

**Headquarters**

Staff ID : A0001  
 Name : Chan Tai Man



(Ben)  
 Dept. : HR

Position : Manager

**Headquarters**

Staff ID : A0002  
 Name : Lee Yee Man



(Jessica)  
 Dept. : HR

Position : Assistant Manager

**Headquarters**

Staff ID : A0003  
 Name : Staff 3



(Raymond)  
 Dept. : HR

Position : Clerk

**Headquarters**

Staff ID : A0004  
 Name : Staff 4



(Shirley)  
 Dept. : HR

Position : Clerk

**Headquarters**

Staff ID : A0005  
 Name : Staff 5



(April)  
 Dept. : HR

Position : Clerk

**Headquarters**

Staff ID : A0006  
 Name : Staff 6



(Jeffrey)  
 Dept. : Accounts

Position : Manager

**Headquarters**

Staff ID : A0007  
 Name : Staff 7



(John)  
 Dept. : Accounts

Position : Assistant Manager

**Headquarters**

Staff ID : A0008  
 Name : Staff 8



Dept. : Accounts

Position : Clerk

**Employee Skill List****Employee ID :** A0001**Employee Name(Chi) :** 陳大文**Employee Name (Eng) :** Chan Tai Man**Nickname :** Ben**Department :** HR**Position :** Manager**Grade :** GRADE 3

Skill Name	Level	Remark
Skill 1	2	
Skill 3	2	
Skill 6	4	
日語	3	
速記	1	
普通話	2	

**Employee License List**

Employee ID	Name(Eng)	Nick Name	Department	Position	Credential Type	Ref. Number	Valid From	Valid To	Organisation	Remarks
A0001	Chan Tai Man	Ben	HR	Manager	地產牌		2007/02/08	2009/09/14	地產代理監管局	
A0001	Chan Tai Man	Ben	HR	Manager	安全卡		2004/11/08	2007/11/08	建造業訓練局	
A0001	Chan Tai Man	Ben	HR	Manager	車牌		1998/06/08	2008/06/08	運輸署	
A0002	Lee Yee Man	Jessica	HR	Assistant Manager	車牌		2010/01/01	2015/12/31	運輸署	
A0002	Lee Yee Man	Jessica	HR	Assistant Manager	電工A牌	R12445666	1998/01/01	2008/12/31	機電工程署	
A0003	Staff 3	Raymond	Accounts	Clerk	保安人員許可證	A1222233	2011/05/21	2011/05/21	保安及護衛業管理委員會	

**Employee Bonus / Penalty Report**

**Employee ID :** A0001  
**Employee Name :** 陳大文  
**Department :** HR  
**Employee Name (Eng) :** Chan Tai Man  
**Position :** Manager  
( Ben )

**Date Range :** From 2005/01/01 to 2011/06/30

Date	Bonus/Penalty Name	Amount	Remark
2005/06/08	BONUS2	300.00	
2006/09/08	Lost of Staff Card	-100.00	
2006/12/31	Yearly Performance Bonus	1000.00	
2007/02/01	Penalty1	-200.00	

**Employee Belongings List**

Employee ID	Name(Eng)	Nick Name	Department	Position	Equipment	Type	Qty	Date	Deposit \$	Received	Returned	Remarks
A0001	Chan Tai Man	Ben	HR	Manager	外袍	Taken	1	2004/01/05	\$10.00	N	N	
A0001	Chan Tai Man	Ben	HR	Manager	證件套	Taken	1	2005/01/05	\$0.00	N	N	
A0002	Lee Yee Man	Jessica	HR	Assistant Manager	工衣	Taken	1	2008/01/01	\$10.00	Y	N	
A0002	Lee Yee Man	Jessica	HR	Assistant Manager	工衣	Return	1	2008/12/31	\$0.00	N	Y	
A0002	Lee Yee Man	Jessica	HR	Assistant Manager	手提電話	Taken	1	2011/01/31	\$50.00	Y	N	
A0002	Lee Yee Man	Jessica	HR	Assistant Manager	計算機	Taken	2	2011/01/12	\$20.00	Y	N	