



**Variable reference table for Letter / message / email template**

Version : 5.1.220325 or above  
 Last update : 1/4/2022

	Code	Description	Backend		Frontend	
			TAMS > Letter module	Automation module	Web > ESS / MSS application modules	Web > Forget password module
System						
1.1	!!#today	Today	✓	✓	✓	✓
1.2	!!#timenow	Current time	✓	✓	✓	✓
1.3	!!#dateperiod	Date period		✓		
1.4	!!#user	User Name	✓	✓	✓	
1.4	!!#webusername	Web User Name	✓	✓		✓
1.5	!!#webuserpassword	Web User Password				✓
1.6	!!#reportname	Report name		✓		
1.7	!!#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	!!##staffnicknamefullname	Employee Nickname. If blank, employee full name.	✓	✓	✓	✓
2.6	!!#addr1	Employee Residential Address (Eng)	✓	✓	✓	
2.7	!!#addr2	Employee Contact Address (Eng)	✓	✓	✓	
2.8	!!#addr3	Employee Residential Address (Chi)	✓	✓	✓	
2.9	!!#addr4	Employee Contact Address (Chi)	✓	✓	✓	

2.10	!!#tel	Employee Tel number	✓	✓	✓	
2.11	!!#mobile	Employee mobile number	✓	✓	✓	
2.12	!!#ext	Employee extension number	✓	✓	✓	
2.13	!!#email1	Employee e-mail address 1	✓	✓	✓	
2.14	!!#email2	Employee e-mail address 2	✓	✓	✓	
2.15	!!#dob	Employee Date Of Birth	✓	✓	✓	
2.16	!!#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	✓	✓	✓	✓
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	✓		✓	
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	✓			