Human Resources Information System
Srisuparb Thailand Ltd.

By

Ms. Wanpen Srisuparb

Final Report of the Three - Credit Course
CS 6998 System Developmen Project

Submitted in Partial Fulfillment
of the Requirements for the Degree of
Master of Science
in Computer Information Systems
Assumption University

November 1999

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Project Title	Human Resources Information System
	Srisuparb Thailand Ltd.
Name	Ms. Wanpen Srisuparb
Project Advisor	Air Marshal Dr. Chulit Meesajjee
Academic Year	November 1999

The Graduate School of Assumption University has approved this final report of the three-credit course, CS6998 System Development Project, Submitted in partial fulfillment of the requirements for the degree of Master of Science in Computer Information System.

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November 1999

ABSTRACT

The human resources department in any organization is responsible for keeping a personal file for each employee. All information about personnel, beginning with application for employment is contained in this file. The information includes the skill and experience of the employee, the test taken and passed by the employee, and performance evaluations over time. In addition, the file includes the employee's preferences for relocation and for changing current jobs. When the personnel files are computerized, it is easy to identify qualified employees within the company for open position, promotion, transfer, special training programs, and layoffs. Many companies allow employees to update their own personal files, saving clerical labor and reducing errors in data entry.

A computer-based Human Resources Information System (HRIS) can help human resources management department become more effective in keeping employee records and in producing reports. It can also help organizations plan for the future by enabling them to develop staffing estimates and human resources plans that support the organization's strategic initiatives and tactical plans. A good information system design and structure is also critical in Human Resources Information System (HRIS) success. This project presents a very good and well informed system design, as will be hopefully proved soon.

ACKNOWLEDGEMENTS

The writer desires to express the most sincere appreciation and thanks to Air Marshal Dr. Chulit Meesajjee for his encouragement and advice through the course of this study and for his help in the preparation and writing of this project.

Thanks to friends of Union Carbide Thailand Ltd. for suggestions, descriptions and supplying sources of information including problems in working. In completion of this project, she would like to request if there is something which is not accurate, she would welcome suggestions. The writer hopes that this project may be useful to the readers.

Finally, the writer is grateful to Union Carbide Thailand Ltd. and to her bosses for their approval and supporting in this study.

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I. INTRODUCTION

1.1 Background of the Project

In the Human Resources department, there are only 2 staffs who are working with more 200 employees in 3 locations – head office and 2 plants. 2 Personal computers are being used in this department for the office information system in word processing, spreadsheet such as doing reports, printing memos etc. The most important problems are time-consuming in operating and retrieving personnel information, inconsistent and redundancy information, large volume of paper, which can not simultaneously be shared.

This project will show that the computer system can solve these problems. If the Human Resources staff use the computer system to keep and compile the data, it should improve the efficiency of work. Otherwise, we can bring the data to be used more rapidly and the data itself will be more correct.

Computerized information system is introduced to correct problems and managing limited resources more effectively to support the group company needs. Human Resources Information System (HRIS) maintains information concerning the organization personnel. HRIS keeps track of personal data such as date of birth, address, marital status, and so on. It can also contain information on a person's employment record, their starting date and appointments in the organization, their personal skills, and vacation records and entitlements. Other information includes their education, including any courses attended while with the organization. HRIS arranges or provides courses for personnel within organization to develop their skills.

1.2 Objective

The objectives of the project on a Human Resources Information System for Srisuparb Thailand Ltd. are as follows:

1. To study the existing system of Human Resources Department
2. To analyze the problems of the existing system
3. To design a computer-based information system for a new system
4. To develop and implement software package of the application for a new system
5. To increase the efficiency of the system
6. To provide and integrate database, which is easy to use
7. To make it easier to write/produce reports
8. To develop and test the software for the HRIS which is written in Microsoft Access Programming

1.3 Scope

Human Resources Department is a study area, which concerns this project. Human Resources Information System classifies area of operation into 6 sections as follows:

1. Recruit/Promotion new or vacant positions
2. Maintain information application
3. Update employee information
4. Provide benefits to employees
5. Provide training course to employees
6. Record employees leave and attendance

Scope of the work will focus on the information system, which supports all the personnel information and work operation.

The computer system is designed, implemented and computerized for easy use. The software will be a combination of Microsoft Access 97 forms for the GUI (Graphical User Interface).

1.4 Deliverables

1. Edit, update, delete relevant employee information
2. Provide easy procedures for query information
3. Prepare various details and summary reports for relevant persons
4. Adjust relevant information activities such as benefit, training courses
5. Set security control to protect unauthorized users
6. Generate reports

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II. EXISTING SYSTEM

2.1 Background of the Organization

Srisuparb Thailand Limited (SRIThai) was established as a subsidiary company of the US based global firm in 1960 to manufacture latex based products as well as the local importer/distributor of chemical products for the Thailand market.

- Currently, SRIThai manufactures, at its plant located in Rayong, latex and glue products for sale to local paints, textiles and paper manufacturing businesses – using imported solvents and resins as base materials. The Rayong plant started operations in 1998 and is located in the Map Tha Put complex.
- SRIThai also imports chemical based materials for sale to local chemicals, paints, cosmetics manufacturing businesses.
- Sales and distribution are made directly to SRIThai's customers – of which there are 400 but only 30-50 are major customers that account for 80% of total sales of take.
- There are approximately 80 suppliers (overseas Srisuparb units as well as local); and there are about 20 major raw material items imported from other Srisuparb subsidiaries located throughout the world.
- SRIThai had a revenue of approximately Baht 2,000 million in 1998 with approximately 46,000 mTonnes of products sold.
- SRIThai currently employs about 130 staff – after a recent downsizing
  - 55-60 at the HO location at Nonthaburi

    (i.e.: Management, internal administrative, sales and

    Finance & accounting activities), and

- 60-70 at the Rayong plant site.

- Currently there are 3 warehouse locations – in the Nonthaburi HO complex a rented warehouse, and the Rayong plant site.
- The Bangkok office reports to the Singapore based regional office, and the corporate HQ is located in Danbury, Conn. USA.

Office and Facilities:

Head Office	47/2 Nonthaburi 1 Road
	Moo 1, Tambol Bangkrasor
	Amphoe Muang, Nonthaburi 11000
Pathumthani Terminal	9 Bangkradee Sai Nai Road
	Moo 2, Tambol Bangkradee
	Amphoe Muang, Pathumthani 13000
Rayong Latex Plant	4 Soi G2
	Eastern Industrial Estate (Map Ta Phut)
	Pakornsongkronrat Road
	Tambol Huaypong, Amphoe Muang
	Rayong 21150

2.2 Existing Business Functions

The Human Resources Department has 2 employees, one is the head and another is the employee. Main duties of this office are

1. To select new employees
2. To record, update and keep all employees data
3. To arrange training for employees
4. To compile data about working record, activity, education and several Training, inspection of all employees.

5. To select employees for promotion

6. To record employees leave attendance

All data will be noted in papers and kept in file. When management has to use some of it, the human resources staffs have to select or compile manually from papers file. The computers are not full utilized and used for typing and printing out only.

2.2.1 The Existing Procedures

The current system is manual operation. The process of works are shown as follows:

1. Recruit/Promote New or Vacancy Position Process
   - Announcement jobs to public
   - Verify qualification of applicants
   - Testing and interviewing
   - Working on probation
2. Prepare Employees Information
   - Receive employee information
   - Verify document
   - Classify current status of employee
   - Update employee information
   - Record new employee
   - Checking leave record
3. Prepare Benefit Information
   - Receive benefit information
   - Verify document/payment request
   - Check medical treatment information record

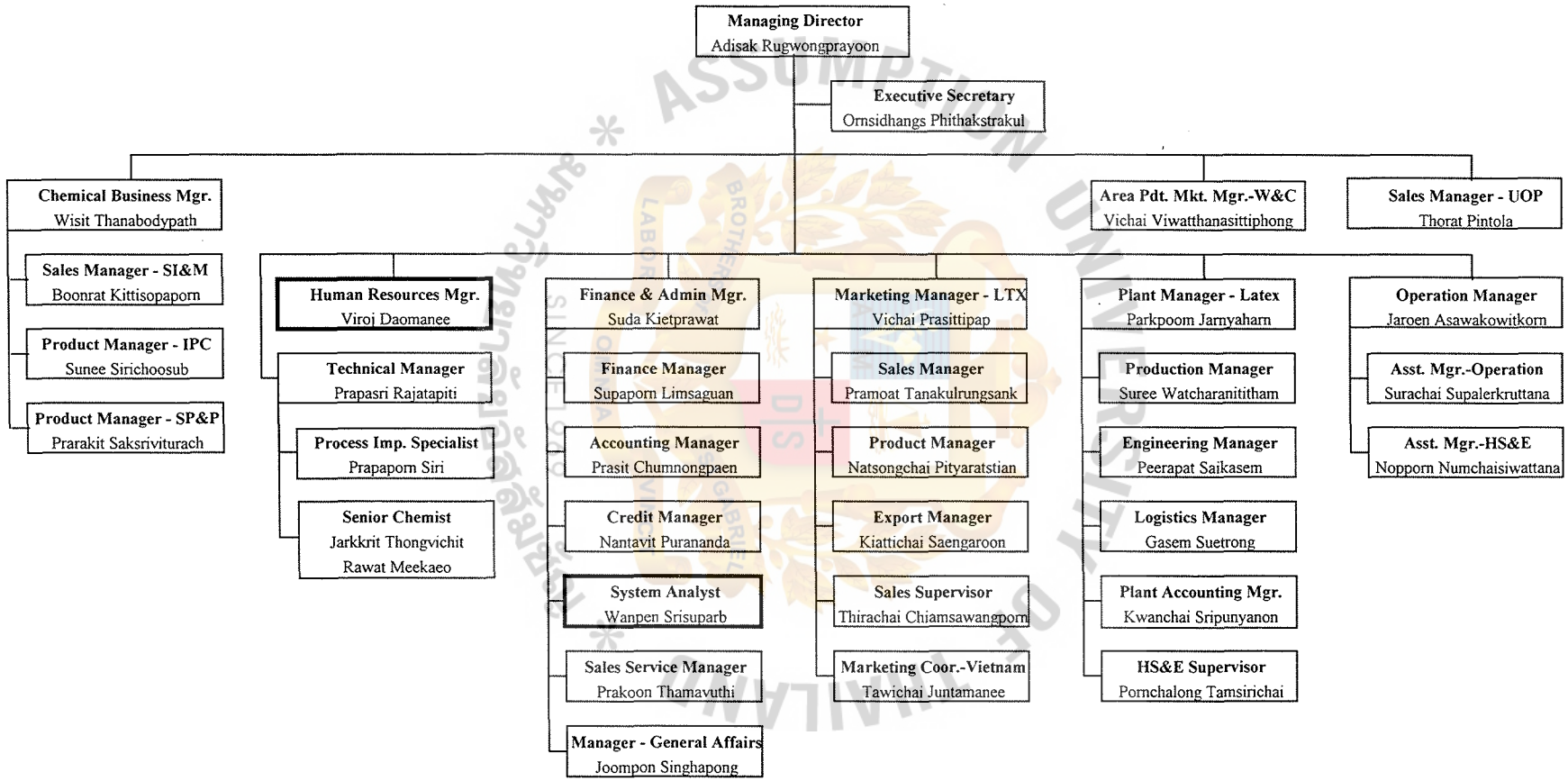

Figure 2.1. Organization Chart.

- Payment approval

4. Prepare Training Information

    - Review training course information
    - Select qualified training course
    - Informing training employee
    - Prepare report

5. Prepare Employee Leave/Vacation Information

    - Receive leave requirement
    - Verify employee request
    - Request approval

2.2.2 Output of the Existing System

These are the outputs from the manual operation by using the computer to key report such as:

- Monthly attendance report
- Employee list
- Medical treatment report
- Training report
- Year Service

2.3 Current Problem and Area for Improvements

Current problems in the existing system of Human Resources department can be identified as follow:

1. Having less numerous data
2. Cannot update the data having no time and not enough personnel
3. Taking more time to bring the data to use

4. Cannot report any data in time

5. Redundant data entries

2.4 Existing Computer System

SRIThai uses the following IT systems and applications:

- While the parent company has recently initiated the SAP applications at HO location, global rollout to the Thailand site is expected in late 2000/2001.
- SRIThai currently uses Business Planning & Control System (BPCS) software/version 4.05 CD(Y2k compliant) – since 1993 on AS 400 platform (located at the Nonthaburi HO) with these applications
    - Finance & Accounting /GL, AR, AP
    - Distribution/orders, billing, purchasing and inventory control)
    - Manufacturing – shop floor control only
- SRIThai is also using a Srisuparb developed APECH application at the new Rayong plant – for production control; but it is not linked to the BPCS applications at the HO
- SRIThai uses Windows 95 as operating system
- SRIThai uses Microsoft Office 95 Standard version for normal work (i.e. Microsoft Word for letters and reports, Microsoft Excel for analyzing jobs and Microsoft PowerPoint for creating organization chart and presentation)
- SRIThai uses Microsoft Exchange as electronics mail
- SRIThai uses McAfee for virus protecting
- AS/400 is at the head quarter in U.S.A., PCCOM application is used to emulate screen of workstation to work with AS/400

- SRIThai has WAN between U.S.A. and Thailand (i.e. head office in Nonthaburi, Pathumthani and Rayong plant) by using 64 Kbps lease line and Fram Link of Communication Authority of Thailand for linking data. Each location has LAN which has NT server

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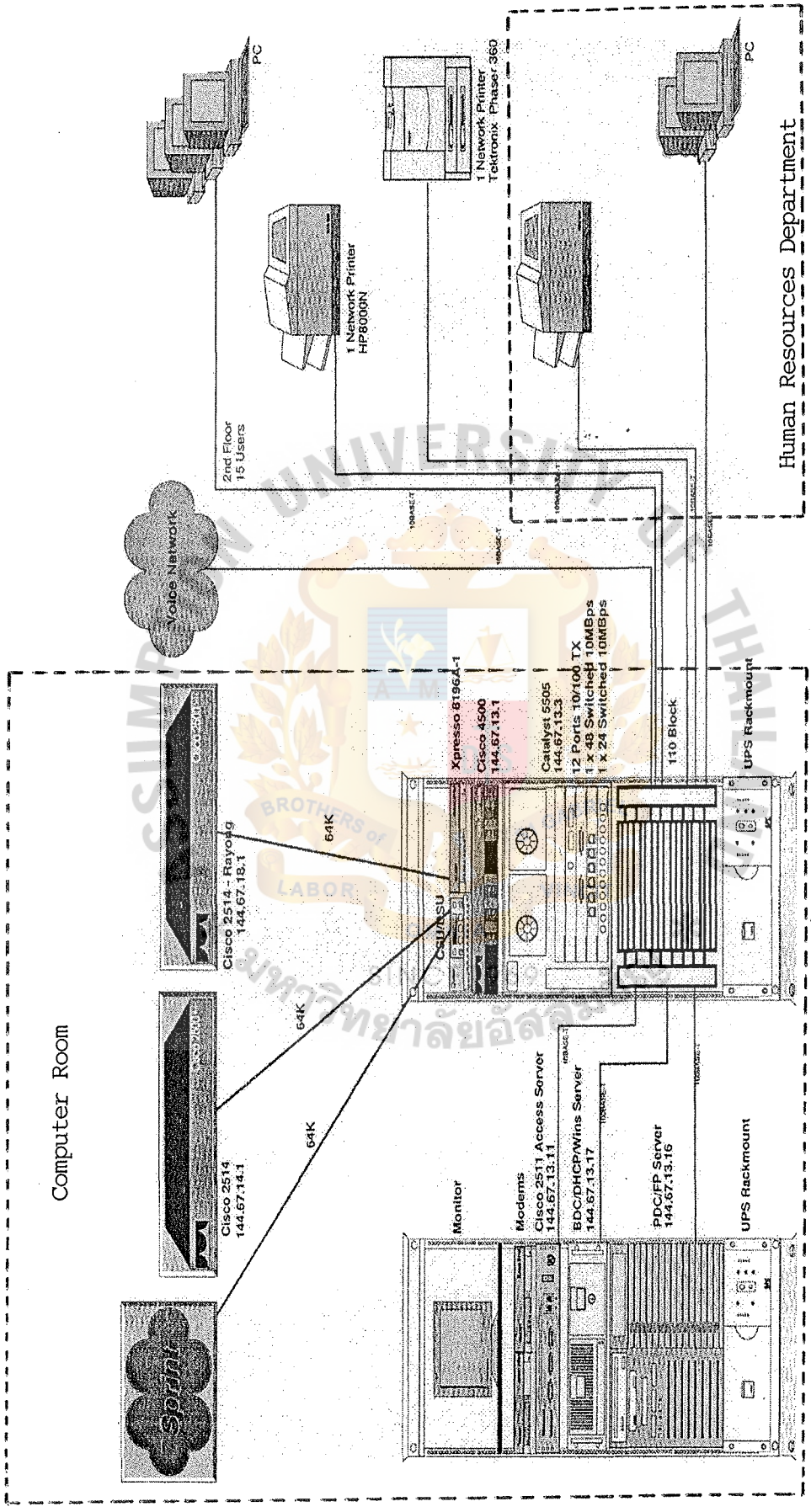

Figure 2.2. LAN Diagram.

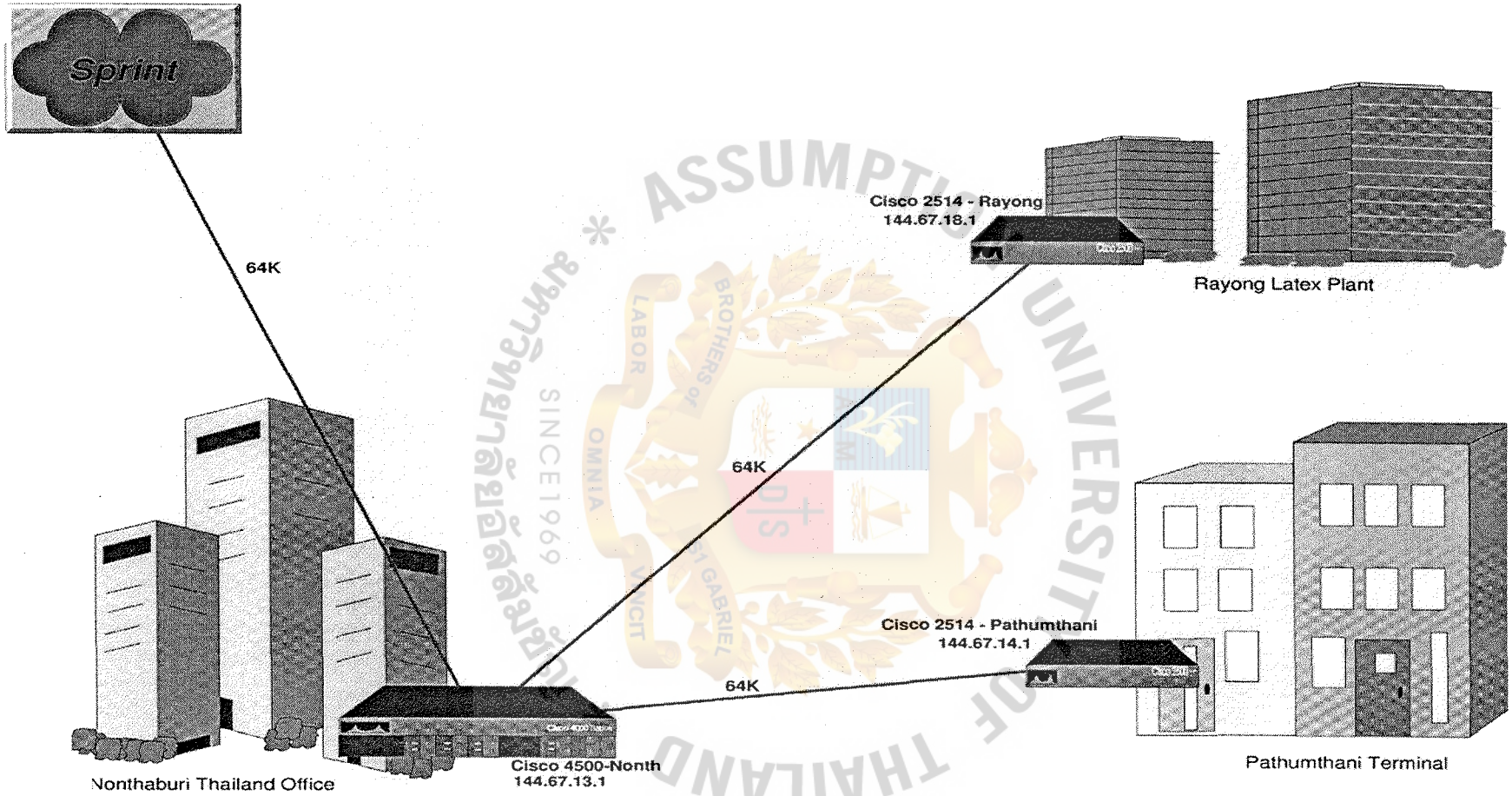

Figure 2.3. WAN Diagram.

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III. PROPOSED SYSTEM

3.1 User Requirement

The main requirements are:

1. The rapidity of searching and keeping data
2. The rapidity of correcting and changing
3. The ability to choose the required data
4. The ability to report the details of personnel data
5. Easy use
6. Easy maintenance
7. Security and operation control should be included
8. Backup and recovery should be designed for data protection

The main required data in Human Resources Information System

1. Recruitment information
2. Application data
3. Personnel data
4. Education data
5. Experience data
6. Training data
7. Promotion record
8. Vacation record
9. Training record
10. Benefit record

The objective of this system is to improve or correct the data rapidly and to report every datum by reading from both screen and hard copy.

3.2 System Design

3.2.1 Overview of the Proposed system

Process 1.0 Recruit/Promote New or Vacant Positions

1.1 Prepare requirement detail for new or vacant positions

1.2 Select qualified existing employee

1.3 Promote existing employee

- Verify qualified employee from experience, education and training
- Prepare promotion testing
- Announce staff promotion
- Recruiting process

1.4 Announce required position to public

- Retrieve applicant information from process 2.0 Maintain Applicant Information
- Verify position requirement with qualified applicant
- Prepare testing and interviewing new employees

1.5 Work on probation for promotion/new employee

1.6 Prepare report

Process 2.0 Maintain Applicant Information

2.1 Receive application information from application form application no.

2.3 Update application information

2.4 Prepare report

Process 3.0 Update Employee Information

3.1 Retrieve application information from Process 2.0 Maintain Applicant Information

3.2 Assign employee i.d.

3.3 Classify employee status

3.4 Record employee information

- Up-to-date position record
- Transfer record
- Leave record

3.5 Prepare report

Process 4.0 Prepare Benefit Information

4.1 Receive document

4.2 Classify document type as medical treatment, loan

4.3 Update information

4.4 Payment approval from head of department

4.5 Prepare medical treatment report to accounts department

Process 5.0 Prepare Training Information

5.1 Receive training course program, External training course, In-house training courses. Training topic sent to department Manager who selects appropriate staff and send it back to human resources department to operate.

5.2 Preparing training, seminar, orientation for staff and trainee list to Department manager for selection

5.3 Update employee information, staff record to train

5.4 Prepare report

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Process 6.0 Prepare Employee Leave/Vacation Record

6.1 Receiving vacation request form

6.2 Verify vacation request

6.3 Request approval

6.4 Record employee to vacation

6.5 Prepare report

3.2.2 Proposed Output Report

The proposed output report are shown in Appendix F, as detail below:

- Employee list by location
- Employee list by department
- Employee list by year of hire
- Employee information
- Employee list by level
- Employee list by age
- Education
- Attendance report
- Training report
- Salary report
- Transfer report

3.3 Hardware and Software Requirement

Currently, Srisuparb Thailand Ltd. has Local Area Network (LAN) which consists of NT Server, Windows 95 and Microsoft Office 95 Standard version on workstation. For this project, we will purchase 1 printer, 2 licenses of Microsoft Access and backup machine. We must provide printer especially for these 2 Human

Resources staff for confidential data of department because the report will not be printed out at the shared printer which is shared with other departments. Human Resources department will also have backup separately to protect system error.

3.3.1 Hardware Require

Printer

Hewlett Packard 8000DN

Printer Speed, Black 24 PPM

Processor 133-MHz RISC processor

Resolution HP FastRes 1200

Resolution Technology Ret, microfine toner

Print Languages, Std. HP PCL 6, HP PCL 5e, PostScript

Automatic Language Switching

Monthly Volume 130,000 pages

Paper Trays, Std. 3

Input Capacity, Std. 1,100 sheets

Envelope Input, Std. 10

Media Sizes letter, legal, executive, A3, A4, B/ledger, B4, B5

Media types plain paper, envelopes, transparency film, label

Duplex printing Std

Memory, Std. 24 MB

Scaleable Typefaces 80 True Type plus 65 on Windows disk

Automatic I/O Switching

Dimensions H x W x D: 21.3 x 21.3 x 20.5 in.

Backup Machine

JASS Drive 2 GB

3.3.2 Software Require

Software Package : Microsoft Access

Application Program : Human Resources Information System

3.4 Security and Controls

1. The application has set security for different levels of users.

   Only authorized personal can have access to the system

2. Data entry, modification and correction must be made only by authorized persons

3. A copy of the programs and data files must be kept in the secondary storage medium in case the program runs a failure of loss of data

4. All backup copies should be kept in safe places

5. Backing up the system is vitally important. Backup copies should be created every time the data is updated or modified

6. Anti Virus Scan, the system will be done for virus. Scanning is done every time when system is booting

3.5 Cost/Benefit Analysis

3.5.1 Cost Analysis

Annual Operation Costs

Paper (A4, 6 reams @ 180 baht)	1,080
Paper (A3, 6 reams @ 250 baht)	1,500
Printer toner (2 pieces @ 6,000 baht)	12,000
Jass diskette (12 pieces @ 3,650 baht)	43,800
Maintenance	12,000
Others	20,000
Total Annual Operation Cost	90,380

Investment Costs	
1 Printer	120,000
2 Licenses of MS Access (2 licenses @ 19,000 baht)	38,000
1 Jass drive for backup	40,000
Total Investment Costs	198,000
Implementation Costs	
Conversion Costs	20,000
Personnel Training Costs	10,000
Total Implementation Costs	30,000
Tangible Benefit	
Overtime	70,000
Paper	5,000
Total Tangible Benefit	75,000

Payback Period to Install the New System

Payback period is determined by calculating the number of years required accumulation of earnings sufficiently to cover the cost of the proposed system. The pay back period is shown as follows:

The formula is $P = \frac{1}{(1-T)\,R}$

P = Payback period (year)

I = Investment Costs

R = Average annual return on investment

T = Tax rate (10%)

$P = \frac{198,000}{(1-0.10)\,75,000}$

Payback Period = 2.9 year

Net Present Value (NPV)

Net Present Value is a discount cash flow approach based on the present value of money. The Net Present Value formula is shown below:

$$NPV = \frac{R}{(1+k)^1} + \ldots + \frac{R}{(1+k)^n} - PV$$

PV	=	Cost of the Proposed System	=	90,380
R	=	Cash Flow (Annual Saving)	=	75,000
K	=	Interest Rate	=	5 %
N	=	Number of years	=	3 years

$$NPV = \frac{75,000}{(1+.05)^1} + \frac{75,000}{(1+.05)^2} + \frac{75,000}{(1+.05)^3} - 90,380$$

$$= 71,428.57 + 68,027.21 + 64787.82 - 90,380$$

$$= 113,863.60 \text{ baht}$$

3.5.2 Benefit Expected

1. Increasing the efficiency of work in this office
2. Making data more correct
3. Making data more rapidly and easier to use and keep
4. Taking less time to compile information
5. Decreasing problem of document keeping
6. Need not increase employees to work in this department
7. Providing accurate data
8. Meeting today's output needs (reports, queries)
9. Meeting future requirements

Table 3.1. Break-even Analysis.

Descriptions	Year					
	1	2	3	4	5	Total
Existing System						
Salary & Overtime (increase 2% yearly)	190,000	199,500	203,490	207,560	211,711	1,012,261
Annual Operation Costs (increase 2% yearly)	95,380	97,288	99,233	101,218	103,242	496,361
Total	285,380	296,788	302,723	308,778	314,953	1,508,622
Accumulate Cost (baht)	285,380	582,168	884,891	1,193,669	1,508,622	
Proposed System						
Salary (increase 2% yearly)	120,000	122,400	124,848	127,345	129,892	624,485
Investment Costs (Hardware/Software)	198,000					198,000
Annual Operation Costs (increase 2% yearly)	90,380	92,188	94,031	95,912	97,830	470,341
Total	408,380	214,588	218,879	223,257	227,722	1,292,826
Accumulate Cost (baht)	408,380	622,968	841,847	1,065,104	1,292,826	

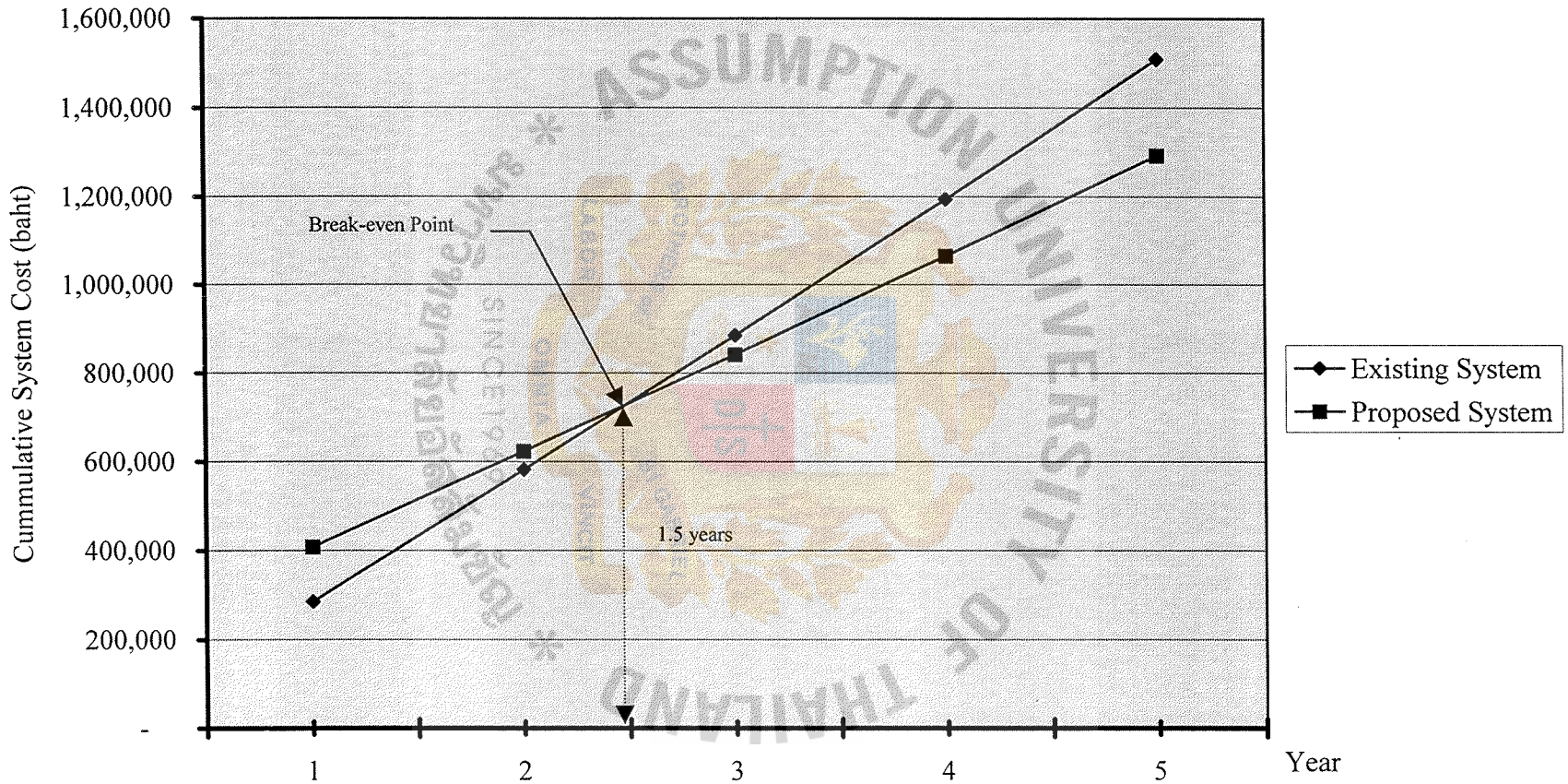

Figure 3.1. Break-even Point of Proposal System.

IV. PROJECT IMPLEMENTATION

4.1 Overview of Project Implementation

After management has accepted the hardware, software and the new system, the system implementation phase of development begins. The implementation phase of the project includes as following:

Program coding

Program testing

Training

Conversion

Program Coding: Coding is the process of writing instructions that can be run on computer hardware. It is an important point to perform whatever business functions are being computerized. A program module should execute a self-contained function within a program. Functions can be reading records, performing edit checks, writing records, and doing calculations. The Human Resources Information System, uses the Microsoft Access as application generator.

Program Testing: The purpose of program testing is to reveal errors in programs. It consists of running a new program, which appears to be working correctly, with sample data. An integrated software testing approach usually consists of several stages, including module testing, program testing, systems testing, and acceptance testing. Systems' testing ensures that all the programs make up the new system work together. Acceptance testing evaluates whether the new system meets user requirements under normal operating conditions. Test input data should also include unusual situations such as the existence of symbols, decimal digits, quantities that may be out of range, and blank fields. Users can also provide test data consisting of erroneous transactions.

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)
PROJECT SCHEDULE

Activities	Duration	August				September				October				November				
		Weeks																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
System Analysis :																		
Context diagram of existing system	0.5																	
Identify area under study	2																	
Develop the physical DFD of existing system	0.5																	
Identify contents of existing data store	0.5																	
Develop the logical DFD of existing system	0.5																	
Develop the logical DFD of new system	2																	
Detail Analysis and Design :																		
Identify of contents of the data stores for new system	2																	
Data dictionary	2																	
Structured charts	4																	
Develop the physical of the new system	2																	
Implementation :																		
Pseudocode or minispecification	2																	
Programming	5																	
Screen Layout	2																	
Report Layout	2																	
Data Conversion	2																	
Testing	1																	
Training	1																	
Acceptance test	0.5																	
Production	1																	
Documentation	6																	

Figure 4.1. Project Schedule.

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Training: Everyone who will be affected by the new system should have an opportunity to participate in training. If people do not understand the new procedures they will be responsible for conducting or if they are unsure about how the new system will affect their jobs, they will be more likely to sabotage its performance than to make it work.

Managerial, supervisory, and clerical personnel all need some kind of training. Managers may need an orientation on how the system works, how to use and interpret reports, and how it will affect their business activities. Supervisory personnel need to understand the system, its functions, and its impact on the jobs of the people they supervise in various functional areas. They should be thoroughly familiar with methods of data input, file maintenance, handling output, and troubleshooting. Procedures manuals must be developed to give workers continuing guidance on how to conduct many day-to-day operations, such as file backup and system security.

Conversion: System conversion is a process of switching from one system to another. Users and computer operations personnel should be trained in application software for the new system should be available and ready to use when the data conversion is completed, and hardware in place. The four popular methods of conversion are direct conversion, parallel conversion, phased conversion, and pilot studies. Direct conversion is the quickest, but riskiest, conversion approach; in the approach, the old system is turned off when the new one is turned on. In the parallel approach, the old and new systems are run concurrently until management is assured that the new system is functioning properly. In the phased approach, applications are gradually and systematically moved from the old to the new system. With a pilot study, the new system is tried out in one location before being implemented throughout the organization.

4.2 Test Plan and Results

The test is designed to determine whether specific goals and objectives meet the Human Resources Information System. The primary concern is the compatibility of individual modules that has been designed with different specification for data length, type and data element name.

It verifies adequate file sizes. The accuracy of computer processing time estimates verify throughout times record and analysis. The important purpose of a system test is to test the system run as a whole.

The parallel test is the best way to stimulate actual operation of the system. In parallel testing, the proposed system operates along with the existing system, and cross-checks system accuracy.

The testing is required for more than one test for computer application. After the first test is completed, the proposed system is modified, and the modified system is then retest.

Conversion includes the creation of all required masters and transaction files, establishing backup copies of master files and database, and converting tested programmer to operate status. Data conversion is carefully planned and also cross-checked to see that it is done correctly.

The system is the natural, the parallel system is used for new system operating side by side with the current one to ensure that data will not be lost if any problems arise. It tests the correctness or completeness of the information, report of the new system on the real operation and compare with the current system. Conversion to full operation of the new system could not occur until all system tests have been completed satisfactorily and no further modification is required.

V. CONCLUSIONS AND RECOMMENDATIONS

5.1 Conclusions

The majority of processes in the Human Resources Information System (HRIS) is internal. The process must be completed, and responded for each step should be assigned to someone in the organization. Confidentiality must also be maintained throughout the process. It monitors changes to personnel status, such as a promotion, and update records about these changes. HRIS is interactive, where personal records can be displayed on the terminal for either inquiry purposes or for amendment and updating

We must know the content and amount of programs and data that the system is processing. An efficient system may perform its duties quickly. Improving the efficiency of the system may increase its effectiveness. For example; suppose an interactive system is experiencing 10-second response time to employee profile inquiries. By restructuring the database it was found that, in addition to retrieving information more quickly, more data could be stored in the system.

The response time comparison of the existing and purposed systems as follow:

Description	Existing System	Purposed System
Input employee transaction	10 mins/record	2 mins/record
Input application transaction	15 mins/record	3 mins/record
Input training transaction	5 mins/record	1 min/record
Input vacation transaction	5 mins/record	1 min/record
Prepare output report	1-6 hrs/report	1-5 mins/report
Print out report	5-20 mins/report	2-15 mins/report

Performance evaluation is simply a tool, which can be used to measure the productivity of hardware, software, and programmers. The most important criteria in determining the effectiveness of a transaction processing system would be the system response time. Response time is affected by the speed of the processing hardware, the effectiveness of the software, and the number of users in the system.

5.2 Recommendations

As human resources staff will key in main data at once that can be used with the other system easily, in the future we can use these data with payroll system by adding the payroll program. It helps the user to save time for calculating salary, provident fund, and tax. We can create magnetically coded identification cards for each employee. The cards will contain each employee's data and it will be used for calculating time of work and entrance to access as the through a company's door can only be used by inserting the card. A computer reads the card, determines whether that individual is allowed access, and then releases the door lock. The information on who entered the company and at what time can be saved for future analysis.

Changing the current users' manual to be computerized; the manager can retrieve data all the time by setting the authorized access. Meanwhile, we can check data from the monitor as paperless.

APPENDIX A

CONTEXT DIAGRAM

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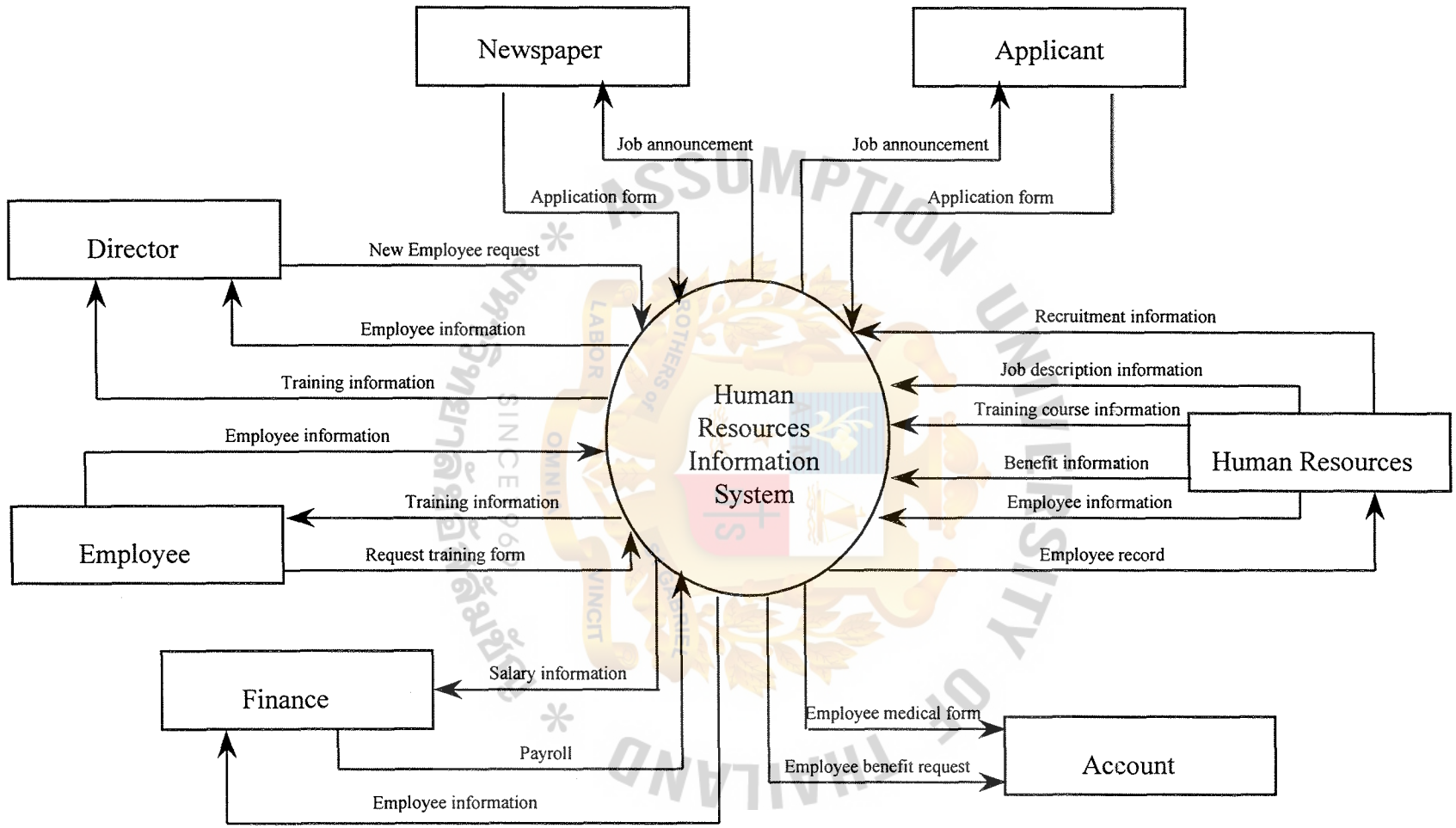

Figure A.1. Context Diagram of Human Resources Information System.

APPENDIX B

DATA FLOW DIAGRAM

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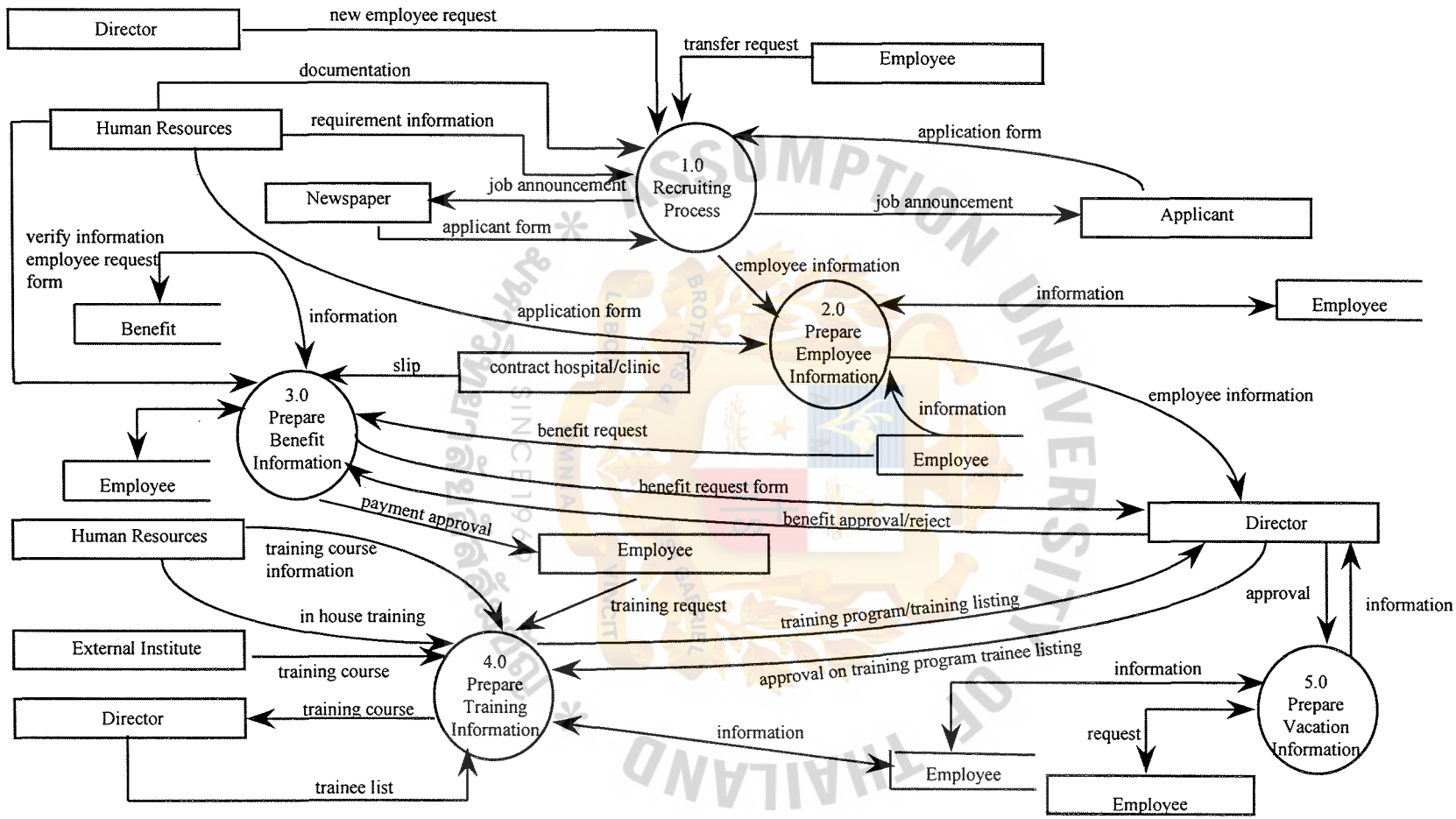

Figure B.1. Level 0 of Human Resources Information System for Existing System.

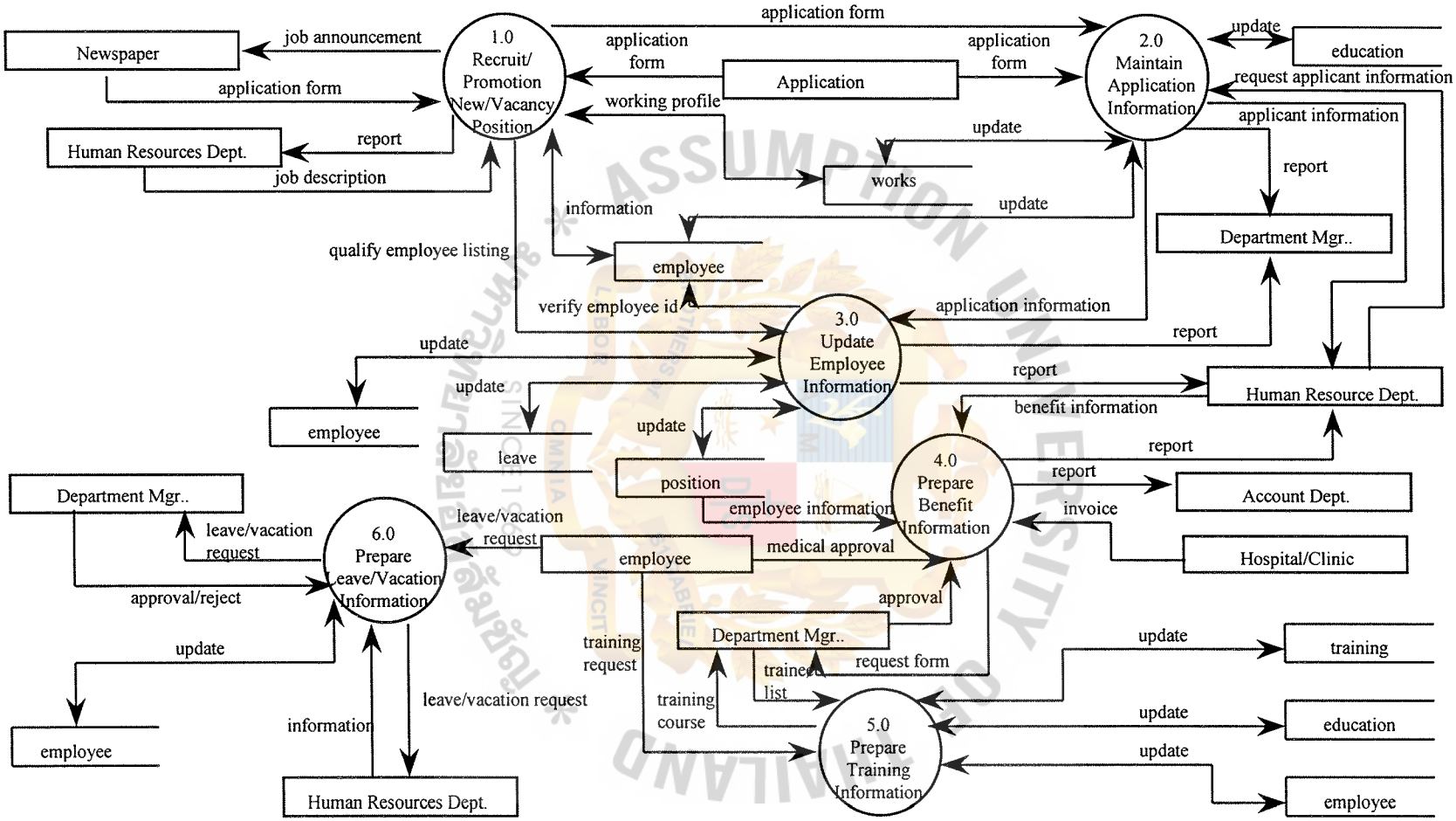

Figure B.2. Level 0 of Human Resources Information System for Proposed System.

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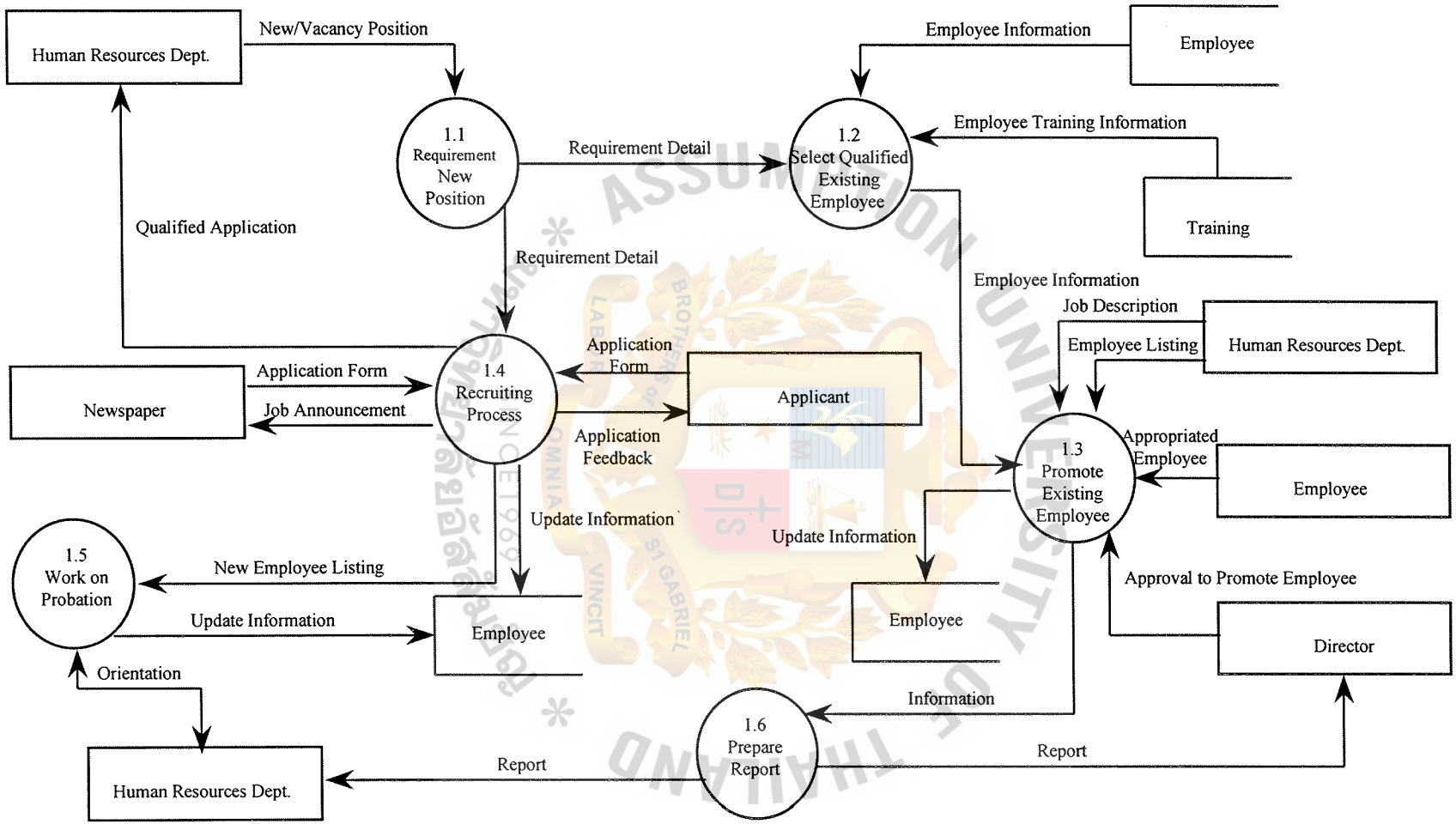

Figure B.3. Level 1 of Process 1.0 Recruit/Promotion New or Vacancy Position.

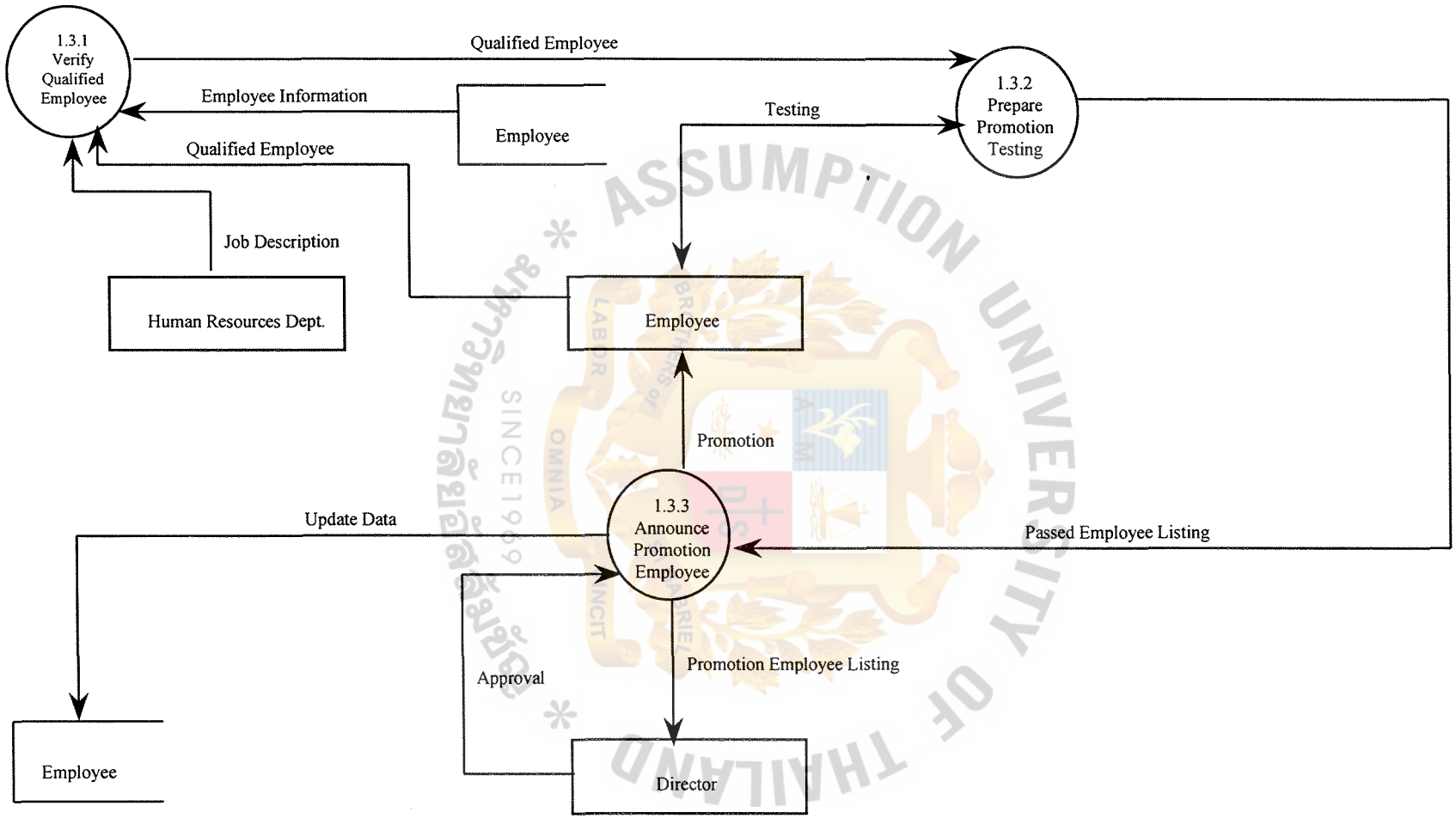

Figure B.4. Level 2 of Process 1.3 Promote Existing Employee.

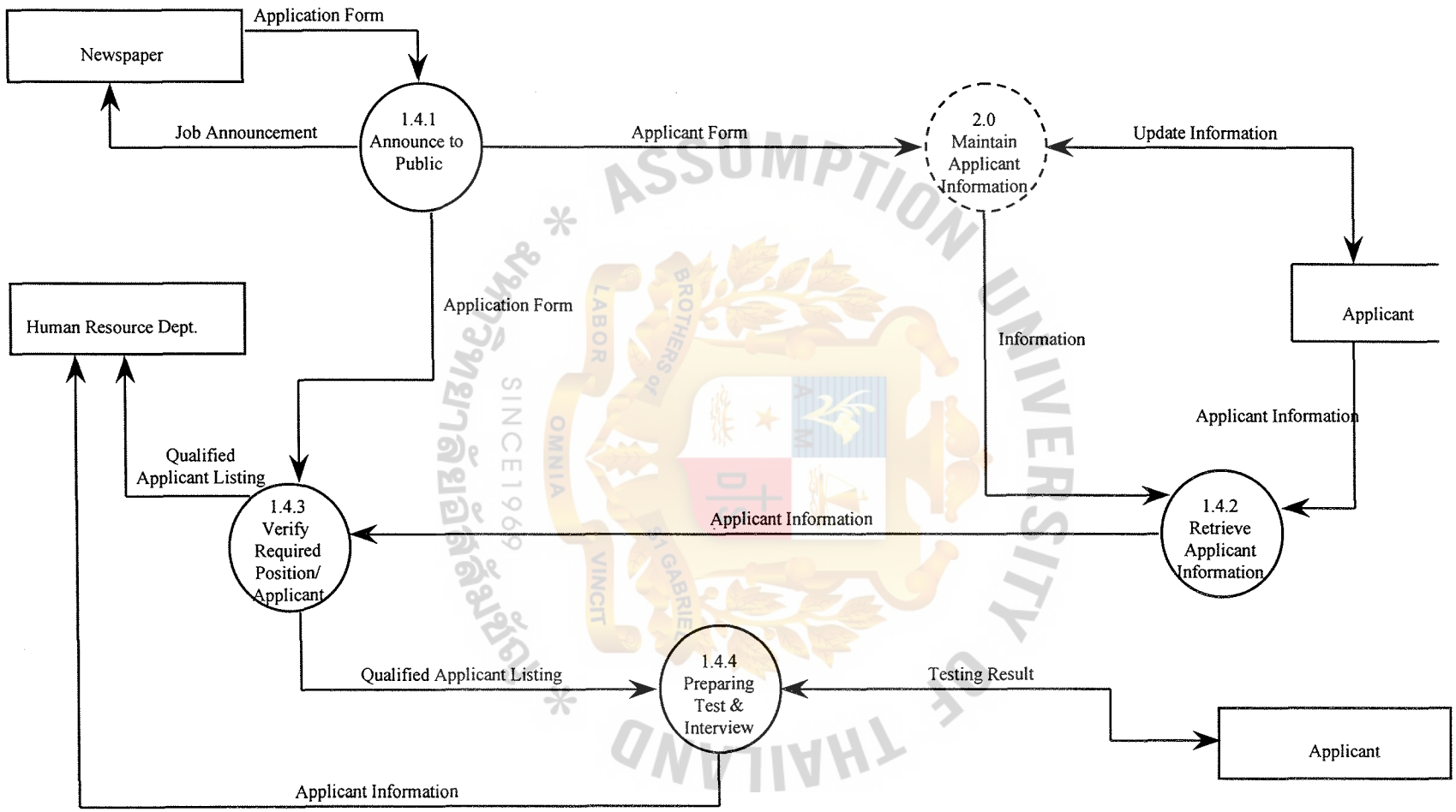

Figure B.5. Level 2 of Process 1.4 Recruit New or Vacancy Position.

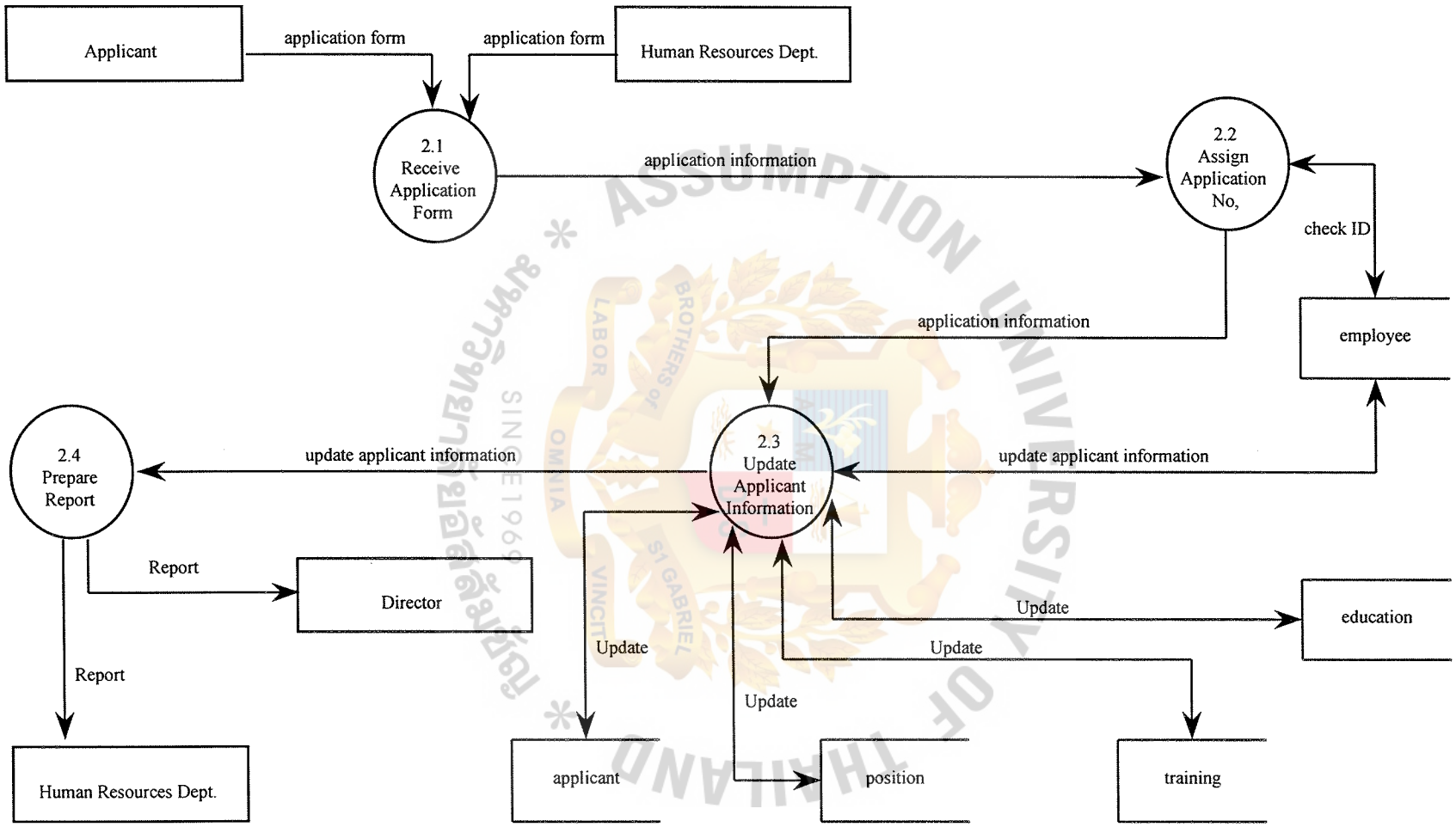

Figure B.6. Level 1 of Process 2.0 Maintain Application Information.

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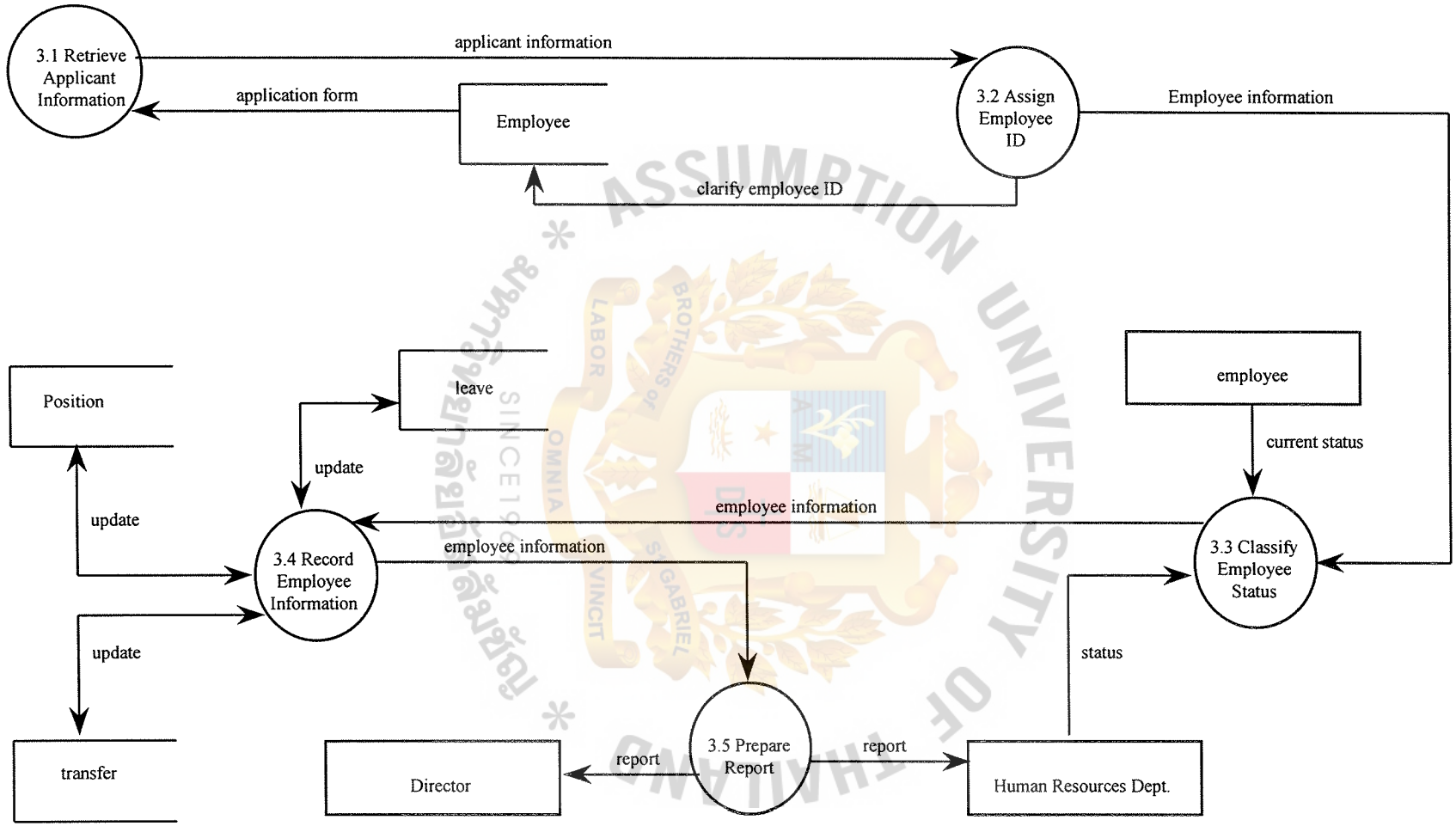

Figure B.7. Level 1 of Process 3.0 Update Employee Information.

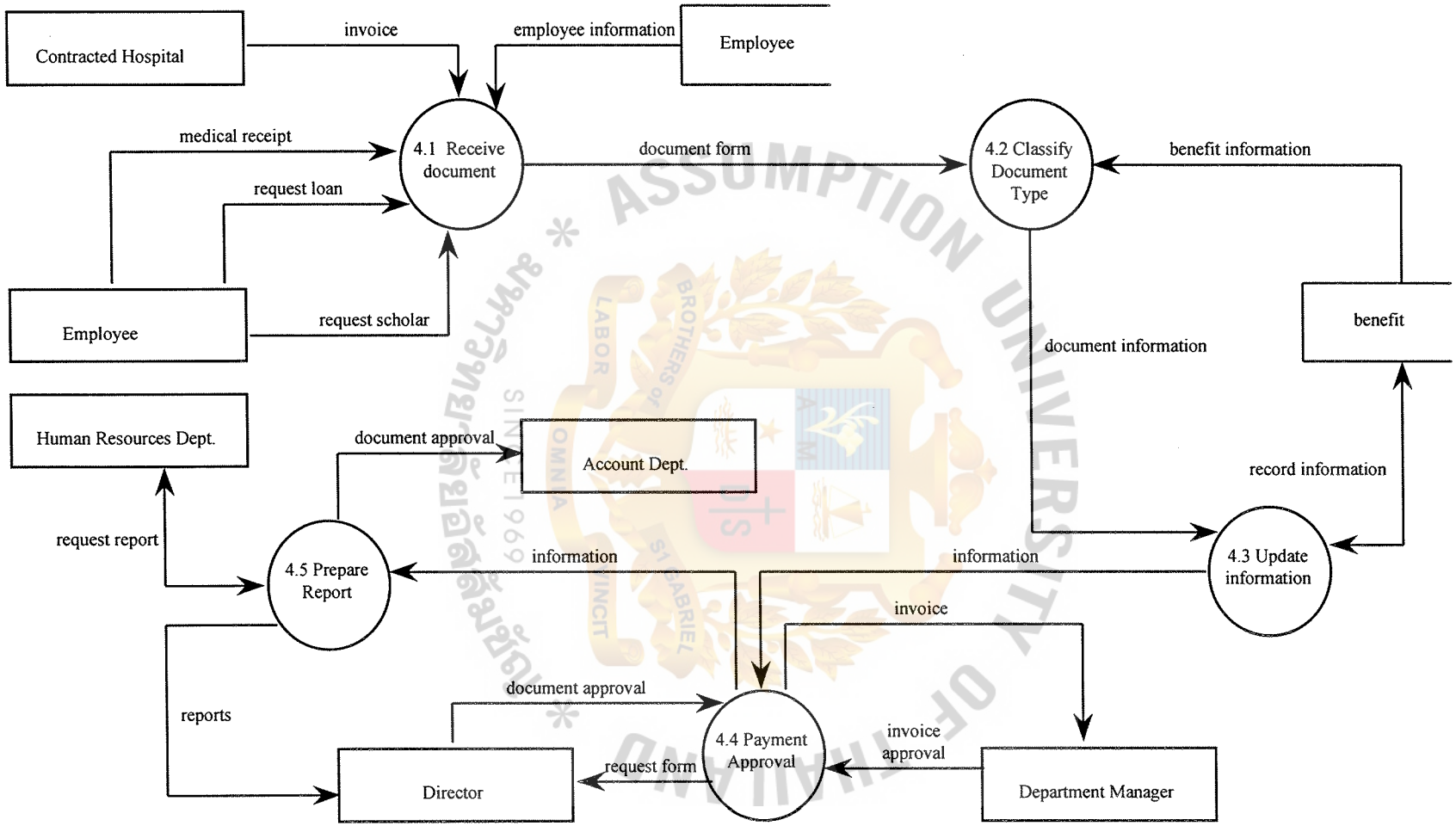

Figure B.8. Level 1 of Process 4.0 Prepare Benefits Information.

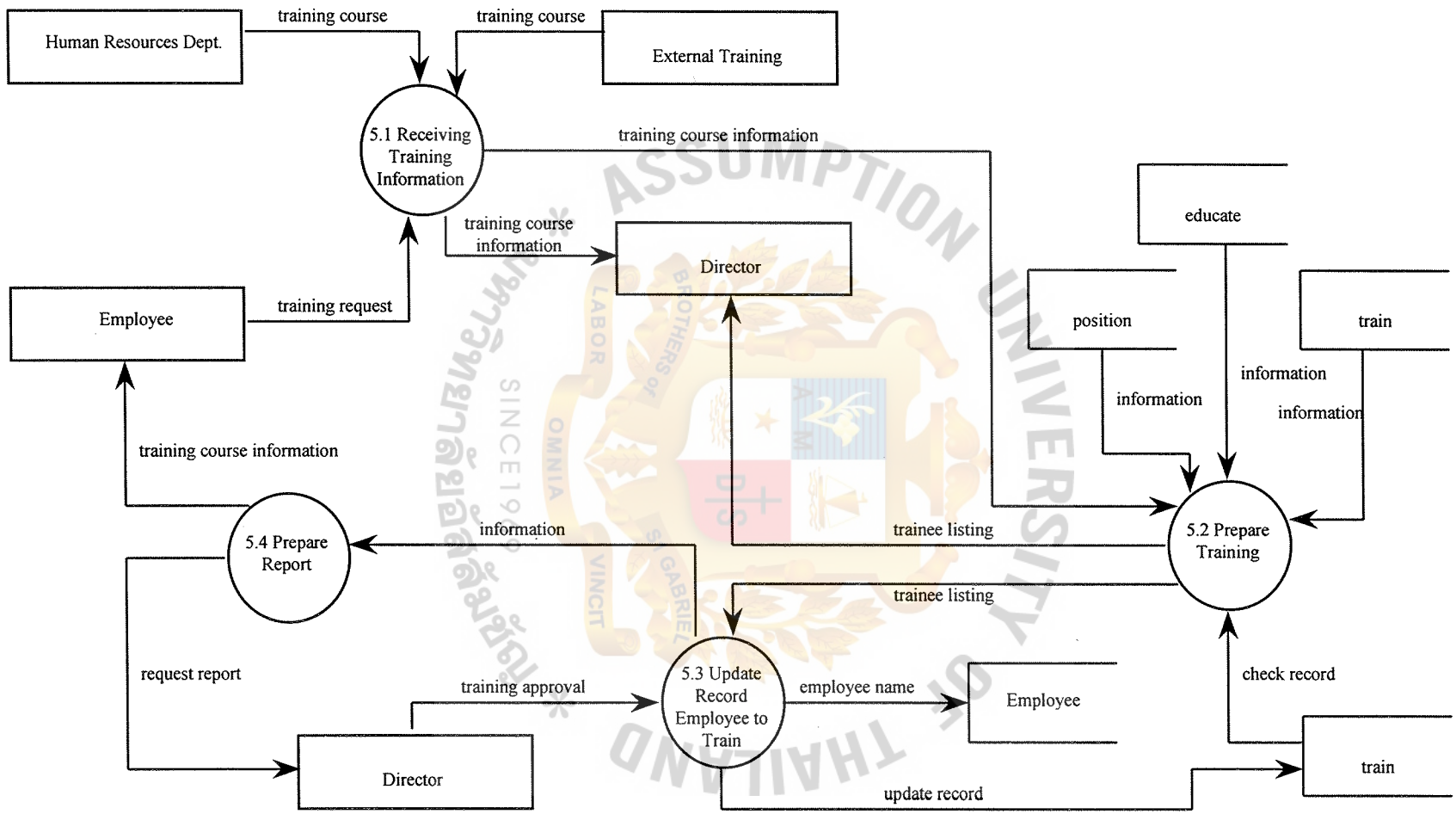

Figure B.9. Level 1 of Process 5.0 Prepare Training Information.

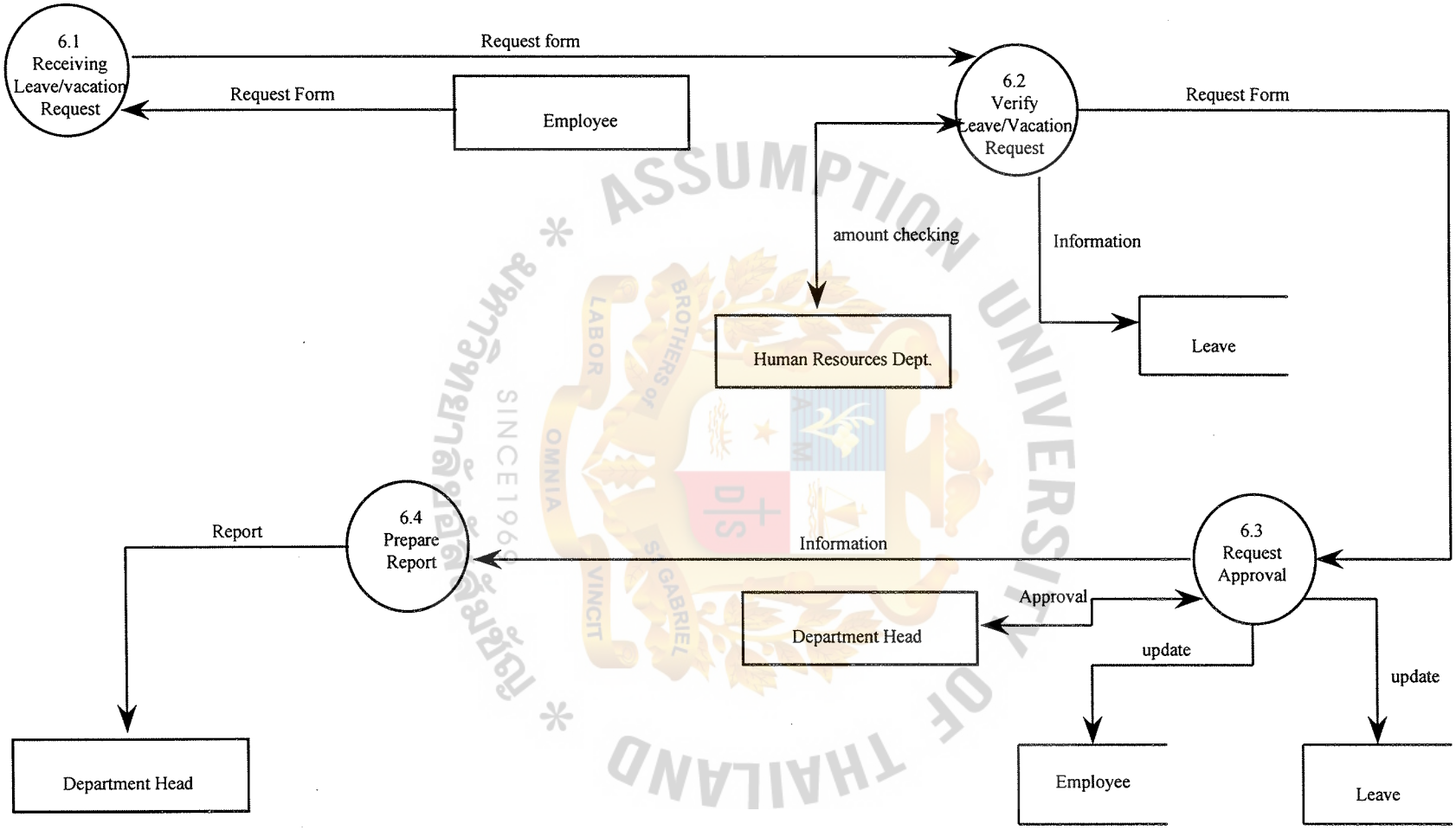

Figure B.10. Level 1 of Process 6.0 Prepare Employee Leave/Vacation Record.

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APPENDIX C

DATA DICTIONARY

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Data Dictionary

Field		Description
Address	=	*address of person who works in the organization* street-address+the amphur+the province+postal-code+country
Applicant-form	=	*applicant form for new persons who want to work in this organization entry his or her chronology* **
Birth-date	=	*birth date of employee in organization* **
Command	=	*command from executive director for management* **
Country	=	*the name of a country, e.g., "Thailand"* **
Department	=	*the part of organization which is separated for easy management* **
First-name	=	*a person's first name* *Characteristic:[A-Z/a-z/-/1-9]*
Emp_id	=	*identification of employee* *numeric*
Last-name	=	*a person's last name* *Characteristic:[A-Z/a-z/-/1-9]*
Level	=	*level of position of employee* *numeric:range;1-12*

Field		Description
Manpower	=	*planning to manage about using personal property in organization*
		**
Name	=	the prefix-name+first-name+last-name
Employee	=	{employee}
Employee	=	*the person who works in this organization*
		@Emp_id+name+position+level+birst-date+start-date+ retire-date+address
Position	=	*position of person who is working in the organization separated by job description*
		**
Promote	=	*to up level of position which will up salary and have vacant position*
		**
Requirement	=	*receiving new person's work in vacant position*
		**
Retire-date	=	*retiring date of person who is 60 years old*
		units:days
Salary	=	*salary/pay for work of officers*
		units:baht
Start-date	=	*first date which the person worked in organization*
		units:days
Prefix-name	=	*the prefix-name of person*
		["Mr"/"Mrs"/"Miss"]

Field		Description
Train	=	*training for new employees in working or old employees to promote* *unit:courses*
Transfer	=	*employee transfer in or out from this organization to another organization* **
Vacancy	=	*vacant position in organization* **

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APPENDIX D

STRUCTURE CHARTS

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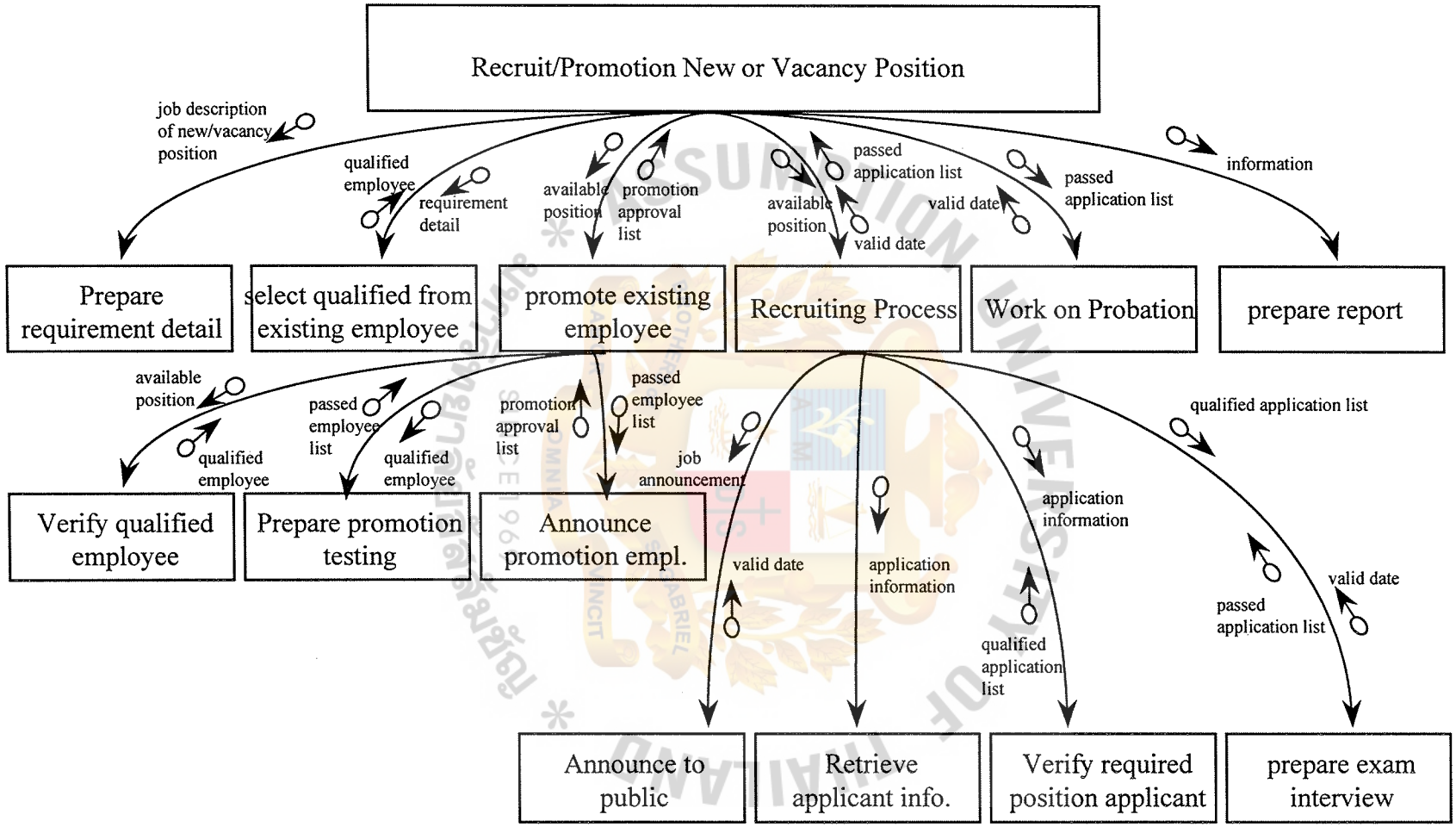

Figure D.1. Structure Chart of Recruit/Promotion New or Vacancy Position.

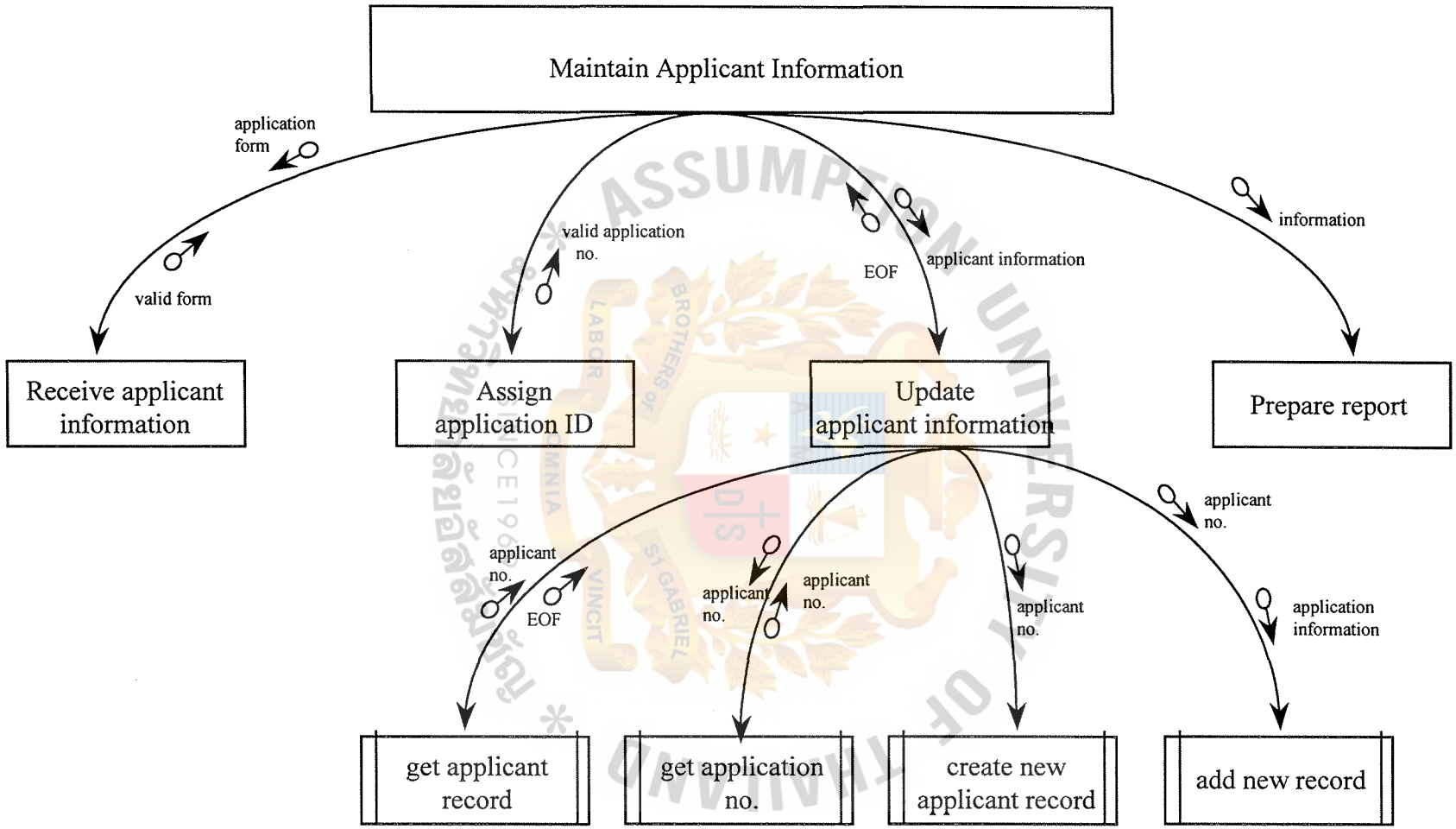

Figure D.2. Structure Chart of Maintain Application Information.

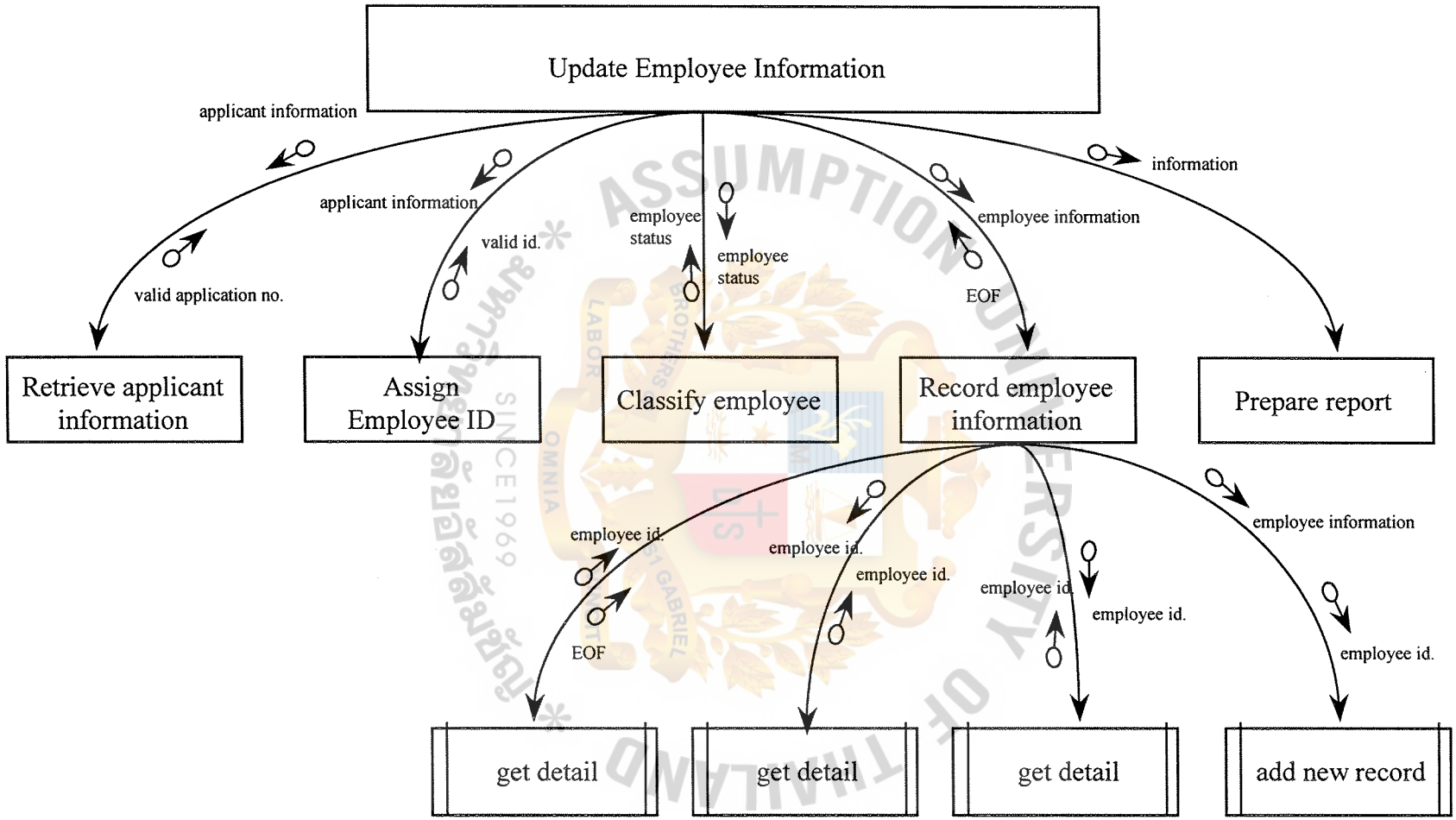

Figure D.3. Structure Chart of Update Employee Information.

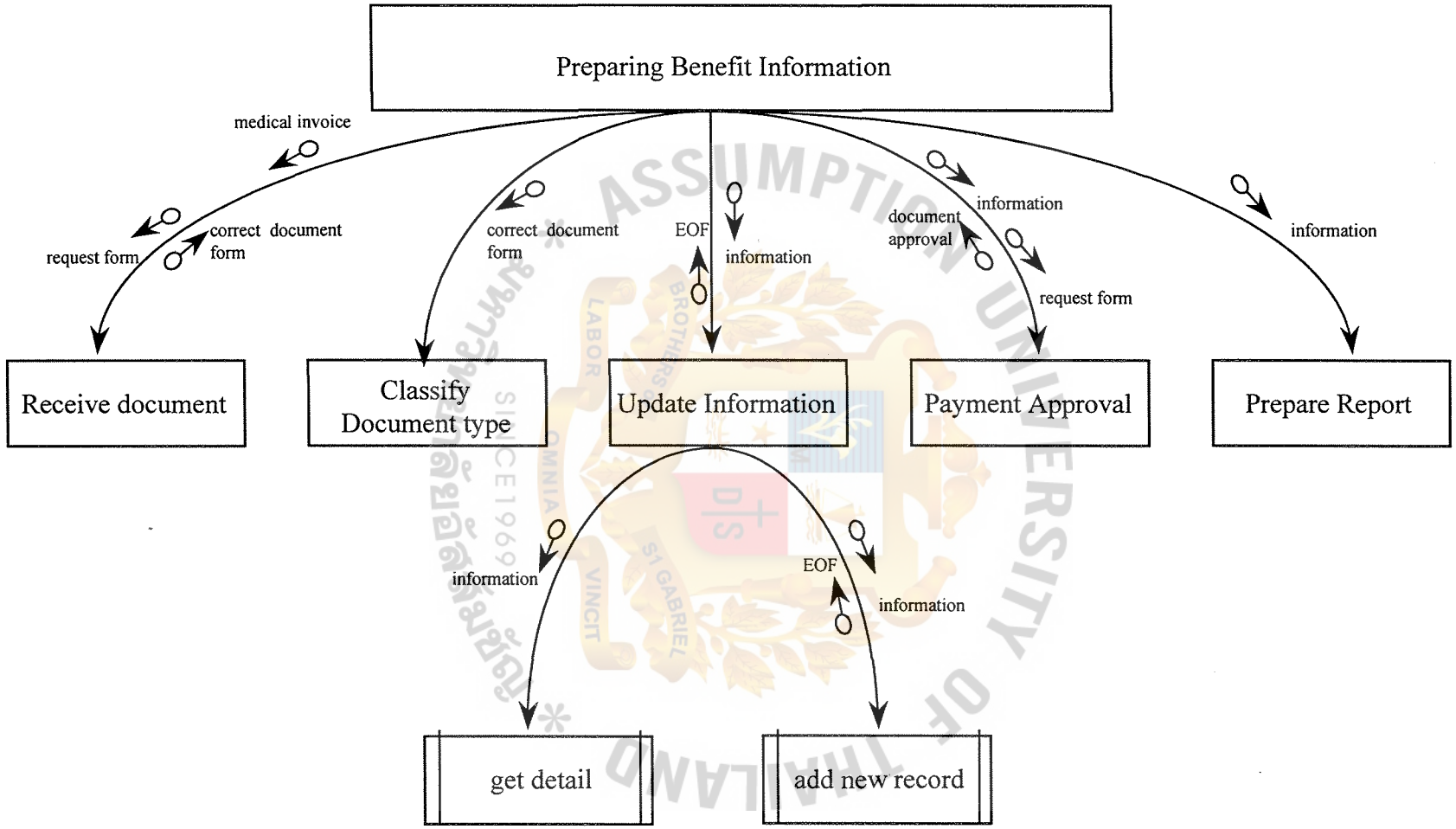

Figure D.4. Structure Chart of Prepare Benefits Information.

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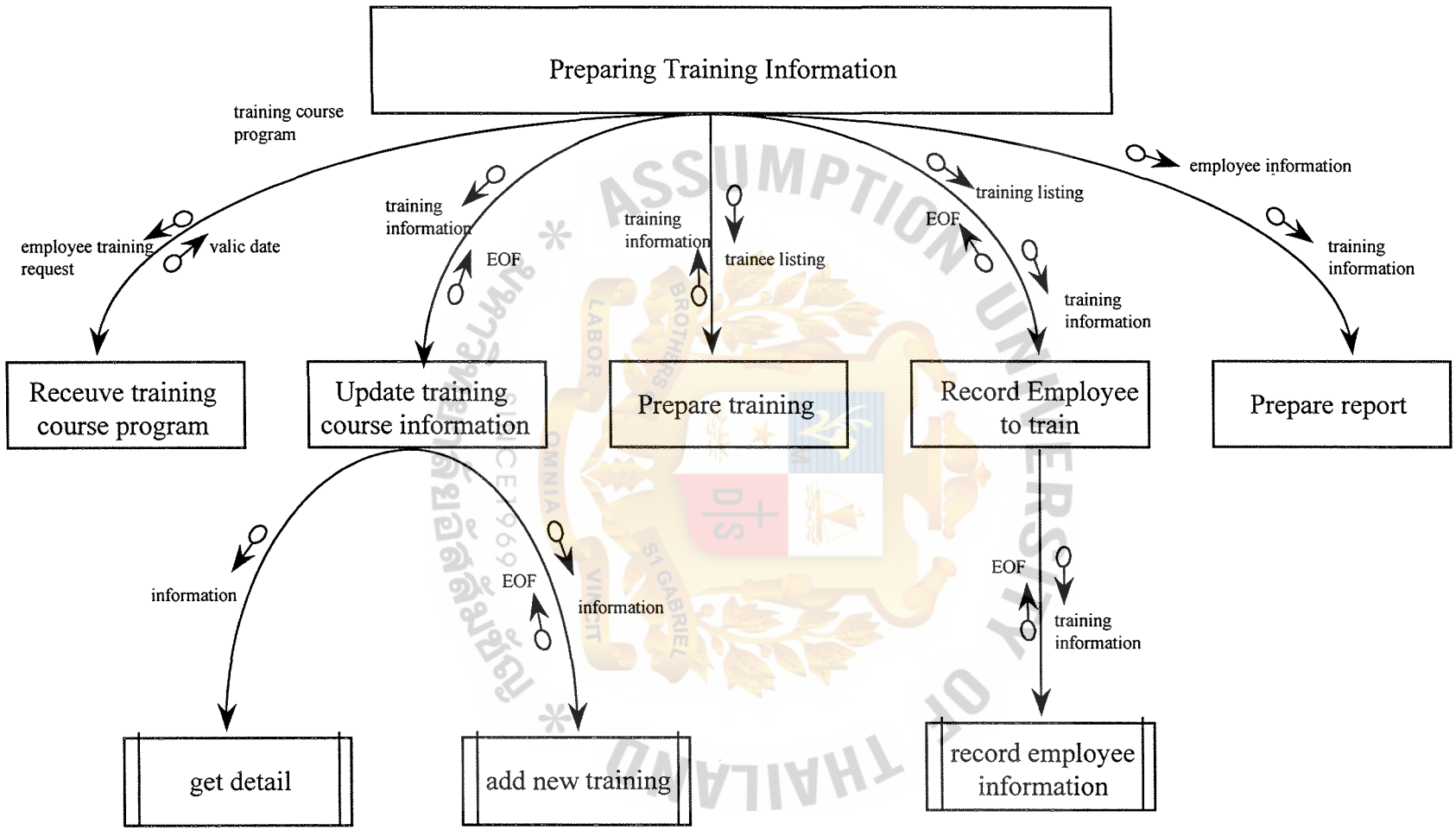

Figure D.5. Structure Chart of Prepare Training Information.

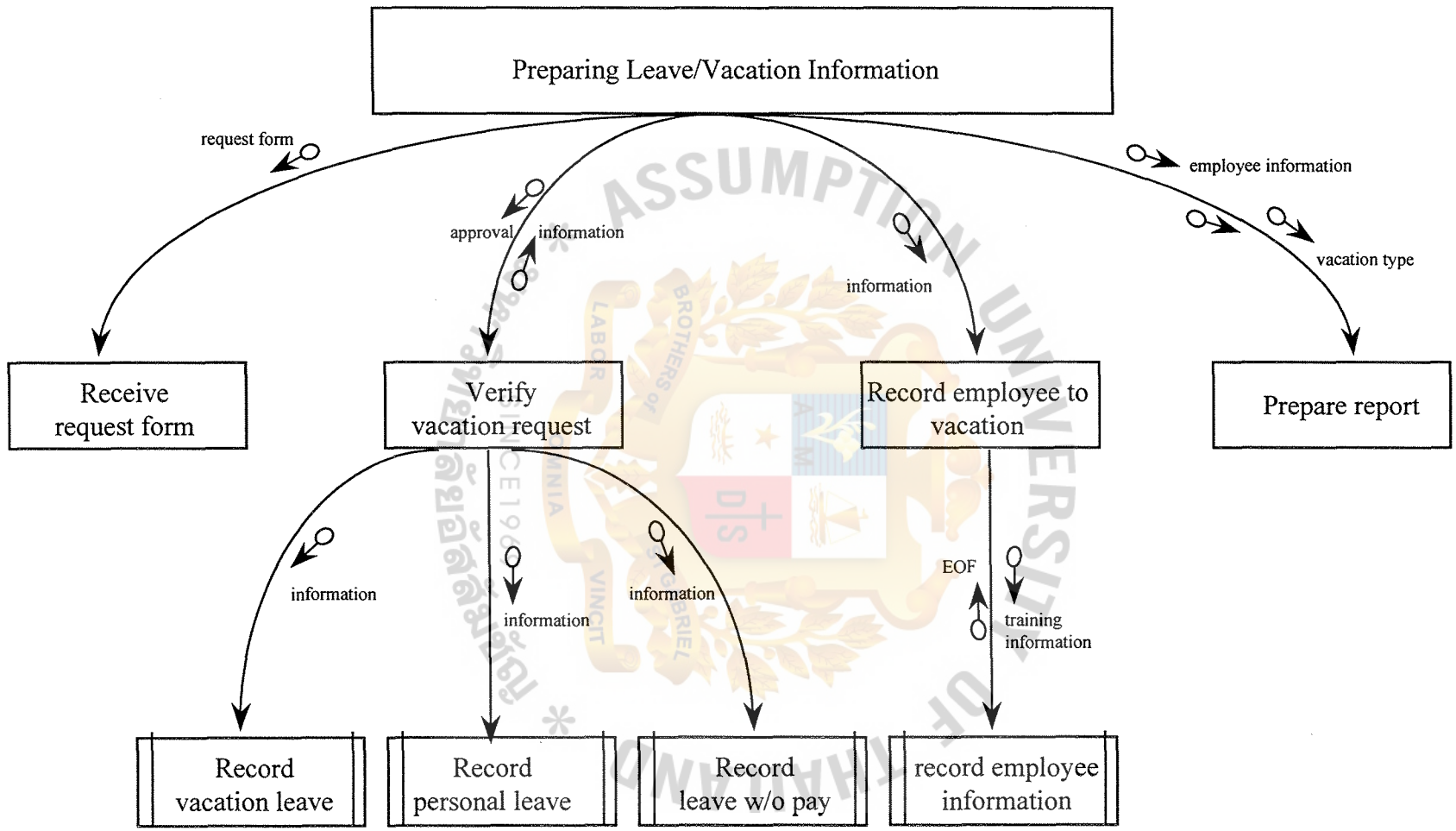

Figure D.6. Structure Chart of Prepare Employee Leave/Vacation Record.

APPENDIX E

INPUT FORMS

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ใบสมัคร

APPLICATION FORM

โปรดกรอกด้วยลายมือตนเอง **Please fill in with your own handwriting**

สมัครตำแหน่ง Position desired		เงินเดือนที่ต้องการ Salary Expected	ภาพถ่าย Photo
นามสกุลก่อนสมรส Malden Name		เพศ Sex	
วัน เดือน ปี เกิด Date of Birth	อายุ Age	สถานที่เกิด Place of Birth	
ส่วนสูง ซ.ม. Height cms.	น้ำหนัก ก.ก. Weight kgs.	บัตรประชาชนเลขที่ Identification Card No.	
สัญชาติ Present Nationality	เชื้อชาติ Ethnic Origin	ศาสนา Religion	
ถ้าหากแปลงสัญชาติ, โปรดแจ้งสัญชาติเดิม แปลงสัญชาติเมื่อใด และที่ใด If naturalized, please state original nationality, when and where naturalized.			
ที่อยู่ปัจจุบัน Present Address		โทรศัพท์ Tel. No.	
ที่อยู่ถาวร Permanent Address		โทรศัพท์ Tel. No.	
ชื่อบิดา Father's Name	เชื้อชาติ Ethnic Origin	ชื่อมารดา Mother's Name	เชื้อชาติ Ethnic Origin

สถานภาพการสมรส MARITAL STATUS

☐ โสด SINGLE	☐ สมรส MARRIED	☐ แยกกันอยู่ SEPARATED	☐ หย่า DIVORCED	☐ หม้าย WIDOWED	☐ สมรสใหม่ REMARRIED

ชื่อคู่สมรส **Spouse's Name**			
จำนวนบุตร **Number of children**	**ชื่อ**	**อายุ**	**เพศ**
ในกรณีฉุกเฉินโปรดแจ้ง **In case of emergency, notify**	**ชื่อ** **Name**	**ความสัมพันธ์** **Relationship**	
ที่อยู่ **Address**		**โทรศัพท์5** **Tel. No.**	

Figure E.1. Application Form.

การรับราชการทหาร MILITARY SERVICE

ท่านผ่านการรับราชการทหารมาแล้วหรือยัง ? Have you joined the militry service ?	☐ ผ่าน Yes	☐ ยัง No	☐ ได้รับการยกเว้น Exempted
ถ้าผ่านหรือได้รับการยกเว้น โปรดแสดงหลักฐาน If you have or are exempted, please give evidence .			

ประวัติการศึกษา EDUCATION

ระดับการศึกษา Educational Level	สถานศึกษา และ ที่ตั้ง Name of School and Address	แขนงวิชา/วิชาเอก Majov Subjects	ระยะเลาศึกษา Dates Attended จาก ถึง From To	วุฒิที่ได้รับ Graduation Degree
ประถมศึกษา Primary				
มัธยมศึกษาตอนปลาย Secondary				
มัธยมศึกษาตอนปลาย High School				
อาชีวศึกษา Vocational				
อนุปริญญา/ป.ว.ส. Jr. Degree. Diploma				
ปริญญาตรี Undergraduate				
ปริญญาชั้นสูง Postgraduate				
อบรมและดูงาน ฯลฯ Training & Study tours etc.				

ความสามารถทางภาษา PROFICIENCY IN LANGUAGES

โปรดระบุว่า เล็กน้อย, พอใช้, ดี หรือ ดีมาก Please indicate whether slight, fair, good or excellent

ภาษา Languages	พูด Speak	เขียน Write	เข้าใจ Understand	อ่าน Read

Figure E.2. Application Form (continue).

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บุคคลที่อ้างอิงได้ PERSONAL REFERENCES

แจ้งชื่อและที่อยู่ของบุคคล 4 ท่าน ซึ่งมิใช่ญาติของท่าน และรู้จักท่านดีเป็นเวลาอย่างน้อย 5 ปี ซึ่งบริษัทฯ สามารถจะสอบถามเกี่ยวกับอุปนิสัยใจคอของท่านได้ (**อย่าให้ชื่ออาจารย์ใหญ่ นายจ้างเดิม หรือผู้ที่ยังไม่บรรลุนิติภาวะ**)

Give names and complete address of four persons NOT related to you who have known you for at least FIVE years and to whom we can refer as to your character and habits. (**Do not give your High School Principal, Former employers or minors**)

ประวัติการทำงาน EMPLOYMENT RECORD

โปรดแจ้งประวัติการทำงาน ระบุงานปัจจุบันหรือล่าสุดก่อนแล้วย้อนไปตามลำดับ

Please list all employment, start with present or most recent job and work back.

ระยะเวลาการทำงาน Employment Period จาก ถึง	หน่วยงาน และสถานที่ตั้ง Employer's Name & Location	ตำแหน่งและหน้าที่ Position Title & Description to Duties	เงินเดือน Salary	เหตุที่ออก Reason for Leaving

ถ้าเคยถูกปลดจากงานตำแหน่งใด โปรดแจ้งรายละเอียด

If you have ever been dismissed from any job for any reason, please give particulars.

หากได้รับการคัดเลือก ท่านต้องยื่นใบลาออกจากงานปัจจุบันล่วงหน้ากี่วัน ?

If accepted, how long are you required to give notice of resignation to your present employer ?

คำชี้แจงเพิ่มเติมที่ผู้สมัครประสงค์จะแจ้งให้ทราบ

Additional Information applicant may wish to Insert

Figure E.3. Application Form (continue).

เบ็ดเตล็ด MISCELLANEOUS

ความสามารถในการขับขี่ยานพาหนะ Vehicle Driving Ability	ขับได้ Yes ☐	ถ้าขับได้โปรดถ่ายสำเนาใบขับขี่แนบมาด้วย If yes, please attach a photocopy of your license.	ขับไม่ได้ No ☐
ประเภทของใบขับขี่ Type of Driving License	☐ จักรยานยนต์ Motercycle ☐ รถบรรทุก Truck	☐ รถยนต์ส่วนบุคคล Private car ☐ รถรับจ้างสาธารณะ Public car	☐ รถขนส่ง Public transport
ชนิดของใบขับขี่ Kind of Driving License	☐ รายปี Yearly License	☐ ตลอดชีพ Permanent License	หมายเลขใบอนุญาต License No.
ท่านมีร่างกายทุพพลภาพหรือไม่ ? Hove you any physical disabilities ?	☐ มี Yes	☐ ไม่มี No	ถ้ามี ส่วนใด If yes, please indicate

โปรดแจ้งการเจ็บป่วยที่สำคัญในระยะ 5 ปี หรือโรคประจำตัวในปัจจุบัน

Please state your serious illnesses during last 5 years and present physical physical limitations:

ท่านเคยถูกกล่าวหาหรือต้องโทษในคดีอาญาหรือไม่ Have you ever been charged or convicted of any criminal offence against the law ?	☐ เคย Yes	☐ ไม่เคย No

ถ้าเคย, เมื่อใด ? กรณีใด ? ผลคดีเป็นอย่างไร ?

If you have, give details on date, charge and verdict

	กีฬา และ กิจกรรมต่างๆ Sports/Other Activities	สมาชิกภาพของสโมสรและสมาคม Membership of Clubs and Associations	ตำแหน่งหน้าที่ Position
สมัยเป็นนักเรียน At school			
สมัยเป็นนิสิต นักศึกษา At College & University			
ปัจจุบัน At present			

การว่าจ้างย่อมขึ้นอยู่กับผลของการตรวจโรคโดยแพทย์ที่บริษัทฯ มอบหมาย และการตรวจสอบประวัติทางอาชญากรรม

The employment is subjected to passing a physical examination by Company-appointed physician and a criminal record clearance.

ข้าพเจ้าขอรับรองว่า ข้อความที่ข้าพเจ้ากรอกในใบสมัครนี้ เป็นความจริงและสมบูรณ์ทุกประการ การบิดเบือนความจริง การแจ้งเท็จหรือปิดบังข้อเท็จจริงจะเป็นสาเหตุอันเพียงพอที่จะปลดข้าพเจ้าออกจากงานได้ ข้าพเจ้ายินดีให้สิทธิ บริษัท ยูเนียนคาร์ไบด์ ไทยแลนด์ จำกัด ในการสอบถามรายละเอียดต่างๆ และติดต่อกับผู้ที่ข้าพเจ้าอ้างอิงไว้ในใบสมัครนี้

The undersigned certify that all information given by me in this application is true and complete to the best of my knowledge. If employed, I understand that filful misrepressentation, false statements or omission of facts will be an adequate ground for dismissal. I also authorize UNION CARBIDE THAILAND LTD. to verify all the statements and to contact any reference given herein.

วันที่ ..... ลายมือชื่อผู้สมัคร

Date ..... Applicant's signature .....

Figure E.4. Application Form (continue).

หนังสือตักเตือน

วันที่ .....

เรียน .....

บริษัทฯ ขอแจ้งหนังสือตักเตือนนี้ให้ท่านรับทราบ ด้วยเหตุที่ท่านได้กระทำการอันเป็นการละเมิดต่อกฎข้อบังคับของบริษัทฯ กล่าวคือ .....
.....
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บริษัทฯ จึงขอตักเตือนท่านมิให้กระทำผิดซ้ำอีกหรือประพฤติปฏิบัติตนอันจะเป็นการละเมิดกฎข้อบังคับอื่นๆ ของบริษัทฯ ในอนาคต ซึ่งท่านอาจจะถูกลงโทษทางวินัยในขั้นที่รุนแรงขึ้นไป ทั้งนี้ขึ้นอยู่กับความหนักเบาของการกระทำผิดนั้นๆ

ขอแสดงความนับถือ

(ชื่อผู้บังคับบัญชา)
ตำแหน่งของผู้บังคับบัญชา

ข้าเจ้าได้รับหนังสือตักเตือนฉบับนี้แล้ว

.....
(ชื่อพนักงาน)

วันที่ .....

Figure E.5. Discipline Punishment Form.

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ใบขอยืมเงินฉุกเฉิน

วันที่ .....

ชื่อพนักงาน ..... ตำแหน่ง .....
แผนก/ฝ่าย ..... สถานที่ทำงาน .....
เงินเดือน ..... จำนวนเงินที่ขอยืม .....
เหตุผลที่ขอยืมเงินฉุกเฉิน (ให้รายละเอียด) .....
.....
.....
.....
ข้าพเจ้าจะใช้คืนเงินยืมจำนวนนี้จนครบถ้วนภายในกำหนด ..... เดือน โดยขอให้แคชเชียร์ของบริษัทฯ หักเงินเดือนของข้าพเจ้านำส่งคืนบริษัทฯ เดือนละ ..... บาท (.....)

ลงชื่อ .....
(พนักงานผู้ขอยืมเงิน)

รับรองโดย ..... ความเห็น .....
( ) .....
วันที่ ....

รับรองโดย ..... ความเห็น .....
(เลขานุการคณะกรรมการเงินยืมฉุกเฉิน) .....
วันที่ .....

(1) อนุมัติให้ยืมได้ จำนวน ..... บาท (.....)
(2) แคชเชียร์โปรดจ่ายเงินยืมภายในวันที่ ..... และหักเดือนเพื่อใช้คืนเงินยืมรายนี้ เดือนละ ..... บาท มีกำหนด ..... เดือน ตั้งแต่เงินเดือนประจำเดือน ..... พ.ศ. ..... เป็นต้นไป

ลงชื่อ .....
(กรรมการเงินยืมฉุกเฉิน)
วันที่ .....

ข้าพเจ้าได้รับเงินยืมจำนวน ..... บาท (.....)
ไปเรียบร้อยแล้ว และขอให้แคชเชียร์หักเงินเดือนของข้าพเจ้าส่งใช้คืนบริษัทฯ ตามที่กรรมการฯ อนุมัติไว้ข้างต้นนี้

ลงชื่อ .....
(พนักงานผู้ขอยืมเงิน)
วันที่ .....

Figure E.6. Emergency Loan Form.

STRATEGIC HUMAN ASSET PLANNING
EMPLOYEE DATA SHEET

Personal Particulars

Name :	Date of Birth :	Age :	Marital Status :
CSD :	Year of Service :	Citizenship :	Home Point :

Education/Training

School/University	Degree & Field	Year Awarded
Management Program / Special Skill	**Institution**	**Year Attended**

Working Experience Prior Union Carbide

From	To	Company Name	Position	Responsibilities

Working Experience in Union Carbide

From	To	Location	Position	Grade	Supervisor

Internal/External Awards Received

Title	Organization	Year Awarded

Figure E.7. Employee Data Sheet.

EMPLOYEE RECORD

Name : ..... Employee No. : .....

Birth Date : ..... Division : .....

Employment Date : ..... Location : .....

Job Date : ..... Position : .....

Education Institute	Cert/Degree	Field	Year

Past Experience : .....

.....

.....

.....

.....

Marital Status : ..... No. of Children : .....

Spouse's Name : .....

Home Address : .....

.....

..... Tel : .....

Figure E.8. Employee Record Form.

EMPLOYMENT CESSATION CHECKLIST

Name : ..... Last Day of Employment : .....

Title : ..... Department : .....

Please produce the duly completed checklist to Human Resources Department for collection of your final payment.

No.	Item	Possess (Yes/No)	Returned to	Collected by Action by (Signature)	Date
1.	Calculator		Dept Sec/Mgr		
2	Laptop/Notebook Computer		Dept Sec/Mgr		
3	Pager		Dept Sec/Mgr		
4	Mobile Phone		Dept Sec/Mgr		
5	Keys : Drawers/Cabinets		Dept Sec/Mgr		
6	Manual : Technical		Dept Sec/Mgr		
7	Protective Equipment : Hat, Glasses, Boots		Dept Sec/Mgr		
8	Door Key		Office Services		
9	Company Car Key		Office Services		
10	Security Advice Termination		Office Services		
11	Credit Cards : AMEX		Finance/HR		
12	Cash Advance		Finance		
13	Personnel Change Notification		HR		

Figure E.9. Employment Cessation Checklist Form.

No.	Item	Possess (Yes/No)	Returned to	Collected by Action by (Signature)	Date
14	Email Termination		IT		
16	Others :				

Declaration :

I hereby declare that I have settled all outstanding payments and returned the above properties to the Company in good condition. I understand and agree that the Company has the right to claim on me if further outstanding payments or company properties in respect of my employment were found thereafter.

Signature : .....

Date : .....

Figure E.10. Employment Cessation Checklist Form (continue).

Information Technology Services
Windows Network and Telecommunications
Deactivation Check-off Form

E-Mail Completed Form to : ITS Security
The following information is *Required* to deactivate Employee or Contractor accounts:

Requester Name :	
Requester Phone Number :	
BASIC INFORMATION	
Full Name of Employee/Contractor Leaving :	
Site Location Name/Location Code :	
Building/Room/Secretary's Phone Number :	
Employee/Contractor Phone Number xxx-xxx-xxxx :	
Employee or Contractor ? :	☐ Employee ☐ Contractor
Employee Number :	
Employee/Contractor SSN (Last 4 digits) :	
Manager/UCC Sponsor's Name :	
Manager/UCC Sponsor Phone Number xxx-xxx-xxxx :	
Date/Time Access Should be Removed :	
Deactivation Permanent or Temporary :	☐ Permanent ☐ Temporary
American Express Corporate Card :	
Air Travel Card :	
LAN/WAN ACCESS	
Windows Network User ID :	
E-Mail Account :	☐ Yes ☐ No
Internet Access :	☐ Yes ☐ No
RAS Access :	☐ Yes ☐ No
Secure ID Card : (If yes, mail to the address above)	☐ Yes ☐ No
UCC Laptop :	☐ Yes ☐ No
Can Desktop PC be Deployed :	☐ Yes ☐ No
TELECOMMUNICATION ACCESS	
Has the Phone Set, Extension, or Voice Mailbox already been deleted or re-assigned via a Service Call to CMC ?	If yes, please list the Service Call Number ☐ Yes (Service Call #) ☐ No
Employee/Contractor Phone Extension (xxxx) :	
Phone Model Number :	
Retain Phone set and Extension but Change Display to Read :	
Delete Extension ? :	☐ Yes (hardware removed to stock) ☐ No
Voice Mailbox Number (xxxx) :	
Delete Voice Mailbox ? :	☐ Yes (Vmailbox will be removed) ☐ No
Delete/Re-add same Voice Mailbox as "New" ? :	☐ Yes ☐ No
Required : If Voice Mailbox is Setup as "New", list the Name to be assigned: (Names may be a person, place, place, group or "vacant".	

Figure E.11. Deactivation Check-off Form.

ใบลาหยุดงาน

วันที่ .....

จาก ..... ตำแหน่ง .....
เรียน ผู้จัดการ ฝ่าย .....

ข้าพเจ้าขอลาหยุดงานเป็นเวลา ..... วัน เนื่องจาก ( ) ลาหยุดพักผ่อนประจำปี ( ) ลาป่วย
( ) ลากิจธุระส่วนตัว ( ) ลาคลอดบุตร ( ) ลาประเภทอื่น ตั้งแต่วันที่ .....
ถึงวันที่ ..... (กาเครื่องหมาย X ลงในช่องที่ต้องการและชี้แจงเหตุผลหรือแนบหลักฐานที่บริษัทฯ ต้องการ <u>ยกเว้น</u> กรณีการลาหยุดพักผ่อนประจำปี) .....
.....

ลงชื่อ ..... พนักงาน

<u>สำหรับแผนกพนักงานสัมพันธ์กรอก</u>

<u>จำนวนวันลาของพนักงานในรอบปีจนถึงวันนี้</u>

ลาหยุดพักผ่อนประจำปี ..... วัน ในปีนี้มีสิทธิลาหยุดพักผ่อนทั้งสิ้น ..... วัน
ลาป่วย ..... วัน
ลากิจธุระส่วนตัว ..... วัน
ลาคลอดบุตร ..... วัน
ลาประเภทอื่น ..... วัน
.....
.....

ลงชื่อ _____ พนักงานสัมพันธ์

<u>การอนุมัติ</u> ( ) อนุมัติโดยจ่ายค่าจ้าง ( ) อนุมัติโดยไม่จ่ายค่าจ้าง ( ) ไม่อนุมัติ

ลงชื่อ ..... ผู้บังคับบัญชาโดยตรง วันที่ .....

ลงชื่อ ..... ผู้จัดการฝ่าย วันที่ .....

Figure E.12. Leave Application Form.

ใบแจ้งการเปลี่ยนแปลงประวัติบุคคล

PERSONNEL CHANGE NOTIFICATION

ชื่อพนักงาน Employee's Name : _____

ตำแหน่ง Position : _____ ฝ่าย Div. _____ ที่ตั้ง Location : _____

การจ้างงาน EMPLOYMENT

วันมีผลบังคับ Effective Date : _____

ตำแหน่ง Position _____ แผนก Sect. _____ ฝ่าย Div. _____

เงินเดือน Salary _____ ที่ตั้ง Location _____

การเปลี่ยนแปลงตำแหน่ง CHANGE IN POSITION

วันมีผลบังคับ Effective Date : _____

ตำแหน่งปัจจุบัน Present Position _____ แผนก Sect. _____

_____ ฝ่าย Div. _____

ตำแหน่งใหม่ New Position _____ แผนก Sect. _____

_____ ฝ่าย Div. _____

การเปลี่ยนแปลงเงินเดือน CHANGE IN SALARY

วันมีผลบังคับ Effective Date : _____

เงินเดือนปัจจุบัน Present Salary _____ จำนวนเงินที่ปรับปรุง Amount Adjusted _____

เงินเดือนใหม่ New Salary _____

การเปลี่ยนแปลงผู้อยู่ในอุปการะ CHANGE IN DEPENDENCY STATUS

วันเกิดของบุตร Date Child Born _____ วันแต่งงาน Marriage Date _____

ชื่อบุตร Child's Name _____ ชื่อคู่สมรส Spouse's Name _____

สูติบัติ Birth Cert. _____ ทะเบียนสมรส Marriage Cert. _____

การเปลี่ยนแปลงที่อยู่ CHANGE OF ADDRESS

จาก From _____

เป็น To _____

การพ้นสภาพเป็นพนักงาน EMPLOYMENT SEPARATION

วันมีผลบังคับ Effective Date : _____

เหตุของการพ้นสภาพ Cause of Separation _____

เงินเดือนสุดท้าย Last Salary _____ วันที่เริ่มจ้าง Employment Date _____

อายุงาน Service Years _____

หมายเหตุ Remarks : _____

เสนอโดย Proposed By _____ อนุมัติโดย Approved By _____

วันที่ Date _____ วันที่ Date _____

Figure E.13. Personnel Change Notification Form.

แบบประเมินผลการฝึกอบรม

ชื่อผู้เข้าฝึกอบรม ..... ตำแหน่ง .....

วันที่ฝึกอบรม ..... ระยะเวลา ..... วัน

ช่วงเวลา ..... น. ถึง ..... น.

ชื่อวิชา/เรื่องที่ฝึกอบรม .....

จัดการฝึกอบรมโดย ..... สถานที่ฝึกอบรม .....

ชื่อวิทยากร .....

หัวข้อฝึกอบรม (กรุณาเขียนทุกหัวข้อ) .....

.....

.....

.....

.....

.....

ความรู้ที่ท่านได้รับจากการฝึกอบรมครั้งนี้จะมีประโยชน์หรือนำมาช่วยในการทำงานได้อย่างไร?

.....

.....

.....

.....

.....

.....

.....

ความเห็นอื่น (ถ้ามี) .....

.....

.....

ลงชื่อ ..... วันที่ .....

ความเห็นของผู้บังคับบัญชา .....

.....

.....

.....

.....

ลงชื่อ ..... วันที่ .....

* ส่งต้นฉบับของแบบประเมินผลนี้ให้ฝ่ายทรัพยากรบุคคลเก็บรักษา (ถ้าเนื้อที่ไม่พอให้เขียนด้านหลัง)

Figure E.14. Training Evaluate Form.

APPENDIX F

INPUT SCREEN

ASSUMPTION UNIVERSITY OF THAILAND
BROTHERS OF ST GABRIEL
LABOR OMNIA VINCIT
SINCE1969
มหาวิทยาลัยอัสสัมชัญ

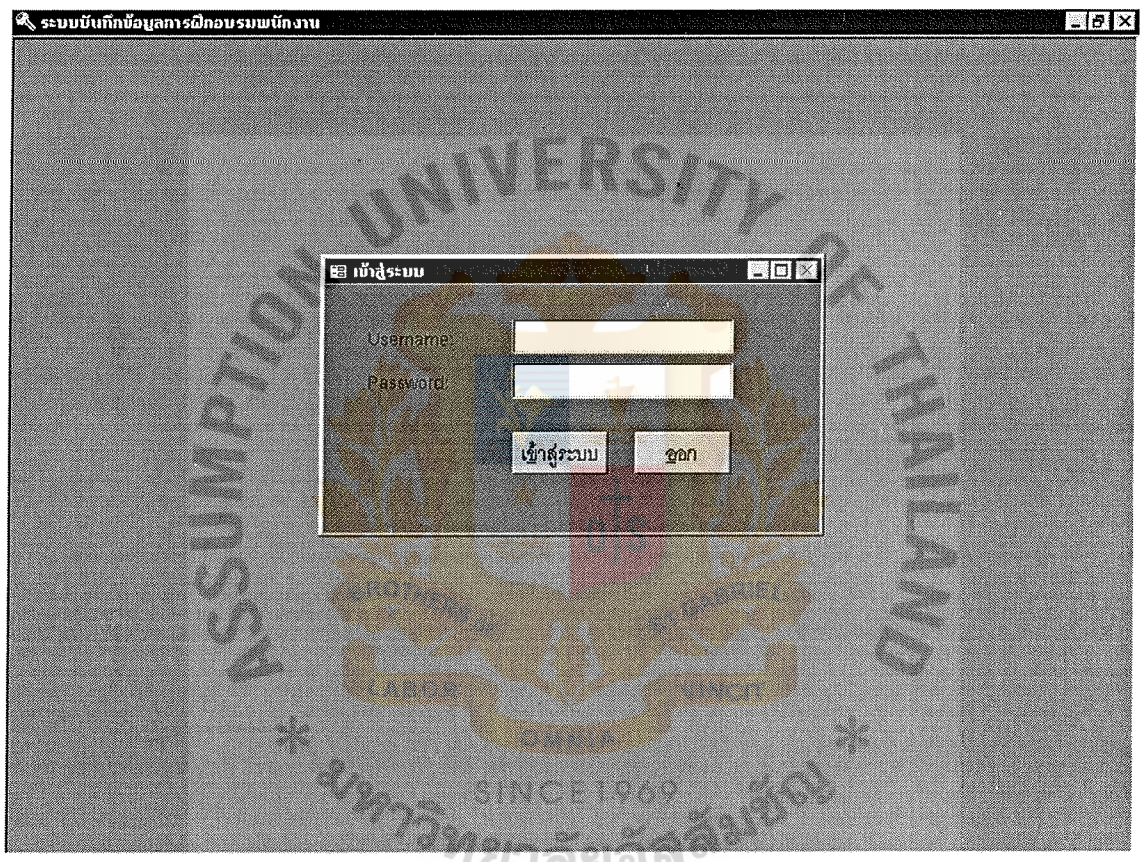

Figure F.1. Password Input Screen.

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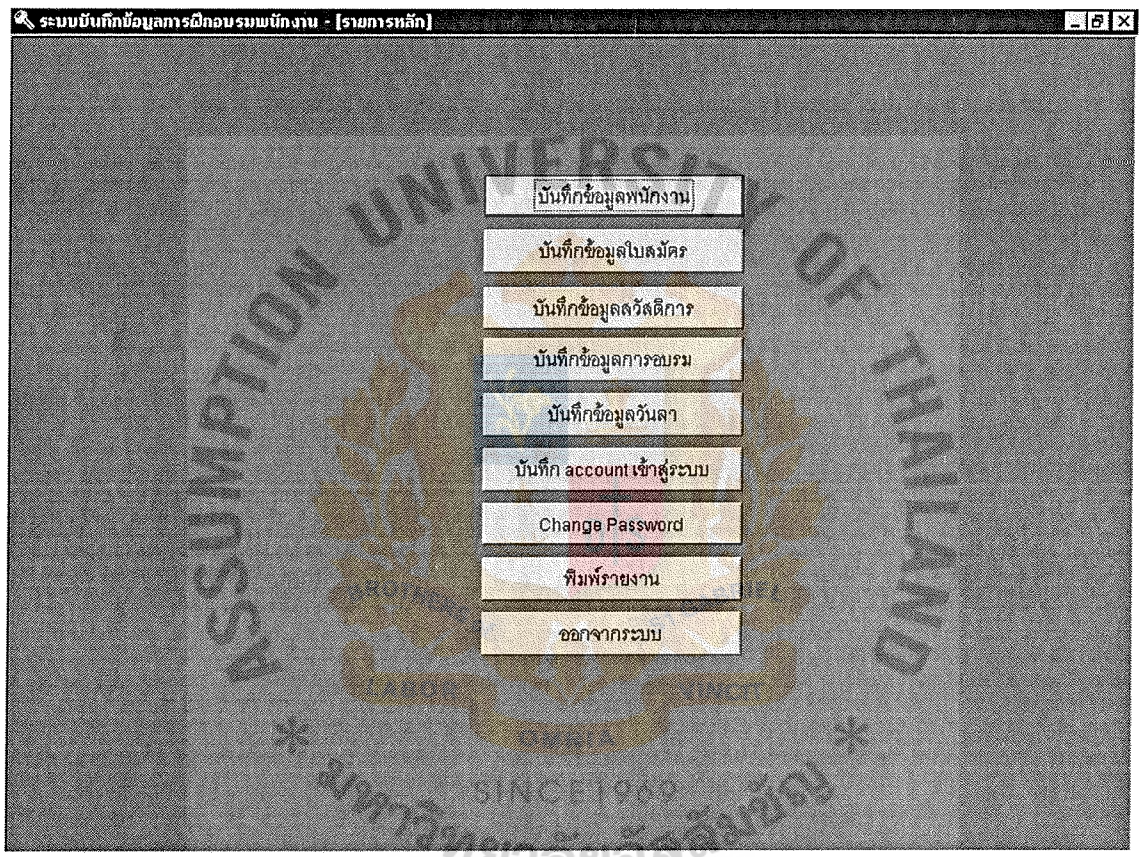

Figure F.2. Main Menu Screen.

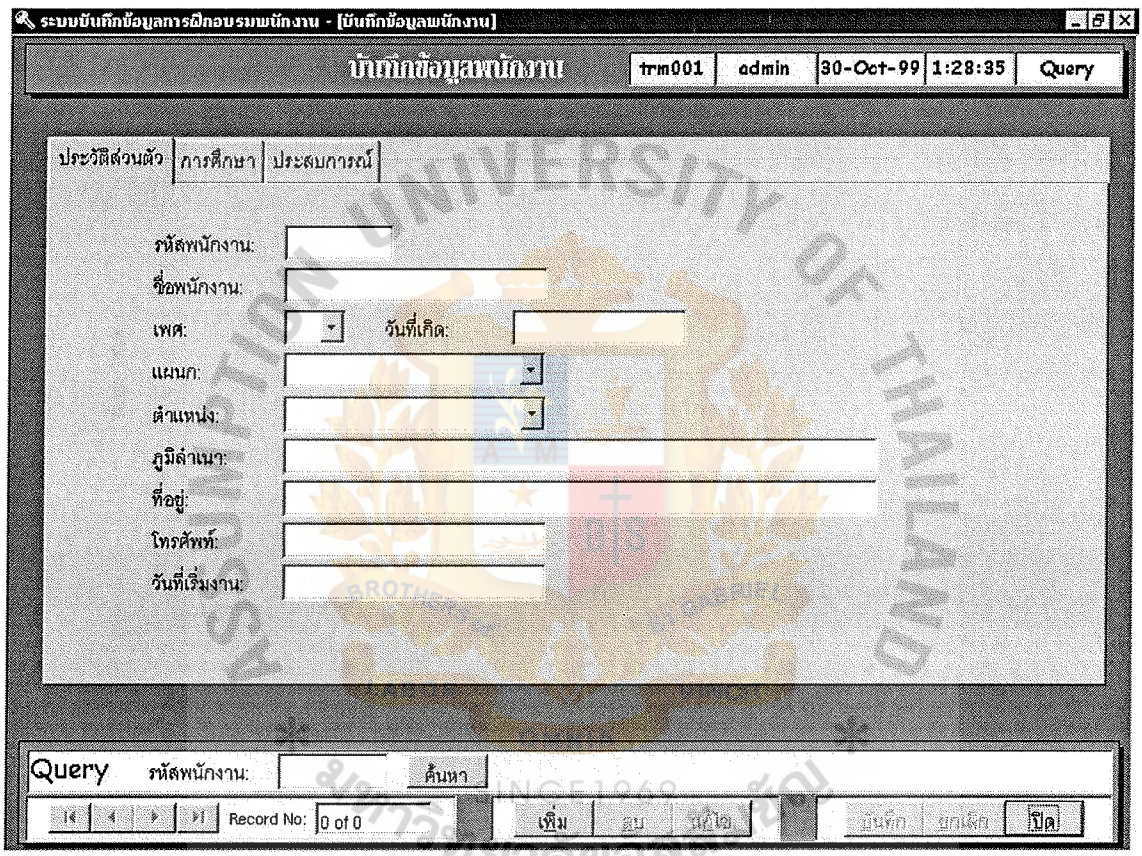

Figure F.3. Employee Record Input Screen.

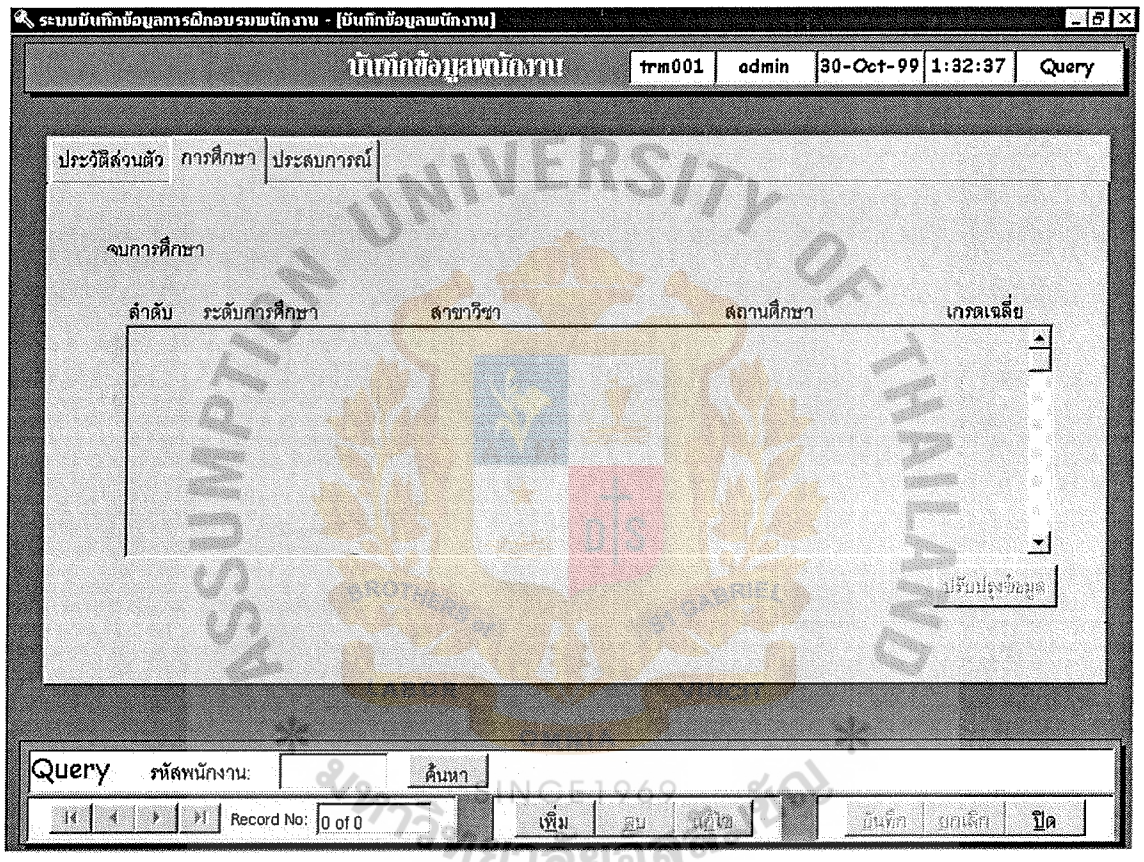

Figure F.4. Education Input Screen.

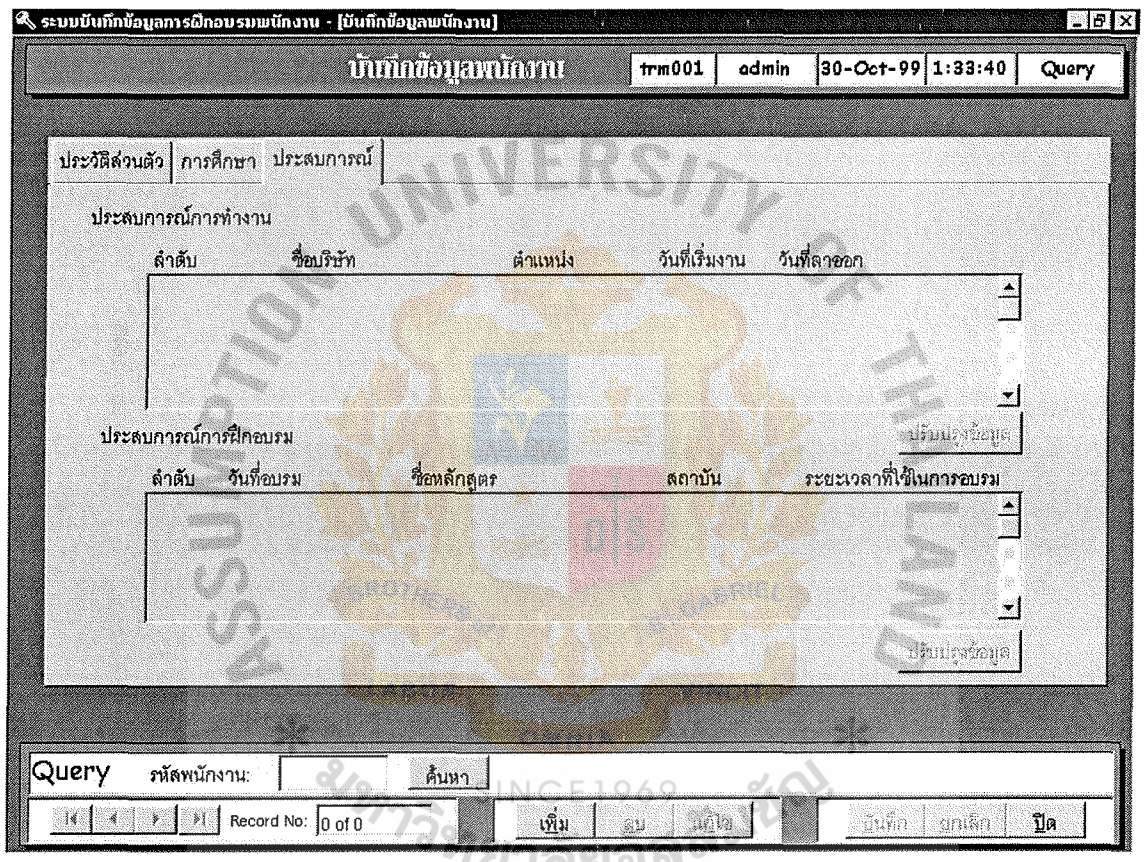

Figure F.5. Work Experience Input Screen.

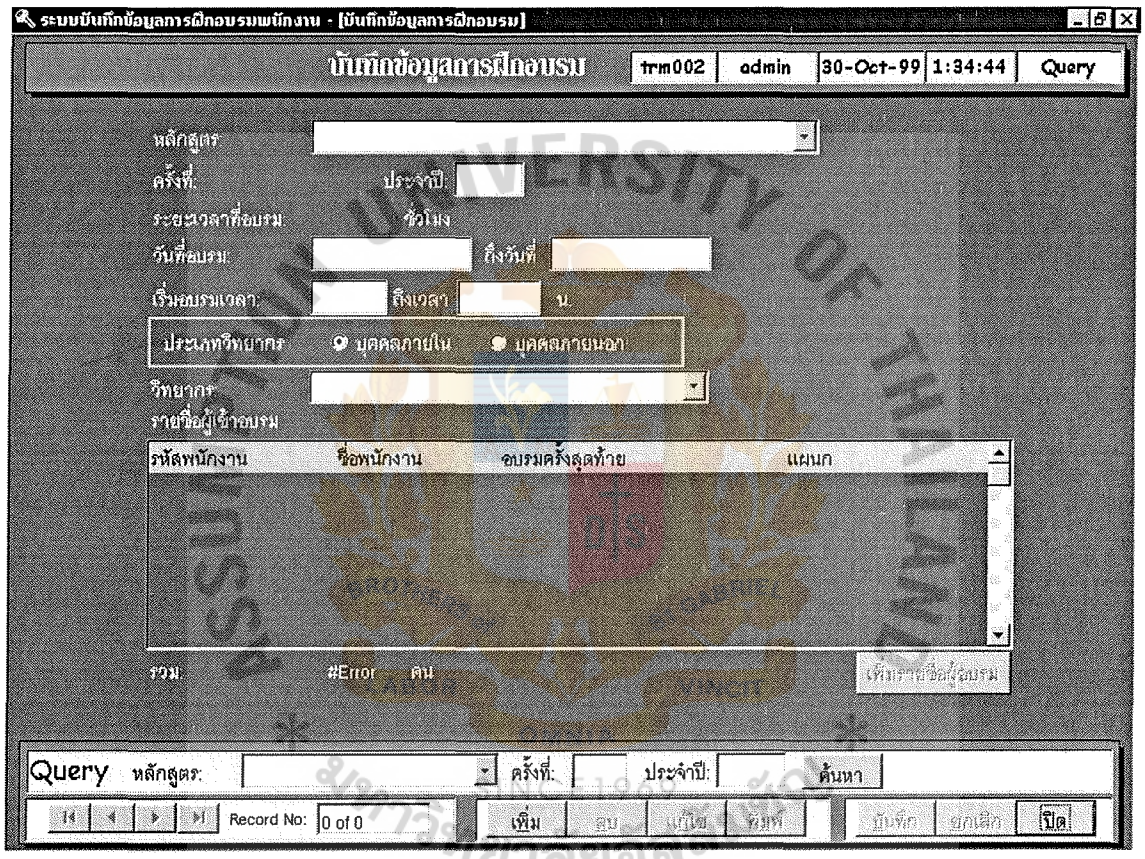

Figure F.6. Training Input Screen.

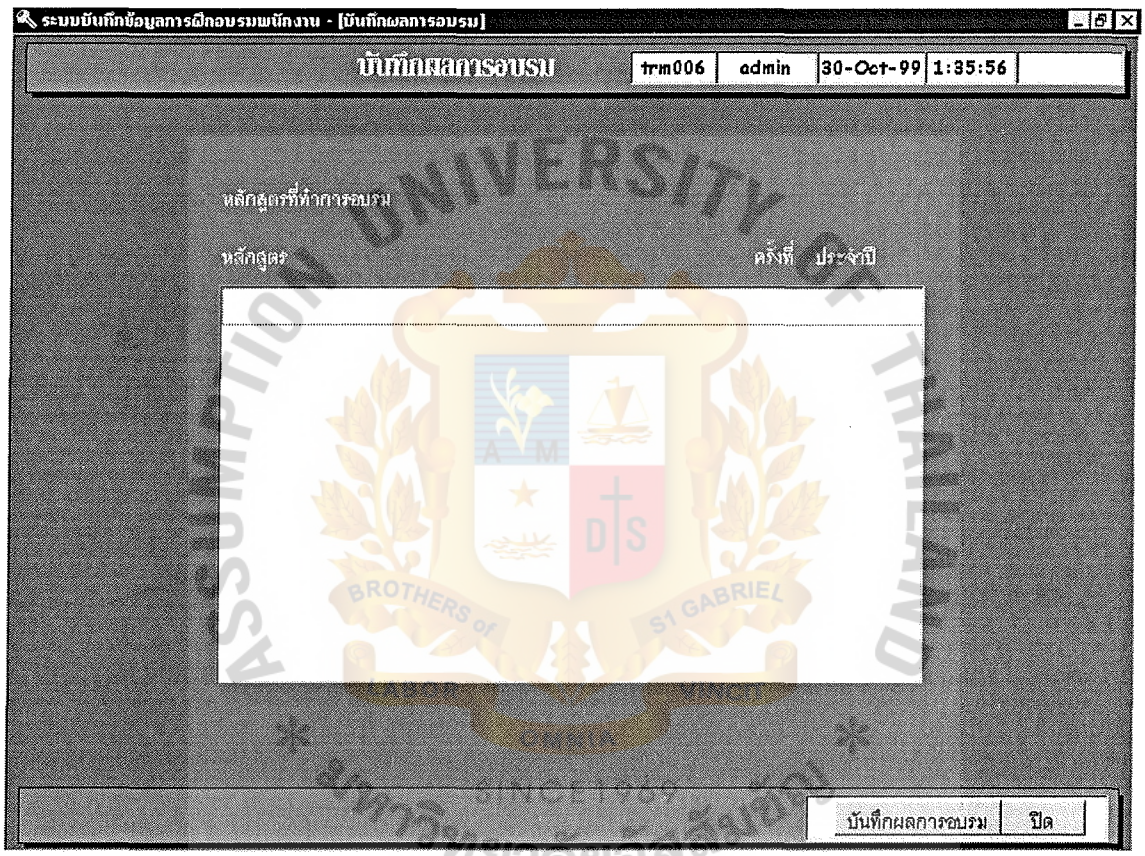

Figure F.7. Training Evaluate Input Screen.

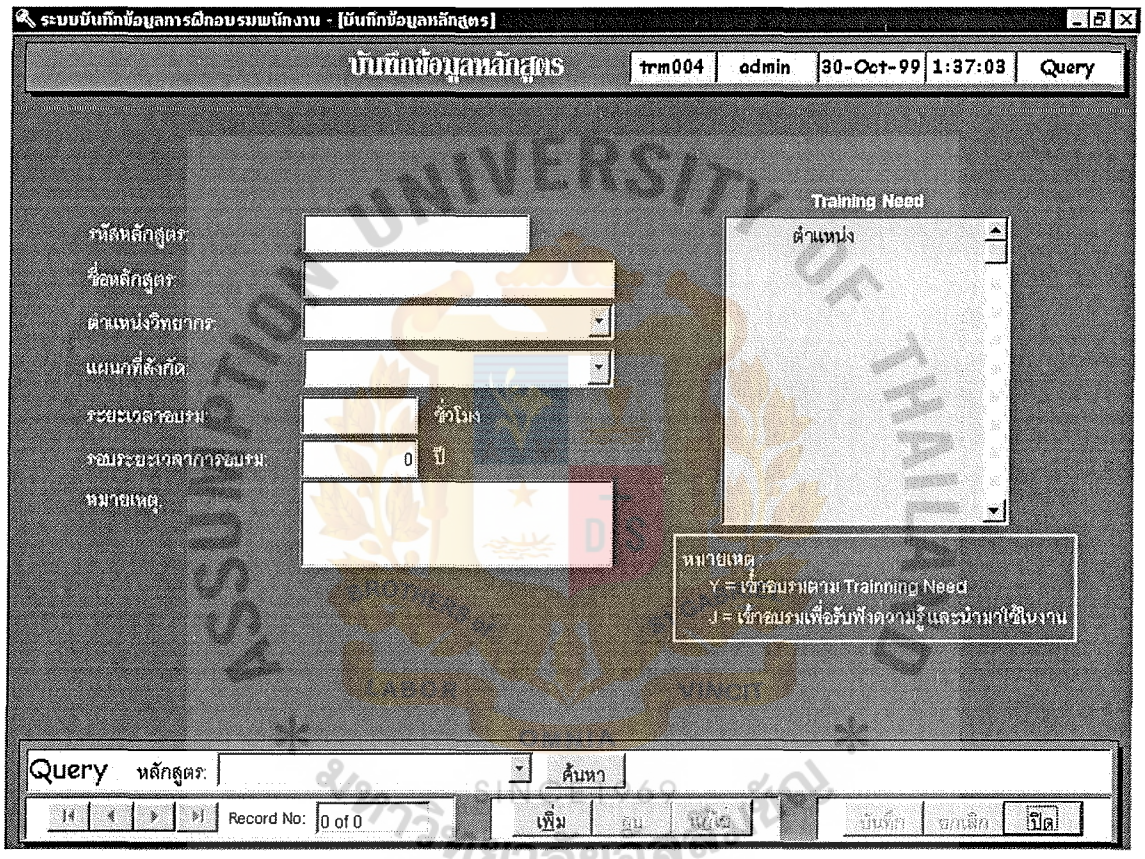

Figure F.8. Training Course Input Screen.

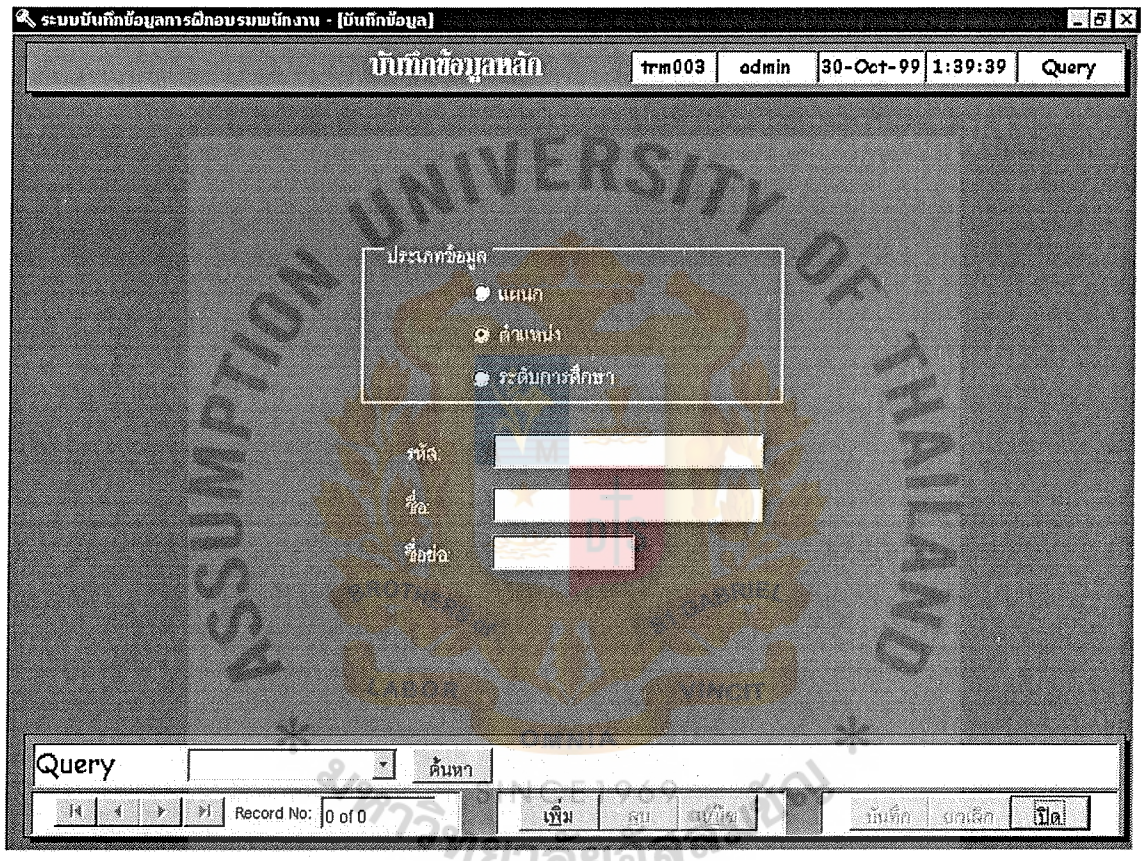

Figure F.9. Information Master Input Screen.

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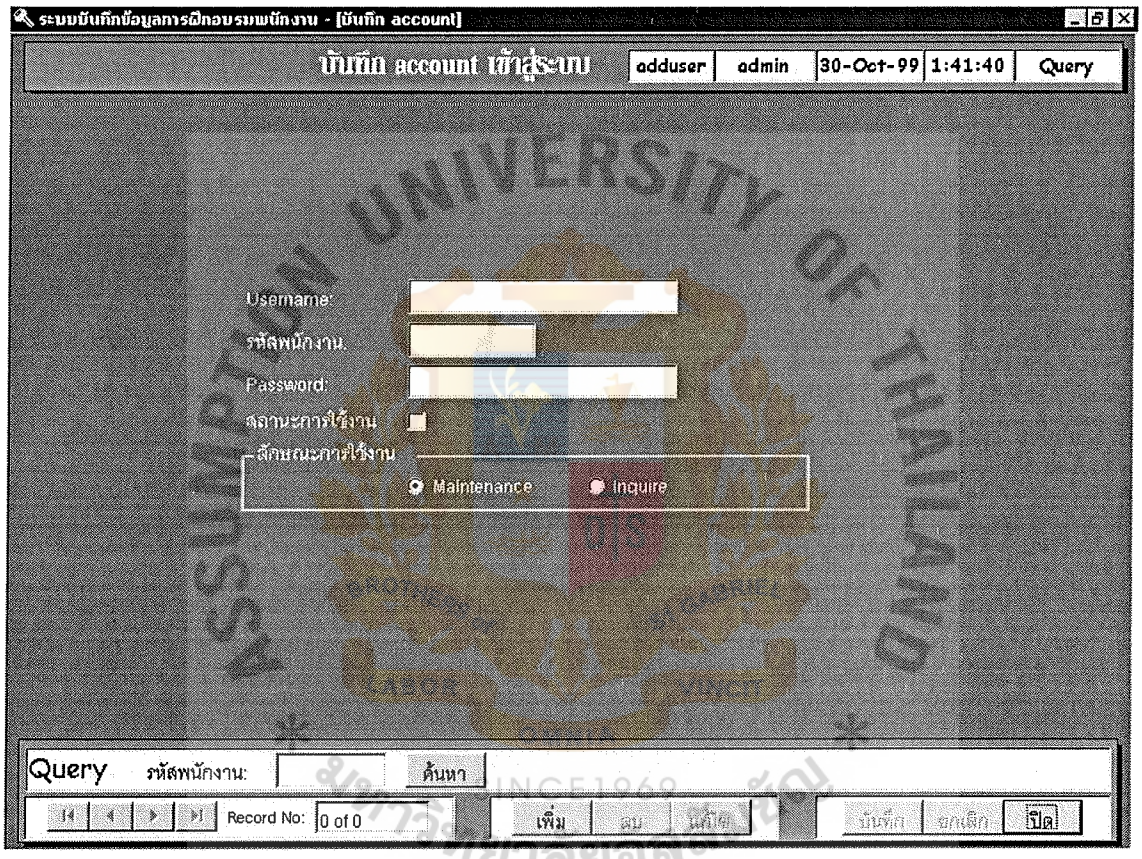

Figure F.10. User Account Input Screen.

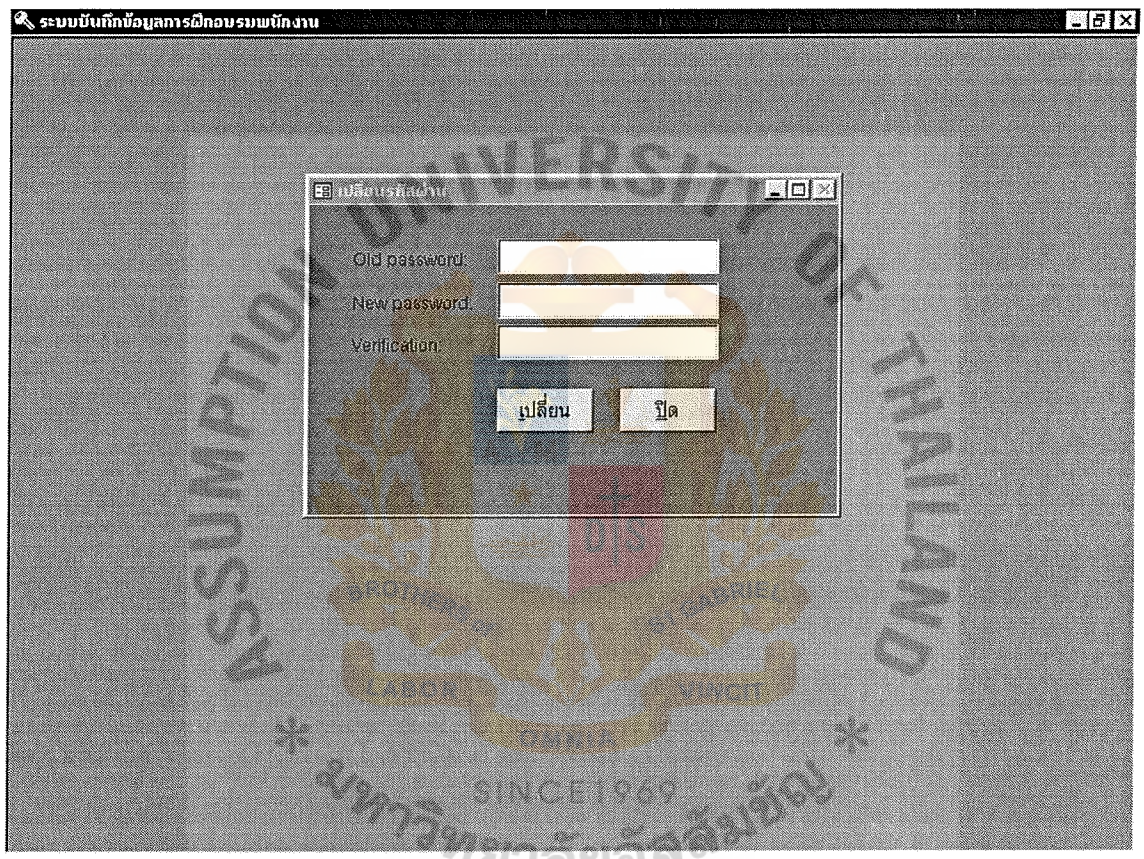

Figure F.11. Password Changing Screen.

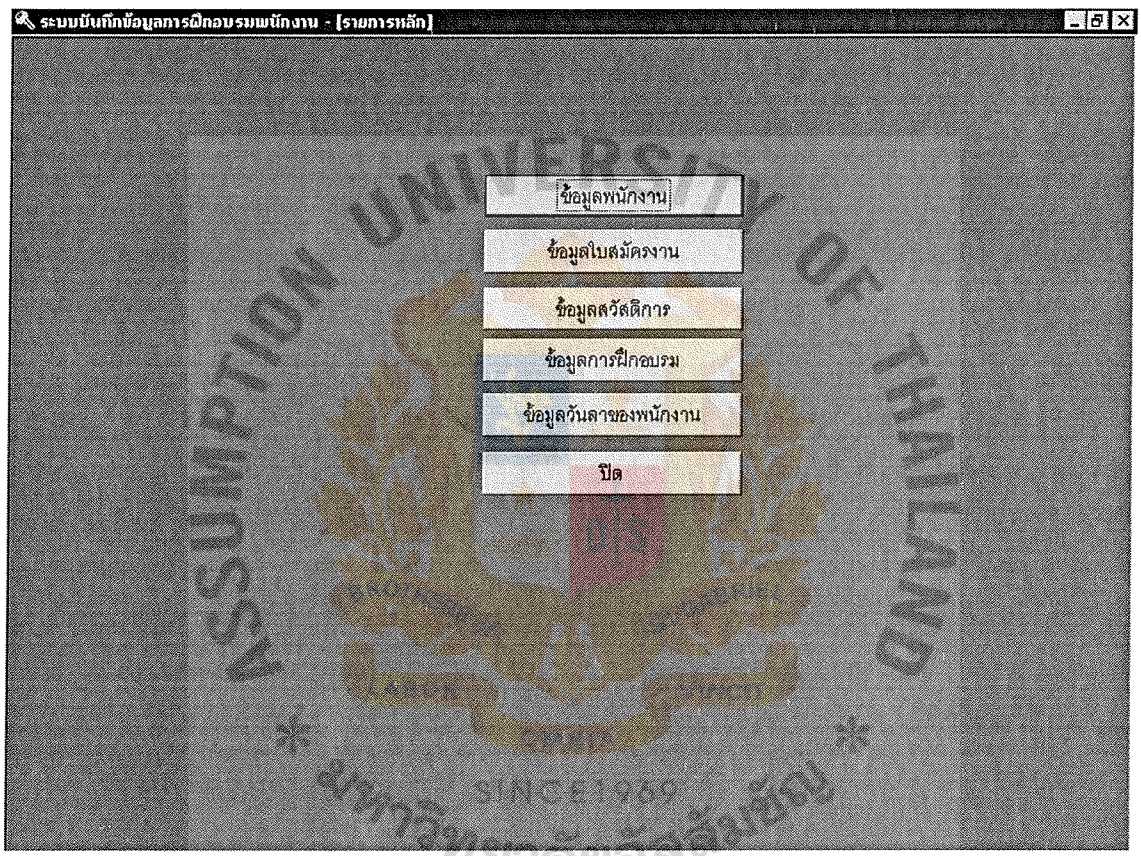

Figure F.12. Report Menu.

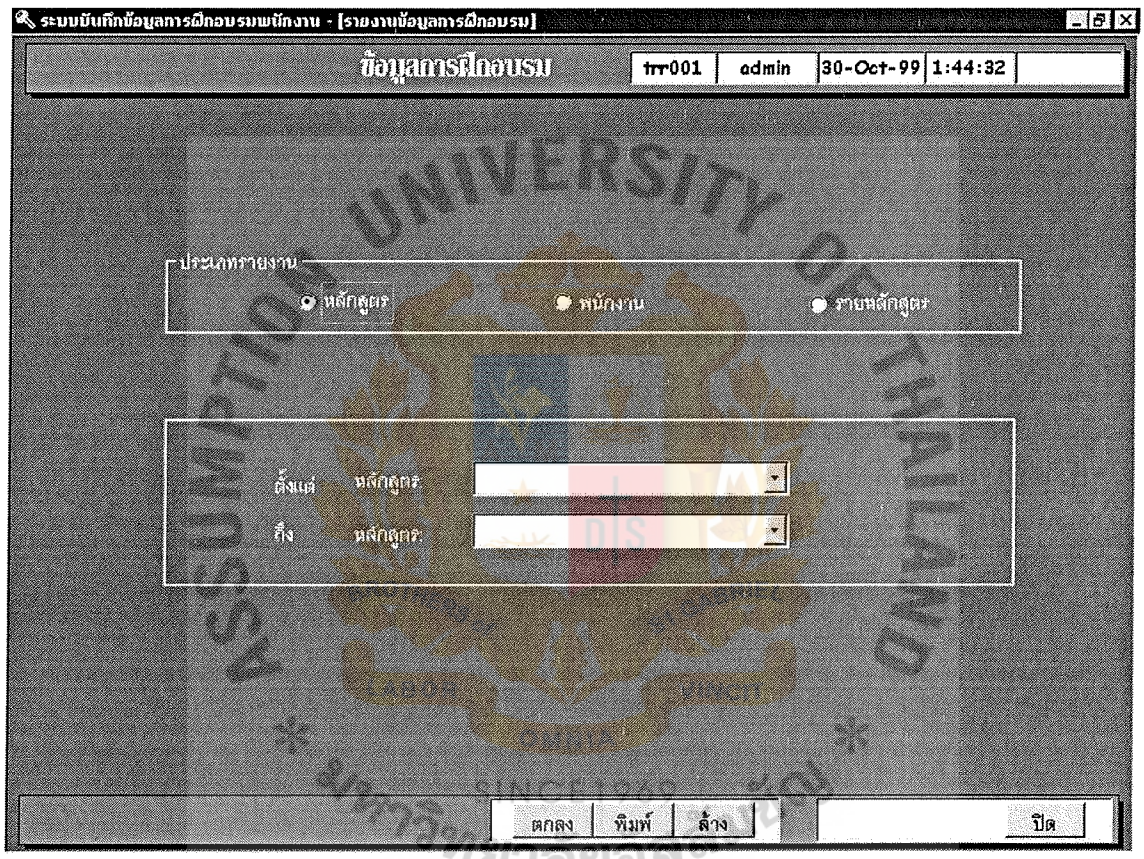

Figure F.13. Training Course Screen for Report.

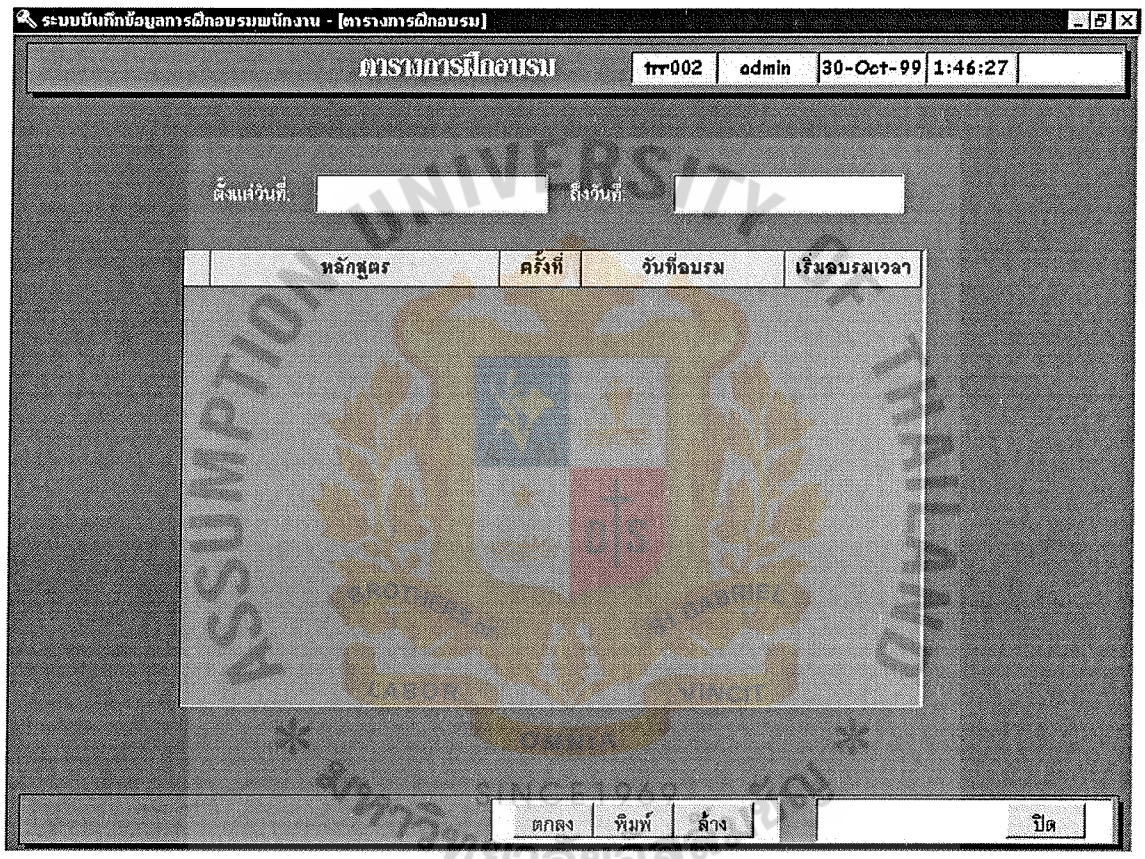

Figure F.14. Training Time-Table Screen for Report.

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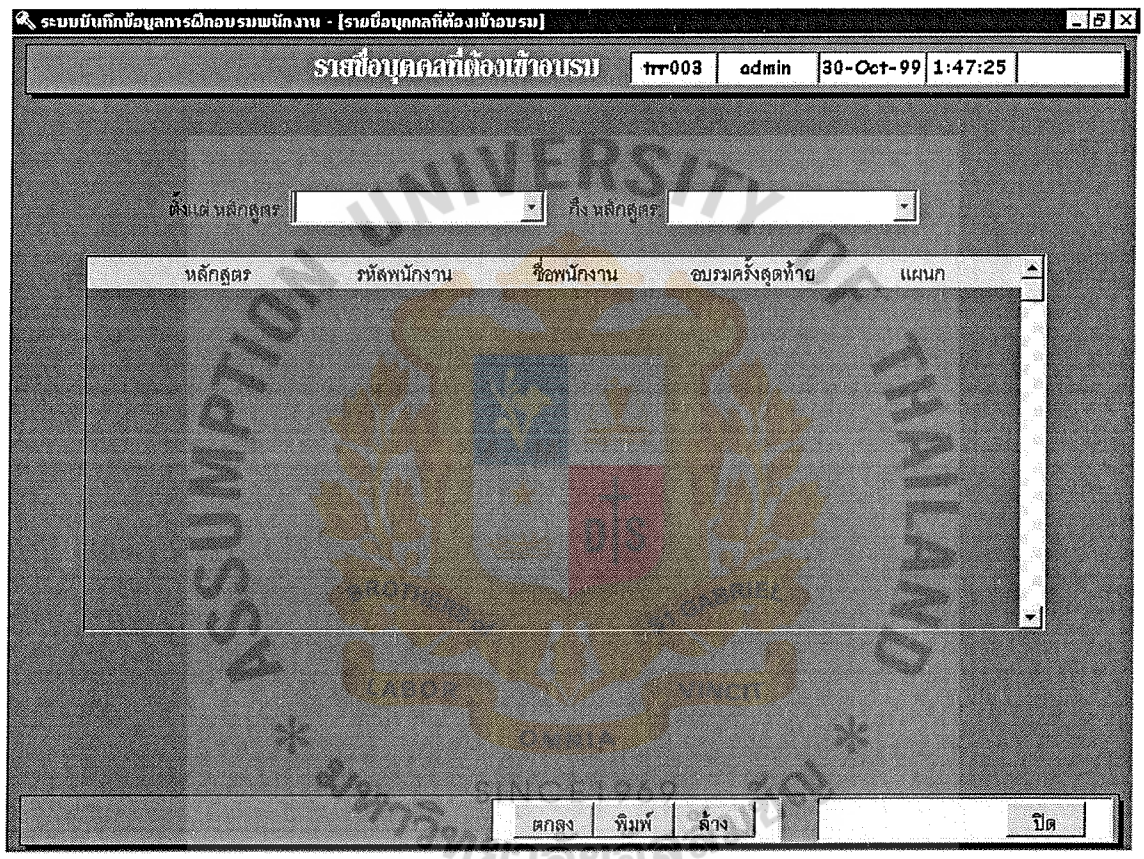

Figure F.15. Training Course By Employees Screen for Report.

APPENDIX G

FILE LAYOUT

ASSUMPTION UNIVERSITY OF THAILAND
BROTHERS OF ST GABRIEL
LABOR OMNIA VINCIT
SINCE1969
มหาวิทยาลัยอัสสัมชัญ

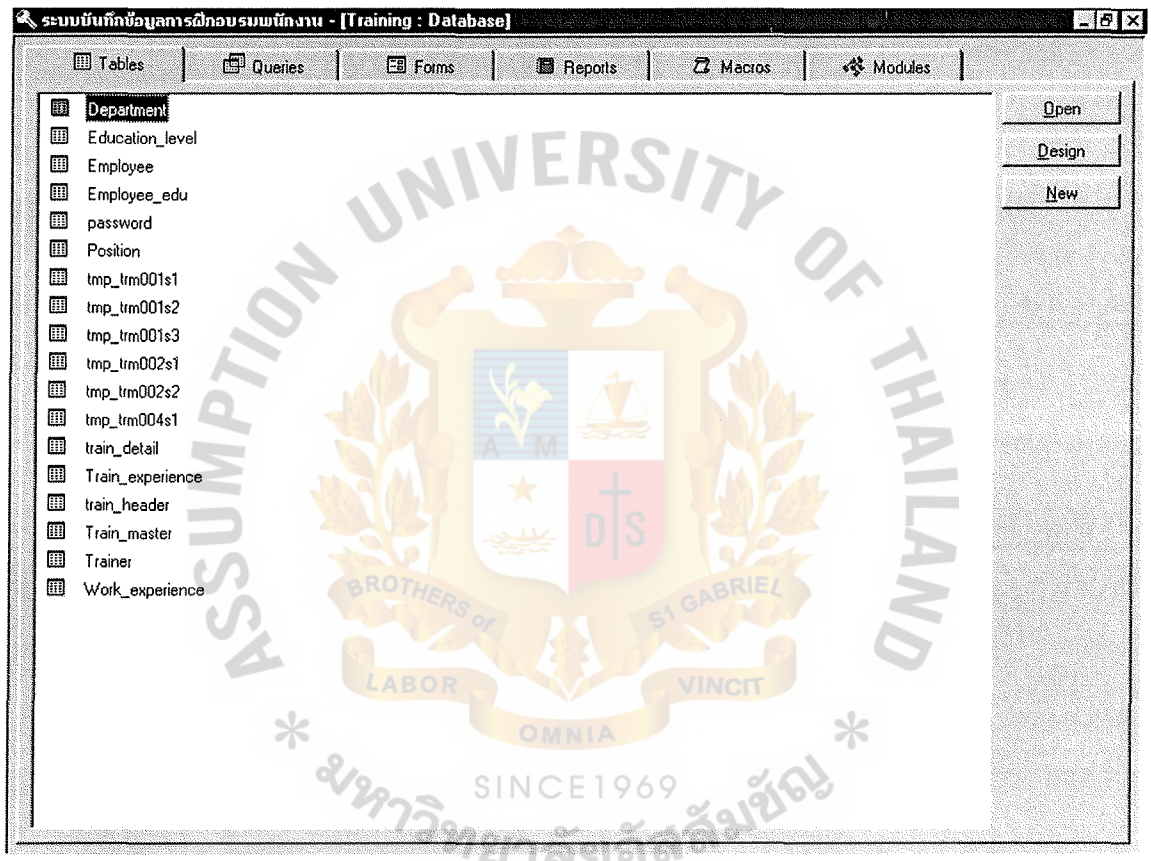

Figure G.1. Table Files Layout.

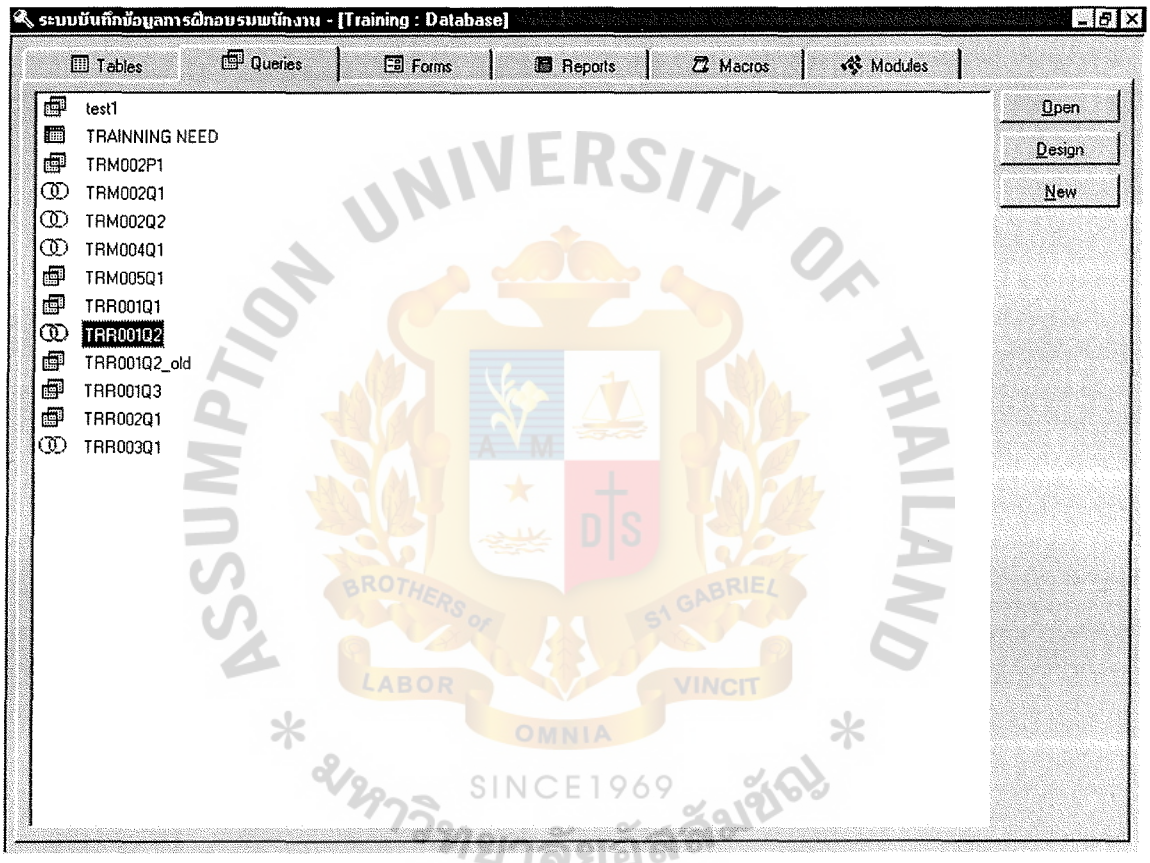

Figure G.2. Queries Files Layout.

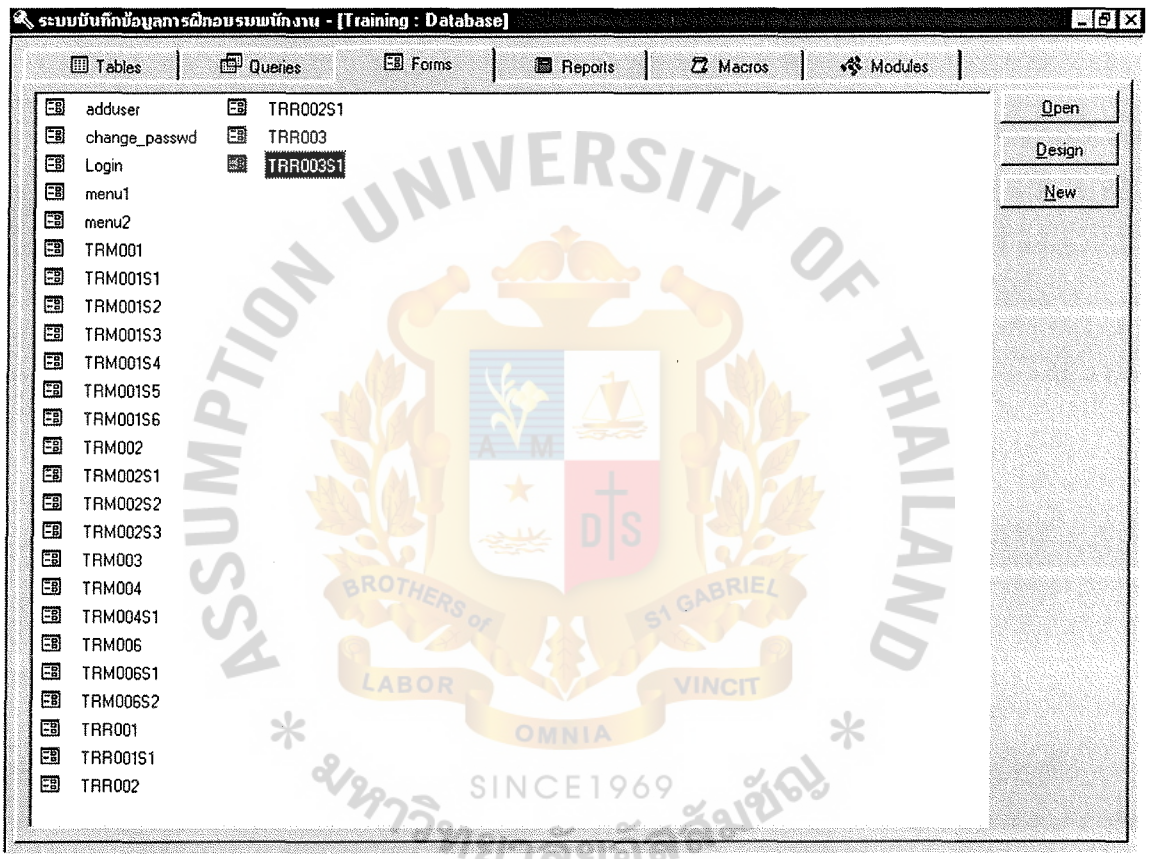

Figure G.3. Form Files Layout.

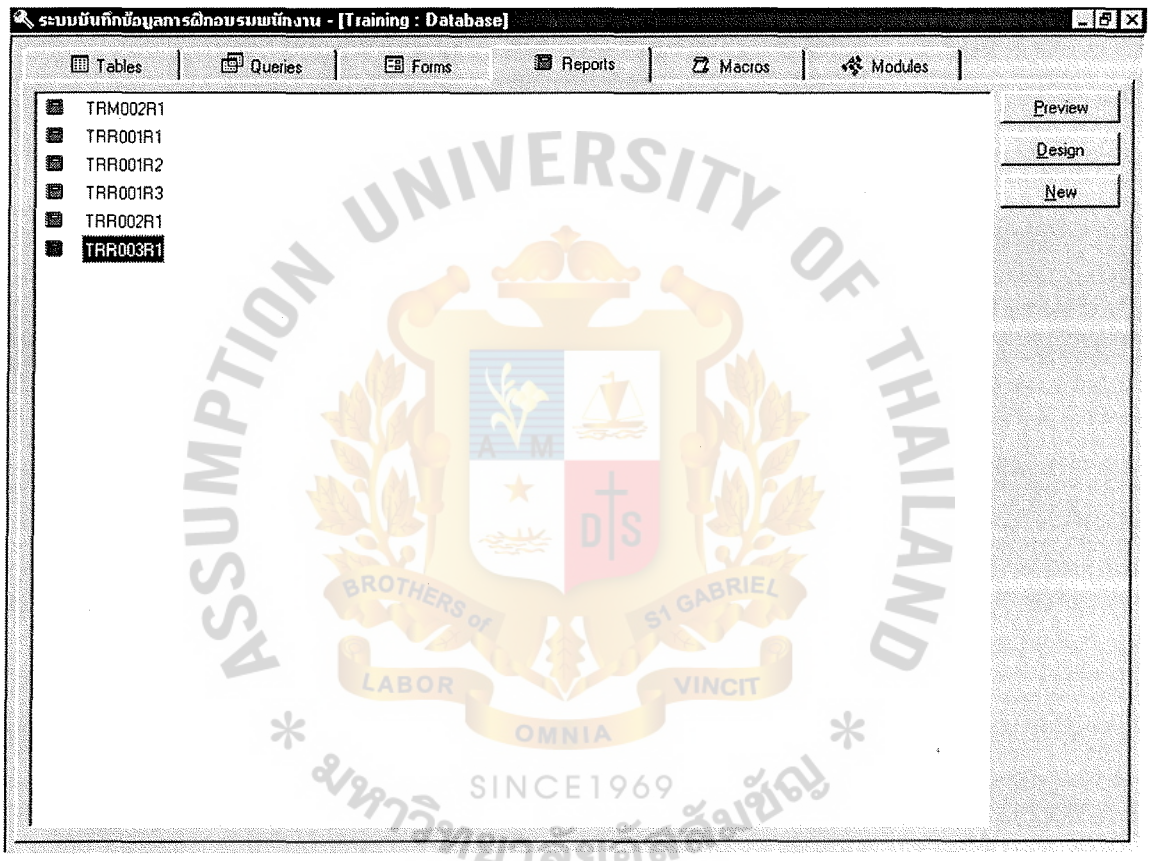

Figure G.4. Report Files Layout.

ระบบบันทึกข้อมูลการฝึกอบรมพนักงาน - [Department : Table]

Field Name	Data Type	Description
dept_co	Text	Department Code รหัสแผนก
dept_name	Text	Department Name ชื่อแผนก

Field Properties

General | Lookup

Field Size	4
Format	
Input Mask	
Caption	รหัสแผนก
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	No
Indexed	Yes (No Duplicates)

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

ASSUMPTION UNIVERSITY OF THAILAND
SINCE 1969

Figure G.5. Department File Layout.

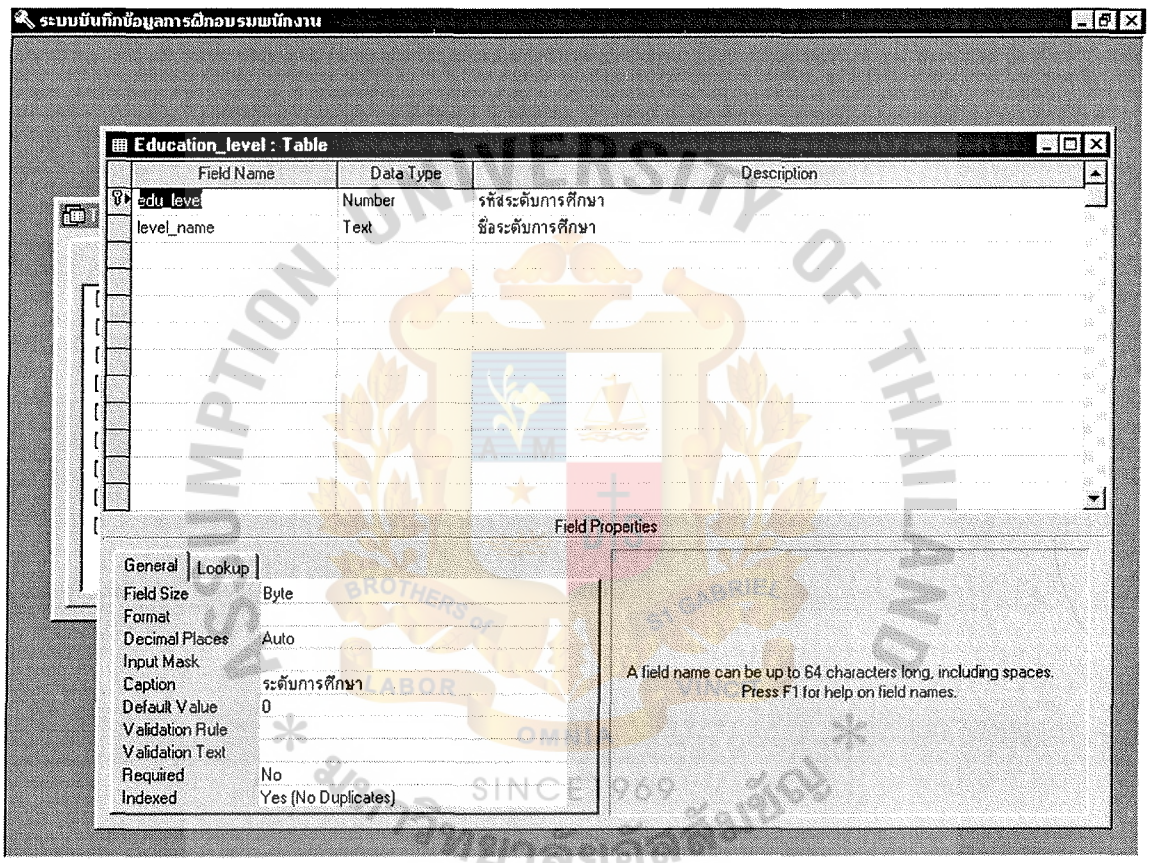

Figure G.6. Education Level File Layout.

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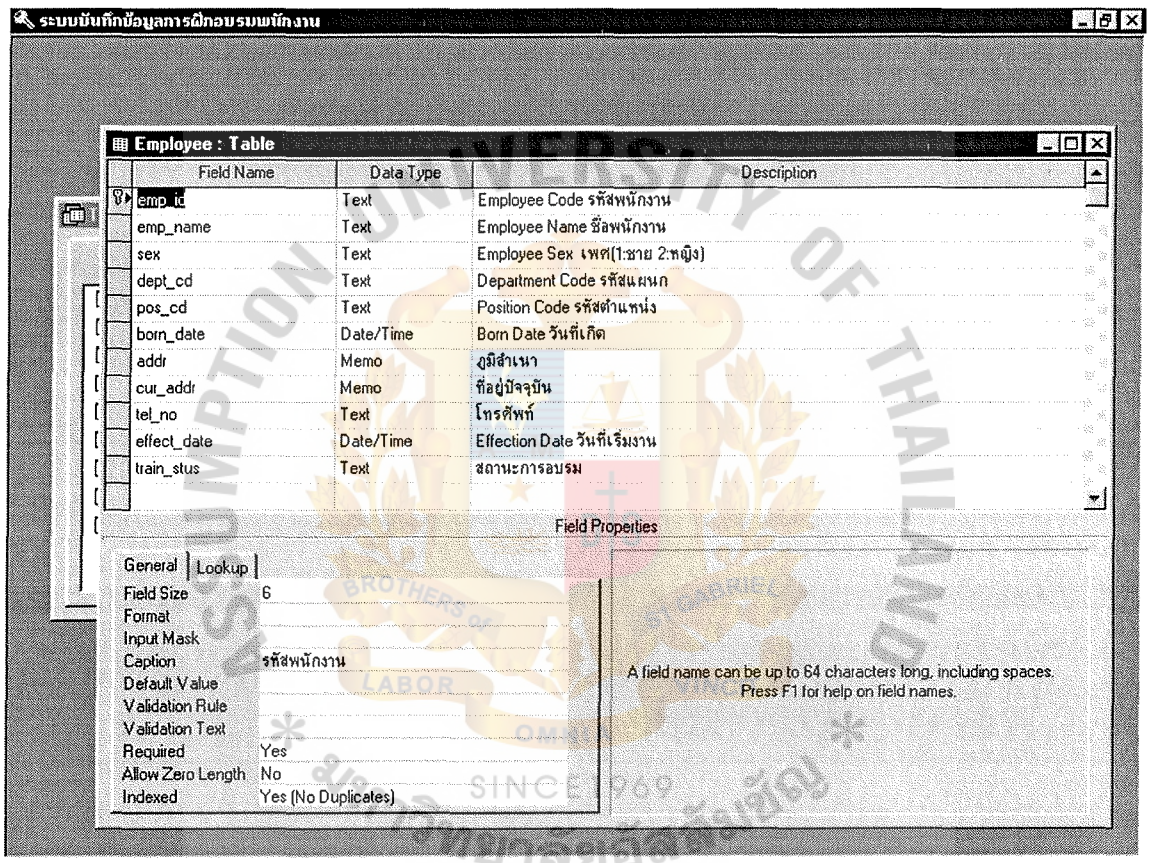

Figure G.7. Employee File Layout.

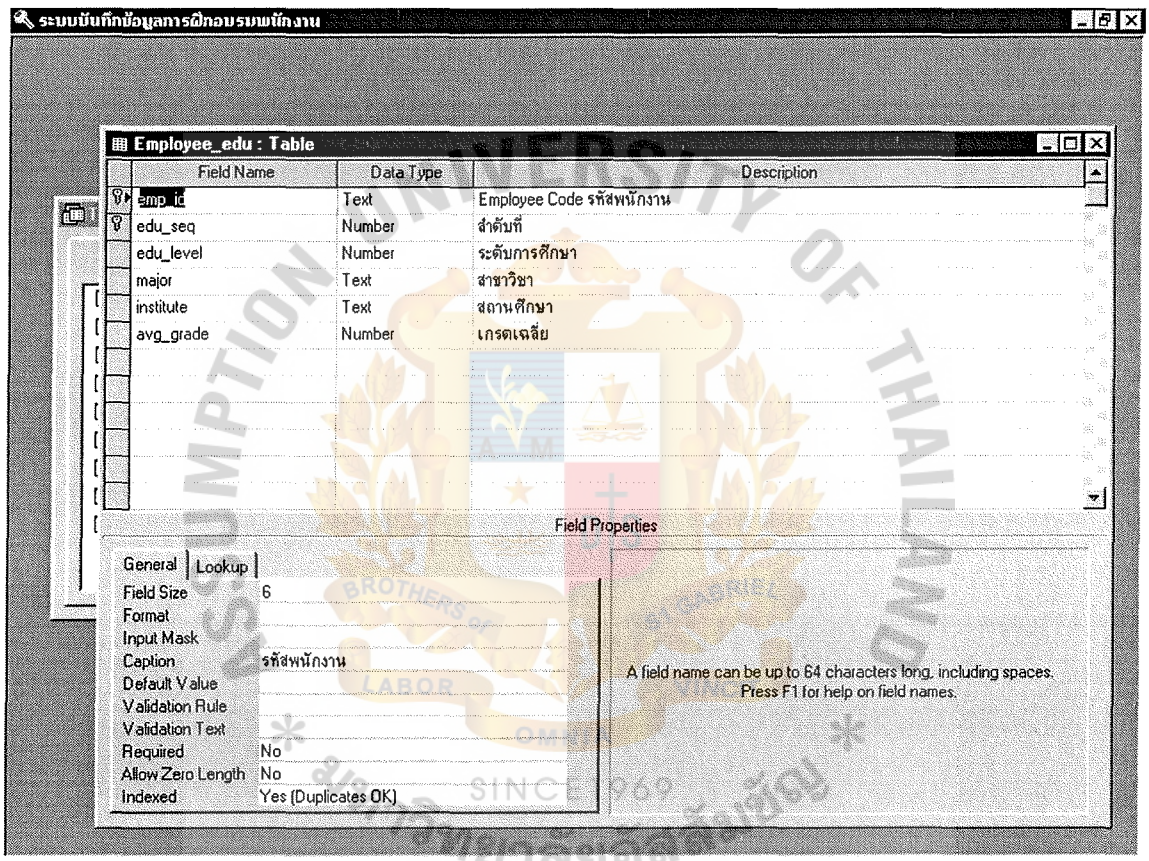

Figure G.8. Employee_edu File Layout.

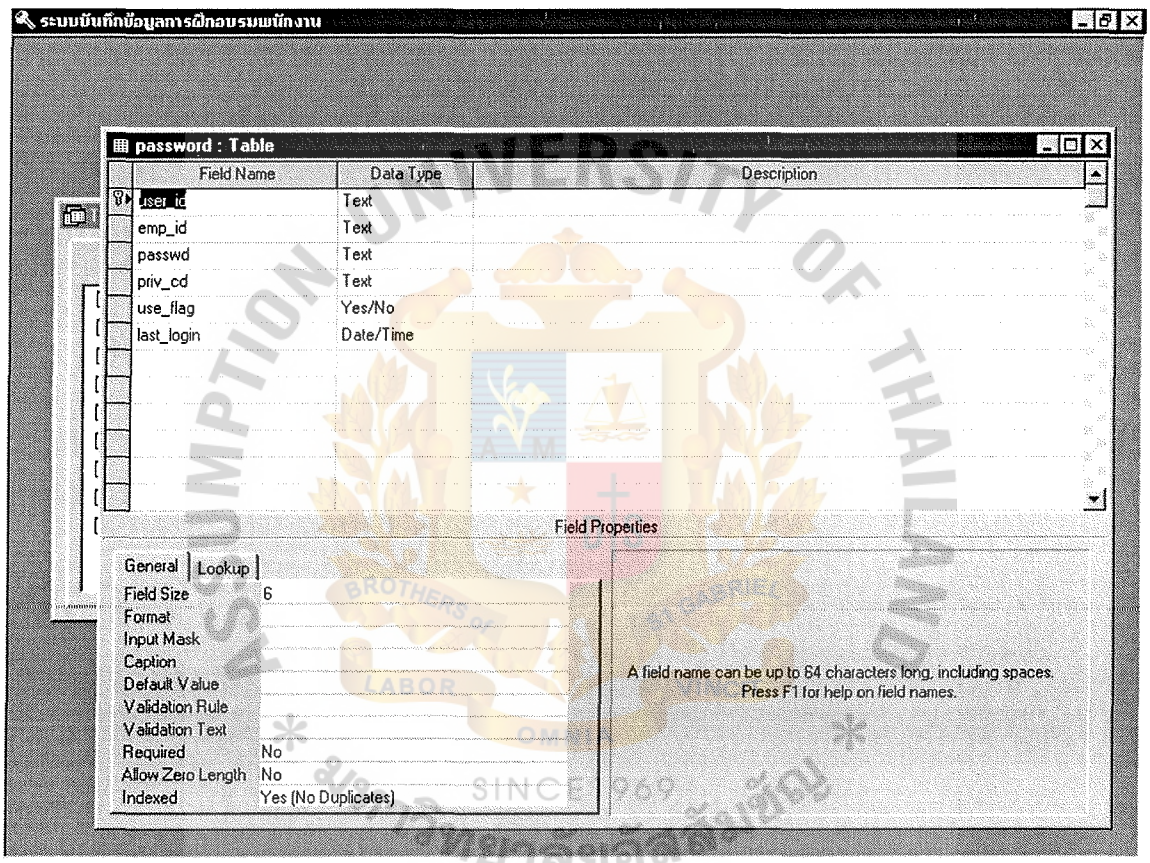

Figure G.9. Password File Layout.

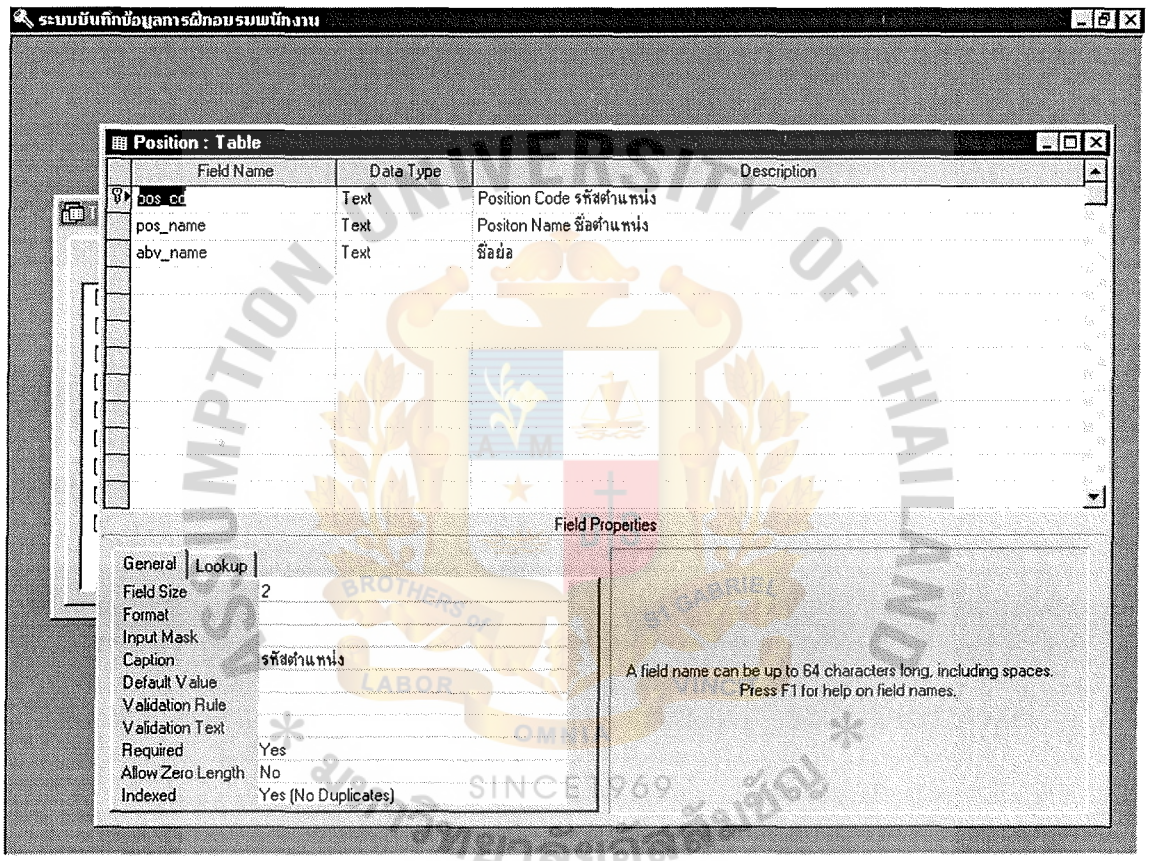

Figure G.10. Position File Layout.

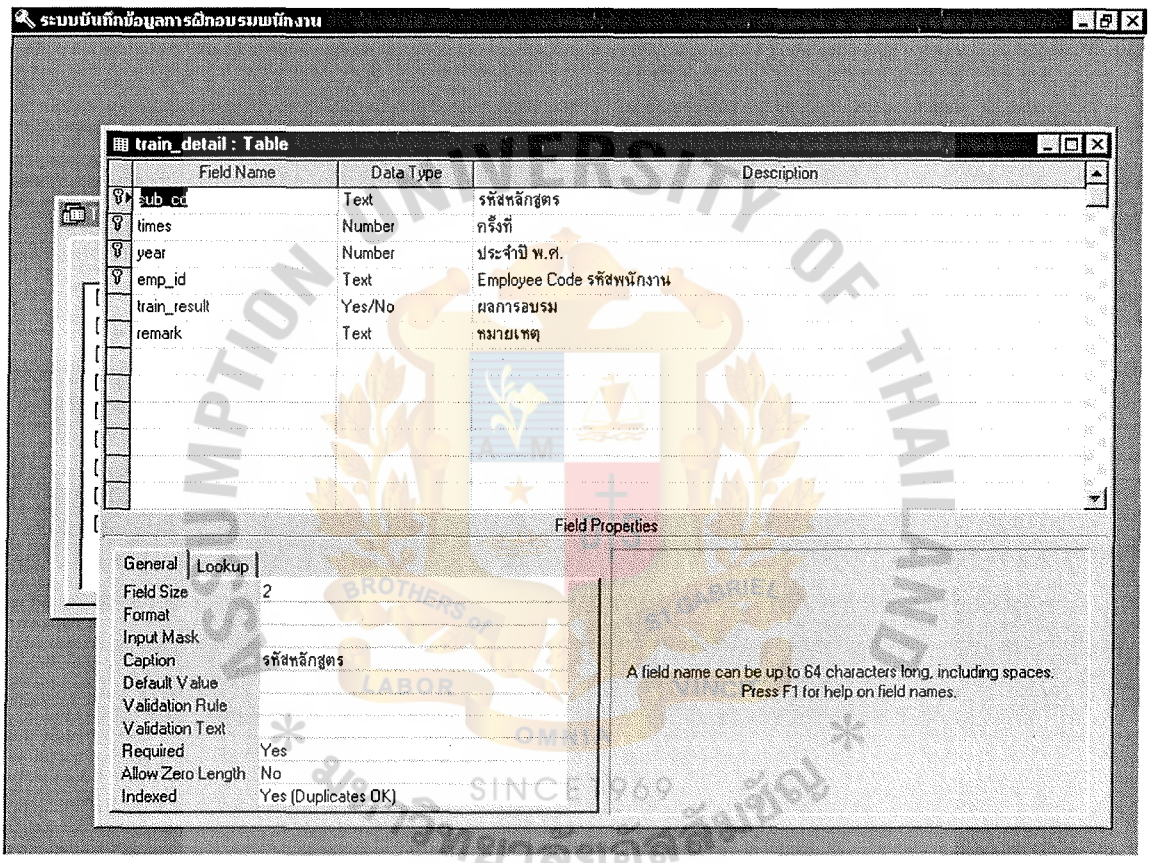

Figure G.11. Train_detail File Layout.

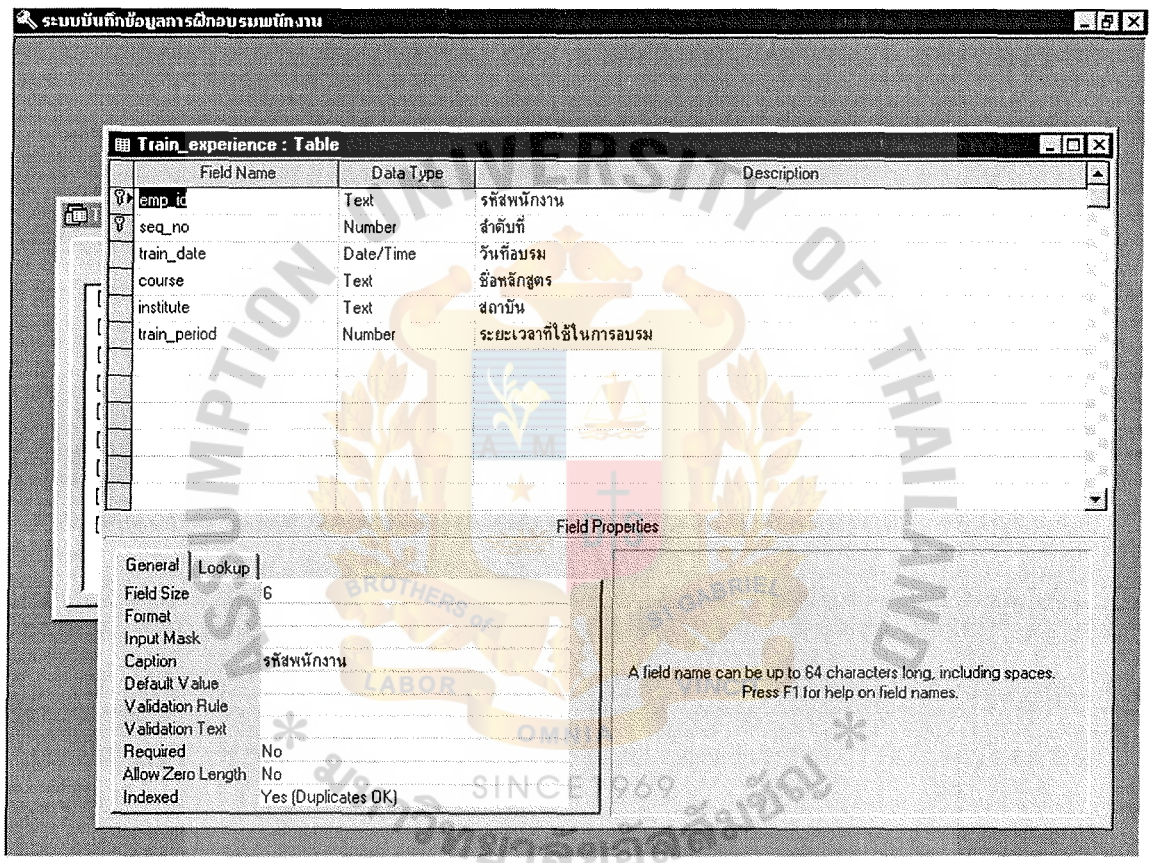

Figure G.12. Train_experience File Layout.

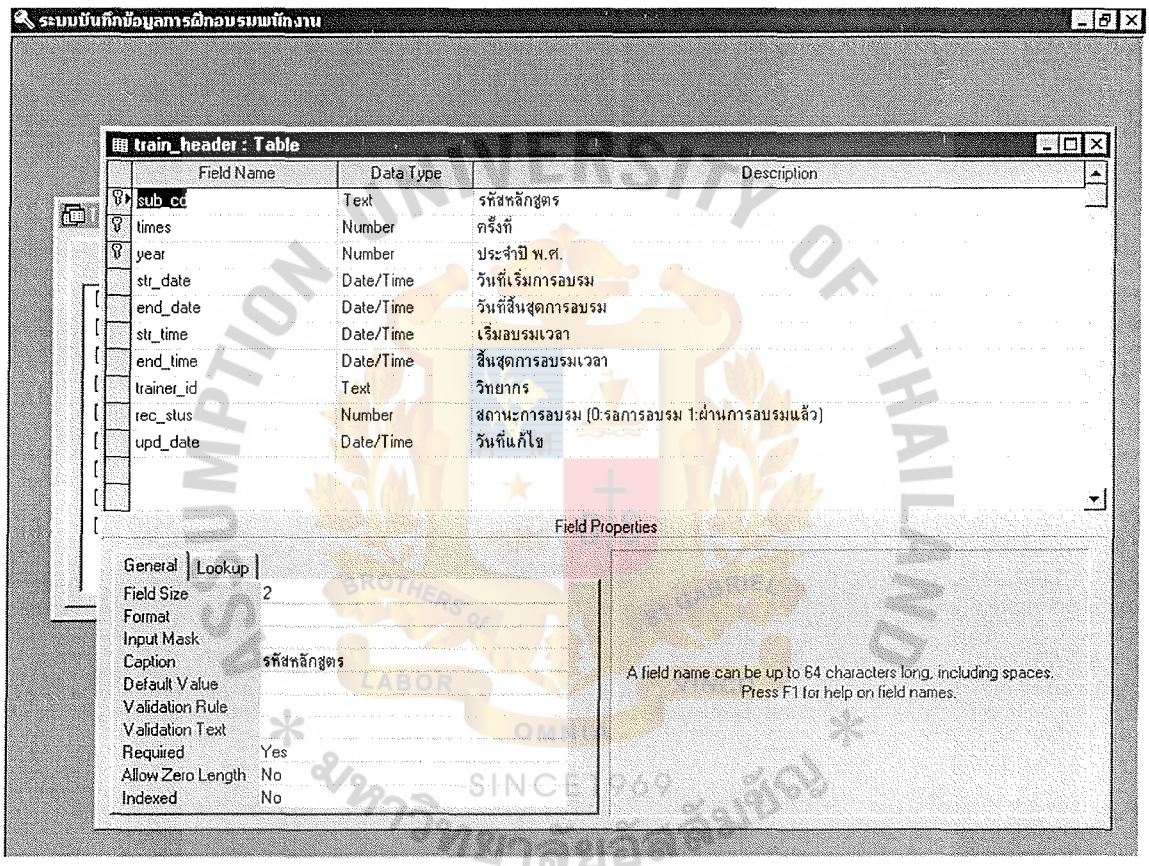

Figure G.13. Train_header File Layout.

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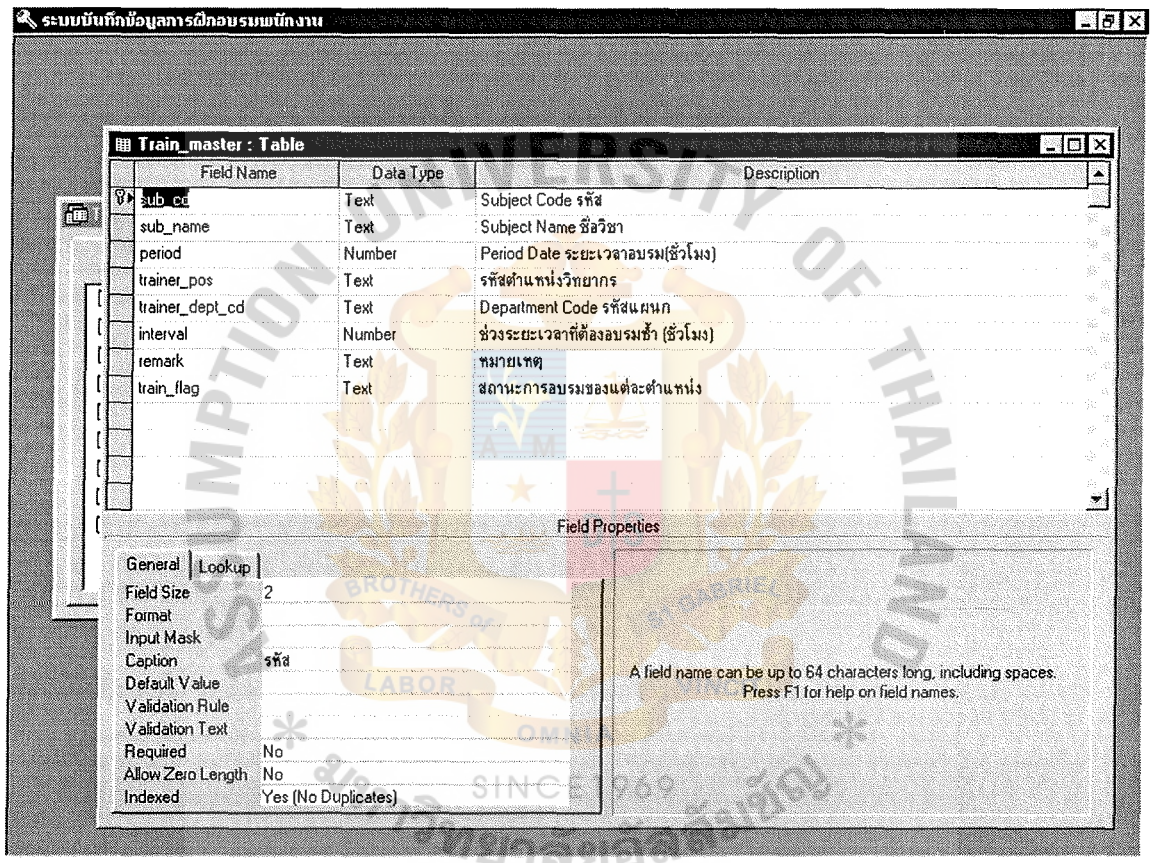

Figure G.14. Train_master File Layout.

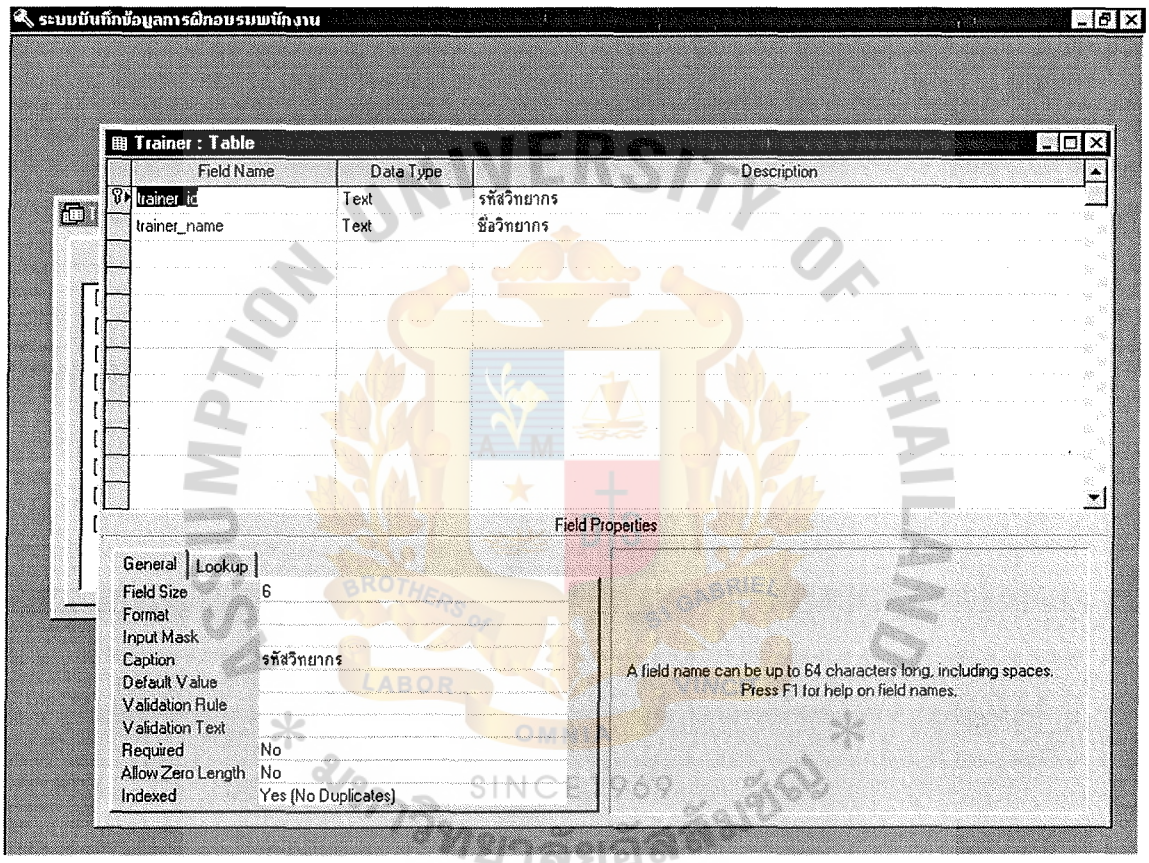

Figure G.15. Trainer File Layout.

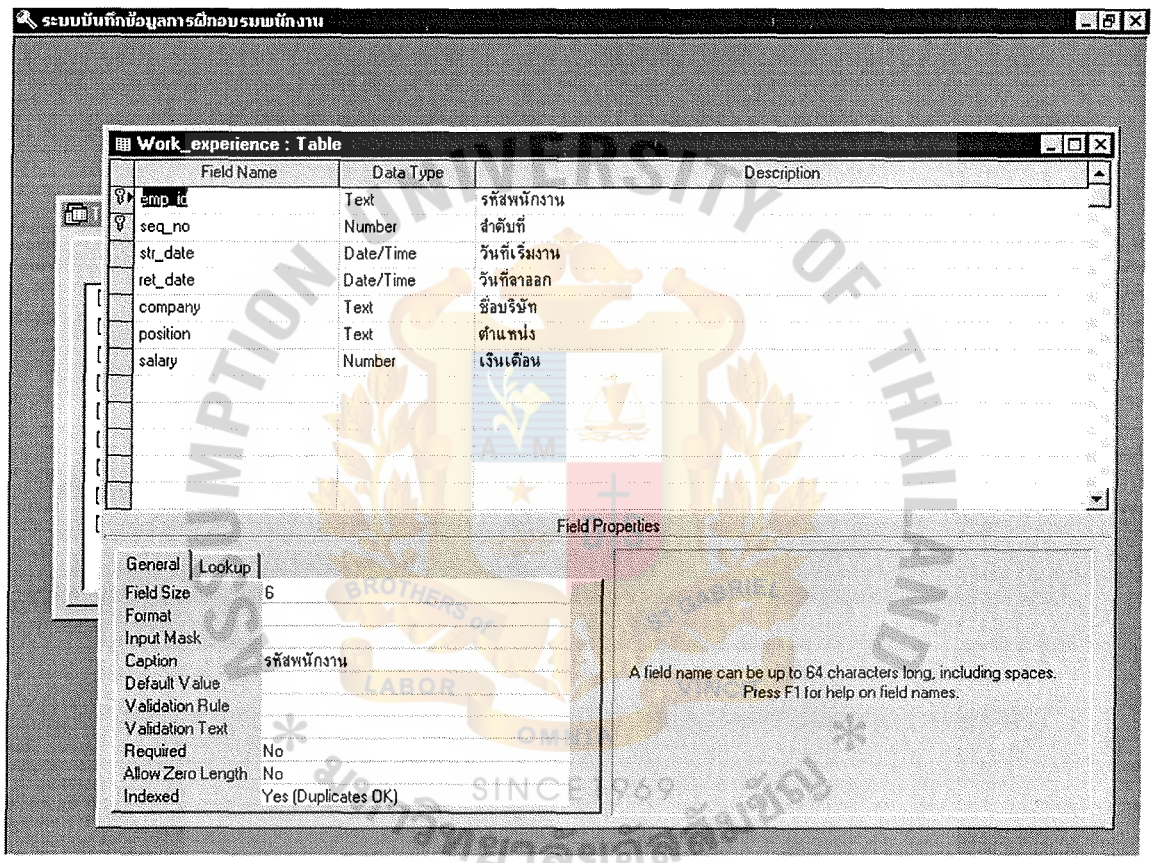

Figure G.16. Work_experience File Layout.

APPENDIX H

REPORTS

ASSUMPTION UNIVERSITY OF THAILAND
BROTHERS OF ST GABRIEL
LABOR OMNIA VINCIT
SINCE1969
มหาวิทยาลัยอัสสัมชัญ

Personal History

Date : 20/10/99 12:15

Employee ID 0001 to 0001

Page : 1/1

Employee ID	0099	Name	Pornthip Horsuwanchit
Sex	Male	Birth Date	8 Octeber 1955
Age	44	Religion	Buddhism
Department	Finance	Position	Accountant
Present Address	99/316 Krungthep-Kreetha Road, Sapansoong, Bangkok 10260		
Permanent Address	21/37 Moo 12 Pracha-Uthit Road, A. Muang, Nakornrajsima		
Telephone	3681214		
Position	Accountant	Effective Date	2 February 1978
Salary	36,000.00		
Marital Status	Married	Spouse's Name	Mr. Pairin Horsuwanchit
Number of Children	-		
Education	Bangkok University	Major	Accounting
Degree Conferred	B.S. (Accounting)		

Figure H.1. Employee Information Report.

Employee Listing by Level and Education Report

Date : 20/10/99 12:15

Employee ID 0001 to 0200

Page : 1/1

NO.	Name	Level	Position	Education	Effective Date
1.	Amnaj Poonwan	2	Truck Driver	Elementary 4	01/02/1972
2.	Anucha Sudto	5	Accountant	Certificate	03/04/1975
3.	Atchara Dantrakul	5	Junior Accountant	B.B.A.	02/04/1976
4.	Banchee Roskong	2	Shift Leader	Certificate	01/02/1977
5.	Banpot Chotinuchit	2	Truck Driver	Junior High	15/03/1975
6.	Benja Kanlueng	4	Shipping Clerk	Certificate	02/04/1974
7.	Boonrat Kittisopaporn	9	Sales Manager - SI&M	B.Sc.	01/07/1972
8.	Boonsong Ratsintorn	5	Senior Finance Accountant	B.B.A.	15/03/1992
9.	Chalermporn Peeraphol	5	Raw Materials Purchaser	B.B.A.	01/07/1985
10.	Chamlong Chompoo	2	Floor Operator	Junior High	15/03/1989
11.	Charoenchat Somprasong	4	Administrative Clerk	Certificate	08/10/1992
12.	Cholticha Pusadee	5	Technical Sales Rep. - SI&M	Diploma	14/01/1995
13.	Choopreeya Ton	5	Secretary	B.B.A.	05/02/1996

Figure H.2. Employee Listing by Level and Education Report.

Employee Listing by Department

Date : 20/10/99 12:15

Employee ID 0001 to 0200

Page : 1/1

Department	Name	Level	Position	Location
MD	Adisak Rugwongprayoon	12	Managing Director	HO
	Ornsidhangs Phithakstrakul	6	Executive Secretary	HO
	Siri Chatthongthavorn	2	Driver	HO
HR	Daranee Wattana	5	Secretary	HO
	Viroj Daomanee	12	Human Resources Manager	HO
Finance	Atchara Suthamchai	4	Junior Accountant	HO
	Boonsong Ratsintorn	7	Senior Finance Accountant	HO
	Nantavit Purananda	9	Credit Manager	HO
	Porntip Horsuwanchit	6	Accountant	HO
	Prasit Chumnongpaen	9	Accounting Manager	HO
	Siriwan Suriyun	6	Accountant	HO
	Sophon Sasnanan	6	Collection Supervisor	HO

Figure H.3. Employee Listing by Department Report.

Monthly Attendance Report

Date : 20/10/99 12:15

Location 01 to 03

Page : 1/1

Dept.	No.	Name	Annual Leave			Sick Leave			Personal Leave			Others Leave		
			Entitled	This Month	YTD	Entitled	This Month	YTD	Entitled	This Month	YTD	Entitled	This Month	YTD
MD	1	Adisak R.	17.5		8.0	120.0								
	2	Ornsidhangs P.	14.0	0.5	10.5	90.0		2.0						
	3	Siri C.	23.0		12.0	120.0								
HR	1	Viroj D.	28.0		20.0	30.0								
	2	Daranee W.	23.0	1.5	12.5	120.0		2.0						
ADM	1	Benja K.	17.0		12.0	79.0		5.0			1.0			
	2	Joompon S.	28.0	1.0	20.0	120.0								
	3	Korathana P.	18.0		11.0	67.0		5.0						
	4	Lhuem S.	28.0	2.0	12.5	120.0								
	5	Nanta C.	28.0	1.0	15.0	120.0								
	6	Piyachati P.	26.0	5.5	13.0	120.0		2.0						
	7	Piyamitr P.	15.5	2.0	12.5	92.0		1.0						
	8	Prakoon T.	28.0	4.0	15.0	120.0								
	9	Ratana P.	23.0	2.5	12.0	120.0								
	10	Somnuk H.	15.0	3.5	10.0	120.0		2.0						

Figure H.4. Monthly Attendance Report.

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Training Report

Date : 20/10/99 12:15

Page : 1/1

Training Course MS Exchange

Trainer Wanpen Srisuparb

Training Date 5 October 1999

Trainig Time 8:30 - 16:00

Department	Trainee	Result	Remarks
MD	Ornsidhangs Phithakstrakul	P	
HR	Daranee Wattana	P	
FC	Atchara Suthamchai	-	Absence
	Pornthip Horsuwanchit	P	
	Prasit Chumnongpaen	P	
	Siriwan Suriyun	P	
ADM	Joompon Singhapong	P	
	Korathana Parapitak	P	
CDB	Cholticha Pusadee	P	

Figure H.5. Training Report.

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