

## Variable reference table for Letter template / e-Leave email template

Last update : 2020/10/27

	Code	Description	Applicable for Letter module	Applicable for Web (ESS / MSS) modules	Applicable for Automation module
System					
1.1	!!#today	Today	✓	✓	✓
1.2	!!#timenow	Current time	✓	✓	✓
1.3	!!#dateperiod	Date period			✓
1.4	!!#user	User ID	✓	✓	✓
1.5	!!#reportname	Report name			✓
1.6	!!#employeefilter	Employee filter			✓
General employee info					
2.1	!!#staffid	Employee ID	✓	✓	✓
2.2	!!#name1	Employee English Name	✓	✓	✓
2.3	!!#name2	Employee Chinese Name	✓	✓	✓
2.4	!!#nickname	Employee Nickname	✓	✓	✓
2.5	!!#addr1	Employee Residential Address (Eng)	✓	✓	✓
2.6	!!#addr2	Employee Contact Address (Eng)	✓	✓	✓
2.7	!!#addr3	Employee Residential Address (Chi)	✓	✓	✓
2.8	!!#addr4	Employee Contact Address (Chi)	✓	✓	✓
2.9	!!#tel	Employee Tel number	✓	✓	✓
2.10	!!#mobile	Employee mobile number	✓	✓	✓
2.11	!!#ext	Employee extension number	✓	✓	✓

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2.12	!!#email1	Employee e-mail address 1	✓	✓	✓
2.13	!!#email2	Employee e-mail address 2	✓	✓	✓
2.14	!!#dob	Employee Date Of Birth	✓	✓	✓
2.15	!!#hkid	Employee HKID number	✓	✓	✓
Employment					
3.1	!!#company	Current Company Name	✓	✓	
3.2	!!#Co_Name_Eng	Current Company Name in English	✓	✓	
3.3	!!#Co_Name_TC	Current Company Name in Traditional Chinese	✓	✓	
3.4	!!#joindate	Employee join date	✓	✓	✓
3.5	!!#pbdate	Complete probation date	✓	✓	✓
3.6	!!#ResignDate	Employee resign date	✓	✓	✓
3.7	!!#LastWorkingDate	Employee last working date	✓	✓	
3.8	!!#ResignReason	Employee resign reason	✓	✓	
3.9	!!#LastContractDateStart	Latest contract start date	✓		
3.10	!!#LastContractDateEnd	Latest contract end date. Blank if not yet completed.	✓		
3.11	!!#LastContractPosition	Latest contract Position	✓		
Movement					
4.1	!!#MoveEffectDate	Current movement effective date	✓	✓	✓
4.2	!!#dept	Current Department name	✓	✓	✓

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4.3	!!#post	Current Position	✓	✓	✓
4.4	!!#LastMoveEffectDate	Latest movement effective date	✓		
4.5	!!#LastDept	Latest Department name	✓		
4.6	!!#LastPost	Latest Position	✓		
Time attendance related					
5.1	!!#duty	Current Duty group name	✓	✓	✓
5.2	!!#LastLateDate	Date of last late	✓		
5.3	!!#LastLateMin	Minute of last late	✓		
5.4	!!#LastLateMonthCount	Total count of late in the month of last late	✓		
5.5	!!#LastNoPunchDate	Date of last missing punch card	✓		
5.6	!!#LastNoPunchInOut	IN or OUT of last missing punch card	✓		
5.7	!!#LastNoPunchMonthCount	Total count of missing punch card in the month of last missing punch card	✓		
5.8	!!#LastNoPunch3MonthCount	Total count of missing punch card in last 3 month of last missing punch card	✓		
Payroll related					
6.1	!!#LastBasicSalary	Latest Basic Salary	✓	✓	
6.2	!!#bkacname	Employee bank a/c name	✓	✓	
6.3	!!#bkac	Employee bank a/c number	✓	✓	

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6.4	!!#bkname	Bank Name	✓	✓	
6.5	!!#bkref	Bank reference	✓	✓	
Application related					
7.1	!!#ApplicationType	The name of Application Type		✓	
Leave					
8.1	!!#LeaveBal_{Leave Type Code}	Leave balance of the corresponding Leave Type as at the reference date	✓		