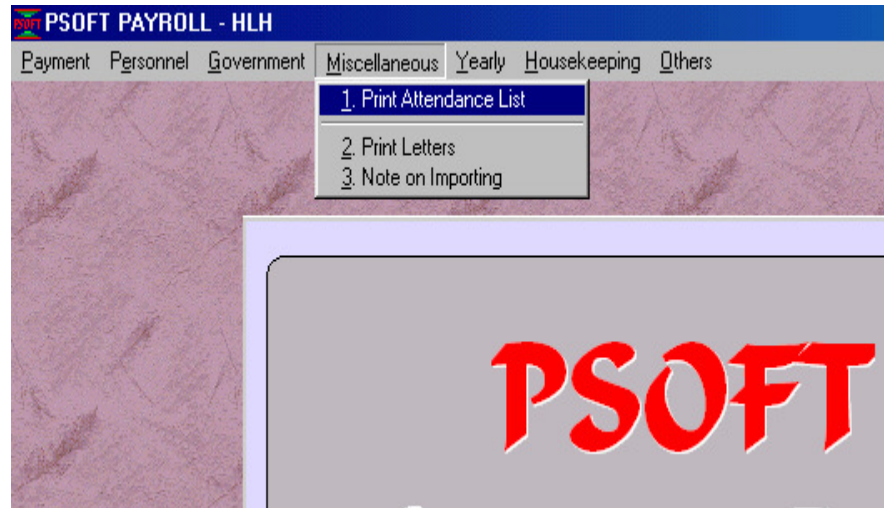


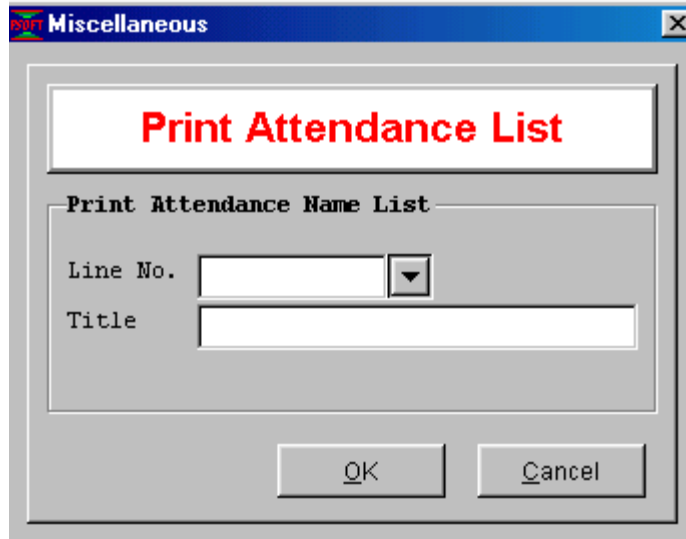
Chapter 4. Miscellaneous

This **Miscellaneous** section allows us to print/view attendance list, letters of confirmation and letter of increment for staff. This option also provides notes for importing data into payroll.



Print Attendance List:

The first option in this Miscellaneous Section allows us to print the attendance list to mark attendance of employee. We double click on the **Print Attendance List**, a dialog box will pop up as below to allow us to select the line number and enter the title of the list:



As usual we can type in to select the range or just click the **OK** button to print/view all the information. The print out sample is shown as below:

HLH

EMP.NO.	NAME	LINE NO.	1	2	3	4	5	6	7	8	9	10	11
SA0001	ALAN HONG TAT YET	S											
FWA001	AVUDAN SRAV	P											
MWA001	AZZAM BIN BADAQ	P											
DF0001	FONG CHEA TAT	D											
LWF002	FONG SIN YOU	P											
LWF001	FONG TAT JAY	P											
LWF003	FRANK NGO	P											
MW/G001	GANILAM A/L PERWAJA	P											

Print Letter of Confirmation:

The next option in this Miscellaneous Section allows us to print the letter of Confirmation/Increment for employee. We double click on the **Print Letters**, a dialog box will pop up as below to allow us to select the employee number and enter the dates of the letter:

The screenshot shows a dialog box titled "Print Letters" within a "Miscellaneous" window. The dialog contains a list box on the left with two options: "Letter of Confirmation" (selected) and "Letter of Increment". To the right of the list box are several input fields: "Employee No. From" (empty), "Employee No. To" (zzzzzz), "Confirm Date From" (01/01/2004), "Confirm Date To" (31/01/2004), "Name" (empty), "Position" (empty), and "Report Date" (31/01/2004). At the bottom right of the dialog are two buttons: "OK" and "Cancel".

We can select the employee concerned, type the dates and the approving officer's name and position. These will be printed in the letter accordingly. Once we have typed all and click on the **OK** button, a letter can be printed out as shown in the next sample letter below:

Mr FONG TAT JAY
BLK 618 JURONG WEST ST 1
#18-229

Dear Mr FONG TAT JAY

RE: CONFIRMATION OF EMPLOYMENT

We have great pleasure in inform you that you will be a confirmed employee of HLH with effect from .

During the past 3 months probationary period, you have faithfully attended to your duties, proving yourself to be industrious and responsible. And your relation with your colleagues has been very cordial.

Your monthly salary will be increased S\$ 450.00 and your designation will remain as the same.

We trust that you will be continuing to put in your best effort and contribute to the betterment of the company.

Yours sincerely
HLH

DIRECTOR

