

Employee List

Company Name : Headquarters

Department: HR

Employee ID	Surname	First Name	Chinese Name	Nick name	Sex	Date of Birth	Nationality	HKID	Residential Address (Eng)	Residential Address(Chi)
A0001	Chan	Tai Man	陳大文	Ben	M	1970/03/23	British	A123456(3)	Flat A, 3/F, Block 1, xxx Garden, Shatin, Hong Kong	香港 沙田 xxx花園 1 座, 3樓, A室
A0002	Lee	Yee Man	李二汶	Jessica	F	1970/03/24	British	A123457(1)	Room 1001, xxx Estate, Wan Chai, Hong Kong	香港 灣仔 xxx中心 1001 室
A0003	Staff	3	員工3	Raymond	M	1970/03/25	British	A123458(3)	Flat A, 3/F, Block 2, xxx Garden, Shatin, Hong Kong	香港 沙田 xxx花園 1 座, 4樓, A室
A0004	Staff	4	員工4	Shirley	M	1970/03/26	Chinese	A123459(4)	Room 1002, xxx Estate, Wan Chai, Hong Kong	香港 灣仔 xxx中心 1002 室
A0005	Staff	5	員工5	April	F	1970/03/27	British	A123460(5)	Flat A, 3/F, Block 3, xxx Garden, Shatin, Hong Kong	香港 沙田 xxx花園 1 座, 5樓, A室

Department: Admin

Employee ID	Surname	First Name	Chinese Name	Nick name	Sex	Date of Birth	Nationality	HKID	Residential Address (Eng)	Residential Address(Chi)
A0011	Staff	11	員工11		F	1970/04/02	British	A123466(1)	Flat A, 3/F, Block 6, xxx Garden, Shatin, Hong Kong	香港 沙田 xxx花園 1 座, 8樓, A室
A0012	Staff	12	員工12		M	1970/04/03	Chinese	A123467(2)	Room 1006, xxx Estate, Wan Chai, Hong Kong	香港 灣仔 xxx中心 1006 室
A0013	Staff	13	員工13		M	1970/04/04	British	A123468(3)	Flat A, 3/F, Block 7, xxx Garden, Shatin, Hong Kong	香港 沙田 xxx花園 1 座, 9樓, A室
A0014	Staff	14	員工14		F	1970/04/05	British	A123469(4)	Room 1007, xxx Estate, Wan Chai, Hong Kong	香港 灣仔 xxx中心 1007 室
A0015	Staff	15	員工15		M	1970/04/06	British	A123470(5)	Flat A, 3/F, Block 8, xxx Garden, Shatin, Hong Kong	香港 沙田 xxx花園 1 座, 10樓, A室

Personal Data Report

Company Eng. Name : Headquarters
Company Chi. Name : Headquarters

Employee ID	Surname	First Name	Chi. Name	Nick Name	ID Number
A0001	Chan	Tai Man	陳大文	Ben	A123456(3)

Date of Birth	Age	Religion	Marital	Sex
1970/03/23	39		Married	M

Nationality	Passport No.	Expiry Date	Issue by
British			

Join Date	Contract Start Date	Probation End Date	Employee Status
2002/01/05		2002/04/05	Active

Employment Type	Year of Service
Permanent	7.55

Resign Date	Contract End Date	Resign Reason	Remark

Dept.	Position	Grade Code	Grade
HR	Manager	G3	GRADE 3

Staff Type Code	Staff Type	Cost Centre Code	Cost Centre
ST1	Local	10000	

Card Issue Date	Card No.1	Card No.2	Card No.3
2002/01/05	1234567890		

Tel	Moblle	Extension
23456789	98765432	100

Email Address	Other Email Address
A0001@ABC.com	

Residential Address(Eng)	Contact Address(Eng)
Flat A, 3/F, Block 1, xxx Garden, Shatin, Hong Kong	Flat A, 3/F, Block 1, xxx Garden, Shatin, Hong Kong

Residential Address(Chi)	Contact Address(Chi)
香港 沙田 xxx花園 1 座, 3樓, A室	香港 沙田 xxx花園 1 座, 3樓, A室

Bank Name	Bank Account Name	Bank Account
BOC	Chan Tai Man	043506123455678

MPF Benefit Plan No.	Plan Join Date	Plan Termination Date

Spouse name	Spouse Tel	Passport No.	Spouse ID
Lai Wing Yee	97771111		K123456(7)



Employee Education List

Employee ID	Name(Eng)	Nick Name	Department	Position	From	To	College	Course	Certificate
A0001	Chan Tai Man	Ben	HR	Manager	1993/09/01	2006/06/01	The Chinese University of Hong Kong	Human Resources Management Concentration	
A0001	Chan Tai Man	Ben	HR	Manager	2001/09/01	2001/12/01	Unisoft	MCSE + MCSA	MCSE
A0002	Lee Yee Man	Jessica	HR	Assistant Manager	2001/05/01	2002/05/01	City University of Hong Kong	Human Resources Management Concentration	
A0002	Lee Yee Man	Jessica	HR	Assistant Manager	2004/01/01	2005/01/01	Unisoft	MCSE + MCSA	MCSA
A0002	Lee Yee Man	Jessica	HR	Assistant Manager	2005/01/01	2006/01/01	Unisoft	MCSE + MCSA	MCSE

Individual Leave Report

Employee ID: A0001
Name(Chi) : 陳大文
Department : HR

Name(Eng) : Chan Tai Man (Ben)
Position : Manager

Date Range : From 2006/07/01 To 2006/07/31

Leave Code AL **Name** ANNUAL LEAVE

Date	Type	Days	Time	Remarks
2006/06/30	Balance brought forward		26.36d	
2006/07/07	Taken		-1d	Whole day
2006/07/26	Taken		-1d	Whole day
2006/07/27	Taken		-1d	Whole day
2006/07/28	Taken		-1d	Whole day
2006/07/29	Taken		-1d	Whole day
2006/07/31	Auto Entitle		0.77d	
2006/07/31	Adjustment		0d	
Balance			22.13d	

Leave Code CL **Name** COMPENSATION LEAVE

Date	Type	Days	Time	Remarks
2006/06/30	Balance brought forward		0d	
2006/07/31	Auto Entitle		0d	
2006/07/31	Adjustment		0d	
Balance			0d	

Leave Code NPL **Name** NO PAY

Date	Type	Days	Time	Remarks
2006/06/30	Balance brought forward		0d	
2006/07/31	Auto Entitle		0d	
2006/07/31	Adjustment		0d	
Balance			0d	

Leave Code SL **Name** SICK LEAVE

Date	Type	Days	Time	Remarks
2006/06/30	Balance brought forward		0d	
2006/07/10	Taken		-1d	Whole day
2006/07/31	Auto Entitle		0d	
2006/07/31	Adjustment		0d	
Balance			-1d	

Department Leave Report

Department HR
Date Range From 2006/07/01 to 2006/07/31
Employee ID: A0001
Name(Chi): 陳大文 **Name(Eng):** Chan Tai Man (Ben)
Position : Manager

Leave Type (Code)	Balance Before	Auto Entitle	Manual Entitle	Taken	Adjustment	Balance
ANNUAL LEAVE (AL)	26.36d	0.77d	0d	-5d	0d	22.13d
COMPENSATION LEAVE (CL)	0d	0d	0d	0d	0d	0d
NO PAY (NPL)	0d	0d	0d	0d	0d	0d
SICK LEAVE (SL)	0d	0d	0d	-1d	0d	-1d

Employee ID: A0002
Name(Chi): 李二汶 **Name(Eng):** Lee Yee Man (Jessica)
Position : Assistant Manager

Leave Type (Code)	Balance Before	Auto Entitle	Manual Entitle	Taken	Adjustment	Balance
ANNUAL LEAVE (AL)	0d	0d	0d	0d	0d	0d
COMPENSATION LEAVE (CL)	0d	0d	0d	0d	0d	0d
NO PAY (NPL)	0d	0d	0d	0d	0d	0d
SICK LEAVE (SL)	0d	0d	0d	0d	0d	0d

Employee ID: A0003
Name(Chi): 員工3 **Name(Eng):** Staff 3 (Raymond)
Position : Clerk

Leave Type (Code)	Balance Before	Auto Entitle	Manual Entitle	Taken	Adjustment	Balance
ANNUAL LEAVE (AL)	0d	0d	0d	-2d	0d	-2d
COMPENSATION LEAVE (CL)	0d	0d	0d	0d	0d	0d
NO PAY (NPL)	0d	0d	0d	0d	0d	0d
SICK LEAVE (SL)	0d	0d	0d	0d	0d	0d

Employee Leave Report

Period : From 2006/07/01 To 2006/07/31

Employee ID	Name(Eng)	Nick Name	Department	Position	Leave Type	Date	Time	Day	Remark
A0001	Chan Tai Man	Ben	HR	Manager	ANNUAL LEAVE (AL)	2006/07/07	Whole day	1	
A0001	Chan Tai Man	Ben	HR	Manager	SICK LEAVE (SL)	2006/07/10	Whole day	1	
A0001	Chan Tai Man	Ben	HR	Manager	TRAINING (TR)	2006/07/20	Whole day	1	
A0001	Chan Tai Man	Ben	HR	Manager	ANNUAL LEAVE (AL)	2006/07/26	Whole day	1	
A0001	Chan Tai Man	Ben	HR	Manager	ANNUAL LEAVE (AL)	2006/07/27	Whole day	1	
A0001	Chan Tai Man	Ben	HR	Manager	ANNUAL LEAVE (AL)	2006/07/28	Whole day	1	
A0001	Chan Tai Man	Ben	HR	Manager	ANNUAL LEAVE (AL)	2006/07/29	Whole day	1	
A0003	Staff 3	Raymond	HR	Clerk	ANNUAL LEAVE (AL)	2006/07/04	Whole day	1	
A0003	Staff 3	Raymond	HR	Clerk	ANNUAL LEAVE (AL)	2006/07/05	Whole day	1	
A0004	Staff 4	Shirley	HR	Clerk	SICK LEAVE (SL)	2006/07/06	Whole day	1	
A0008	Staff 8		Accounts	Clerk	ANNUAL LEAVE (AL)	2006/07/03	Whole day	1	
A0008	Staff 8		Accounts	Clerk	ANNUAL LEAVE (AL)	2006/07/08	Whole day	1	
A0011	Staff 11		Admin	Director	ANNUAL LEAVE (AL)	2006/07/05	Whole day	1	
A0011	Staff 11		Admin	Director	ANNUAL LEAVE (AL)	2006/07/06	Whole day	1	
A0014	Staff 14		Admin	Clerk	上廠 (上廠)	2006/07/03	Whole day	1	
A0014	Staff 14		Admin	Clerk	上廠 (上廠)	2006/07/04	Whole day	1	
A0015	Staff 15		Admin	Clerk	ANNUAL LEAVE (AL)	2006/07/10	Whole day	1	
A0016	Staff 16		Marketing	Manager	上廠 (上廠)	2006/07/03	Whole day	1	
A0016	Staff 16		Marketing	Manager	上廠 (上廠)	2006/07/04	Whole day	1	
A0017	Staff 17		Marketing	Assistant Manager	SICK LEAVE (SL)	2006/07/06	Whole day	1	
A0017	Staff 17		Marketing	Assistant Manager	SICK LEAVE (SL)	2006/07/07	Whole day	1	
A0018	Staff 18		Marketing	Clerk	ANNUAL LEAVE (AL)	2006/07/03	Whole day	1	
A0018	Staff 18		Marketing	Clerk	ANNUAL LEAVE (AL)	2006/07/04	Whole day	1	
A0020	Staff 20		Marketing	Clerk	SICK LEAVE (SL)	2006/07/05	Whole day	1	