

| Page    | Category | English Name                             | Chinese Name     | Popular | HR 人事 |                   |                         |         |  |  |          |
|---------|----------|------------------------------------------|------------------|---------|-------|-------------------|-------------------------|---------|--|--|----------|
|         |          |                                          |                  |         | Basic | Training & Skills | Insurance & Work Injury | e-Leave |  |  | Optional |
| 1       | HR       | Employee List                            | 員工列表             | ★★      | ✓     |                   |                         |         |  |  |          |
| 2       | HR       | Personal Data Report                     | 個人資料表            | ★★★     | ✓     |                   |                         |         |  |  |          |
| 3       | HR       | Employee Education List                  | 員工學歷列表           |         | ✓     |                   |                         |         |  |  |          |
| 4       | HR       | Name Card                                | 員工証              |         | ✓     |                   |                         |         |  |  |          |
| 5       | HR       | Employee Employment Report               | 員工僱用記錄報表         |         | ✓     |                   |                         |         |  |  |          |
| 6       | HR       | Employee Movement Report                 | 員工升遷記錄報表         |         | ✓     |                   |                         |         |  |  |          |
| 7       | HR       | Employee Bonus/Penalty List              | 員工獎懲記錄表          |         | ✓     |                   |                         |         |  |  |          |
| 8       | HR       | Employee Belongings List                 | 員工物品領取表          |         | ✓     |                   |                         |         |  |  |          |
| 9       | HR       | Employee Skill List                      | 員工技能列表           |         |       | ✓                 |                         |         |  |  |          |
| 10      | HR       | Employee License List                    | 員工證件記錄表          |         |       | ✓                 |                         |         |  |  |          |
| 11      | HR       | Employee Internal Training Record Report | 員工內部培訓記錄報表       |         |       | ✓                 |                         |         |  |  |          |
| 12      | HR       | Employee External Training Record Report | 員工外部培訓記錄報表       |         |       | ✓                 |                         |         |  |  |          |
| 13      | HR       | Work Injury Report                       | 工傷記錄報表           |         |       |                   | ✓                       |         |  |  |          |
| 14      | HR       | Work Injury Detail Report                | 工傷詳細記錄報表         |         |       |                   | ✓                       |         |  |  |          |
| 15      | HR       | Employee Insurance Report                | 員工保險記錄表          |         |       |                   | ✓                       |         |  |  |          |
| 16      | HR       | Turnover & Head Count Report             | 員工流動性及人數報表       |         |       |                   |                         |         |  |  | ✓        |
| 17      | HR       | Department Turnover Report               | 部門流動性報表          |         |       |                   |                         |         |  |  | ✓        |
| 18      | HR       | Province distribution                    | 員工籍貫分佈           |         |       |                   |                         |         |  |  | ✓        |
| 19      | HR       | Employee age distribution                | 員工年齡分佈           |         |       |                   |                         |         |  |  | ✓        |
| 20      | HR       | Gender Distribution                      | 員工性別分佈           |         |       |                   |                         |         |  |  | ✓        |
| 21      | HR       | Residential District Distribution        | 員工居住地區分佈         |         |       |                   |                         |         |  |  | ✓        |
| 22      | HR       | Staff Type Distribution                  | 員工類別分佈           |         |       |                   |                         |         |  |  | ✓        |
| 23      | HR       | Employee Distribution By Deptment        | 員工所屬部門分佈         |         |       |                   |                         |         |  |  | ✓        |
| 24      | HR       | Employee Qulification Chart              | 員工最高學歷分佈         |         |       |                   |                         |         |  |  | ✓        |
| 25      | Leave    | Individual Leave Report                  | 個人請假報表           | ★★★     | ✓     |                   |                         | ✓       |  |  |          |
| 26      | Leave    | Department Leave Report                  | 部門請假報表           | ★★★     | ✓     |                   |                         | ✓       |  |  |          |
| 27      | Leave    | Employee Leave Take Report               | 員工請假報表           |         | ✓     |                   |                         | ✓       |  |  |          |
| 28      | Leave    | Leave Summary Report                     | 請假總覽表            | ★★★     | ✓     |                   |                         | ✓       |  |  |          |
| 29      | Leave    | Leave Application Report                 | 請假申請記錄報表         |         |       |                   |                         | ✓       |  |  |          |
| 30      | Leave    | Leave Cancellation Application Report    | 銷假申請記錄報表         |         |       |                   |                         | ✓       |  |  |          |
| 31      | Leave    | Staff on Leave Chart                     | 員工假期表            |         |       |                   |                         |         |  |  | ✓        |
| 32      | Leave    | Yearly Annual Leave Report               | 年度年假報表           | ★       |       |                   |                         |         |  |  | ✓        |
| 33      | Leave    | Yearly Sick Leave(Date) Report           | 年度病假(日期)報表       |         |       |                   |                         |         |  |  | ✓        |
| 34      | Leave    | Individual Used Leave Report(EAO)        | 個人請假日數表(EAO2007) |         |       |                   |                         |         |  |  | ✓        |
| 35      | Leave    | Department Used Leave Report(EAO)        | 部門請假日數表(EAO2007) |         |       |                   |                         |         |  |  | ✓        |
| 36      | Leave    | Abnormal SH Taken Report                 | 勞工假期異常請假報表       |         |       |                   |                         |         |  |  | ✓        |
| 37      | Leave    | Employee Leave Balance Amount Report     | 員工假期結餘金額報表       |         |       |                   |                         |         |  |  | ✓        |
| 38      | Leave    | Yearly Staff on Leave Chart              | 員工假期年表           |         |       |                   |                         |         |  |  | ✓        |
| 39      | Leave    | Leave Take Name List                     | 請假員工列表           |         |       |                   |                         |         |  |  | ✓        |
| Total : |          |                                          |                  |         | 12    | 4                 | 3                       | 6       |  |  | 18       |

**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,<br>xxx Garden,<br>Shatin,<br>Hong Kong | 香港 沙田 xxx花園<br>1 座, 3樓, A室 |
| A0002       | Lee     | Yee Man    | 李二汶          | Jessica   | F   | 1970/03/24    | British     | A123457(1) | Room 1001,<br>xxx Estate,<br>Wan Chai,<br>Hong Kong          | 香港 灣仔 xxx中心<br>1001 室      |
| A0003       | Staff   | 3          | 員工3          | Raymond   | M   | 1970/03/25    | British     | A123458(3) | Flat A, 3/F, Block 2,<br>xxx Garden,<br>Shatin,<br>Hong Kong | 香港 沙田 xxx花園<br>1 座, 4樓, A室 |
| A0004       | Staff   | 4          | 員工4          | Shirley   | M   | 1970/03/26    | Chinese     | A123459(4) | Room 1002,<br>xxx Estate,<br>Wan Chai,<br>Hong Kong          | 香港 灣仔 xxx中心<br>1002 室      |
| A0005       | Staff   | 5          | 員工5          | April     | F   | 1970/03/27    | British     | A123460(5) | Flat A, 3/F, Block 3,<br>xxx Garden,<br>Shatin,<br>Hong Kong | 香港 沙田 xxx花園<br>1 座, 5樓, A室 |

**Department:** Admin

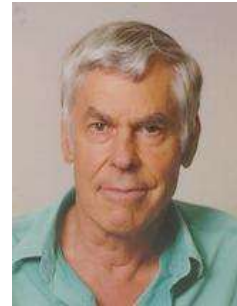
| Employee ID | Surname | First Name | Chinese Name | Nick name | Sex | Date of Birth | Nationality | HKID       | Residential Address (Eng)                                    | Residential Address(Chi)    |
|-------------|---------|------------|--------------|-----------|-----|---------------|-------------|------------|------------------------------------------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

**Personal Data Report**

Print Date : 2020/08/05 11:23  
 Company Name (Chi) : Demo 公司  
 Company Name (Eng) : Demo Company

**Personal Information**

Employee ID : A0001  
 Name (Chi) : 陳大文  
 Name (Eng) : Chan Tai Man  
 Nickname : Tom  
 Sex : M  
 HKID No : Q713871(3)  
 Passport No :  
 Issued By :  
 Expiry Date :  
 Date of Birth : 1970/03/23  
 Age : 50  
 Nationality : Chinese  
 Religion : Buddhism  
 Marital : Married

**Employment & Movement Information**

|                                 |                                 |
|---------------------------------|---------------------------------|
| Employment Status : Active      | Employment Type : Permanent     |
| Join Date : 2002/01/05          | Year of Service : 18.60         |
| Probation End Date : 2002/04/04 | Benefit Start Date : 2002/01/05 |
| Contract Start Date :           | Contract End Date :             |
| Department : HR                 | Position : Clerk                |
| Grade : GRADE 3                 | Grade Code : G3                 |
| Staff Type : Local              | Staff Type Code : ST1           |
| Cost Centre : Cost Centre A     | Cost Centre Code : 10000        |
| Resign Date :                   | Resign Reason :                 |
| Resign Remark :                 |                                 |

**Contact Information**

|                                                                       |                                      |
|-----------------------------------------------------------------------|--------------------------------------|
| Mobile No : 98765432                                                  |                                      |
| Telephone No : 23456789                                               | Extension No : 100                   |
| e-Mail Address : 1@forwardtech.com.hk                                 | Other e-Mail Address : A0001@EFG.com |
| Spouse Name : Lai Wing Yee                                            | Spouse Telephone No : 97771111       |
| Spouse Passport No :                                                  | Spouse HKID No : K123456(7)          |
| Emergency Contact : Lai Wing Yee                                      | Emergency Contact No : 9777 1111     |
| Residential Address (Eng) : Flat A, 3/F, Block 1, xxx Garden, Shatin, |                                      |
| Contact Address (Eng) : Flat A, 3/F, Block 1, xxx Garden, Shatin,     |                                      |
| Residential Address (Chi) : 香港 沙田 xxx花園 1 座, 3樓, A室                   |                                      |
| Contact Address (Chi) : 香港 沙田 xxx花園 1 座, 3樓, A室                       |                                      |

**Attendance Information**

|                              |             |
|------------------------------|-------------|
| Duty Group : 9-18 (A) Group  | Card No.2 : |
| Card Issue Date : 2002/01/05 | Card No.3 : |
| Card No.1 : 1                |             |

**Bank Account Information**

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Bank Account No : 043506123455678 | Bank Account Name : Chan Tai Man |
| Bank Name : BOC                   |                                  |

**Salary Related Information**

|                              |                                                 |
|------------------------------|-------------------------------------------------|
| Basic Salary : HK\$15,000.00 | Fixed Amount Item : Travelling allowance : 1000 |
| Salary Type : Monthly        | Housing allowance : 2000                        |
| Provident Fund Type : MPF    |                                                 |
| Benefit Plan No :            |                                                 |
| Plan Join Date :             |                                                 |
| Plan Termination Date :      |                                                 |

**Others**

|                           |                  |
|---------------------------|------------------|
| My field 1 : SV145-476882 | Custom field6 :  |
| Custom field2 :           | Custom field7 :  |
| Custom field3 :           | Custom field8 :  |
| Custom field4 :           | Custom field9 :  |
| Custom field5 :           | Custom field10 : |

**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        |

**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

# ecPayroll System Sample Reports (5/39)

## Employee Employment History

Print Date: 2014/02/13

Employee ID: A0001  
Employee Name: Chan Tai Man 陳大文

| Company | Employment Type | Date Join  | Complete Probation Date | Yr. of Service Brought Forward | Yr. of Service (Year/Day) | Status       | Resign Date | Resign Type | Last Working Date | Resign Reason | Added to Black List | Remark |
|---------|-----------------|------------|-------------------------|--------------------------------|---------------------------|--------------|-------------|-------------|-------------------|---------------|---------------------|--------|
| ABC Co. | Full Time       | 2010/01/01 | 2010/03/31              | N                              | 0 / 304                   | Resign       | 2010/10/31  | Termination | 2010/10/31        | XXX           | N                   | XXX    |
| ABC Co. | Full Time       | 2011/01/01 | 2011/03/31              | N                              | 3 / 0                     | Resign       | 2013/12/31  | Resign      | 2013/12/31        | XXX           | N                   | XXX    |
| DEF Co. | Full Time       | 2014/01/01 | 2014/03/31              | N                              | 0 / 44                    | On Probation |             |             |                   |               |                     |        |

Employee ID: A0002  
Employee Name: Staff 2 員工二

| Company | Employment Type | Date Join  | Complete Probation Date | Yr. of Service Brought Forward | Yr. of Service (Year/Day) | Status       | Resign Date | Resign Type | Last Working Date | Resign Reason | Added to Black List | Remark |
|---------|-----------------|------------|-------------------------|--------------------------------|---------------------------|--------------|-------------|-------------|-------------------|---------------|---------------------|--------|
| DEF Co. | Full Time       | 2014/02/01 | 2014/04/30              | N                              | 0 / 13                    | On Probation |             |             |                   |               |                     |        |

Employee ID: A0003  
Employee Name: Staff 3 員工三

| Company | Employment Type | Date Join  | Complete Probation Date | Yr. of Service Brought Forward | Yr. of Service (Year/Day) | Status       | Resign Date | Resign Type | Last Working Date | Resign Reason | Added to Black List | Remark |
|---------|-----------------|------------|-------------------------|--------------------------------|---------------------------|--------------|-------------|-------------|-------------------|---------------|---------------------|--------|
| ABC Co. | Part Time       | 2014/02/10 | 2014/05/09              | N                              | 0 / 4                     | On Probation |             |             |                   |               |                     |        |

# ecPayroll System Sample Reports (6/39)

## Employee Movement History

Print Date: 2020/12/29

Employee ID: A0001  
Employee Name: Chan Tai Man 陳大文

| Effective From | Movement Type | Department | Position          | Grade | Grade Description | Staff Type | Staff Type Description | Supervisor | Relation    | Branch | Duty Type | Remark |
|----------------|---------------|------------|-------------------|-------|-------------------|------------|------------------------|------------|-------------|--------|-----------|--------|
| 2010/01/01     | NIL           | Account    | Clerk             | G1    | Grade 1           | ST1        | Staff Type1            | Manager A  | Subordinate | NIL    | NIL       | XXX    |
| 2010/06/01     | Promotion     | Account    | Assistant Manager | G5    | Grade 5           | ST2        | Staff Type2            | Manager A  | Subordinate | NIL    | NIL       | XXX    |
| 2011/01/01     | NIL           | Account    | Assistant Manager | G5    | Grade 5           | ST2        | Staff Type2            | Manager A  | Subordinate | NIL    | NIL       |        |
| 2014/01/01     | Transfer      | Admin      | Assistant Manager | G5    | Grade 5           | ST2        | Staff Type2            |            |             | NIL    | NIL       |        |

Employee ID: A0002  
Employee Name: Staff 2 員工二

| Effective From | Movement Type | Department | Position | Grade | Grade Description | Staff Type | Grade Description | Supervisor | Relation | Branch | Duty Type | Remark |
|----------------|---------------|------------|----------|-------|-------------------|------------|-------------------|------------|----------|--------|-----------|--------|
| 2014/02/01     | NIL           | Admin      | Cleark   | G1    | Grade 1           | ST2        | Grade 1           |            |          | NIL    | NIL       |        |

Employee ID: A0003  
Employee Name: Staff 3 員工三

| Effective From | Movement Type | Department | Position | Grade | Grade Description | Staff Type | Grade Description | Supervisor | Relation | Branch | Duty Type | Remark |
|----------------|---------------|------------|----------|-------|-------------------|------------|-------------------|------------|----------|--------|-----------|--------|
| 2014/02/10     | NIL           | Admin      | Cleark   | G1    | Grade 1           | ST2        | Grade 1           |            |          | NIL    | NIL       |        |

ecPayroll System Sample Reports (7/39)  
**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        |         |

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          |
|------------|-------|-----------------|
| 日語         | 3     | 達到日本語能力試驗 N1 水平 |
| 西班牙語       | 4     |                 |
| 法語         | 2     |                 |
| 速記         | 1     |                 |
| 速算         | 2     |                 |
| 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 Training Record Report

Print Date : 2020/11/20 15:42

| Employee ID | Name (Chi) | Name (Eng)   | Nickname | Department   | Position          | Course Title | Course Type | Course Remark      | Lesson Date | Lesson Time | Lesson Location   | Lesson Status | Lesson Leader | Lesson Remark | Sponsor Type | Result | Remark |
|-------------|------------|--------------|----------|--------------|-------------------|--------------|-------------|--------------------|-------------|-------------|-------------------|---------------|---------------|---------------|--------------|--------|--------|
| A0001       | 陳大文        | Chan Tai Man | Tom      | HR           | Clerk             | 中英文傳意課程      | 內部培訓        | 提供與全公司同事報讀, 提升溝通效率 | 2019/02/01  | 14:00-18:00 | Training Centre A | 已完結           | 陳大文           |               | 100% 公司支付    | 完成     |        |
| A0002       | 李二汶        | Lee Yee Man  | Jessica  | HR           | Manager           | 中英文傳意課程      | 內部培訓        | 提供與全公司同事報讀, 提升溝通效率 | 2019/02/01  | 14:00-18:00 | Training Centre A | 已完結           | 陳大文           |               | 100% 公司支付    | 完成     |        |
| A0003       | 黃三文        | Wong Sam Man | Raymond  | HR           | Assistant         | 中英文傳意課程      | 內部培訓        | 提供與全公司同事報讀, 提升溝通效率 | 2019/02/01  | 14:00-18:00 | Training Centre A | 已完結           | 陳大文           |               | 100% 公司支付    | 完成     |        |
| A0004       | 經理1        | Manager 1    | Shirley  | HR           | Manager           | 中英文傳意課程      | 內部培訓        | 提供與全公司同事報讀, 提升溝通效率 | 2019/02/01  | 14:00-18:00 | Training Centre A | 已完結           | 陳大文           |               | 100% 公司支付    | 完成     |        |
| A0005       | 經理2        | Manager 2    | April    | HR           | Manager           | 中英文傳意課程      | 內部培訓        | 提供與全公司同事報讀, 提升溝通效率 | 2019/02/01  | 14:00-18:00 | Training Centre A | 已完結           | 陳大文           |               | 100% 公司支付    | 完成     |        |
| A0006       | 經理3        | Manager 3    | Jeffrey  | HR           | Manager           | 中英文傳意課程      | 內部培訓        | 提供與全公司同事報讀, 提升溝通效率 | 2019/02/01  | 14:00-18:00 | Training Centre A | 已完結           | 陳大文           |               | 100% 公司支付    | 完成     |        |
| A0007       | 員工7        | Staff 7      | John     | Accounts     | Assistant Manager | 中英文傳意課程      | 內部培訓        | 提供與全公司同事報讀, 提升溝通效率 | 2019/06/01  | 14:00-18:00 | Training Centre A | 已完結           | 陳大文           |               | 100% 公司支付    | 完成     |        |
| A0008       | 員工8        | Staff 8      |          | Accounts     | Clerk             | 中英文傳意課程      | 內部培訓        | 提供與全公司同事報讀, 提升溝通效率 | 2019/06/01  | 14:00-18:00 | Training Centre A | 已完結           | 陳大文           |               | 100% 公司支付    | 完成     |        |
| A0022       | 員工22       | Staff 22     |          | IT           | Manager           | 中英文傳意課程      | 內部培訓        | 提供與全公司同事報讀, 提升溝通效率 | 2019/09/01  | 14:00-18:00 | Training Centre A | 接受報名          | 陳大文           |               | 100% 公司支付    |        |        |
| A0035       | Staff 35   | Staff 35     |          | Sales Team A | Sales             | 銷售技巧課程       | 內部培訓        | 只提供與銷售部同事          | 2019/10/15  | 09:00-13:00 | Training Centre A | 接受報名          | 張三文           |               |              |        |        |
| A0036       | Staff 36   | Staff 36     |          | Sales Team A | Sales             | 銷售技巧課程       | 內部培訓        | 只提供與銷售部同事          | 2019/10/15  | 09:00-13:00 | Training Centre A | 接受報名          | 張三文           |               |              |        |        |
| A0037       | Staff 37   | Staff 37     |          | Sales Team A | Sales             | 銷售技巧課程       | 內部培訓        | 只提供與銷售部同事          | 2019/10/15  | 09:00-13:00 | Training Centre A | 接受報名          | 張三文           |               |              |        |        |
| A0038       | Staff 38   | Staff 38     |          | Sales Team A | Sales             | 銷售技巧課程       | 內部培訓        | 只提供與銷售部同事          | 2019/10/15  | 09:00-13:00 | Training Centre A | 接受報名          | 張三文           |               |              |        |        |
| A0039       | 員工39       | Staff 39     |          | Sales Team B | Sales             | 銷售技巧課程       | 內部培訓        | 只提供與銷售部同事          | 2019/10/15  | 09:00-13:00 | Training Centre A | 接受報名          | 張三文           |               |              |        |        |
| A0040       | 員工40       | Staff 40     |          | Sales Team B | Sales             | 銷售技巧課程       | 內部培訓        | 只提供與銷售部同事          | 2019/10/15  | 09:00-13:00 | Training Centre A | 接受報名          | 張三文           |               |              |        |        |

Record Count: 15

Employee External Training Record Report

Print Date : 2021/07/25 22:27

| Employee ID | Name (Chi) | Name (Eng)   | Nickname | Join Date  | Department | Sex | Grade | Grade Description | Position          | Course Title                             | College / Institution               | Training Start Date | Training End Date | Lesson Details | Course Hours | Course Fee | Sponsor Type | Sponsor Fee | Undertaking Period From | Undertaking Period To | Training Result |
|-------------|------------|--------------|----------|------------|------------|-----|-------|-------------------|-------------------|------------------------------------------|-------------------------------------|---------------------|-------------------|----------------|--------------|------------|--------------|-------------|-------------------------|-----------------------|-----------------|
| A0001       | 陳大文        | Chan Tai Man | Tom      | 2002/01/05 | HR         | M   | G3    | GRADE 3           | Clerk             | Human Resources Management Concentration | The Chinese University of Hong Kong | 2019/01/01          | 2019/12/31        |                | 200.00       | 20,000.00  | 100%         | 20,000.00   | 2020/01/01              | 2020/12/31            | PASS            |
| A0001       | 陳大文        | Chan Tai Man | Tom      | 2002/01/05 | HR         | M   | G3    | GRADE 3           | Clerk             | CERTIFICATE I IN VISUAL MERCHANDISING    | Unisoft                             | 2020/01/01          | 2020/12/31        |                | 200.00       | 10,000.00  | 50%          | 5,000.00    | 2021/01/01              | 2021/12/31            | PASS            |
| A0007       | 員工7        | Staff 7      | John     | 2002/01/06 | Accounts   | M   | G2    | GRADE 2           | Assistant Manager | INNOVATIVE VIDEO PRODUCTION & EDITING    | City University of Hong Kong        | 2020/01/01          | 2020/12/31        |                | 200.00       | 30,000.00  | 100%         | 30,000.00   | 2021/01/01              | 2021/12/31            | PASS            |
| A0008       | 員工8        | Staff 8      |          | 2002/01/05 | Accounts   | F   | G3    | GRADE 3           | Clerk             | MCSE + MCSA                              | City University of Hong Kong        | 2020/01/01          | 2020/12/31        |                | 200.00       | 30,000.00  | 100%         | 30,000.00   | 2021/01/01              | 2021/12/31            | PASS            |
| A0009       | 員工9        | Staff 9      |          | 2002/01/05 | Accounts   | M   | G4    | GRADE 4           | Clerk             | SUPPLY CHAIN MANAGEMENT                  | City University of Hong Kong        | 2020/01/01          | 2020/12/31        |                | 200.00       | 30,000.00  | 100%         | 30,000.00   | 2021/01/01              | 2021/12/31            | PASS            |
| A0010       | 員工10       | Staff 10     |          | 2002/01/05 | Accounts   | M   | G5    | GRADE 5           | Clerk             | MCSE + MCSA                              | CA                                  | 2020/01/01          | 2020/12/31        |                | 200.00       | 30,000.00  | 100%         | 30,000.00   | 2021/01/01              | 2021/12/31            | PASS            |
| A0011       | 員工11       | Staff 11     |          | 2002/01/05 | Admin      | F   | G1    | GRADE 1           | Director          | GLOBAL OPERATIONS MANAGEMENT             | CA                                  | 2020/01/01          | 2020/12/31        |                | 200.00       | 30,000.00  | 100%         | 30,000.00   | 2021/01/01              | 2021/12/31            | PASS            |
| A0012       | 員工12       | Staff 12     |          | 2002/01/05 | Admin      | M   | G2    | GRADE 2           | Manager           | MCSE + MCSA                              | CA                                  | 2020/01/01          | 2020/12/31        |                | 200.00       | 30,000.00  | 100%         | 30,000.00   | 2021/01/01              | 2021/12/31            | PASS            |
| A0020       | 員工20       | Staff 20     |          | 2020/01/15 | Marketing  | M   | G5    | GRADE 5           | Clerk             | MCSE + MCSA                              | CA                                  | 2020/01/01          | 2020/12/31        |                | 200.00       | 30,000.00  | 100%         | 30,000.00   | 2021/01/01              | 2021/12/31            | PASS            |
| A0022       | 員工22       | Staff 22     | Sam      | 2002/01/05 | IT         | F   | G2    | GRADE 2           | Manager           | MCSE + MCSA                              | CA                                  | 2020/01/01          | 2020/12/31        |                | 200.00       | 30,000.00  | 100%         | 30,000.00   | 2021/01/01              | 2021/12/31            | PASS            |

Record Count: 10

Work Injury Report

Print Date : 2016/07/28 18:54

Date Range : From 2015/07/01 to 2016/07/31

| Injury Date   | Employee ID | Name (Eng)   | Name (Chi) | Nickname | Department | Position | Part of Injury | Remark                  | Reference No. | Leave Period            | Days | Injury Leave Payment | Medical Allowance | Compensation | Total Amount | Insurance Claim | Company Total | Already Paid | Outstanding | Resume Date | Status |
|---------------|-------------|--------------|------------|----------|------------|----------|----------------|-------------------------|---------------|-------------------------|------|----------------------|-------------------|--------------|--------------|-----------------|---------------|--------------|-------------|-------------|--------|
| 2015/10/05    | 0001        | Chan Tai Man | 陳大文        | Man      | 樓面部        | 部長       | 腳部             | 上台協助新人証婚時,不小心由台上跌下,扭傷腳部 | EC001         | 2015/10/05 - 2015/11/18 | 45   | 14,400.00            | 500.00            | 0.00         | 14,900.00    | 0.00            | 14,900.00     | 14,900.00    | 0.00        | 2015/11/19  | 已完結    |
| 2016/01/03    | 0002        | Staff 2      | 員工2        |          | 樓面部        | 經理       | 腳部             | 落轉盆時失手掉落導致右腳姆指骨裂        | EC002         | 2016/01/03 - 2016/05/16 | 135  | 41,040.00            | 5,000.00          | 30,000.00    | 76,040.00    | 50,000.00       | 26,040.00     | 26,040.00    | 0.00        | 2016/05/18  | 已完結    |
| 2016/04/28    | 0003        | Staff 3      | 員工3        |          | 廚房         | 三鑊       | 手部             | 切肉時不小心切傷手指              | EC003         | 2016/04/28 - 2016/06/30 | 64   | 33,792.00            | 700.00            | 0.00         | 34,492.00    | 0.00            | 34,492.00     | 18,652.00    | 15,840.00   |             | Form 2 |
| Total Count : |             |              |            |          |            |          |                |                         |               |                         |      | Total :              | 89,232.00         | 6,200.00     | 30,000.00    | 125,432.00      | 50,000.00     | 75,432.00    | 59,592.00   | 15,840.00   |        |

Work Injury Detail Report

Print Date : 2016/07/29 11:56

Date Range : From 2015/07/01 to 2016/07/31

| Injury Date   | Employee ID | Name (Eng)   | Name (Chi) | Nickname | Department | Position | Part of Injury | Reference No. | Daily Salary Before Injury | Period | Leave Period            | Days    | Injury Leave Payment | Medical Allowance | Compensator | Total      | Already Paid | Receipt Date | Status |
|---------------|-------------|--------------|------------|----------|------------|----------|----------------|---------------|----------------------------|--------|-------------------------|---------|----------------------|-------------------|-------------|------------|--------------|--------------|--------|
| 2015/10/05    | 0001        | Chan Tai Man | 陳大文        | Man      | 樓面部        | 部長       | 腳部             | EC001         | 400.00                     | 1      | 2015/10/05 - 2015/10/31 | 27      | 8,640.00             | 0.00              | 0.00        | 8,640.00   | 8,640.00     | 2015/11/03   | 已完結    |
| 2015/10/05    | 0001        | Chan Tai Man | 陳大文        | Man      | 樓面部        | 部長       | 腳部             | EC001         | 400.00                     | 2      | 2015/11/01 - 2015/11/18 | 18      | 5,760.00             | 500.00            | 0.00        | 6,260.00   | 6,260.00     | 2015/12/02   | 已完結    |
| 2016/01/03    | 0002        | Staff 2      | 員工2        |          | 樓面部        | 經理       | 腳部             | EC002         | 380.00                     | 1      | 2016/01/03 - 2016/01/31 | 29      | 8,816.00             | 500.00            | 0.00        | 9,316.00   | 8,816.00     | 2016/02/03   | 已完結    |
| 2016/01/03    | 0002        | Staff 2      | 員工2        |          | 樓面部        | 經理       | 腳部             | EC002         | 380.00                     | 2      | 2016/02/01 - 2016/02/29 | 29      | 8,816.00             | 2,000.00          | 0.00        | 10,816.00  | 10,000.00    | 2016/03/05   | 已完結    |
| 2016/01/03    | 0002        | Staff 2      | 員工2        |          | 樓面部        | 經理       | 腳部             | EC002         | 380.00                     | 3      | 2016/03/01 - 2016/03/31 | 31      | 9,424.00             | 1,000.00          | 0.00        | 10,424.00  | 0.00         | 2016/04/05   | 已完結    |
| 2016/01/03    | 0002        | Staff 2      | 員工2        |          | 樓面部        | 經理       | 腳部             | EC002         | 380.00                     | 4      | 2016/04/01 - 2016/04/30 | 30      | 9,120.00             | 1,500.00          | 0.00        | 10,620.00  | 0.00         | 2016/05/03   | 已完結    |
| 2016/01/03    | 0002        | Staff 2      | 員工2        |          | 樓面部        | 經理       | 腳部             | EC002         | 380.00                     | 5      | 2016/05/01 - 2016/05/16 | 16      | 4,864.00             | 0.00              | 30,000.00   | 34,864.00  | 7,224.00     | 2016/05/20   | 已完結    |
| 2016/04/28    | 0003        | Staff 3      | 員工3        |          | 廚房         | 三鑊       | 手部             | EC003         | 660.00                     | 1      | 2016/04/28 - 2016/04/30 | 3       | 1,584.00             | 0.00              | 0.00        | 1,584.00   | 1,584.00     | 2016/05/03   | 已完結    |
| 2016/04/28    | 0003        | Staff 3      | 員工3        |          | 廚房         | 三鑊       | 手部             | EC003         | 660.00                     | 2      | 2016/05/01 - 2016/05/31 | 31      | 16,368.00            | 700.00            | 0.00        | 17,068.00  | 17,068.00    | 2016/06/02   | 已完結    |
| 2016/04/28    | 0003        | Staff 3      | 員工3        |          | 廚房         | 三鑊       | 手部             | EC003         | 660.00                     | 3      | 2016/06/01 - 2016/06/30 | 30      | 15,840.00            | 0.00              | 0.00        | 15,840.00  | 0.00         |              | 待賠償    |
| Total Count : |             |              |            |          |            |          |                |               |                            |        |                         | Total : | 89,232.00            | 6,200.00          | 30,000.00   | 125,432.00 | 59,592.00    |              |        |

Employee Insurance Report

Print Date : 2021/07/25 22:14

|             |              |            |          |            |           | Insurance Plan      |             |            |          |                          |            |        |             |               |
|-------------|--------------|------------|----------|------------|-----------|---------------------|-------------|------------|----------|--------------------------|------------|--------|-------------|---------------|
| Employee ID | Name (Eng)   | Name (Chi) | Nickname | Department | Position  | Type                | Period From | Period To  | Provider | Plan Name                | Amount     | Status | Cancel Date | Cancel Reason |
| A0001       | Chan Tai Man | 陳大文        | Tom      | HR         | Clerk     | Medical Insurance   | 2005/04/01  | 2006/03/31 | AIA      | xxxx Plan                | 10,000.00  | Active |             |               |
| A0001       | Chan Tai Man | 陳大文        | Tom      | HR         | Clerk     | Medical Insurance   | 2020/01/01  | 2024/12/31 | Manulife | Medical Insurance Plan A | 500,000.00 | Active |             |               |
| A0002       | Lee Yee Man  | 李二汶        | Jessica  | HR         | Manager   | Life Insurance      | 2006/10/01  | 2020/12/31 | Manulife | Medical Insurance Plan A | 200,000.00 | Active |             |               |
| A0003       | Wong Sam Man | 黃三文        | Raymond  | HR         | Assistant | Life Insurance      | 2005/04/01  | 2006/03/31 | Manulife | Medical Insurance Plan A | 200,000.00 | Active |             |               |
| A0006       | Manager 3    | 經理3        | Jeffrey  | HR         | Manager   | Life Insurance      | 2006/10/01  | 2006/03/31 | AXA      | Medical Insurance Plan A | 100,000.00 | Active |             |               |
| A0010       | Staff 10     | 員工10       |          | Accounts   | Clerk     | Medical Insurance   | 2006/10/01  | 2006/03/31 | AXA      | Medical Insurance Plan A | 100,000.00 | Active |             |               |
| A0012       | Staff 12     | 員工12       |          | Admin      | Manager   | Medical Insurance   | 2005/04/01  | 2006/03/31 | AXA      | Medical Insurance Plan A | 100,000.00 | Active |             |               |
| A0014       | Staff 14     | 員工14       |          | Admin      | Clerk     | Endowment insurance | 2005/04/01  | 2006/03/31 | AXA      | Medical Insurance Plan A | 100,000.00 | Active |             |               |
| A0020       | Staff 20     | 員工20       |          | Marketing  | Clerk     | Endowment insurance | 2005/04/01  | 2006/03/31 | AXA      | Medical Insurance Plan A | 100,000.00 | Active |             |               |

Record Count : 9



**Turnover & Head Count Report**

Date Range : From 2007/07/01 To 2007/07/31

Company : Headquarters 總部

Department : HR

| Employee ID  | Name (Eng)   | Nickname | Position  | Work before period | New Join | Resign | Move In | Move Out | Work within Period |
|--------------|--------------|----------|-----------|--------------------|----------|--------|---------|----------|--------------------|
| A0001        | Chan Tai Man | Ben      | Manager   | Y                  |          |        |         |          | Y                  |
| A0002        | Lee Yee Man  | Jessica  | Clerk     |                    | Y        |        |         |          | Y                  |
| A0003        | Staff 3      | Raymond  | Clerk     |                    | Y        |        |         |          | Y                  |
| A0004        | Staff 4      | Shirley  | Clerk     | Y                  |          | Y      |         |          |                    |
| A0005        | Staff 5      | April    | Assistant |                    |          |        | Y       |          | Y                  |
| Head Count : |              |          |           | 2                  | 2        | 1      | 1       | 0        | 4                  |

Company : Headquarters 總部

Department : IT

| Employee ID  | Name (Eng) | Nickname | Position  | Work before period | New Join | Resign | Move In | Move Out | Work within Period |
|--------------|------------|----------|-----------|--------------------|----------|--------|---------|----------|--------------------|
| A0022        | Staff 22   |          | Assistant | Y                  |          |        |         |          | Y                  |
| A0023        | Staff 23   |          | Assistant | Y                  |          |        |         |          | Y                  |
| A0024        | Staff 24   |          | Manager   | Y                  |          |        |         |          | Y                  |
| Head Count : |            |          |           | 3                  | 0        | 0      | 0       | 0        | 3                  |

Company : Headquarters 總部

Department : Support

| Employee ID  | Name (Eng) | Nickname | Position  | Work before period | New Join | Resign | Move In | Move Out | Work within Period |
|--------------|------------|----------|-----------|--------------------|----------|--------|---------|----------|--------------------|
| A0016        | Staff 16   |          | Clerk     | Y                  |          |        |         |          | Y                  |
| A0017        | Staff 17   |          | Assistant | Y                  |          | Y      |         |          | Y                  |
| A0018        | Staff 18   |          | Assistant | Y                  |          | Y      |         |          |                    |
| A0019        | Staff 19   |          | Manager   |                    |          |        | Y       |          | Y                  |
| Head Count : |            |          |           | 3                  | 0        | 2      | 1       | 0        | 3                  |

**Department Turnover Report**

Print Date : 2015/07/28 22:25

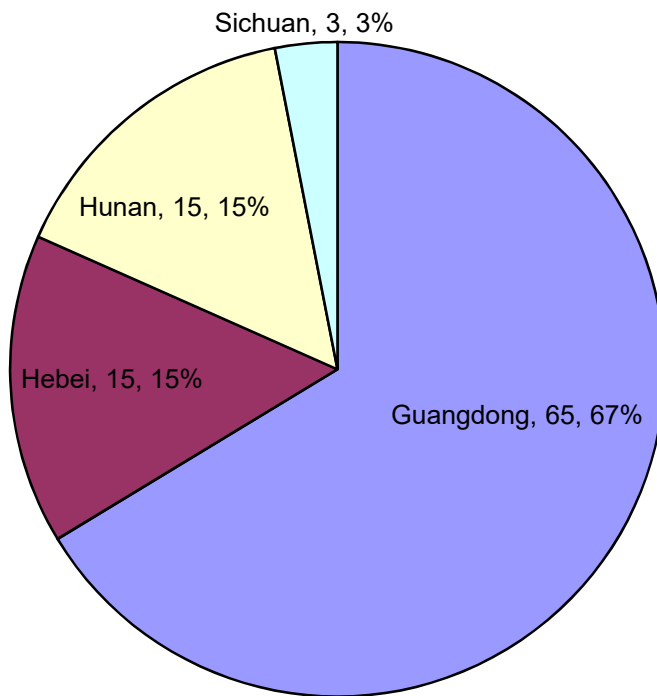
Date Range : From 2015/06/01 to 2015/06/30

Dept Group : 連鎖餐廳品牌A

| Department Code | Department Name | G1 Shop Manager |           |          | G2 Head Chef |           |          | G3 Asst. Chef |           |          | G4 MT      |           |          | G5 Supervisor |           |          | G6 Waiter  |           |          | G7 Chef    |           |          | G8 Cleaner |           |          | FACTORY ALL POSITION |           |          | Full Time ( G1 - G8 ) |           |          | ALL PART TIME POSITION |           |          | Total      |           |          |
|-----------------|-----------------|-----------------|-----------|----------|--------------|-----------|----------|---------------|-----------|----------|------------|-----------|----------|---------------|-----------|----------|------------|-----------|----------|------------|-----------|----------|------------|-----------|----------|----------------------|-----------|----------|-----------------------|-----------|----------|------------------------|-----------|----------|------------|-----------|----------|
|                 |                 | Current EE      | Resign EE | Resign % | Current EE   | Resign EE | Resign % | Current EE    | Resign EE | Resign % | Current EE | Resign EE | Resign % | Current EE    | Resign EE | Resign % | Current EE | Resign EE | Resign % | Current EE | Resign EE | Resign % | Current EE | Resign EE | Resign % | Current EE           | Resign EE | Resign % | Current EE            | Resign EE | Resign % | Current EE             | Resign EE | Resign % | Current EE | Resign EE | Resign % |
| A01             | 品牌A-土瓜灣         | 1               | 0         | 0%       | 1            | 0         | 0%       | 2             | 0         | 0%       | 0          | 0         | 0%       | 0             | 0         | 0%       | 5          | 0         | 0%       | 0          | 0         | 0%       | 1          | 0         | 0%       | 0                    | 0         | 0%       | 10                    | 0         | 0%       | 1                      | 0         | 0%       | 11         | 0         | 0%       |
| A02             | 品牌A-大埔          | 1               | 1         | 100%     | 2            | 0         | 0%       | 0             | 0         | 0%       | 1          | 0         | 0%       | 3             | 0         | 0%       | 5          | 2         | 40%      | 0          | 0         | 0%       | 2          | 0         | 0%       | 0                    | 0         | 0%       | 14                    | 3         | 21%      | 2                      | 0         | 0%       | 16         | 3         | 19%      |
| A03             | 品牌A-大圍          | 1               | 0         | 0%       | 1            | 0         | 0%       | 0             | 0         | 0%       | 2          | 1         | 50%      | 2             | 0         | 0%       | 5          | 1         | 20%      | 2          | 0         | 0%       | 1          | 0         | 0%       | 0                    | 0         | 0%       | 14                    | 2         | 14%      | 5                      | 0         | 0%       | 19         | 2         | 11%      |
| A04             | 品牌A-紅磡灣         | 1               | 0         | 0%       | 3            | 1         | 33%      | 1             | 0         | 0%       | 1          | 0         | 0%       | 1             | 0         | 0%       | 5          | 0         | 0%       | 0          | 0         | 0%       | 2          | 2         | 100%     | 0                    | 0         | 0%       | 14                    | 3         | 21%      | 1                      | 1         | 100%     | 15         | 4         | 27%      |
| A05             | 品牌A-太古          | 1               | 0         | 0%       | 2            | 0         | 0%       | 1             | 0         | 0%       | 1          | 1         | 100%     | 0             | 0         | 0%       | 5          | 0         | 0%       | 1          | 0         | 0%       | 1          | 0         | 0%       | 0                    | 0         | 0%       | 12                    | 1         | 8%       | 1                      | 0         | 0%       | 13         | 1         | 8%       |
| A06             | 品牌A-旺角          | 1               | 0         | 0%       | 2            | 0         | 0%       | 2             | 0         | 0%       | 3          | 0         | 0%       | 0             | 0         | 0%       | 5          | 0         | 0%       | 0          | 0         | 0%       | 2          | 0         | 0%       | 0                    | 0         | 0%       | 15                    | 0         | 0%       | 1                      | 0         | 0%       | 16         | 0         | 0%       |
| A07             | 品牌A-粉嶺          | 1               | 1         | 100%     | 2            | 1         | 50%      | 2             | 1         | 50%      | 3          | 1         | 33%      | 0             | 0         | 0%       | 5          | 0         | 0%       | 0          | 0         | 0%       | 2          | 0         | 0%       | 0                    | 0         | 0%       | 15                    | 4         | 27%      | 0                      | 0         | 0%       | 15         | 4         | 27%      |
| A08             | 品牌A-上水          | 1               | 0         | 0%       | 2            | 0         | 0%       | 1             | 0         | 0%       | 1          | 0         | 0%       | 1             | 0         | 0%       | 5          | 0         | 0%       | 0          | 0         | 0%       | 1          | 0         | 0%       | 0                    | 0         | 0%       | 12                    | 0         | 0%       | 0                      | 0         | 0%       | 12         | 0         | 0%       |
| A09             | 品牌A-大學          | 1               | 0         | 0%       | 1            | 1         | 100%     | 2             | 0         | 0%       | 0          | 0         | 0%       | 1             | 0         | 0%       | 5          | 0         | 0%       | 1          | 0         | 0%       | 2          | 0         | 0%       | 0                    | 0         | 0%       | 13                    | 1         | 8%       | 2                      | 0         | 0%       | 15         | 1         | 7%       |
| A10             | 品牌A-樂富          | 1               | 0         | 0%       | 2            | 0         | 0%       | 2             | 0         | 0%       | 1          | 0         | 0%       | 1             | 0         | 0%       | 5          | 0         | 0%       | 4          | 0         | 0%       | 1          | 0         | 0%       | 0                    | 0         | 0%       | 17                    | 0         | 0%       | 2                      | 0         | 0%       | 19         | 0         | 0%       |
| A11             | 品牌A-KCC         | 1               | 0         | 0%       | 1            | 0         | 0%       | 1             | 0         | 0%       | 0          | 0         | 0%       | 1             | 0         | 0%       | 5          | 0         | 0%       | 0          | 0         | 0%       | 0          | 0         | 0%       | 1                    | 0         | 0%       | 9                     | 0         | 0%       | 2                      | 0         | 0%       | 11         | 0         | 0%       |
| Total:          |                 | 11              | 2         | 18%      | 19           | 3         | 16%      | 14            | 1         | 7%       | 13         | 3         | 23%      | 10            | 0         | 0%       | 55         | 3         | 5%       | 8          | 0         | 0%       | 15         | 2         | 13%      | 1                    | 0         | 0%       | 145                   | 14        | 10%      | 17                     | 1         | 6%       | 162        | 15        | 9%       |

Dept Group : 連鎖餐廳品牌B

| Department Code | Department Name | G1 Shop Manager |           |          | G2 Head Chef |           |          | G3 Asst. Chef |           |          | G4 MT      |           |          | G5 Supervisor |           |          | G6 Waiter  |           |          | G7 Chef    |           |          | G8 Cleaner |           |          | FACTORY ALL POSITION |           |          | Full Time ( G1 - G8 ) |           |          | ALL PART TIME POSITION |           |          | Total      |           |          |
|-----------------|-----------------|-----------------|-----------|----------|--------------|-----------|----------|---------------|-----------|----------|------------|-----------|----------|---------------|-----------|----------|------------|-----------|----------|------------|-----------|----------|------------|-----------|----------|----------------------|-----------|----------|-----------------------|-----------|----------|------------------------|-----------|----------|------------|-----------|----------|
|                 |                 | Current EE      | Resign EE | Resign % | Current EE   | Resign EE | Resign % | Current EE    | Resign EE | Resign % | Current EE | Resign EE | Resign % | Current EE    | Resign EE | Resign % | Current EE | Resign EE | Resign % | Current EE | Resign EE | Resign % | Current EE | Resign EE | Resign % | Current EE           | Resign EE | Resign % | Current EE            | Resign EE | Resign % | Current EE             | Resign EE | Resign % | Current EE | Resign EE | Resign % |
| B01             | 品牌B-大埔          | 1               | 0         | 0%       | 1            | 0         | 0%       | 2             | 0         | 0%       | 0          | 0         | 0%       | 0             | 0         | 0%       | 5          | 0         | 0%       | 3          | 0         | 0%       | 3          | 0         | 0%       | 0                    | 0         | 0%       | 15                    | 0         | 0%       | 3                      | 1         | 33%      | 18         | 1         | 6%       |
| B02             | 品牌B-大學          | 1               | 1         | 100%     | 2            | 0         | 0%       | 2             | 0         | 0%       | 1          | 0         | 0%       | 3             | 0         | 0%       | 5          | 2         | 40%      | 3          | 0         | 0%       | 3          | 0         | 0%       | 0                    | 0         | 0%       | 20                    | 3         | 15%      | 2                      | 0         | 0%       | 22         | 3         | 14%      |
| B03             | 品牌B-柴灣          | 2               | 0         | 0%       | 1            | 0         | 0%       | 5             | 0         | 0%       | 1          | 1         | 100%     | 2             | 0         | 0%       | 5          | 1         | 20%      | 4          | 2         | 50%      | 3          | 0         | 0%       | 0                    | 0         | 0%       | 23                    | 4         | 17%      | 2                      | 0         | 0%       | 25         | 4         | 16%      |
| B04             | 品牌B-馬鞍山         | 1               | 0         | 0%       | 3            | 1         | 33%      | 1             | 0         | 0%       | 0          | 0         | 0%       | 1             | 0         | 0%       | 5          | 0         | 0%       | 5          | 0         | 0%       | 3          | 2         | 67%      | 0                    | 0         | 0%       | 19                    | 3         | 16%      | 2                      | 1         | 50%      | 21         | 4         | 19%      |
| B05             | 品牌B-將軍澳         | 0               | 0         | 0%       | 2            | 0         | 0%       | 3             | 0         | 0%       | 0          | 0         | 0%       | 3             | 2         | 67%      | 5          | 0         | 0%       | 5          | 1         | 20%      | 3          | 0         | 0%       | 0                    | 0         | 0%       | 21                    | 3         | 14%      | 2                      | 0         | 0%       | 23         | 3         | 13%      |
| B06             | 品牌B-信德          | 0               | 0         | 0%       | 3            | 0         | 0%       | 3             | 0         | 0%       | 0          | 0         | 0%       | 1             | 0         | 0%       | 5          | 0         | 0%       | 2          | 0         | 0%       | 3          | 1         | 33%      | 0                    | 0         | 0%       | 17                    | 1         | 6%       | 2                      | 0         | 0%       | 19         | 1         | 5%       |
| B07             | 品牌B-第一城         | 2               | 0         | 0%       | 2            | 0         | 0%       | 3             | 0         | 0%       | 0          | 0         | 0%       | 2             | 1         | 50%      | 5          | 0         | 0%       | 2          | 0         | 0%       | 3          | 0         | 0%       | 0                    | 0         | 0%       | 19                    | 1         | 5%       | 2                      | 1         | 50%      | 21         | 2         | 10%      |
| B08             | 品牌B-西港城         | 4               | 0         | 0%       | 2            | 0         | 0%       | 3             | 0         | 0%       | 1          | 0         | 0%       | 1             | 0         | 0%       | 5          | 0         | 0%       | 2          | 1         | 50%      | 3          | 1         | 33%      | 0                    | 0         | 0%       | 21                    | 2         | 10%      | 2                      | 0         | 0%       | 23         | 2         | 9%       |
| B09             | 品牌B-上水匯         | 1               | 0         | 0%       | 1            | 0         | 0%       | 3             | 0         | 0%       | 0          | 0         | 0%       | 1             | 0         | 0%       | 5          | 0         | 0%       | 2          | 0         | 0%       | 2          | 1         | 50%      | 0                    | 0         | 0%       | 15                    | 1         | 7%       | 2                      | 0         | 0%       | 17         | 1         | 6%       |
| B10             | 品牌B-觀塘          | 1               | 0         | 0%       | 2            | 0         | 0%       | 2             | 0         | 0%       | 1          | 0         | 0%       | 1             | 0         | 0%       | 5          | 0         | 0%       | 2          | 0         | 0%       | 2          | 0         | 0%       | 2                    | 0         | 0%       | 16                    | 0         | 0%       | 2                      | 0         | 0%       | 18         | 0         | 0%       |
| B11             | 品牌B-友愛          | 1               | 0         | 0%       | 1            | 0         | 0%       | 1             | 0         | 0%       | 0          | 0         | 0%       | 1             | 0         | 0%       | 5          | 0         | 0%       | 1          | 0         | 0%       | 2          | 0         | 0%       | 1                    | 0         | 0%       | 12                    | 0         | 0%       | 2                      | 0         | 0%       | 14         | 0         | 0%       |
| B12             | 品牌B-慈雲山         | 2               | 0         | 0%       | 1            | 0         | 0%       | 1             | 0         | 0%       | 1          | 0         | 0%       | 2             | 0         | 0%       | 7          | 0         | 0%       | 1          | 0         | 0%       | 2          | 0         | 0%       | 1                    | 0         | 0%       | 17                    | 0         | 0%       | 2                      | 0         | 0%       | 19         | 0         | 0%       |
| Total:          |                 | 16              | 1         | 6%       | 21           | 1         | 5%       | 29            | 0         | 0%       | 5          | 1         | 20%      | 18            | 3         | 17%      | 62         | 3         | 5%       | 32         | 4         | 13%      | 32         | 5         | 16%      | 4                    | 0         | 0%       | 215                   | 18        | 8%       | 25                     | 3         | 12%      | 240        | 21        | 9%       |
| Grand Total:    |                 | 27              | 3         | 11%      | 40           | 4         | 10%      | 43            | 1         | 2%       | 18         | 4         | 22%      | 28            | 3         | 11%      | 117        | 6         | 5%       | 40         | 4         | 10%      | 47         | 7         | 15%      | 5                    | 0         | 0%       | 360                   | 32        | 9%       | 42                     | 4         | 10%      | 402        | 36        | 9%       |

**Province distribution****Province distribution**

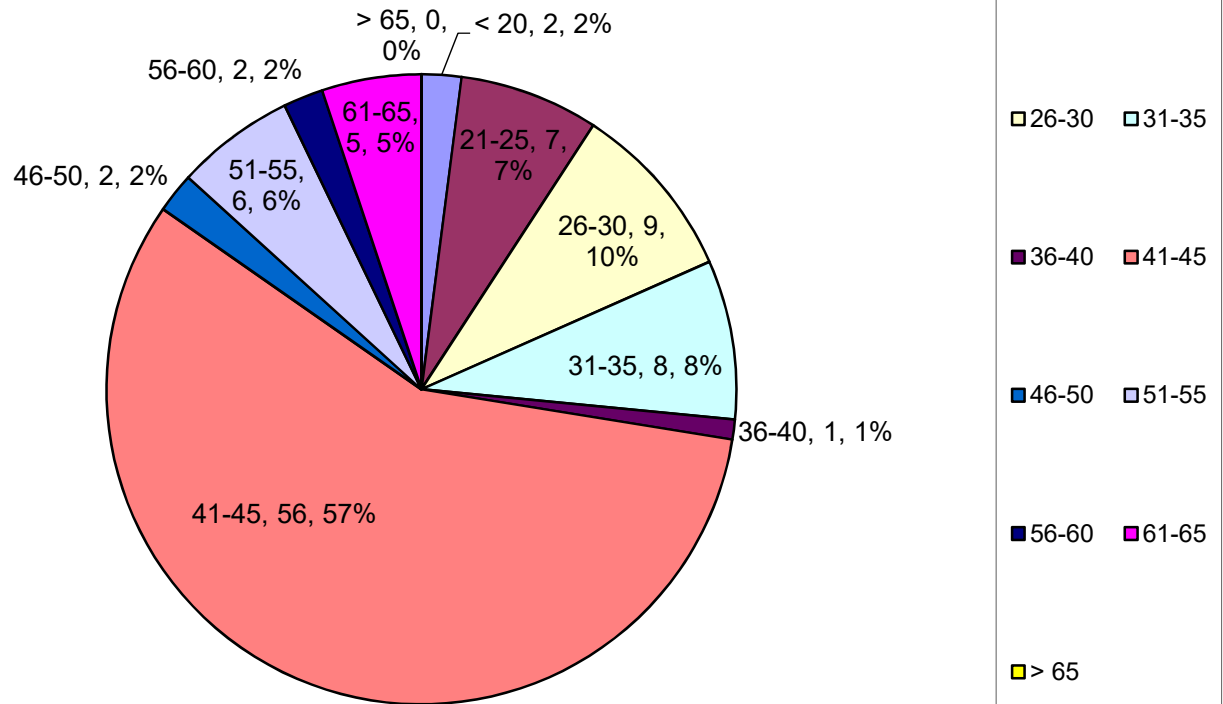
■ Guangdong

■ Hebei

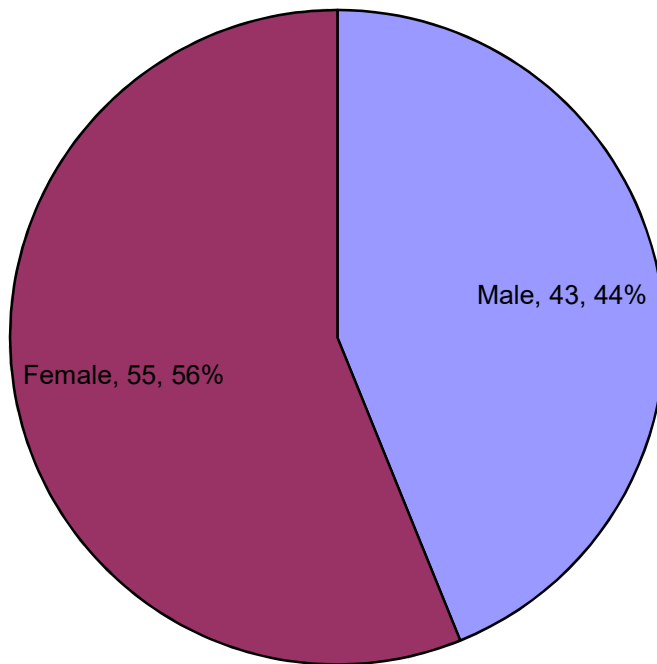
■ Hunan

■ Sichuan

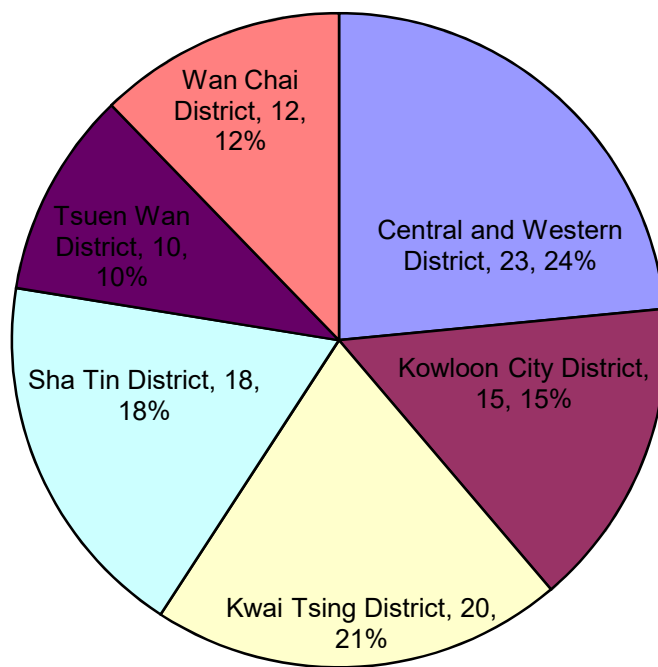
| Province  | Count |
|-----------|-------|
| Guangdong | 65    |
| Hebei     | 15    |
| Hunan     | 15    |
| Sichuan   | 3     |
| Total:    | 98    |

**Age distribution**

| Age           | Count     |
|---------------|-----------|
| < 20          | 2         |
| 21-25         | 7         |
| 26-30         | 9         |
| 31-35         | 8         |
| 36-40         | 1         |
| 41-45         | 56        |
| 46-50         | 2         |
| 51-55         | 6         |
| 56-60         | 2         |
| 61-65         | 5         |
| > 65          | 0         |
| <b>Total:</b> | <b>98</b> |

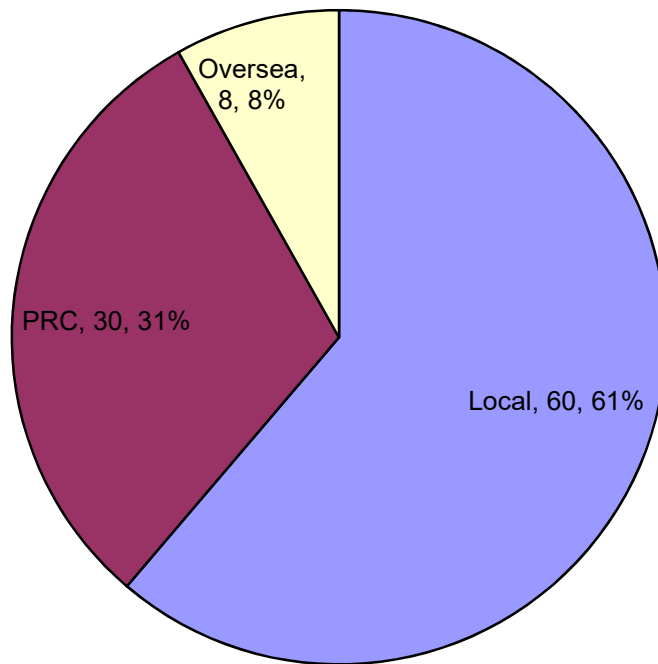
**Gender distribution**

| Gender | Count |
|--------|-------|
| Male   | 43    |
| Female | 55    |
| Total: | 98    |



- Central and Western District
- Kowloon City District
- Kwai Tsing District
- Sha Tin District
- Tsuen Wan District
- Wan Chai District

| District                     | Count     |
|------------------------------|-----------|
| Central and Western District | 23        |
| Kowloon City District        | 15        |
| Kwai Tsing District          | 20        |
| Sha Tin District             | 18        |
| Tsuen Wan District           | 10        |
| Wan Chai District            | 12        |
| <b>Total:</b>                | <b>98</b> |

**Staff Type Distribution**

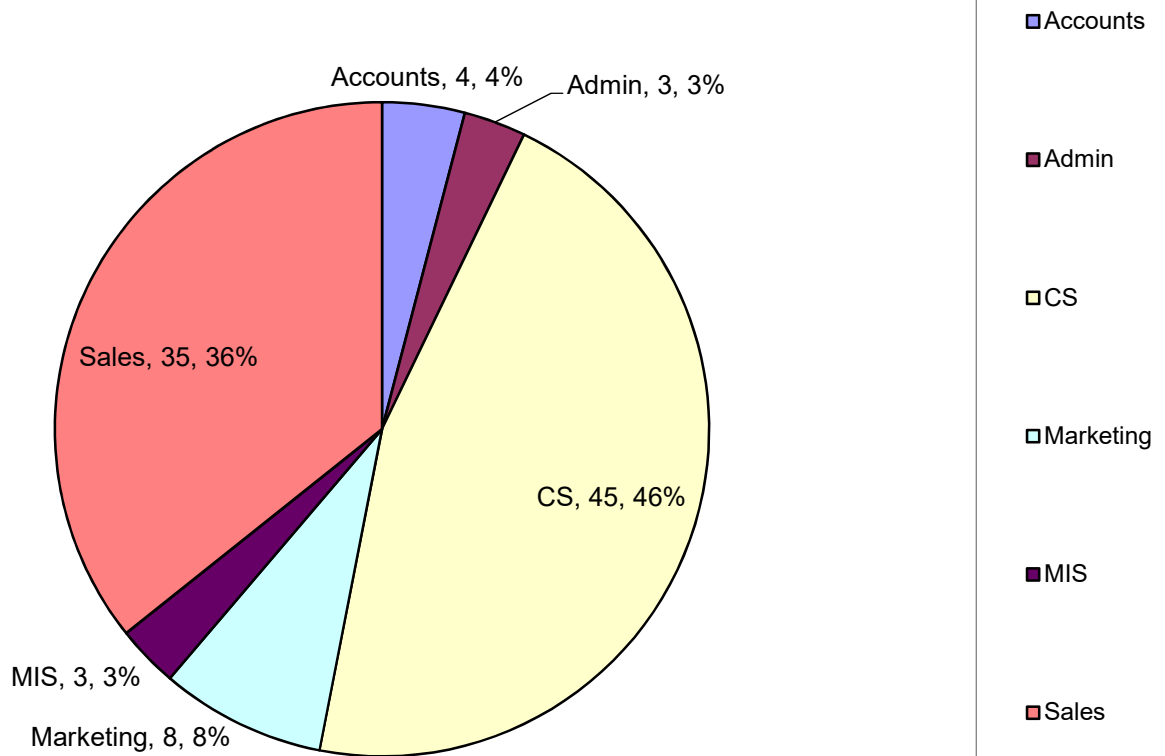
■ Local

■ PRC

■ Oversea

| Staff Type | Count |
|------------|-------|
| Local      | 60    |
| PRC        | 30    |
| Oversea    | 8     |
| Total:     | 98    |

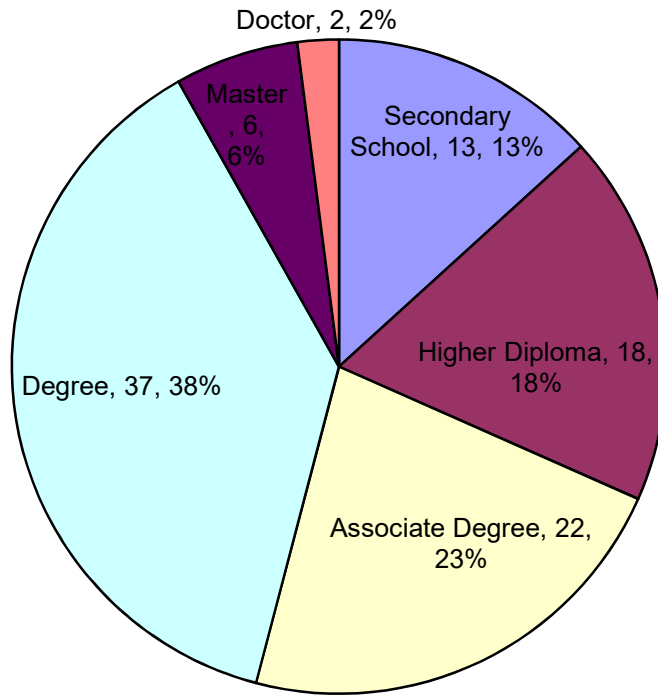
ecPayroll System Sample Reports (23/39)  
**Employee Distribution by Department**



| Department | Count |
|------------|-------|
| Accounts   | 4     |
| Admin      | 3     |
| CS         | 45    |
| Marketing  | 8     |
| MIS        | 3     |
| Sales      | 35    |
| Total:     | 98    |



ecPayroll System Sample Reports (24/39)  
Qualification Chart



- Secondary School
- Higher Diploma
- Associate Degree
- Degree
- Master
- Doctor

| Qulification     | Count     |
|------------------|-----------|
| Secondary School | 13        |
| Higher Diploma   | 18        |
| Associate Degree | 22        |
| Degree           | 37        |
| Master           | 6         |
| Doctor           | 2         |
| <b>Total:</b>    | <b>98</b> |

ecPayroll System Sample Reports (25/39)

## Individual Leave Report

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

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

( Ben )

**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   |        |
| A0015       | Staff 15     |           | Admin      | Clerk             | ANNUAL LEAVE (AL) | 2006/07/10 | 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   |        |

**Leave Summary Report**

From 2006/07/01 To 2006/07/31

| Department | Employee No. | Name (ENG)   | Nickname | Position          | AL (Day) |         |       |            |      | SL (Day) |         |       |            |      | CL (Day) |         |       |            |     |
|------------|--------------|--------------|----------|-------------------|----------|---------|-------|------------|------|----------|---------|-------|------------|------|----------|---------|-------|------------|-----|
|            |              |              |          |                   | B/F      | Entitle | Taken | Adjustment | C/F  | B/F      | Entitle | Taken | Adjustment | C/F  | B/F      | Entitle | Taken | Adjustment | C/F |
| HR         | A0001        | Chan Tai Man | Ben      | Manager           | 13.0     | 0.8     | 5.0   | 0.0        | 8.7  | -7.0     | 0.0     | 1.0   | 0.0        | -8.0 | 0.0      | 0.0     | 0.0   | 0.0        | 0.0 |
| HR         | A0002        | Lee Yee Man  | Jessica  | Assistant Manager | 15.5     | 0.8     | 0.0   | 0.0        | 16.2 | -5.0     | 0.0     | 0.0   | 0.0        | -5.0 | 0.0      | 0.0     | 0.0   | 0.0        | 0.0 |

| Department | Employee No. | Name (ENG) | Nickname | Position          | AL (Day) |         |       |            |      | SL (Day) |         |       |            |      | CL (Day) |         |       |            |     |
|------------|--------------|------------|----------|-------------------|----------|---------|-------|------------|------|----------|---------|-------|------------|------|----------|---------|-------|------------|-----|
|            |              |            |          |                   | B/F      | Entitle | Taken | Adjustment | C/F  | B/F      | Entitle | Taken | Adjustment | C/F  | B/F      | Entitle | Taken | Adjustment | C/F |
| IT         | A0022        | Staff 22   |          | Manager           | -4.0     | 0.0     | 0.0   | 0.0        | -4.0 | 0.0      | 0.0     | 0.0   | 0.0        | 0.0  | 0.0      | 0.0     | 0.0   | 0.0        | 0.0 |
| IT         | A0023        | Staff 23   |          | Assistant Manager | -2.0     | 0.0     | 0.0   | 0.0        | -2.0 | -2.0     | 0.0     | 0.0   | 0.0        | -2.0 | 0.0      | 0.0     | 0.0   | 0.0        | 0.0 |
| IT         | A0024        | Staff 24   |          | Programmer        | -2.0     | 0.0     | 0.0   | 0.0        | -2.0 | -5.0     | 0.0     | 0.0   | 0.0        | -5.0 | 0.0      | 0.0     | 0.0   | 0.0        | 0.0 |

# *Leave Application Report*

Print Date : 2022/10/28 11:22

Date Range : From 2022/01/01 to 2022/12/31

| Employee ID | Name(Eng)    | Name(Chi) | Department | Position      | Apply Date | Leave Date                                          | Days | Remark       | With Attachment | Current Approver | Status    |
|-------------|--------------|-----------|------------|---------------|------------|-----------------------------------------------------|------|--------------|-----------------|------------------|-----------|
| A0001       | Chan Tai Man | 陳大文       | HR         | Sales Manager | 2022/03/15 | ANNUAL LEAVE,2022/03/21 (Mon) AM                    | 0.50 | Remark 123   |                 |                  | Cancelled |
| A0020       | Staff 20     | 員工20      | Accounts   | Manager       | 2022/04/07 | ANNUAL LEAVE,2022/04/07 (Thu) AM                    | 0.50 | Remark 456   | Y               | Manager002       | Pending   |
| A0020       | Staff 20     | 員工20      | Accounts   | Manager       | 2022/04/07 | ANNUAL LEAVE,2022/04/08 (Fri) AM                    | 0.50 |              | Y               | Manager002       | Pending   |
| A0003       | Staff 3      | 員工3       | HR         | Clerk         | 2022/04/14 | ANNUAL LEAVE,2022/04/14 (Thu) AM                    | 0.50 |              |                 |                  | Approved  |
| A0004       | Staff 4      | 員工4       | Admin      | Clerk         | 2022/04/14 | ANNUAL LEAVE,2022/04/14 (Thu) PM                    | 0.50 |              |                 |                  | Rejected  |
| A0005       | Staff 5      | 員工5       | Admin      | Clerk         | 2022/04/14 | ANNUAL LEAVE,2022/04/14 (Thu) PM                    | 0.50 |              |                 |                  | Rejected  |
| A0006       | Staff 6      | 員工6       | Admin      | Clerk         | 2022/04/14 | ANNUAL LEAVE,2022/04/14 (Thu) PM                    | 0.50 |              |                 |                  | Approved  |
| A0003       | Staff 3      | 員工3       | HR         | Clerk         | 2022/04/19 | ANNUAL LEAVE,2022/04/19 (Tue) AM                    | 0.50 |              |                 |                  | Approved  |
| A0004       | Staff 4      | 員工4       | Admin      | Clerk         | 2022/04/19 | ANNUAL LEAVE,2022/04/19 (Tue) PM                    | 0.50 |              |                 |                  | Rejected  |
| A0005       | Staff 5      | 員工5       | Admin      | Clerk         | 2022/04/19 | ANNUAL LEAVE,2022/04/19 (Tue) PM                    | 0.50 |              |                 |                  | Approved  |
| A0003       | Staff 3      | 員工3       | HR         | Clerk         | 2022/05/20 | ANNUAL LEAVE,2022/05/20 (Fri) 09:30-10:30           | 0.12 |              |                 | Manager002       | Pending   |
| A0003       | Staff 3      | 員工3       | HR         | Clerk         | 2022/05/23 | ANNUAL LEAVE,2022/05/23 (Mon) AM                    | 0.50 |              | Y               |                  | Approved  |
| A0004       | Staff 4      | 員工4       | Admin      | Clerk         | 2022/06/16 | ANNUAL LEAVE,2022/06/16 (Thu) AM                    | 0.50 |              |                 | Manager002       | Pending   |
| A0004       | Staff 4      | 員工4       | Admin      | Clerk         | 2022/06/16 | ANNUAL LEAVE,2022/06/17 (Fri) PM - 2022/06/20 (Mon) | 3.00 | Remark 123.. |                 |                  | Cancelled |
| A0005       | Staff 5      | 員工5       | Admin      | Clerk         | 2022/06/16 | ANNUAL LEAVE,2022/06/16 (Thu) 15:00-16:00           | 0.12 |              |                 | Manager002       | Pending   |
| A0003       | Staff 3      | 員工3       | HR         | Clerk         | 2022/06/16 | ANNUAL LEAVE,2022/06/18 (Sat) - 2022/06/21 (Tue)    | 4.00 |              |                 |                  | Approved  |
| A0003       | Staff 3      | 員工3       | HR         | Clerk         | 2022/06/16 | ANNUAL LEAVE,2022/06/22 (Wed) PM - 2022/06/24 (Fri) | 2.00 |              |                 |                  | Approved  |
| A0003       | Staff 3      | 員工3       | HR         | Clerk         | 2022/06/16 | ANNUAL LEAVE,2022/06/27 (Mon) PM - 2022/06/29       | 2.00 |              |                 |                  | Cancelled |
| A0003       | Staff 3      | 員工3       | HR         | Clerk         | 2022/06/21 | ANNUAL LEAVE,2022/06/27 (Mon) - 2022/06/28 (Tue)    | 2.00 |              |                 | Manager001       | Pending   |
| A0001       | Chan Tai Man | 陳大文       | HR         | Sales Manager | 2022/08/05 | ANNUAL LEAVE,2022/08/05 (Fri)                       | 1.00 |              |                 | Manager001       | Pending   |
| A0001       | Chan Tai Man | 陳大文       | HR         | Sales Manager | 2022/08/19 | ANNUAL LEAVE,2022/08/19 (Fri)                       | 1.00 |              |                 | Manager001       | Pending   |
| A0001       | Chan Tai Man | 陳大文       | HR         | Sales Manager | 2022/08/19 | ANNUAL LEAVE,2022/08/19 (Fri)                       | 1.00 |              |                 | Manager001       | Pending   |

Record Count : 22

Leave Cancellation Application Report

Print Date : 2022/11/17 16:12

Date Range : From 2022/01/01 to 2022/11/30

| Employee ID | Name(Eng)    | Name(Chi) | Department | Position | Apply Date | Date                                             | Remark       | Current Approver | Status    |
|-------------|--------------|-----------|------------|----------|------------|--------------------------------------------------|--------------|------------------|-----------|
| A0003       | Staff 3      | 員工3       | Admin      | Clerk    | 2022/05/20 | 4/5 Sick Leave 2022/04/01 (Fri)                  |              |                  | Cancelled |
| A0004       | Staff 4      | 員工4       | Admin      | Clerk    | 2022/05/20 | 4/5 Sick Leave 2022/04/02 (Sat) 2022/04/03 (Sun) |              |                  | Cancelled |
| A0005       | Staff 5      | 員工5       | Admin      | Clerk    | 2022/05/20 | 4/5 Sick Leave 2022/04/01 (Fri)                  |              |                  | Cancelled |
| A0006       | Staff 6      | 員工6       | Admin      | Clerk    | 2022/05/20 | 4/5 Sick Leave 2022/04/01 (Fri)                  |              |                  | Cancelled |
| A0010       | Staff 10     | 員工10      | Admin      | Clerk    | 2022/05/20 | 4/5 Sick Leave 2022/04/02 (Sat)                  |              |                  | Approved  |
| A0001       | Chan Tai Man | 陳大文       | HR         | Clerk    | 2022/06/01 | Annual Leave 2022/06/01 (Wed)                    |              | A0002            | Pending   |
| A0001       | Chan Tai Man | 陳大文       | HR         | Clerk    | 2022/07/12 | Compensation Leave 2022/06/25 (Sat)              |              |                  | Cancelled |
| A0002       | Lee Yee Man  | 李二汶       | HR         | Manager  | 2022/08/08 | Annual Leave 2022/08/18 (Thu)                    | Remark123..  | A0005            | Pending   |
| A0002       | Lee Yee Man  | 李二汶       | HR         | Manager  | 2022/08/08 | Compensation Leave 2022/08/25 (Thu)              | Remark456... | A0005            | Pending   |
| A0001       | Chan Tai Man | 陳大文       | HR         | Clerk    | 2022/10/19 | Annual Leave 2022/10/03 (Mon) 2022/10/04 (Tue)   |              |                  | Cancelled |
| A0001       | Chan Tai Man | 陳大文       | HR         | Clerk    | 2022/10/19 | Annual Leave 2022/10/04 (Tue) 2022/10/05 (Wed)   |              | A0002            | Pending   |
| A0001       | Chan Tai Man | 陳大文       | HR         | Clerk    | 2022/11/11 | Annual Leave 2022/11/10 (Thu)                    |              | A0002            | Pending   |

Record Count : 12

ecPayroll System Sample Reports (31/39)  
Staff on Leave Chart

From 2006/01/01 To 2006/01/31

Company name (Eng): Headquarters  
Company name (Chi): 總部

Department: HR

| Employee No. | Name(Eng)    | Nickname | Position          | 01/01 Sun | 01/02 Mon | 01/03 Tue | 01/04 Wed | 01/05 Thu | 01/06 Fri | 01/07 Sat | 01/08 Sun | 01/09 Mon | 01/10 Tue | 01/11 Wed | 01/12 Thu | 01/13 Fri | 01/14 Sat | 01/15 Sun | 01/16 Mon | 01/17 Tue | 01/18 Wed | 01/19 Thu | 01/20 Fri | 01/21 Sat | 01/22 Sun | 01/23 Mon | 01/24 Tue | 01/25 Wed | 01/26 Thu | 01/27 Fri | 01/28 Sat | 01/29 Sun | 01/30 Mon | 01/31 Tue |
|--------------|--------------|----------|-------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| A0001        | Chan Tai Man | Ben      | Manager           | AL        | AL        | AL        | AL        |           |           |           |           |           |           |           | SL        |           |           |           |           |           |           |           |           |           |           | NPL       |           |           |           | SL        | SL        |           |           |           |
| A0002        | Lee Yee Man  | Jessica  | Assistant Manager |           |           |           |           | AL        | AL        |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |

Department: IT

| Employee No. | Name(Eng) | Nickname | Position          | 01/01 Sun | 01/02 Mon | 01/03 Tue | 01/04 Wed | 01/05 Thu | 01/06 Fri | 01/07 Sat | 01/08 Sun | 01/09 Mon | 01/10 Tue | 01/11 Wed | 01/12 Thu | 01/13 Fri | 01/14 Sat | 01/15 Sun | 01/16 Mon | 01/17 Tue | 01/18 Wed | 01/19 Thu | 01/20 Fri | 01/21 Sat | 01/22 Sun | 01/23 Mon | 01/24 Tue | 01/25 Wed | 01/26 Thu | 01/27 Fri | 01/28 Sat | 01/29 Sun | 01/30 Mon | 01/31 Tue |
|--------------|-----------|----------|-------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| A0022        | Staff 22  |          | Manager           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           | AL        |           |
| A0023        | Staff 23  |          | Assistant Manager |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           | NPL       |           |           |           |
| A0024        | Staff 24  |          | Programmer        |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           | AL        |           | SL        |           |           |           |           |           |



# ecPayroll System Sample Reports (32/39)

## Yearly Annual Leave Report

From 2006/01/01 To 2006/12/31

| Deptment | Employee No. | Name(ENG)    | Nickname | Position          | Employee Join Date | Balance B/F | Annual Leave Entitlement | JAN  | FEB  | MAR  | APR  | MAY  | JUN  | JUL  | AUG  | SEP  | OCT  | NOV  | DEC  | Total AL Taken | Leave Adjustment | Balance C/F |
|----------|--------------|--------------|----------|-------------------|--------------------|-------------|--------------------------|------|------|------|------|------|------|------|------|------|------|------|------|----------------|------------------|-------------|
| HR       | A0001        | Chan Tai Man | Ben      | Manager           | 2002/01/01         | 22.00       | 9.00                     | 5.00 | 1.00 | 2.00 | 3.00 | 2.00 | 1.00 | 5.00 | 1.00 | 1.00 | 2.00 | 2.00 | 1.00 | 26.00          | 0.00             | 5.00        |
| HR       | A0002        | Lee Yee Man  | Jessica  | Assistant Manager | 2002/01/01         | 22.00       | 9.00                     | 2.00 | 2.00 | 1.00 | 4.00 | 0.00 | 2.00 | 0.00 | 3.00 | 1.00 | 3.00 | 2.00 | 1.00 | 21.00          | 0.00             | 10.00       |
| Total:   |              |              |          |                   |                    | 44.00       | 18.00                    | 7.00 | 3.00 | 3.00 | 7.00 | 2.00 | 3.00 | 5.00 | 4.00 | 2.00 | 5.00 | 4.00 | 2.00 | 47.00          | 0.00             | 15.00       |

| Deptment | Employee No. | Name(ENG) | Nickname | Position          | Employee Join Date | Balance B/F | Annual Leave Entitlement | JAN  | FEB  | MAR  | APR  | MAY  | JUN  | JUL  | AUG  | SEP  | OCT  | NOV  | DEC  | Total AL Taken | Leave Adjustment | Balance C/F |
|----------|--------------|-----------|----------|-------------------|--------------------|-------------|--------------------------|------|------|------|------|------|------|------|------|------|------|------|------|----------------|------------------|-------------|
| IT       | A0022        | Staff 22  |          | Manager           | 2002/01/05         | 5.00        | 10.00                    | 1.00 | 1.00 | 0.50 | 0.00 | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 | 0.00 | 6.50           | 0.00             | 8.50        |
| IT       | A0023        | Staff 23  |          | Assistant Manager | 2002/01/05         | 4.00        | 10.00                    | 0.00 | 1.00 | 0.00 | 1.50 | 1.00 | 0.00 | 0.00 | 5.00 | 1.00 | 0.00 | 1.00 | 0.00 | 10.50          | 0.00             | 3.50        |
| IT       | A0024        | Staff 24  |          | Programmer        | 2002/01/05         | 1.00        | 10.00                    | 1.00 | 1.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 2.00 | 1.00 | 14.00          | 0.00             | -3.00       |
| Total:   |              |           |          |                   |                    | 10.00       | 30.00                    | 2.00 | 3.00 | 0.50 | 9.50 | 3.00 | 0.00 | 0.00 | 5.00 | 2.00 | 0.00 | 5.00 | 1.00 | 31.00          | 0.00             | 9.00        |

ecPayroll System Sample Reports (33/39)  
Yearly Sick Leave(Date) Report

From 2006/01/01 To 2006/12/31

| Deptment | Employee No. | Name (Eng)   | Nickname | Position          | Jan-2006  |       | Feb-2006  |      | Mar-2006  |      | Apr-2006  |       | May-2006  |      | Jun-2006  |       | Jul-2006  |      | Aug-2006  |             | Sep-2006  |          | Oct-2006  |      | Nov-2006  |      | Dec-2006  |          | Frequency (Total) |
|----------|--------------|--------------|----------|-------------------|-----------|-------|-----------|------|-----------|------|-----------|-------|-----------|------|-----------|-------|-----------|------|-----------|-------------|-----------|----------|-----------|------|-----------|------|-----------|----------|-------------------|
|          |              |              |          |                   | Frequency | Date  | Frequency | Date | Frequency | Date | Frequency | Date  | Frequency | Date | Frequency | Date  | Frequency | Date | Frequency | Date        | Frequency | Date     | Frequency | Date | Frequency | Date | Frequency | Date     |                   |
|          | HR A0001     | Chan Tai Man | Ben      | Manager           | 1         | 12    | 2         | 8,10 | 0         |      | 2         | 20,21 | 2         | 2,11 | 0         |       | 1         | 10   | 5         | 4,5,7,17,22 | 3         | 15,26,27 | 0         |      | 0         |      | 0         |          | 16                |
|          | HR A0002     | Lee Yee Man  | Jessica  | Assistant Manager | 2         | 26,27 | 0         |      | 0         |      | 1         | 25    | 0         |      | 2         | 29,30 | 0         |      | 2         | 23,24       | 1         | 12       | 1         | 31   | 0         |      | 3         | 25,27,28 | 12                |
| Total:   |              |              |          |                   | 3         |       | 2         |      | 0         |      | 3         |       | 2         |      | 2         |       | 1         |      | 7         |             | 4         |          | 1         |      | 0         |      | 3         |          | 28                |

|          |              |            |          |                   | Jan-2006  |      | Feb-2006  |      | Mar-2006  |      | Apr-2006  |      | May-2006  |       | Jun-2006  |      | Jul-2006  |      | Aug-2006  |      | Sep-2006  |      | Oct-2006  |      | Nov-2006  |      | Dec-2006  |      |                   |
|----------|--------------|------------|----------|-------------------|-----------|------|-----------|------|-----------|------|-----------|------|-----------|-------|-----------|------|-----------|------|-----------|------|-----------|------|-----------|------|-----------|------|-----------|------|-------------------|
| Deptment | Employee No. | Name (Eng) | Nickname | Position          | Frequency | Date | Frequency | Date | Frequency | Date | Frequency | Date | Frequency | Date  | Frequency | Date | Frequency | Date | Frequency | Date | Frequency | Date | Frequency | Date | Frequency | Date | Frequency | Date | Frequency (Total) |
|          | IT A0022     | Staff 22   |          | Manager           | 0         |      | 0         |      | 0         |      | 0         |      | 0         |       | 0         |      | 0         |      | 0         |      | 0         |      | 0         |      | 0         |      | 0         |      | 0                 |
|          | IT A0023     | Staff 23   |          | Assistant Manager | 0         |      | 0         |      | 0         |      | 1         | 26   | 1         | 11    | 0         |      | 0         |      | 0         |      | 1         | 7    | 0         |      | 0         |      | 0         |      | 3                 |
|          | IT A0024     | Staff 24   |          | Programmer        | 1         | 27   | 2         | 7,10 | 0         |      | 0         |      | 2         | 13,16 | 0         |      | 0         |      | 0         |      | 0         |      | 0         |      | 0         |      | 0         |      | 5                 |
| Total:   |              |            |          |                   | 1         |      | 2         |      | 0         |      | 1         |      | 3         |       | 0         |      | 0         |      | 0         |      | 1         |      | 0         |      | 0         |      | 0         |      | 8                 |

***Department Used Leave Report (EAO)*****Print date :** 2020/12/31 13:15**Date Range :** From 2005/12/01 to 2005/12/31**Leave Type :** Annual Leave

| Employee ID | Name (Eng)   | Name (Chi) | Position          | EAO<br>(Last month) | Used<br>(Current<br>month) | EAO<br>(Current<br>month) |
|-------------|--------------|------------|-------------------|---------------------|----------------------------|---------------------------|
| A0001       | Chan Tai Man | 陳大文        | Clerk             | 9.00                | 2.00                       | 7.00                      |
| A0002       | Lee Yee Man  | 李二汶        | Manager           | 11.00               | 5.50                       | 5.50                      |
| A0003       | Wong Sam Man | 黃三文        | Assistant         | 11.00               | 13.00                      | -2.00                     |
| A0004       | Manager 1    | 經理1        | Manager           | 11.00               | 0.00                       | 11.00                     |
| A0005       | Manager 2    | 經理2        | Manager           | 11.00               | 0.00                       | 11.00                     |
| A0006       | Manager 3    | 經理3        | Manager           | 9.00                | 9.00                       | 0.00                      |
| A0007       | Staff 7      | 員工7        | Assistant Manager | 9.00                | 8.50                       | 0.50                      |
| A0008       | Staff 8      | 員工8        | Clerk             | 9.00                | 0.50                       | 8.50                      |
| A0009       | Staff 9      | 員工9        | Clerk             | 9.00                | 0.00                       | 9.00                      |
| A0010       | Staff 10     | 員工10       | Clerk             | 9.00                | 0.00                       | 9.00                      |

## Individual Used Leave Report (EAO)

Print Date : 2020/12/31 13:11

|               |            |              |              |
|---------------|------------|--------------|--------------|
| Employee ID : | A0001      | Name (Eng) : | Chan Tai Man |
| Name (Chi) :  | 陳大文        | Position :   | Clerk        |
| Department :  | HR         |              |              |
| Join Date :   | 2002/01/05 |              |              |

LeaveType : Annual Leave ( AL )

| From       | To         | Used | EAO  |
|------------|------------|------|------|
| 1          |            |      | 7.00 |
| 2002/01/05 | 2002/01/31 | -    | 7.00 |
| 2002/02/01 | 2002/02/28 | -    | 7.00 |
| 2002/03/01 | 2002/03/31 | -    | 7.00 |
| 2002/04/01 | 2002/04/30 | -    | 7.00 |
| 2002/05/01 | 2002/05/31 | -    | 7.00 |
| 2002/06/01 | 2002/06/30 | -    | 7.00 |
| 2002/07/01 | 2002/07/31 | -    | 7.00 |
| 2002/08/01 | 2002/08/31 | -    | 7.00 |
| 2002/09/01 | 2002/09/30 | -    | 7.00 |
| 2002/10/01 | 2002/10/31 | -    | 7.00 |
| 2002/11/01 | 2002/11/30 | -    | 7.00 |
| 2002/12/01 | 2002/12/31 | -    | 7.00 |
| 2          |            |      | 7.00 |
| 2003/01/01 | 2003/01/31 | -    | 7.00 |
| 2003/02/01 | 2003/02/28 | -    | 7.00 |
| 2003/03/01 | 2003/03/31 | -    | 7.00 |
| 2003/04/01 | 2003/04/30 | -    | 7.00 |
| 2003/05/01 | 2003/05/31 | -    | 7.00 |
| 2003/06/01 | 2003/06/30 | -    | 7.00 |
| 2003/07/01 | 2003/07/31 | -    | 7.00 |
| 2003/08/01 | 2003/08/31 | -    | 7.00 |
| 2003/09/01 | 2003/09/30 | -    | 7.00 |
| 2003/10/01 | 2003/10/31 | 3.00 | 4.00 |
| 2003/11/01 | 2003/11/30 | -    | 4.00 |
| 2003/12/01 | 2003/12/31 | -    | 4.00 |
| 3          |            |      | 8.00 |
| 2004/01/01 | 2004/01/31 | -    | 8.00 |
| 2004/02/01 | 2004/02/29 | -    | 8.00 |
| 2004/03/01 | 2004/03/31 | 1.00 | 7.00 |
| 2004/04/01 | 2004/04/30 | -    | 7.00 |
| 2004/05/01 | 2004/05/31 | -    | 7.00 |
| 2004/06/01 | 2004/06/30 | 4.00 | 3.00 |
| 2004/07/01 | 2004/07/31 | -    | 3.00 |
| 2004/08/01 | 2004/08/31 | -    | 3.00 |
| 2004/09/01 | 2004/09/30 | -    | 3.00 |
| 2004/10/01 | 2004/10/31 | -    | 3.00 |
| 2004/11/01 | 2004/11/30 | -    | 3.00 |
| 2004/12/01 | 2004/12/31 | -    | 3.00 |

ecPayroll System Sample Reports (36/39)  
**Abnormal SH Taken Report**

**Print Date:** 2020/11/20  
**Date Range:** 2019/01/01 - 2019/12/31

**Department:** Shop01

| Employee ID | Name(Eng)  | SH No. | SH Description                   | SH Date    | Effective End-Date | Actual Taken Date | No. of day > 60 |
|-------------|------------|--------|----------------------------------|------------|--------------------|-------------------|-----------------|
| A1001       | Staff 1001 | SH1    | The first day of January         | 2019/01/01 | 2019/03/02         | 2019/05/01        | 60              |
| A1001       | Staff 1001 | SH2    | Lunar New Year's Day             | 2019/02/05 | 2019/04/06         | 2019/05/02        | 26              |
| A1001       | Staff 1001 | SH3    | The second day of Lunar New Year | 2019/02/06 | 2019/04/07         | 2019/05/03        | 26              |
| A1001       | Staff 1001 | SH4    | The third day of Lunar New Year  | 2019/02/07 | 2019/04/08         |                   |                 |
| A1001       | Staff 1001 | SH5    | Ching Ming Festival              | 2019/04/05 | 2019/06/04         |                   |                 |
| A1002       | Staff 1002 | SH1    | The first day of January         | 2019/01/01 | 2019/03/02         | 2019/04/08        | 37              |
| A1004       | Staff 1004 | SH1    | The first day of January         | 2019/01/01 | 2019/03/02         | 2019/04/02        | 31              |
| A1004       | Staff 1004 | SH2    | Lunar New Year's Day             | 2019/02/05 | 2019/04/06         | 2019/04/08        | 2               |
| A1004       | Staff 1004 | SH3    | The second day of Lunar New Year | 2019/02/06 | 2019/04/07         | 2019/04/12        | 5               |
| A1004       | Staff 1004 | SH4    | The third day of Lunar New Year  | 2019/02/07 | 2019/04/08         | 2019/04/13        | 5               |

Total Count: 10

**Department:** Shop02

| Employee ID | Name(Eng)  | SH No. | SH Description           | SH Date    | Effective End-Date | Actual Taken Date | No. of day > 60 |
|-------------|------------|--------|--------------------------|------------|--------------------|-------------------|-----------------|
| A1011       | Staff 1011 | SH1    | The first day of January | 2019/01/01 | 2019/03/02         | 2019/05/17        | 76              |
| A1011       | Staff 1011 | SH2    | Lunar New Year's Day     | 2019/02/05 | 2019/04/06         |                   |                 |

Total Count: 2

**Department:** Shop03

| Employee ID | Name(Eng) | SH No. | SH Description | SH Date | Effective End-Date | Actual Taken Date | No. of day > 60 |
|-------------|-----------|--------|----------------|---------|--------------------|-------------------|-----------------|
|             |           |        |                |         |                    |                   |                 |

Total Count: 0

## 員工假期結餘金額報表

列印日期： 20/11/2020 18:59

日期範圍： 由 2020/11/01 至 2020/11/30

| 員工編號  | 員工姓名   | 假期種類                    | 職級      | 假期結餘 | 每日薪金<br>(月薪: 月薪/30)<br>(時薪: 每日平均工資) | 總數<br>(假期結餘x每日薪金) |
|-------|--------|-------------------------|---------|------|-------------------------------------|-------------------|
| A1001 | 店長1001 | AL - Annual Leave       | GRADE 1 | 6.0  | 1,000.00                            | 6,000.00          |
| A1001 | 店長1001 | CL - Compensation Leave | GRADE 1 | 10.0 | 1,000.00                            | 10,000.00         |
| A1002 | 店員1002 | AL - Annual Leave       | GRADE 2 | 4.0  | 600.00                              | 2,400.00          |
| A1002 | 店員1002 | CL - Compensation Leave | GRADE 2 | 0.0  | 600.00                              | 0.00              |
| A1003 | 店員1003 | AL - Annual Leave       | GRADE 2 | 0.5  | 780.00                              | 390.00            |
| A1003 | 店員1003 | CL - Compensation Leave | GRADE 2 | 0.0  | 780.00                              | 0.00              |
| A1004 | 店員1004 | AL - Annual Leave       | GRADE 2 | 0.0  | 800.00                              | 0.00              |
| A1004 | 店員1004 | CL - Compensation Leave | GRADE 2 | 0.0  | 800.00                              | 0.00              |
| A1005 | 店員1005 | AL - Annual Leave       | GRADE 2 | 0.0  | 700.00                              | 0.00              |
| A1005 | 店員1005 | CL - Compensation Leave | GRADE 2 | 0.0  | 700.00                              | 0.00              |
|       |        |                         |         |      | 總數：                                 | 18,790.00         |

Yearly Staff on Leave Chart

Print Date : 2020/03/27 16:09

Date Range : 2020/01/01 to 2020/12/31

| Department : |              | HR         |          |          |           | Jan       |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           | Feb       |           |           |           |  |  |  |  |  |  |
|--------------|--------------|------------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|--|--|--|
| Employee ID  | Name (Eng)   | Name (Chi) | Nickname | Position | 01<br>Wed | 02<br>Thu | 03<br>Fri | 04<br>Sat | 05<br>Sun | 06<br>Mon | 07<br>Tue | 08<br>Wed | 09<br>Thu | 10<br>Fri | 11<br>Sat | 12<br>Sun | 13<br>Mon | 14<br>Tue | 15<br>Wed | 16<br>Thu | 17<br>Fri | 18<br>Sat | 19<br>Sun | 20<br>Mon | 21<br>Tue | 22<br>Wed | 23<br>Thu | 24<br>Fri | 25<br>Sat | 26<br>Sun | 27<br>Mon | 28<br>Tue | 29<br>Wed | 30<br>Thu | 31<br>Fri | 01<br>Sat | 02<br>Sun | 03<br>Mon | 04<br>Tue | 05<br>Wed |  |  |  |  |  |  |
| A0001        | Chan Tai Man | 陳大文        | John     | Manager  | CL        |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |  |  |  |  |  |  |
| A0002        | Lee Yee Man  | 李二汶        | Jessica  | Clerk    |           | AL        | AL        | AL        | AL        | AL        | AL        | AL        |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |  |  |  |  |  |  |

Date Range : 2020/01/01 to 2020/12/31

| Department : |            | IT         | Jan      |                   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | Feb |     |     |     |     |     |     |     |     |     |  |  |
|--------------|------------|------------|----------|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|--|
|              |            |            |          |                   | 01  | 02  | 03  | 04  | 05  | 06  | 07  | 08  | 09  | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | 21  | 22  | 23  | 24  | 25  | 26  | 27  | 28  | 29  | 30  | 31  | 01  | 02  | 03  | 04  | 05  |  |  |
| Employee ID  | Name (Eng) | Name (Chi) | Nickname | Position          | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed |  |  |
| A0003        | Staff 3    | 員工3        | Raymond  | Senior Programmer |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | AL  | AL  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |  |
| A0004        | Staff 4    | 員工4        | Tom      | Programmer        |     |     | AL  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |  |
| A0005        | Staff 5    | 員工5        | Sam      | Programmer        |     |     |     |     |     |     |     |     |     | AL  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |  |

***Leave Take Name List***

Print Date : 2020/10/07 16:54

Date Range : From 2020/09/01 to 2020/09/30

| Business TRIP |             |                       |
|---------------|-------------|-----------------------|
| Employee Name | Period      | Remark                |
| Tom           | 09/22       | For new sales project |
| Staff 12      | 09/10-09/12 |                       |
|               |             |                       |
|               |             |                       |
|               |             |                       |
|               |             |                       |

| Annual Leave  |                                        |        |
|---------------|----------------------------------------|--------|
| Employee Name | Period                                 | Remark |
| Tom           | 09/01(0900-1000),09/02-09/05,09/21(AM) |        |
| Jessica       | 09/14                                  |        |
| Raymond       | 09/07                                  |        |
| Staff 12      | 09/07(PM)                              |        |
| Staff 13      | 09/30                                  |        |
| Staff 20      | 09/30                                  |        |

| 4/5 Paid Sick Leave |             |        |
|---------------------|-------------|--------|
| Employee Name       | Period      | Remark |
| Staff 10            | 09/09-09/18 |        |
| Staff 15            | 09/07-09/12 |        |
| Staff 16            | 09/04-09/10 |        |
|                     |             |        |
|                     |             |        |
|                     |             |        |