</u>

Payroll Calculation (Cont.)

- <u>Steps to export Payroll:</u>

  Step 1: Selecting the month you want to export.

  Step 2: Selecting whom to appear on Payroll.

  Step 3: Selecting Report Type.

  Step 4: Clicking on Export button.

  Check the check-box 'Export For Terminated Employee' to include resigned employees.

Permission & Security Settings

Permission & Security Settings

□ <u>Tasks to do to set Permission & Security:</u>

- Create 'Access Level'.

- Modify 'Acces Level'.

- Assign Permission to User.

Permission & Security Settings (Cont.)

- Create 'Access Level':

  - Going to module named 'Settings'.

  - Click on function named 'Access Level' under the function group 'Security'.

Permission & Security Settings (Cont.)

VTM VIET NAM Corporation Co., Ltd: System Administrator
Main Menu

1. Main Menu   0 Logout

Human Resource	Time Recorders	Settings

Company Structure

- Organization

System Setup

- Company Info
- Settings/Parameters

Security

- Assign Access Privileges Report
- Define Security Token Name
- Access Level
- Application Modules
- Application Resources

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Permission & Security Settings (Cont.)

□ List of created 'Access Level'.

Nidec Vietnam Corporation Co., Ltd: System Administrator
Access Permission Maintenance

1. Main Menu   0 Logout

Role	Action
Normal User	Edit|Delete
Duyệt OT	Edit|Delete
Quản Trị (highest)	Edit|Delete
GA Group	Edit|Delete

Role: _____

Enter Role

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Permission & Security Settings (Cont.)

- Create new 'Access Level':

  - Enter a name to textbox 'Role'.

  - Click on 'Enter Role' button to create.

Role	Action
Normal User	Edit|Delete
Duyệt OT	Edit|Delete
Quản Trị (highest)	Edit|Delete
GA Group	Edit|Delete

Role: [   ]

Enter Role

Permission & Security Settings (Cont.)

□ <u>Update 'Access Level':</u>

Click on 'Edit' next to the right side of the 'Access Level' that you want to modify. Then you got screen to edit it.

Role	Action
Normal User	Edit|Delete
Duyệt OT	Edit|Delete
Quản Trị (highest)	Edit|Delete
GA Group	Edit|Delete

Role: [   ]

[Enter Role]

Permission & Security Settings (Cont.)

- Form to edit 'Access Level':

Role: Duyệt OT

Enter Role

Assigned Security Tokens		Available Security Tokens		
1	Any one can use	Remove		
2	Basic Reports	Remove		
3	OT Input	Remove		
			4	Hidden Test	Add
			5	Not Used	Add
			6	Not Used	Add
			7	Not Used	Add
			8	Not Used	Add
			9	Not Used	Add
			10	Not Used	Add
			11	Not Used	Add
			12	Unknown	Add
			13	Unknown	Add
			14	Unknown	Add
			15	User Management and System Administration	Add

Permission & Security Settings (Cont.)

- ## Change name of 'Access Level':

  - Enter new name to textbox 'Role'.

  - Click on 'Enter Role' to update new name.

| Role | Duyệt OT |

Enter Role

Assigned Security Tokens		Available Security Tokens	
1 Any one can use	Remove		
2 Basic Reports	Remove		
3 OT Input	Remove		
		4 Hidden Test	Add
		5 Not Used	Add
		6 Not Used	Add
		7 Not Used	Add
		8 Not Used	Add
		9 Not Used	Add
		10 Not Used	Add
		11 Not Used	Add
		12 Unknown	Add
		13 Unknown	Add
		14 Unknown	Add
		15 User Management and System Administration	Add

Permission & Security Settings (Cont.)

- Add new level to 'Access Level':

Click on 'Add' link to add a Access Level to Role.

Permission & Security Settings (Cont.)

□ <u>Revoke 'Access Level' from Role:</u>

Click on 'Remove' link to revoke a Access Level member
from Role.

Permission & Security Settings (Cont.)

❑ <u>Grant Permission to User:</u>

 ▪ Click on 'Change Password'.

 ▪ Enter Permission Assignment form.

 ▪ Select 'Access Level'.

 ▪ Select module which is accessible to the User.

 ▪ Click on 'Update' button to grant permission to the User.

Permission & Security Settings (Cont.)

←ersonal	Work Info	Work History	Leave	Skill	Qualification	Education	Family	Labour	Dependant	**Security**	→

Change Password

Access Level: Normal User ▾

Display Human Resource: ☐

Display Time Recorders: ☐

Display Settings: ☐ To setup system parameters, create account

Update

Terminologies & Comments

- **easyCOM** is commercial name of Human Resource Information System, HR software, Payroll software of VTM Vietnam

- **easyAccounting** is commercial name of Accounting Software, Accounting System of VTM Vietnam.

- **easyERP** is commercial name of Enterprise Resource Planning, ERP of VTM Vietnam.

- **easyHotel** is commercial name of Hotel Management Software, Front Office Software, PMS software, Property Management System of VTM Vietnam.