



ASSUMPTION UNIVERSITY

PERSONNEL INFORMATION SYSTEM

By

MR. RONNACHART MAHATTANAPREUT

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

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

November 1994

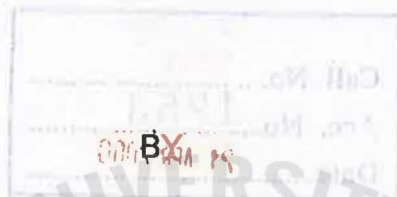
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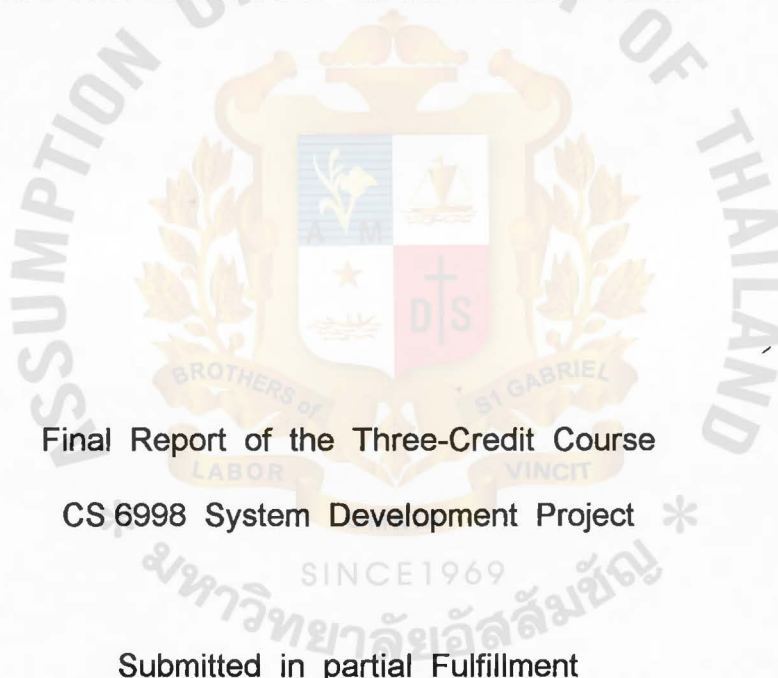
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MR. RONNACHART MAHATTANAPREUT



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Assumption University

NOVEMBER 1994

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Academic Year : 1994

The Graduate School of Assumption University had approved this final report of the three-credit course, CS 6998 System Development Project, submitted in partial fulfillment of the requirements for the degree of Master of Science in Compute Information Systems.


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Abstract

This system development project was developed to improve the existing system at Philips Semiconductors Thailand Co., Ltd. Currently, The processing of personnel information was done manual intervention which is not an efficient and effective tool with regard to coping with changing business conditions. The scope of the project will cover system analysis and design and system implementation of the personnel information system. This project is intended to provide accurate and efficient data collection and retrieval, both on-screen and in-form of printouts and also reduces manual record-keeping. The outcome of the project is to provide informations related to operational, strategy and executive informations which can be utilized for decision making and by every employee in the company.

Acknowledgements

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The Author would also like to thank all instructors of the graduate school of computer information systems of Assumption University who contributed to CIS's students.

Finally, The Author hope that this project would be useful for Philips Semiconductors Thailand Co., Ltd. and Assumption University.

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1. INTRODUCTION

1.1 Background of the Project

The personnel information system is designed to help Philips Semiconductors Thailand Co., Ltd. to efficiently manage personnel information system through a computerized system. The system provides audit trail for all transactions occurred since any causes of change to the master file will be recorded immediately after the action with user-id and field of change included.

The system is designed to be a security-oriented so that only authorized users can have access to the system and only a selected few authorized users could look on confidential fields in the master file. The output of the system can be displayed via both terminals and hard-copy on requested basis as well as periodical basis.

1.2 Objectives of the Project

The objectives of the project on the personnel information system are as following :

- To study the existing system
- To analyze the existing system problem
- To design the personnel information system that provide the right

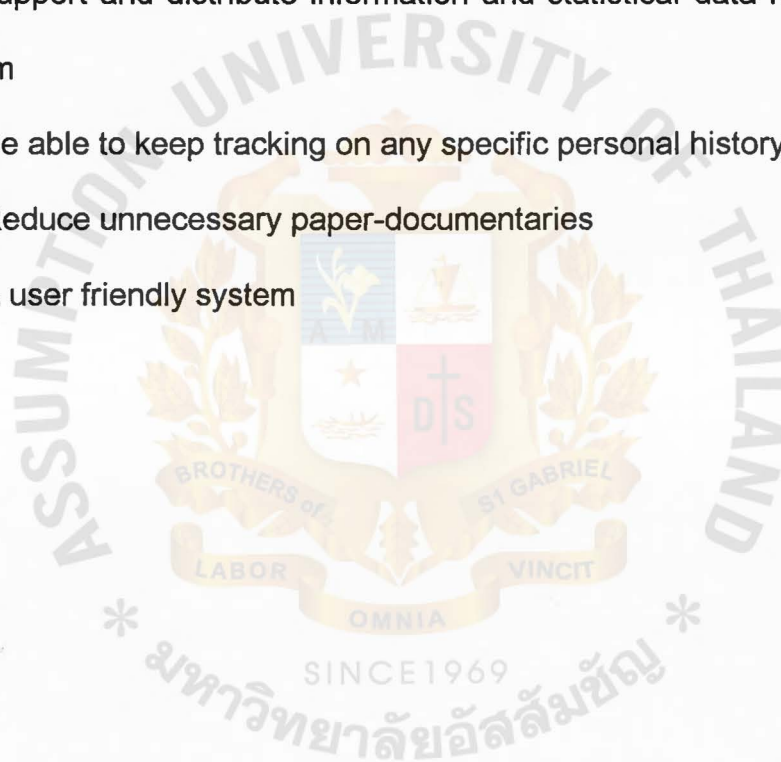
data at the right level to the right people at the right time

- To develop and test the software package for the personnel information system which is written in COBOL (IMS) using DLII

- Utilize space available for personnel filing
- Minimize time-consuming data operating tasks
- Maintain the most up to date personnel database available for management

- Support and distribute information and statistical data needed in standard form

- Be able to keep tracking on any specific personal history
- Reduce unnecessary paper-documentaries
- A user friendly system



1.3 Scope of the Project

The scope of project will provide on the information system to all the human resources operation which classifies into four sections as the following :

(See Figure 1.1 : Organization of Human Resources Department)

1. Employment / Compensation
2. Industry Relationship (IR) & Public Relations
3. Training & Development
4. Safety / Health

The project will cover major parts of the personnel information system which include :

(See Table 1.1 : Personnel information which maintained by each Human Resources Operation)

- Personal Data : gives detailed personal information like name, address, date of birth, sex, religion, marital status etc.
- Previous History : tells the employee's last organization employment his experience, and his education background
- Benefit Details : records date and amount of payment for all benefit paid to employees

- Leave Records : shows all leave dates and type of leaves taken as well as no. of days remaining to be take
- Work Status : records all job-related history since hiring date including changed date, position, department, supervisor as well as the salary adjustments
- Family Records : not only shows the name and other details of family members but also classifies the status of each member
- Educational Records : shows the training employees received during service as well as any scholarships granted to them
- Medical Information : keeps all necessary data that is useful for budgeting medical expenses as well as tracking medical history
- Disciplinary Record : keeps date and cause of the action
- Appraisal Record : focuses on yearly or periodical evaluations, including rates, scores, baht and percent increases

Table : 1.1 Information which maintained by
each Human Resources Operation

Information	Compensation	I&R	Training	Safety
Personal Data	x			
Previous History	x			
Benefit Details	x			
Leave Records	x			
Work Status	x			
Family Records				x
Educational Records			x	
Medical Information				x
Disciplinary Record		x		
Appraisal Record	x			

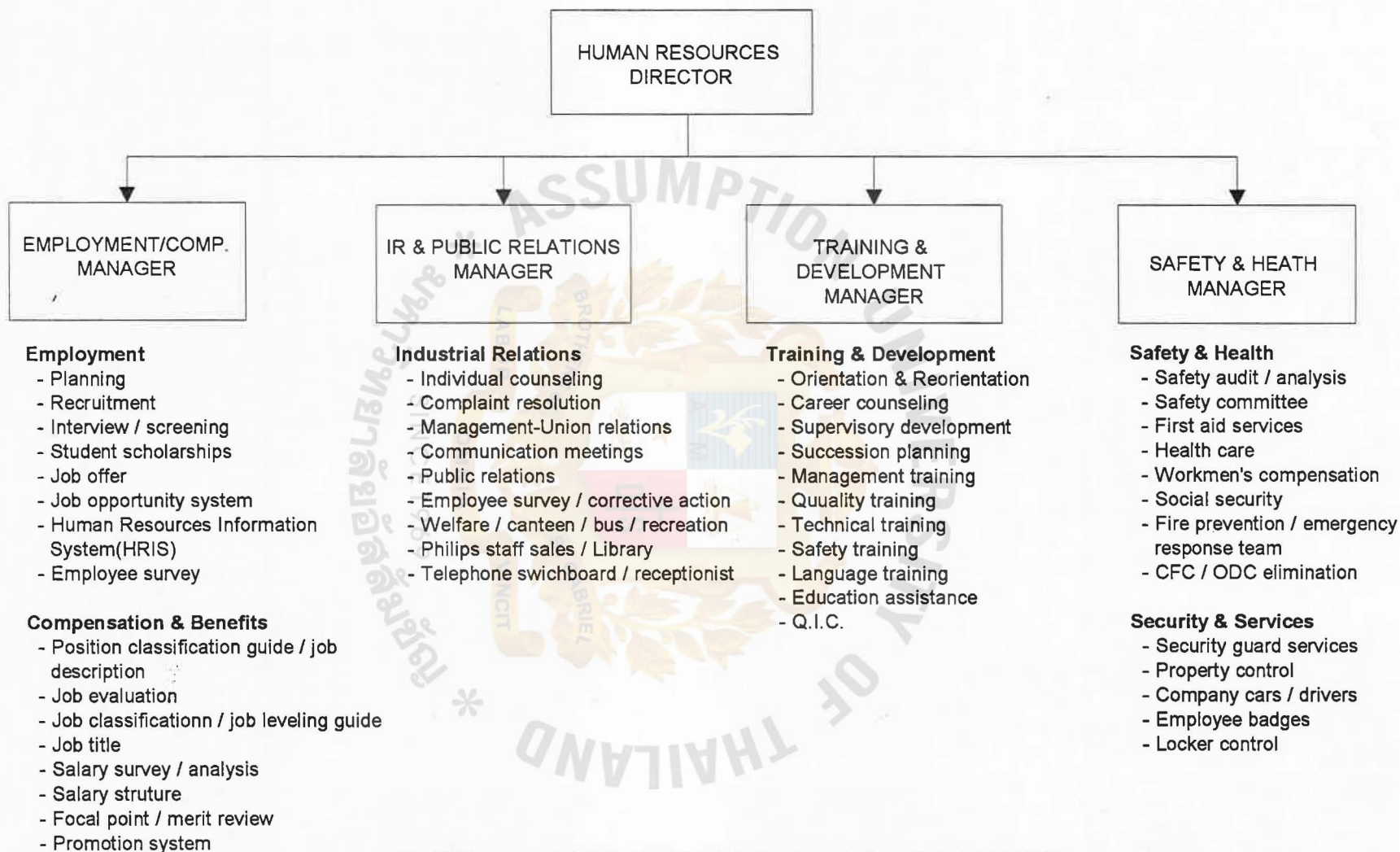


FIGURE 1.1 : ORGANIZATION OF HUMAN RESOURCES DEPARTMENT

2. EXISTING SYSTEM

2.1 Background of Business

The old name of Philips Semiconductors Thailand Co., Ltd. is Signetics Thailand Co., Ltd.

Signetics corporation of Sunnyvale, California, USA, was founded in September 1961 by a group of scientists and engineers who were among the pionners in the development of integrated circuits. Signetics was the first company in the world to be established for the sole purpose of developing, manufacturing and selling integrated circuits.

As a subsidiary company, Signetics Thailand Co., Ltd. on March 28, 1974 received promotional privileges from the board of investment to assemble and test integrate circuits for export. Since its establishment, the company has grown steadily from a small-size operation in a row of shop houses to its presentsize with a modern plant on a 40-rai site and a Thai staff of over 2,100 employees.

In 1975, Signetics company was acquired by N.V. Philips of the Netherlands and became a division of North American Philips corporation. As such, Sig-thai is now part of one of the world's largest corporations, continuing to produce a high volume of top-quality products that meet exacting world standards. (See Figures 1.2 : Organization of Philips Semiconductors Thailand Co., Ltd.)

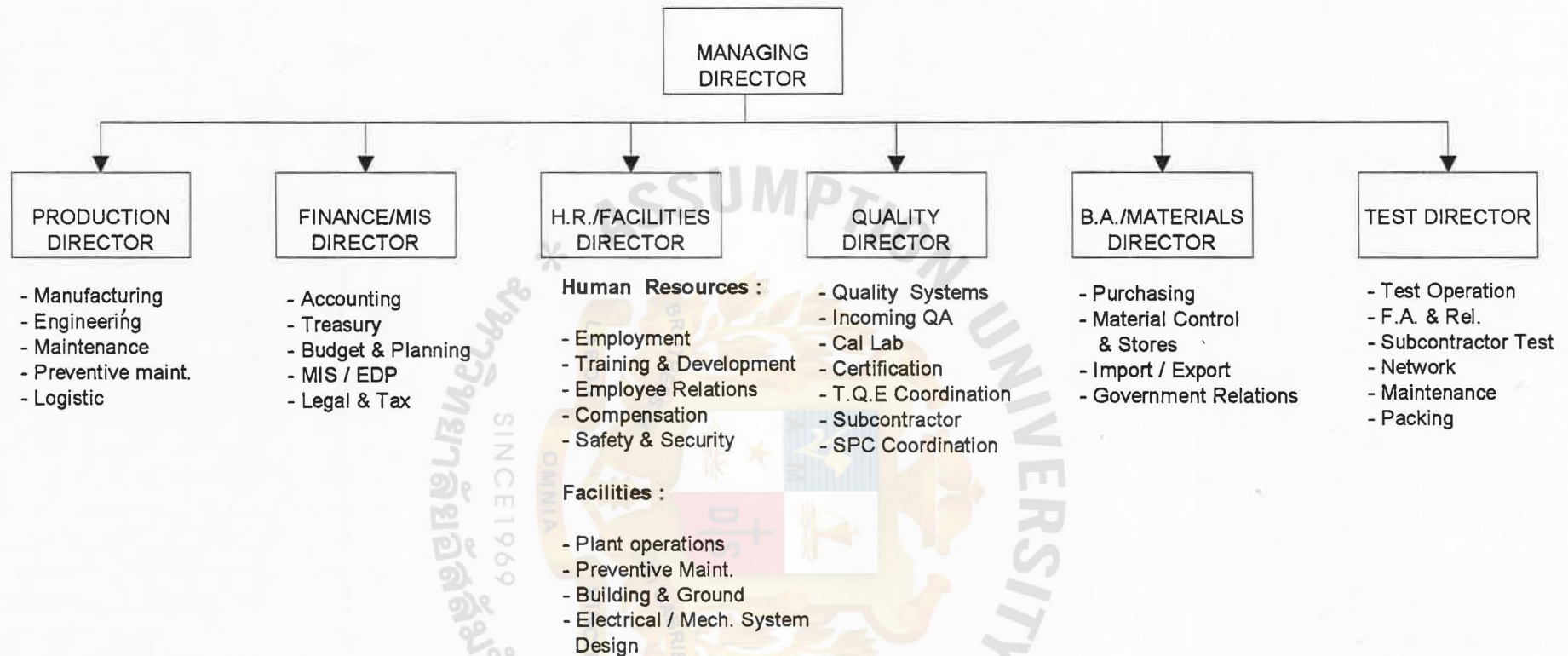


FIGURE 1.2 : ORGANIZATION OF PHILIPS SEMICONDUCTORS THAILAND

2.2 General Information on the Area Under Study

Up to the present, the company has a staff more than 2,000 workers and considers people its most valuable asset. Emphasis is therefore put on continuous development of its human resources for on-going performance improvement in all areas.

At the area under study, the focus goes beyond the Human Resources Department. Currently, there is twenty persons working in department.

The general functions performed by a simple data base on IBM-PC, word processor, spreadsheet and manual record-keeping. Such as focal point / merit review, promotion system.

To keep scattered personnel-related data, such as personal data, family records, previous history, work history, leave records, educational records, appraisal records and medical records, into a single computerized data base and maximize the utilization of the data base.

2.3 Overview of Existing System

The existing system is to process personnel data and provide information to support their decision-making. (See Figure 1.3 : Context Diagram of Existing System)

At present, the information processing is take long time and the results are not on-time.

There are several following problems that appear from the existing system.

- There is no master file/data base used by all reporting systems. This leads to cost discrepancies between systems due to factors such as time-consuming data operating tasks.
- There is heavily still dependent on manual intervention. So the system is not an efficient and effective tool with regard to coping with changing business conditions.
- There is so much unnecessary paper-documentaries.

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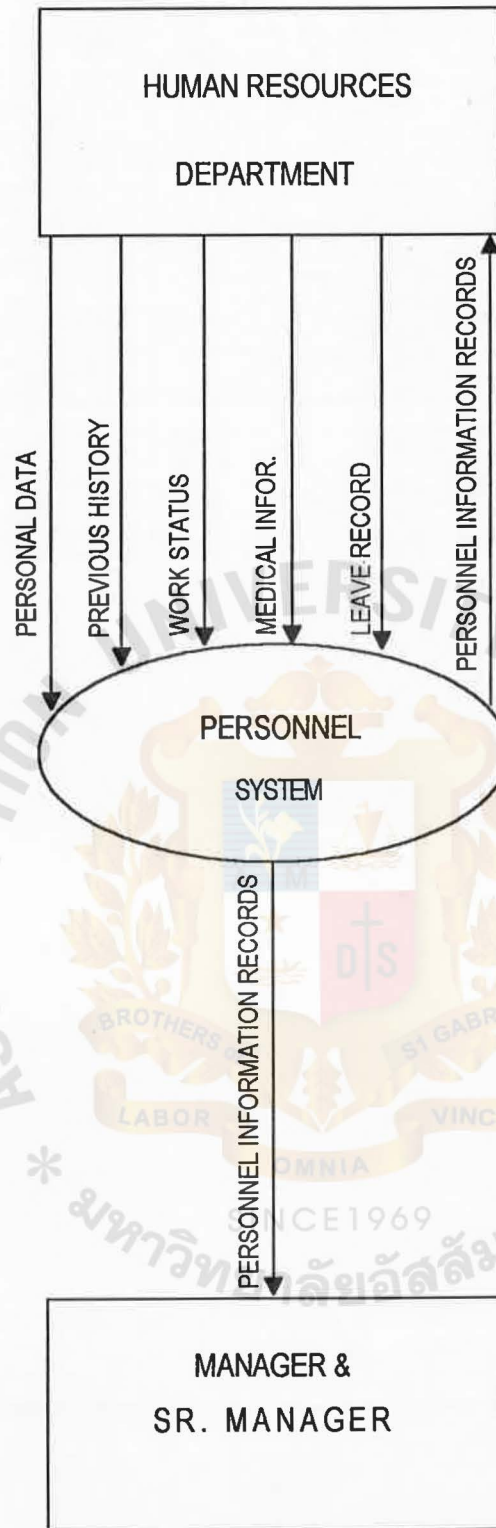


FIGURE 1.3 :CONTEXT DIAGRAM OF EXISTING SYSTEM

2.4 Existing Hardware and Software

Hardware

1. Two IBM-PC AT compatible with hard disks
2. Two sets DOT printer

Software

1. dBASE III plus
2. Lotus 123
3. Wordstar



3. PROPOSED SYSTEM

3.1 User Requirements

Due to user requirements which intend to change current personnel information system from manual intervention to computerize system. It is required that new system personnel information system must be enhanced to support its needs. The purpose of new system is to provide information on every employee in the company.

The following is the narrative description of new system requirement.

- To provide standardized personnel information system to managers and supervisors
- To provide uniform personnel information report for Human Resources Department and Other Department
- To reduce manual record-keeping
- To provide a high level of data security and integrity
- To provide accurate and timely personnel information to company management
- All functions available within the system will be controlled by appointed personnel officer
- Only authorized users can have access through a system
- All table codes used in the system shall be updated and maintained by assigned user

- Authorized users will be classified in to a different level for a security reason (See Figure 1.4 Context Diagram of New System)

The major outputs from personnel information system are

- Display screen : retrieved data specified and cut or compress them as necessary in order to be fitted to the screen space

- Reports : will retrieved data as selected and print them out on a hard-copy and layouts containing :
(See Table 1.2 Frequency of Reports)

- * Personal action notice
- * Monthly personal action notice detail
- * Personal work profile
- * Leave detail for section
- * Leave summary for section
- * Leave summary for performance appraisal
- * Absenteeism summary
- * List of temporary employee
- * Length of service report
- * Disciplinary / Award
- * Benefit report
- * Headcount report by category and department

Table : 1.2 Frequency of Reports

Reports	Frequency
Personal action notice	On Request
Monthly personal action notice detail	Every Month
Personal work profile	On Request
Leave detail for section	Every Year or On Request
Leave summary for section	Every Year or On Request
Leave summary for performance appraisal	Every Year or On Request
Absenteeism summary	Every Year or On Request
List of temporary employee	Every Month or On Request
Length of service report	Every Year or On Request
Disciplinary / Award	Every Year or On Request
Benefit report	Every Month or On Request
Headcount report by category and department	Every Month or On Request

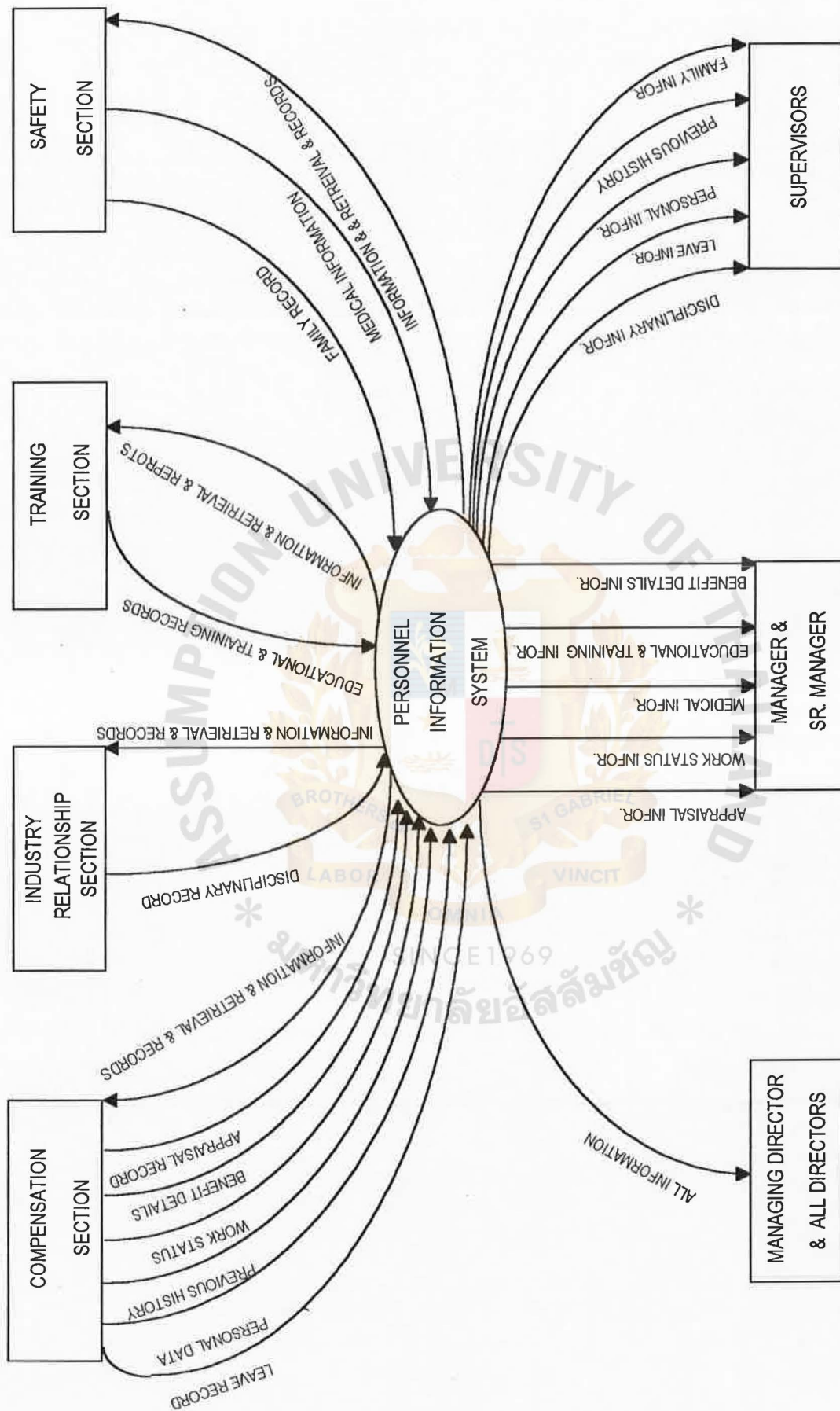


FIGURE 1.4 : CONTEXT DIAGRAM OF NEW SYSTEM

3.2 System Design & Definition

System Design

Alternative

There are two alternatives we can consider ;

A. To purchase on outside software package for more efficient personnel information system

B. To develop in-house software package which written in COBOL (IMS) using DL/I. and data base organization is Hierarchical

Alternative B is more useful as an alternative A due to ;

1. No outside software package available to fully satisfy the functional requirements
2. Users are familiar with current environment and operations, thur would minimize the conversion impact
3. In line with operational concept, i.e. user system / functional area is responsible for the integrity of the source data
4. Short lead time available for system testing, user training and implementation
5. Existing experienced and techical resources within the company

Based on user requirements, The new system will be designed as following : (See Ffigure 1.5 : Data Flow Diagram of New System - Level 0)

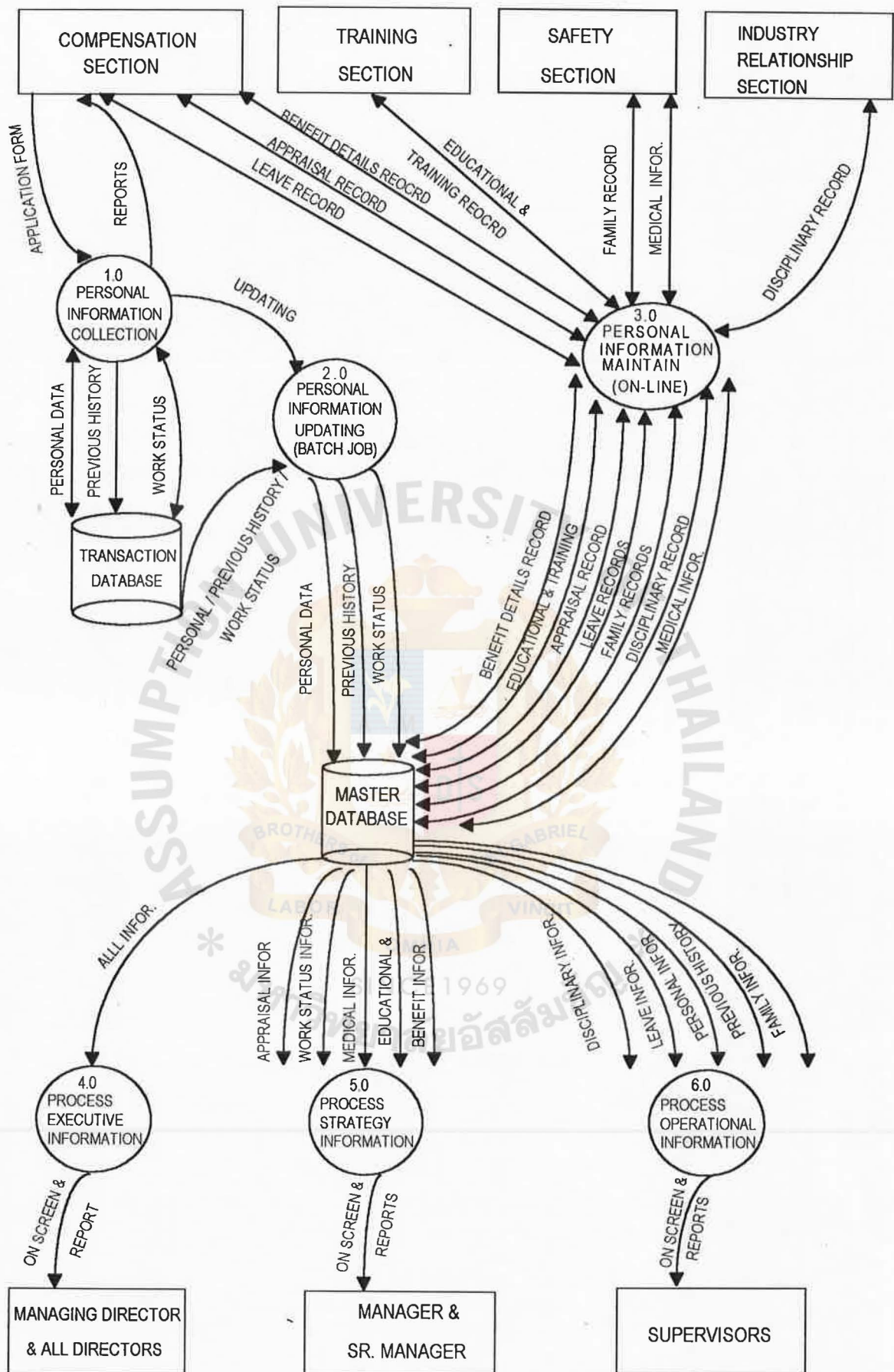


FIGURE 1.5 : DATA FLOW DIAGRAM OF NEW SYSTEM - LEVEL 0

Input (See Examples of Input Forms in Appendix A)

1. Employee's information
2. Application form
3. Notification of employee status change (Personal Action Notice - PAN)
4. Leave form
5. Medical Treatment form
6. Training & Educational form

Process (See Process Minispecifications in Appendix C)

Process 1.0 Personal information collection

- Used for update employee data where a personal action notice needs to be initiated or the changes affect the work history / status of the employee
- Create / Rewrite / Delete record according to action code
- To entry data of new hire employee in the work area into personnel transaction data base

Process 2.0 Personal information updating (Batch Job)

- To update and / or record any changes in employee data

Process 3.0 Personal information maintain (On-line)

- Up-to-date information on the employee status is a crucial element to ensure consistency of the system. Any changes, including the ones listed below

- * Change of cost center
- * Change of supervisor (with or without impact on cost center)
- * Change from direct to indirect, and vice versa
- * Education / Training
- * Family status
- * Address

Process 4.0 Executive information

- Quick, Accurate and Efficient data collection and retrieval for high level management

Process 5.0 Strategy information

- Support any specific personal history

- Distribute information and statistical data needed in standard form

Process 6.0 Operational information

- Enables supervisors and operations to call up and display on the screen detail in the items listed

Outputs. (See Examples of Screen Layouts in Appendix B and Output Reports in Appendix D)

All output data will be retrieved from master data base by :

- * Display screen
- * Reports

System definition

Initial process :

- * Converting data from manual personnel file into a personnel information system ' Master file
- * Issue all report available in the system to be checked and validated
- * Correct data if necessary
- * Issue report to be kept as a start-up record
- * Train end-user

Parallel run :

- * Data will be kept on two separated system, one manually, another computerized
- * Random Master record will be printed out for checking on weekly basis
- * Parallel run will stop after the implementation for each phase has been completed and run month after

Normal operation :

- * Reports other than documented could be accomplished through a report generator facility (i.e. Focus)
- * Other application report will be printed when requested
- * Data backup must be taped weekly
- * All applications, code files and tables which intended to be used yearly will be clear (clean up) by the end of each year
- * Code files and tables could be updated when new code required



3.3 Hardware and Software Requirements

Hardware

1. IBM-PC 486 compatible with hard disk and emulation card for connection its to IBM-Mainframe 4381 and use its as terminal of Mainframe

4 sets

2. Dot printer

1 set

3. Laser printer

1 set

4. Tape for backup on daily and weekly basis

20 reels

Software

1. COBOL compiler

2. IMS using DL/I

3. Focus (4 th. language)

3.4 Security and Controls

All data in personnel information system is confidential and may be accessed and used only by authorized persons. All information, including codes / passwords, must not be revealed to other persons. It is therefore imperative to logoff immediately after each use. In order to prevent unauthorized persons from having access to the information, monitors should never be left logged-on.

Important for users before using personnel information system

Authority and Responsibility of User Groups

1. Operators (paper work) have access to and can use only items related leave data
2. Supervisors / Managers / Directors have access to and can use only the items in the * inquiry category. They can look up employee data of their subordinates only
3. Human Resource (H/R) staff have access to all the items on the main menu which they have specifically been assigned and authorized to handle by the H/R Director

Each person is responsible for their own userid and password(s) which are authorized by their own department and the H/R department for maximum benefits. Userids and Passwords must not be divulged to other persons.

Important for MIS staff

1. A copy of the programs must be stored on secondary storage medium such as tape
2. Backup Database copies should be created on daily and weekly basis. They should also be stored in a secure place. (Backup site)
3. A UPS (Uninterruptible Power Supply) is necessary in case a power failure (to prevent loss of data)
4. The computer hardware terminals must be locked off after each use
5. Ensure that the computer operators had received training on the use of the system



3.5 Cost / Benefit Analysis

Cost Analysis

There are three major cost categories for the new system.

Investment Costs	Baht
1. Computer equipment	250,000
2. System development cost	25,000
3. Development of Documentation	20,000
4. Personnel training	10,000
Total	305,000
Implementaion Costs	
1. Conversion cost	25,000
2. Development and performance of acceptance test procedures and parallel operation	120,000
Total	145,000

Annual Operating Costs

1. Computer hardware maintenance costs	25,000
2. Computer software maintenance costs	22,000
3. Costs for backup of system in case of Failure	9,000
4. Supplies (printer ribbons, continous forms, pre-printed forms)	12,000

Benefit Analysis.

1. Faster response time to inquiries
2. Reduced unnecessary paper-documentaries
3. Improved decision process by providing faster access to information
4. Effective cost reduction for example, elimination and utilize space available for personnel filling
5. Minimize time-consuming data operation tasks
6. Ease of use the system

(See Figure 1.6 : Break-Even Analysis)



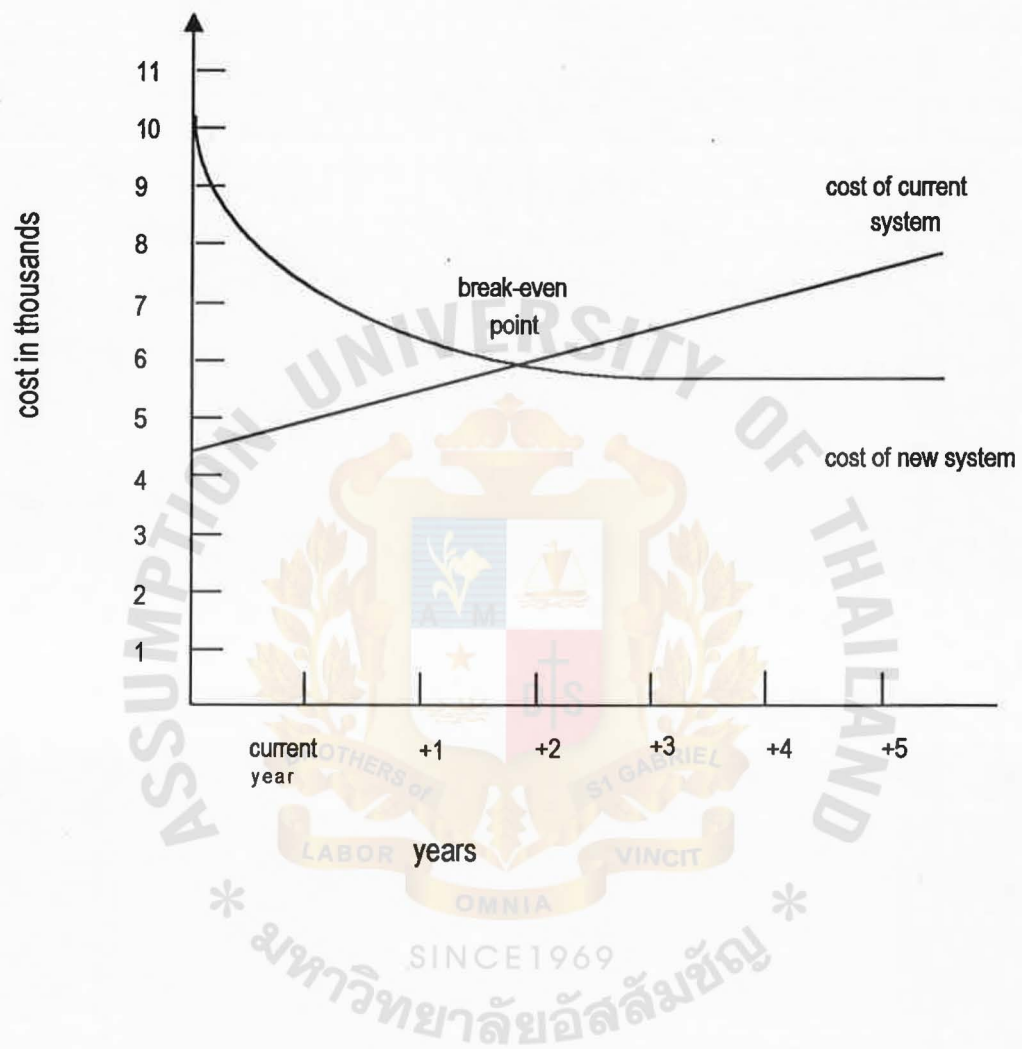


Figure 1.6 : Break-Even Analysis

4. PROJECT IMPLEMENTATION

4.1 Overview of System Development Plan

The system development plan is a project management control activity and system analyst use it as scheduling tool. The project plan will be divided into three major parts.

1. System analysis of existing system
 - 1.1 Define the objectives and scope
 - 1.2 Identify existing system problems
 - 1.3 Identify the area under study
 - 1.4 Understanding existing system
2. Detail analysis and design new system
 - 2.1 Gathering user requirements
 - 2.2 New system design
 - 2.3 Security and controls design
 - 2.4 Cost / Benefit analysis
3. Implementation.
 - 3.1 Process specifications
 - 3.2 Screen layouts
 - 3.3 Report layouts
 - 3.4 Programming
 - 3.5 Unit and system testing
 - 3.6 User manual / documentation

3.7 Training

3.8 Data conversion

The project plan is represented in gantt chart as Figure 1.7 :

System Development Plan



Activities	Oct 93				Nov 93				Dec 93				Jan 94				Feb 94				Mar 94			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

SYSTEM ANALYSIS :

- Define the Objectives x x
and Scope
- Identify Existing System x x
Problem
- Identify the Area under x x
Study
- Context Diagram of x x
Existing System
- Understanding Existing x x
System

DETAIL ANALYSIS AND DESIGN :

- Gathering User Requirements x x x
- Context Diagram of new system x x
- Develop the Logical DFD of New x x
system

- New System Design x x x x
- Data Dictionaries x x x x
- Security and Controls Design x x x x
- Cost / Benefit Analysis x x

Figure : 1.7 System Development Plan

4.2 User Manual / Documentation

The documentation of project is divided into 2 sections :

System Documentation

This section includes flows, list of pgms/table codes of new system

- Context diagram (See Figure 1.4)
- Data flow diagram level 0 (See Figure 1.5)
- Data base definitions & Data dictionaries (Appendix E)
- List of programs (Appendix F)
- List of table codes (Appendix G)

User Manual (Appendix H)

- Introduction
- Entering PIS (Logon)
- Using the main menu
- PIS Procedure

4.3 Implementation

After programming and testing, the system analyst and users should be ready to install computer equipments and implement new software.

Now the decision to implement using parallel conversion by :

- Data will be kept on two separate system one manual and another computerized

Actual implement started as data converting and perform as following task :

- Prepare and document manual data concerning subjects developing
- Key punch data documented into the master data base

5. CONCLUSIONS AND RECOMMENDATIONS

5.1 Conclusions

According to the company considers people its most valuable asset and numbers of employees are increasing which impacted the current personnel system of the Human Resources Department

At present, The general functions performed by a simple data base on two IBM-PC and the existing system is not an efficient and effective tool with regard to coping with changing business conditions. It seems to be that the processing is done by manual intervention which is take long time and the results are not on-time. Also, the information is utilized only Human Resourdes Department and some levels of management.

Based on user requiriements, The new system personnel information system must be provide information on every employee in the company. The three majors information requirement are as following;

1. Operational Information for operational management level
2. Strategy Information for middle management level
3. Executive Information for top management level

The proposed personnel information system is to develop in-house software package which run on main-frame-based computer system.

Four personal computer will be installed in four areas of operation; compensation, training, industry relationship, safety & health. All personal computers can be linked to main-frame and use its as terminal of mainframe and in order to utilize them as if multi-propose. The major outputs from personnel information system are either display screen or reports.

The cost / benefit analysis shows that the new system is effective cost reduction and can be increase the accuracy of the information.

5.2 Recommendations

There are more proposed which needed for further development.

1. Personnel Information System (PIS) will syncharonized payroll's master file and PIS's master data base, thus, data will clearly be more accurate and easily to trace back .

2. The finance department can make use of the personnel data which related to finance matters.

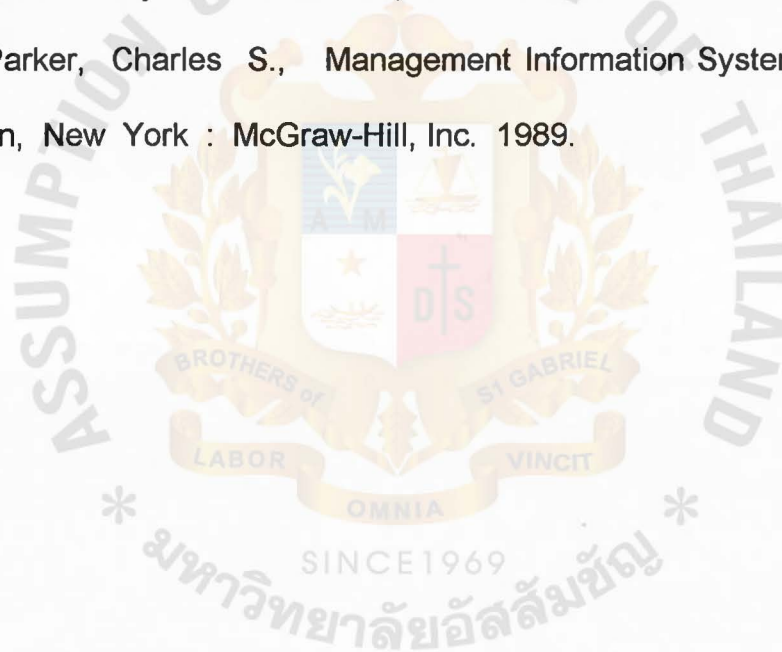
3. Authorized users will be classified in to a different level for a security reason.

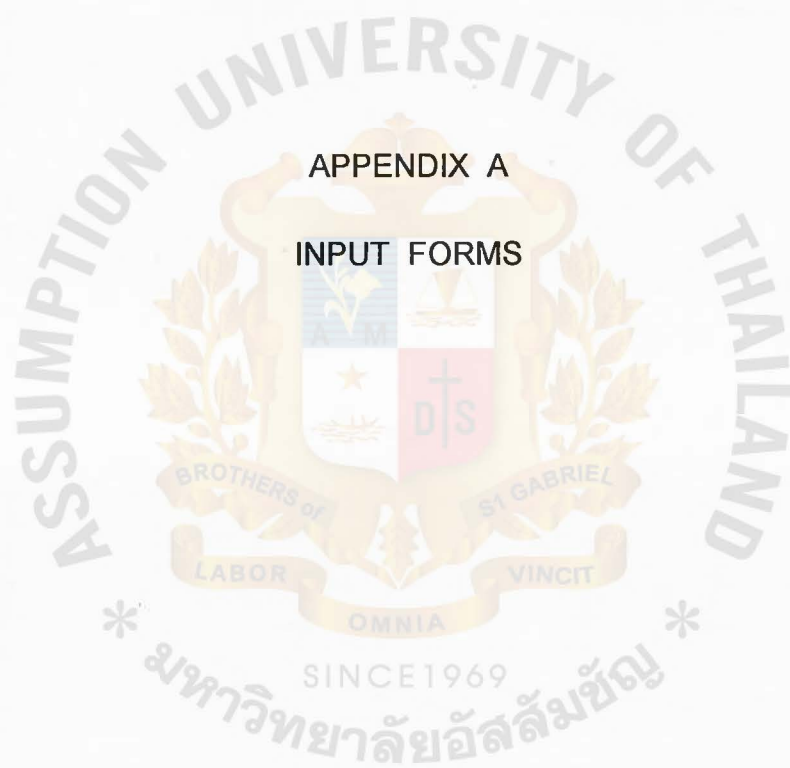
4. The PIS would not only be cost-effective but it could also enhance the integration of PIS with other automated business functions.

5. Downsize processing, a client-server architecture is recommended in order to facilitatie end-user reporting and minimize investments in computer hardward.

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PHILIPS SEMICONDUCTORS (THAILAND)
APPLICATION FOR EMPLOYMENT
(ใบสมัครงาน)

PICTURE (2")
 รูปถ่ายขนาด 2"

DATE AVAILABLE _____ EXPECTED SALARY _____
 วันที่จะมาเริ่มได้ _____ เงินเดือนที่ต้องการ _____

POSITION APPLIED FOR: _____ OTHER POSITION INTERESTED: _____
 ตำแหน่งงานที่ขอสมัคร _____ ตำแหน่งงานอื่นที่สนใจ _____

PERSON TO NOTIFY IN CASE OF EMERGENCY (PLEASE SPECIFY ADDRESS/TEL):
 กรณีฉุกเฉินญาติติดต่อ (โปรดระบุชื่อ/ที่อยู่/เบอร์โทรศัพท์)

TRANS I.D. REGISTER MILITARY
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FOR OFFICE USE

เฉพาะเจ้าหน้าที่

PERSONAL DATA ข้อมูลส่วนตัว	NAME/SURNAME (IN ENGLISH): ชื่อ/นามสกุล (ภาษาอังกฤษ)		NAME/SURNAME (IN THAI): ชื่อ/นามสกุล (ภาษาไทย)			
	PRESENT ADDRESS NO. ที่อยู่ปัจจุบัน					TEL. โทรศัพท์
	HOME ADDRESS NO. ภูมิลำเนา					TEL. โทรศัพท์
	DATE OF BIRTH วัน/เดือน/ปีเกิด	AGE อายุปัจจุบัน	PLACE OF BIRTH สถานที่เกิด	HEIGHT ความสูง	WEIGHT น้ำหนัก	FOR OFFICE USE เฉพาะเจ้าหน้าที่
	ID NO./บัตรประจำตัว ประชาชน	NATIONALITY สัญชาติ	MARITAL STATUS/สถานภาพ <input type="checkbox"/> SINGLE โสด <input type="checkbox"/> MARRIED สมรส <input type="checkbox"/> DIVORCED หย่า			
	SEX เพศ	RELIGION ศาสนา	<input type="checkbox"/> WIDOWED หม้าย <input type="checkbox"/> SEPARATED แยกกันอยู่			

FAMILY BACKGROUND ข้อมูลครอบครัว	FATHER'S NAME บิดาชื่อ		NATIONALITY สัญชาติ	OCCUPATION อาชีพ	FOR OFFICE USE เฉพาะเจ้าหน้าที่
	MOTHER'S NAME มารดาชื่อ		NATIONALITY สัญชาติ	OCCUPATION อาชีพ	
	SPOUSE NAME คู่สมรสชื่อ		NATIONALITY สัญชาติ	OCCUPATION อาชีพ	
	CHILDREN 1.) บุตร		SEX เพศ	OCCUPATION อาชีพ	
	2.)		SEX เพศ	OCCUPATION อาชีพ	
	3.)		SEX เพศ	OCCUPATION อาชีพ	
PREGNANT ตั้งครรภ์มาแล้ว		MONTH เดือน			

EDUCATION การศึกษา	LEVEL ระดับ	CERT./DEGREE วุฒิสำเร็จ	MAJOR วิชาเอก	DATE OF GRADUATION วัน/เดือน/ปีจบ	INSTITUTION สถาบัน	FOR OFFICE USE เฉพาะเจ้าหน้าที่
	MASTER ปริญญาโท					
	BACHELOR ปริญญาตรี					
	VOCATIONAL อาชีวศึกษา					
	SECONDARY มัธยมศึกษา					
	OTHER (SPECIFY) อื่น ๆ (ระบุ)					

EMPLOYMENT HISTORY ชื่อบริษัท	NAME OF COMPANY ชื่อบริษัท	TEL. โทร.	YEAR ปี พ.ศ.		JOB POSITION ตำแหน่ง	LAST SALARY เงินเดือน สุดท้าย	REASON FOR LEAVING สาเหตุที่ออก	FOR OFFICE USE เฉพาะเจ้าหน้าที่
			FROM จาก	TO ถึง				

ACTIVITIES/TRAINING กิจกรรม/การฝึกอบรม	EXTRA-CURRICULAR ACTIVITIES กิจกรรมระหว่างการศึกษา	YEAR พ.ศ.	TRAINING การอบรม/ดูงาน/ฝึกอบรม	YEAR พ.ศ.

SPECIAL SKILLS ความสามารถพิเศษ	FOREIGN LANGUAGE ABILITY			พูด SPEAK			อ่าน READ			เขียน WRITE			เข้าใจ UNDERSTAND		
	1) ENGLISH อังกฤษ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) OTHER (SPECIFY) อื่นๆ (ระบุ)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	F	W	L	F	W	L	F	W	L	F	W	L	F	W	
(REMARK : F = FLUENT; W = WORKABLE; L = LITTLE) (หมายเหตุ F = คัมภีร์ W = ใช้งานได้ L = อ่อน)															
OTHERS SPECIAL SKILLS: ความสามารถพิเศษอื่นๆ	1.) _____			3.) _____			2.) _____			4.) _____					

GENERAL DATA ข้อมูลทั่วไป	1) MILITARY STATUS สถานะภาพทางทหาร	
	1.1) HAVE YOU COMPLETED MILITARY SERVICE <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, WHEN DUE _____ คุณพ้นพันธะทางทหารแล้ว <input type="checkbox"/> พ้น <input type="checkbox"/> ไม่พ้น จะถูกเกณฑ์ พ.ศ. _____	
1.2) IF YOU ARE EXEMPT FROM MILITARY SERVICE STATE TYPE OF EXEMPTION _____ ถ้าได้รับการยกเว้นโปรดระบุประเภทของการได้รับการยกเว้น _____		
2) HAVE YOU ANY PHYSICAL HANDICAP, CHRONIC DISEASE, OR OTHER DISABILITY? <input type="checkbox"/> NO <input type="checkbox"/> YES, WHAT? _____ คุณเคยเจ็บป่วยที่มีผลต่อการทำงาน, โรคประจำตัว _____ ไม่เคย เคยด้วยโรค _____		
3) HAVE YOU EVER BEEN ARRESTED, TAKEN INTO CUSTODY, HELD FOR INVESTIGATION OR QUESTIONING OR CHARGED BY ANY LAW ENFORCEMENT AUTHORITY? <input type="checkbox"/> NO <input type="checkbox"/> YES REASON _____ คุณเคยถูกจับกุม หรือต้องโทษทางอาญาหรือไม่ <input type="checkbox"/> ไม่เคย เคย เพราะ _____		
4) HAVE YOU EVER BEEN DISCHARGED FROM EMPLOYMENT FOR ANY REASON? <input type="checkbox"/> NO <input type="checkbox"/> YES REASON _____ เคยถูกไล่ออกจากงานหรือไม่ <input type="checkbox"/> ไม่เคย เพราะ _____		
5) HAVE YOU EVER WORKED WITH US? <input type="checkbox"/> NO <input type="checkbox"/> YES BADGE NO. _____ Section _____ เคยทำงานที่นี่หรือไม่ <input type="checkbox"/> ไม่เคย เคย เลขประจำตัว _____ แผนก _____ WHEN/เมื่อไหร่ _____ SUPERVISOR /หัวหน้างาน _____ REASON/เพราะอะไร _____		
6) CAN YOU DO SHIFT WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO REASON _____ สามารถทำงานเป็นผลัดได้หรือไม่ <input type="checkbox"/> ได้ <input type="checkbox"/> ไม่ได้ เพราะ _____		

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I REALIZE THAT A WRONG STATEMENT MADE HEREIN COULD RENDER ANY CONTRACT OF EMPLOYMENT NULL AND VOID.


ข้าพเจ้าขอรับรองว่า ข้อมูลข้างต้นเป็นจริงทุกประการ และหากมีข้อความใดที่เป็นเท็จ การจ้างงานที่ตกลงไว้แล้ว หรือที่จะตกลงเป็นอันไม่ชนะ

SIGNATURE : _____ DATE : _____

FOR HUMAN RESOURCES DEPARTMENT USE ONLY	
SIGNATURE : _____ DATE : _____	DOH : _____
	POSITION : _____
	SECT. : _____
	SALARY : _____
	SUPV. : _____
	SHIFT : YES NO.

Philips Semiconductors Thailand

EMPLOYMENT APPLICATION/OFFER NOTICE FORM

ROUTE TO	POSITION	DEPT	DATE	REMARK	H/R USE ONLY
					Document
					Contract
					PAN
COMMENTS :					
P. R. NO. _____					
Full Name (in Thai)		Full Name (in English)			
Education		Years of Experience			
Job Title		Category/Grade			
Reporting to		Dept./Section			
Starting Date		Working Hours			
Starting Rate (per day/month)		Salary : Min.		Mid.	Max.
APPROVALS			REMARKS		
Immediate Supv.		Date			
Manager		Date			
Director		Date			
H/R Director		Date			
M.D.		Date			

Date issued : ____/____/____

ใบลา Leave Application

เรียน To: _____ วันที่ Date _____

ข้าพเจ้า From: นาย/นาง/นางสาว _____ เลขประจำตัว _____
 Mr./Mrs./Miss ชื่อ-นามสกุล Full Name Badge No.
☐ Exempt ☐ SNE ☐ Daily _____
 แผนก Section ฝ่าย Department

ประสงค์จะขอลา This is my request to use ...

- ☐ กิจ Personal leave เนื่องจาก Purpose _____
☐ บำย Sick leave เนื่องจาก Reason _____
☐ พักผ่อนประจำปี Annual leave (vacation)
☐ คลอด Maternity leave
☐ อุปสมบท Monkhood leave
☐ อื่นๆ Other โปรดระบุ Specify _____

ตั้งแต่ From _____ ถึง To _____ รวม Total of _____ วัน Days

และได้มอบหมายให้ Person in charge during my absence _____ ปฏิบัติงานแทน

กรณีฉุกเฉินติดต่อข้าพเจ้าได้ที่ In emergency I can be contacted at _____

ลงชื่อพนักงาน Employee's Signature _____ วันที่ Date _____

การอนุมัติ Approvals

- ☐ ลา กิจ ได้ค่าจ้าง Personal leave with pay ☐ ลา กิจ ไม่ได้ค่าจ้าง Personal leave without pay
☐ มีใบแพทย์ Has doctor's certificate ☐ ไม่มีใบแพทย์ Has no doctor's certificate

ลงชื่อผู้บังคับบัญชา Immed. Supv's Signature _____ วันที่ Date _____

ลงชื่อผู้จัดการ/ผู้อำนวยการฝ่าย Manager's/Director's Signature _____ วันที่ Date _____

หมายเหตุ Remarks

1. ลาป่วยที่มีใบรับรองแพทย์ พนักงานต้องแนบใบรับรองแพทย์มาด้วยทุกครั้ง Doctor's certificate (if any) must be attached to Leave Application
2. กรณีลาคลอด ให้พนักงานแนบใบรับรองแพทย์และสำเนาอีก 1 ใบ For maternity leave a doctor's certificate and 1 copy must be submitted
3. กรณีบริษัทฯ ได้ตรวจพบว่า พนักงานได้ลาพักผ่อนประจำปี มากกว่าจำนวนวันลาที่มีอยู่ บริษัทฯ จะทำการหักเงินตามจำนวนวันลาที่เกินไป If it is found that the employee has taken more vacation than he/she is entitled to, the excess time will be deducted from his/her pay.

PHILIPS SEMICONDUCTORS (THAILAND)

แบบฟอร์ม เบิกค่ายา/ค่ารักษาพยาบาลในโรงพยาบาล
Medical Expenses Reimbursement Form

☐ Daily ☐ SNE ☐ Exempt

ถึง แผนกความปลอดภัยและอาชีวอนามัย
To: Occupational Safety & Health Section

วันที่ _____
Date

กรุณาค่ายา/ค่ารักษาพยาบาลให้ใน นาย/นาง/นางสาว _____
Please reimburse medical expenses for Mr./Mrs./Miss

เลขประจำตัว _____ แผนก _____ โทร. _____ กว _____
Badge No. Sect. Ext. Shift

หัวหน้างาน _____
Supervisor

สวัสดิการ
Benefit

☐ พนักงาน
Employee

☐ ครอบครัว
Family

สถานพยาบาล
Treatment at

☐ โรงพยาบาลรัฐบาล
Govt. Hospital

☐ โรงพยาบาลเอกชน
Private Hospital

☐ คลินิก
Priv. Clinic

อัตราค่าเบิก

☐ 80%

☐ 100%

เป็นจำนวนเงินทั้งสิ้น
Total

บาท
Bath.

หมายเหตุ
Remark

ลงชื่อ

Signature

(ลงนามแทนบริษัทฯ Company Name)

สำหรับเจ้าหน้าที่ (FOR OFFICIAL USE)

การตรวจหลักฐาน (กรณีสวัสดิการครอบครัว)
Documentary evidence (for family)

☐ สามี/ภรรยา Spouse

☐ บุตร Child

☐ บิดา/มารดา Parent

ได้ตรวจหลักฐานว่าถูกต้องตามนโยบายบริษัทฯ
Evidence is in line with Company policy

ลงชื่อ

Signature

เจ้าหน้าที่รับผิดชอบ Officer in charge



THRDMENU

HRIS ** MAIN MENU **

10/15/94

10:41:53

*ENTRY

001 = LEAVE ENTRY

*PROMOTE/ADJUST/RECLASS

014 = INITIAL PAN

015 = DELETE TRANS/UPDATE MASTER

*UPDATE

002 = PERSONAL DATA

003 = PREVIOUS HISTORY

004 = BENEFIT DETAIL

005 = LEAVE MAINTAINANCE

006 = WORK HISTORY

007 = FAMILY RECORD

008 = EDUCATION RECORD

009 = MEDICAL RECORD

010 = DISCIPLINARY/AWARD RECORD

*INQUIRY

016 = LEAVE HISTORY

017 = DISCIPLINARY HISTORY

018 = WORK PROFILE

019 = FAMILY RECORD

020 = MEDICAL HISTORY

021 = EDUCATION HISTORY

*PAN PROCESS

011 = NEWLY HIRED

012 = RESIGN/TERMINATE/SUSPEND

013 = TRANSFER/ANNUAL FOCAL REVIEW

*PHILIPS STAFF SALES

022 = PHILIPS STAFF SALE ENTRY

023 = INITIALIZE INVOICE

SELECTION =



THRD001

HRIS - LEAVE ENTRY

10/15/94
10:50:55

EMPLOYEE NO.
EMPLOYEE NAME

SEQUENCE NO.

LEAVE STATUS :

* ANNUAL	- C/F	B/L	TAKEN	REMAINED
* SICK	- B/L	TAKEN	REMAINED	
* PERSONAL	- TAKEN			
* UNAUTHORIZED	- TAKEN			
* AUTHORIZED W/O PAY	- TAKEN			
* OTHER	- TAKEN			

LEAVE RECORD :

* DATE FROM	TO	(MM/DD/YY)
* LEAVE CODE		
* REMARK		

PF1 ADD PF10 MENU <ENTER> INQUIRY



THRD002

HRIS - PERSONAL DATA

10/15/94
10:51:20

EMPLOYEE NO.
EMPLOYEE NAME
ADDRESS

TELEPHONE NO.	(HOME)	(OFFICE)
ID.CARD NO.		TAX ID. NO.
BANK CODE		BANK A/C NO.
BIRTH DATE	(MM/DD/YY)	
HIRE DATE	(MM/DD/YY)	
SEX FLAG	(M=MALE/ F=FEMALE)	
MARITAL STATUS	(M=MARRIED, S=SINGLE, D=DEVORCED, W=WIDOW)	
CITIZENSHIP	(T=THAI, A=USA, K=KOREA, N=NETHERLANDS, J=JAPAN, O=OTHER)	
RELIGION	(B=BUDDIST, C=CHRISTIAN, M=MUSLIM, O=OTHER)	
SOCIAL NO		

PF5 CORRECT PF10 MENU <ENTER> INQUIRY



THRD003

HRIS - PREVIOUS HISTORY

10/15/94
10:52:31

EMPLOYEE NO. SEQUENCE NO.
EMPLOYEE NAME

BACKGROUND EDUCATION :

- * QUALIFICATION OBTAINED (J=JR HIGH/S=SR HIGH/V=VOCATIONAL/U=UNIVERSITY)
- * INSTITUTION NAME
- * GRADUATED DATE (MM DD YY)
- * DEGREE RECEIVED
- * MAJOR SUBJECT

FORMER EXPERIENCE :

- * LAST JOB CODE
- TOTAL EXPERIENCE (YY MM)

PF1 ADD PF2 DELETE PF5 CORRECT PF10 MENU <ENTER> INQUIRY



THRD004

HRIS - BENEFIT DETAILS

10/15/94
10:53:30

EMPLOYEE NO. SEQUENCE NO.
EMPLOYEE NAME

BENEFIT DETAILS :

* TYPE OF BENEFIT
* PAID DATE AMOUNT PAID

LOCKER CASE LOCKER BOX

BENEFIT STATUS	:	YTD.USAGE	LAST PAID-DATE	YTD.AMOUNT
* MONKHOOD	BENEFIT :			
* MARRIAGE	BENEFIT :			
* MOTHERNITY	BENEFIT :			
* FUNERAL	BENEFIT :			
* LAST SEQ	:			

PF1 ADD PF2 DELETE PF5 CORRECT PF10 MENU <ENTER> INQUIRY



THRD005

HRIS - LEAVE HISTORY

10/15/94
10:54:01

EMPLOYEE NO. SEQUENCE NO.
EMPLOYEE NAME

LEAVE STATUS :

* ANNUAL	- C/F	B/L	TAKEN	REMAINED
* SICK	- B/L	TAKEN	REMAINED	
* PERSONAL	- TAKEN			
* UNAUTHORIZED	- TAKEN			
* AUTHORIZED W/O PAY	- TAKEN			
* OTHER	- TAKEN			

LEAVE RECORD :

* DATE FROM	TO	(MM/DD/YY)	NO.OF DAYS	(99 9)
* LEAVE CODE				
* REMARK				

PF1 ADD PF2 DELETE PF5 CORRECT PF10 MENU <ENTER> INQUIRY



THRD006

HRIS - WORK HISTORY

10/15/94
10:54:17

EMPLOYEE NO.
EMPLOYEE NAME

SEQUENCE NO.

ACTION CODE
REASON CODE
JOB CODE

* EMPLOYMENT CATEGORY
* CATEGORY GRADE
* JOB TITLE
* DEPARTMENT NAME
* DEPARTMENT DIRECTOR

SECTION CODE

SUPERVISOR NO.
SALARY
EFFECTIVE DATE

SHIFT WORK (Y=YES/N=NO)
(MM DD YY)

PF1 ADD PF2 DELETE PF5 CORRECT PF10 MENU <ENTER> INQUIRY



THRD007

HRIS - FAMILY RECORD

10/15/94
10:54:40

EMPLOYEE NO.
EMPLOYEE NAME
MARITAL STATUS

SEQUENCE NO.

FAMILY CODE
NAME
BIRTH DATE
SEX
REMARKS

(MM DD YY)
(M=MALE/F=FEMALE)

PF1 ADD PF2 DELETE PF5 CORRECT PF10 MENU <ENTER> INQUIRY



THRD008

HRIS - EDUCATIONAL RECORD

10/15/94
10:55:03

EMPLOYEE NO.
EMPLOYEE NAME

SEQUENCE NO.

DATE
EDUCATION TYPE
COURSE CODE
COURSE FEE
CEMESTER NO.
CR.HRS.REQUIRED
INSTITUTION TYPE
INSTITUTION NAME

(MM DD YY)

COURSE NAME/MAJOR

CR.HRS.REMAINED

SCORE
EVALUATION :

* SUPERVISOR : * SELF : * COURSE AFFECT :

PF1 ADD PF2 DELETE PF5 CORRECT PF10 MENU <ENTER> INQUIRY



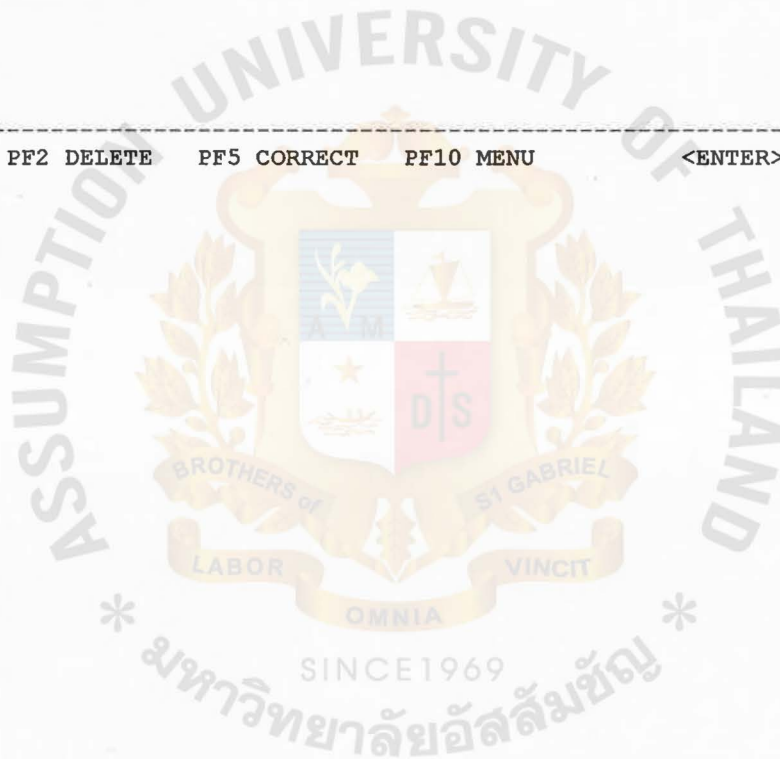
THRD009

HRIS - MEDICAL RECORD

10/15/94
10:55:31

EMPLOYEE NO. SEQUENCE NO.
EMPLOYEE NAME
FAMILY CODE (1=SPOUSE/2=CHILD/3=FATHER/4=MOTHER)
VISIT DATE (MM DD YY)
TYPE OF VISIT (E=EMPLOYEE/F=FAMILY : I=IN PATIENT/O=OUT PAT.)
SYMPTOM/CAUSE
MED. INSTITUTE (C=CLINIC/P=PRIVATE/G=GOV./M=MAYO/V=VIPAWADEE/B=BHUMIPHOL)
PAYMENT : * AMOUNT
 * DATE (MM DD YY)
 * INVOICE NO.
YTD EXPENSE : * EMPLOYEE
 * FAMILY
LAST SEQ

PF1 ADD PF2 DELETE PF5 CORRECT PF10 MENU <ENTER> INQUIRY



THRD010

HRIS - DISCIPLINARY/AWARD RECORD

10/15/94
10:56:00

EMPLOYEE NO.
EMPLOYEE NAME

SEQUENCE NO.

DISCIPLINE/AWARD CODE

ACTION CODE - (ONLY D/Q/W/O 1ST-ACTION CODE)

EFFECTIVE DATE / / (MM/DD/YY)
REMARKS

PF1 ADD PF2 DELETE PF5 CORRECT PF10 MENU <ENTER> INQUIRY



THRD011

HRIS - PAN PROCESS - NEW HIRE

10/15/94
10:56:27

EMPLOYEE NO.	EMPLOYEE NAME		
ADDRESS			
REASON CODE			
PERSONAL	* TEL.(HOME)	OFF	
	* D.O.B.	ID.CARD NO.	
	* SEX	CITIZENSHIP	RELIGION
			MARITAL STATUS
EDUCATION	* QUALIFICATION OBTAINED	FROM	
	* GRADUATED	DEGREE	MAJOR
EXPERIENCE	* LAST JOB CODE	TOTAL EXPERIENCE	(YY MM)
WORK STATUS	* EFFECTIVE		
	* JOB CODE		
	* SECTION		
	* SALARY/WAGE	SHIFT WORK	(Y=YES/N=NO)
SUPERVISOR NO			

PF1 ADD	PF2 DELETE	PF5 CORRECT	PF10 MENU	<ENTER> INQUIRY
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THRD012

HRIS - PAN PROCESS
RESIGN/TERMINATE

10/15/94
10:56:48

EMPLOYEE NO.
EMPLOYEE NAME

ACTION CODE (R=RESIGN : Q=TERMINATE)
REASON CODE

HIRE DATE
EFFECTIVE DATE
REMARK

PF1 ADD PF2 DELETE PF5 CORRECT PF10 MENU <ENTER> INQUIRY



THRD013

HRIS - PAN PROCESS TRANSFER/ANNUAL FOCAL

10/15/94
10:57:14

EMPLOYEE NO.
EMPLOYEE NAME

ACTION CODE (T=TRANSFER/ F=ANNUAL FOCAL REVIEW)
EFFECTIVE DATE (MM DD YY)

PRESENT WORK STATUS : -> NEW WORK STATUS :
JOB CODE ->

SECTION ->

SUPERVISOR ->

APPRAISAL RATE- SCORE- ->

* SALARY/WAGE ->

SCORE
-INCR.BHT
-FOCAL SPECIAL ADJ

PF1 ADD PF2 DELETE PF5 CORRECT PF10 MENU <ENTER> INQUIRY



THRD014

HRIS - PAN PROCESS PROMOTE/ADJUST/RECLASS

10/15/94
10:57:45

EMPLOYEE NO.
EMPLOYEE NAME
ACTION CODE (P=PROMOTE/ S=SPECIAL ADJUST/ A=RECLASSIFICATION
REASON CODE
EFFECTIVE DATE (MM DD YY)
PRESENT WORK STATUS : -> NEW WORK STATUS :
JOB CODE ->
->
SECTION ->
->
SUPERVISOR ->
->
APPRAISAL RATE- SCORE- -> SCORE
* SALARY/WAGE -> -INCR.BHT

PF1 ADD PF2 DELETE PF5 CORRECT PF10 MENU <ENTER> INQUIRY



THRD015	HRIS - DELETE / UPDATE TRAN	PROMOTE/ADJUST/RECLASS	10/15/94
			10:58:09
EFFECTIVE	BADGE	EMPLOYEE	JOB
U/D	DATE	NO.	NAME
			CODE
			SECTION
			CODE
			ACTION

PF3 UPDATE	PF8 NEXT PAGE	PF10 MENU	<ENTER> INQUIRY
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THRD016

HRIS - LEAVE DISPLAY

10/15/94
10:58:40

EMPLOYEE NO.	NAME					
* ANNUAL	: C/F	B/L	TAKEN	REMAIN		
* SICK	: B/L	TAKEN	REMAIN			
* OTHER	: PERSONAL	W/O PAY	UNAUTH	OTHERS		

SEQ	FROM	TO	TYPE OF LEAVE	REMARK
-----	------	----	---------------	--------

PF8 NEXT PAGE

PF10 MENU

<ENTER> INQUIRY



THRD017

HRIS - DISCIPLINARY HISTORY

10/15/94
10:59:00

EMPLOYEE NO.
* CATEGORY
* SECTION

NAME
TITLE
SUPERVISOR

SEQ	FROM	ACTION	CAUSE	REMARK
-----	------	--------	-------	--------

PF8 NEXT PAGE PF10 MENU <ENTER> INQUIRY



THRD018

HRIS - WORK PROFILE

10/15/94
10:59:42

INQUIRY NO.

EMPLOYEE NO.

NAME

WORK STATUS : D.O.P

GRADE

CATEGORY

* TITLE

SECTION

* DEPARTMENT

SUPERVISOR

YEAR WORKED : D.O.H

IN-SERVICE

* IN-POSITION

TOTAL EXPERIENCE

* PRIOR EXPERIENCE

YEAR AFTER PROMOTION

SEQ DATE PD ACT CATEGORY GD

TITLE

SECT. SALARY

PF7 PREVIOUS

PF8 NEXT PAGE

PF10 MENU

<ENTER> INQUIRY



THRD019

HRIS - FAMILY DISPLAY

10/15/94
11:00:26

EMPLOYEE NO.	EMPLOYEE NAME		
* ADDRESS	(OFF)		
* TEL. (HOME)	ID.CARD NO.	TAX NO.	
* D.O.B	RELIGION	MARITAL STATUS	
* SEX	CITIZENSHIP		

NAME	:	STATUS	:	SEX	:	DOB	:	REMARK
------	---	--------	---	-----	---	-----	---	--------

PF10 MENU <ENTER> INQUIRY



THRD020

HRIS - MEDICAL DISPLAY

10/15/94
11:00:44

EMPLOYEE NO.	EMPLOYEE NAME	SUPERVISOR
* CATEGORY	SECTION	
* MARITAL STATUS	SPOUSE STATUS	
YRS-TO-DATE	EXPENSES : EMPLOYEE	FAMILY TOTAL
V.DATE	: TYPE	: SYMPTOM/CAUSES : PAID : MED.INSTUTION

PF8 NEXT PAGE PF10 MENU <ENTER> INQUIRY





APPENDIX C

PROCESS MINISPECIFICATIONS

PROCESS MINISPECIFICATION

PROCESS NAME : Personal Information Collection

PROCESS NUMBER : 1.0

DESCRIPTION :

- Use for update employee data where a personal action notice needs to be initiated or the changes affect the work history / status of the employee
- Create / Rewrite / Delete record according to action code
- To entry data of new hire employee in the work area into personnel transaction data base

INPUTS :

- Personal data from compensation section
- Work status from transaction data base

OUTPUTS :

- Personal data report
- Previous history / work status
- To update and / or record any changes to process 2.0

LOGIC :

- Validation employee number with personnel master data base
- Retrieve previous history / work status by using employee as a key
- Validation job code / action code / reason code with personnel table data base

PROCESS MINISPECIFICATION

PROCESS NAME : Personal Information Updating (Batch Job)

PROCESS NUMBER : 2.0

DESCRIPTION :

- To update and / or record any changes from process 1.0
- Personal record according to action code from personal transaction

code

INPUTS :

- Personal data from compensation section
- Work status from transaction data base

OUTPUTS :

- Personnel master data base

LOGIC :

- To create / rewrite / delete personal recordd into personnel master data base

PROCESS MINISPECIFICATION

PROCESS NAME : Personal Information Maintain (On-Line)

PROCESS NUMBER : 3.0

DESCRIPTION :

- Up-to-date information on the employee status is a crucial element to ensure consistency of the system. Any changes, including the ones listed below

- * Change of cost center
- * Change from direct to indirect
- * Change address
- * Change of supervisor
- * Education / Training
- * Family status

INPUTS :

- Appraisal / Benefit details / Leave records from compensation section
- Educational / Training records from training section
- Disciplinary record from industry relationship section
- Family / Medical records from safety section
- Any code from personnel table data base

OUTPUTS :

- All maintain data into personnel master data base

LOGIC :

- Retrieve personal data from master data base
- Validate any code change with personnel table data base
- Add / delete / change into master data base

PROCESS MINISPECIFICATION

PROCESS NAME : Exective Information

PROCESS NUMBER : 4.0

DESCRIPTION :

- Quick, Accurate and Efficient data collection and retrieval for high level management

INPUTS :

- All information from personnel master data base

OUTPUTS :

- All information on screen & reports

LOGIC :

- Allow to retrieve all information

PROCESS MINISPECIFICATION

PROCESS NAME : Strategy Information

PROCESS NUMBER : 5.0

DESCRIPTION :

- Support any specific personal history
- Distribute information and statistical data needed in standard form

INPUTS :

- Appraisal / Work status / Medical / Educational & Training / Benefit information

OUTPUTS :

- Display and print out information

LOGIC :

- Allow to retrieve some kind of personal data

PROCESS MINISPECIFICATION

PROCESS NAME : Operational Information

PROCESS NUMBER : 6.0

DESCRIPTION :

- Enables supervisors and operations to call up and display on the screen detail in the items listed

INPUTS :

- Disciplinary / Leave / Personal data / Previous history / Family information from personnel master data base

OUTPUTS :

- Print out and Display on the screen detail in the items listed

LOGIC :

- Allow to retrieve the information which related to supervisors and operations



HR000000

PHILIPS SEMICONDUCTORS(THAILAND) CO.,LTD

AS OF : 07/29/94 TIME : 20:37:00

HEADCOUNT REPORT

** HEADCOUNT STATUS **

BY DEPARTMENT GROUP,CATEGORY

	DAILY	SNE	EXEMPT	TOTAL	TEMP/DRIVER
SC : INDIRECT	90	152	57	299	2
DIRECT	485			485	
SUB TOTAL :	575	152	57	784	2
LPS : INDIRECT	48	111	57	216	1
DIRECT	596			596	
SUB TOTAL :	644	111	57	812	1
TEST : INDIRECT	21	102	70	193	1
DIRECT	607			607	
SUB TOTAL :	628	102	70	800	1
OTHERS : INDIRECT	52	80	126	258	46
DIRECT					
SUB TOTAL :	52	80	126	258	46
SUB TOTAL (INDIRECT) :	211	445	310	966	50
SUB TOTAL (DIRECT) :	1,688			1,688	
GRAND TOTAL	1,899	445	310	2,654	50

REMARK : INCLUDING EXPAT

***** END OF REPORT *****

HR000001

PHILIPS SEMICONDUCTORS(THAILAND) CO.,LTD

AS OF : 07/29/94 TIME : 20:37:12

HEADCOUNT REPORT

** HEADCOUNT STATUS **

BY CATEGORY

FIXED :
 VARIABLE : INDIRECT
 DIRECT

DAILY	SNE	EXEMPT	TOTAL	TEMPORARY	
107	99	179	385	22	
104	346	131	581		
1,688			1,688		
=== TOTAL ====>	1,899	445	310	2,654	22

BY DEPARTMENT GROUP

SD :
 LPE :
 TEST :
 OTHERS :

575	152	57	784		
469	97	48	614		
628	132	73	800		
227	94	135	456	22	
=== TOTAL ====>	1,899	445	310	2,654	22

*** REMARK : INCLUDING EXPAT

***** END OF REPORT *****

H2000007

PHILIPS SEMICONDUCTORS(THAILAND) CO.,LTD

AS OF : 07/29/94 TIME : 20:37:31

EMPLOYEE INFORMATION REPORT

	DAILY	SNE	EXEMPT	TOTAL	TEMPORARY
TURNOVER RATE(S) :	0.13	0.31	0.00	0.14	9.09
AVG.WAGE/SALARY : ###	27,262	65,542	750,755		19,950
SEX : *MALE	113	251	203	564	19
*FEMALE	1,454	74	65	1,593	3
AVG. AGE (YEAR) :	96	97	97	96	50
MARITAL STATUS :					
*SINGLE	816	232	123	1,171	21
*MARRIED	679	97	139	905	1
*DEVRORCE/SEPERATE (ETC)	72	6	3	81	
EDUCATION :					
*P-1-7(PRIARY)	106			106	
*MS3-6(SECONDARY)	1,177	46	6	1,229	3
*CERTIFICATE	181	17	15	213	8
*V-CERTIFICATE	57	241	71	369	10
*DECHERLOR	45	21	162	228	1
*HIGHER EDUCATION			11	11	
AVG.LENGTH OF SERVICE	9	6	2	7	1

REMARK : AVERAGE WAGE/SALARY = 1. TEMPORARY & DAILY : USE RATE BAHT/DAY
 2. SNE & EXEMPT : USE RATE BAHT/MONTH
 3. EXCLUDING DIRECTORS & EXPATS

***** END OF REPORT *****

HR00004

RUN DATE : 09/22/94 TIME : 20:37:34

LENGTH OF SERVICE REPORT

AS OF : 07/29/94

LENGTH OF SERVICE	HEADCOUNT		SALARY			AVG. AGES	HEADCOUNT		SALARY			AVG. AGES	HEADCOUNT		SALARY			AVG. AGES
	MALE	FEMALE	MIN	MAX	AVG		MALE	FEMALE	MIN	MAX	AVG		MALE	FEMALE	MIN	MAX	AVG	
> 0	51	428	132	195	134	20	165	1	6,010	10,300	6,631	23	42	12	8,500	63,910	18,117	25
> 1	57	165	132	143	140	22	57	3	4,440	10,370	7,058	23	15	6	10,200	49,380	18,224	25
> 2	51	61	151	205	154	24	41	3	4,710	10,300	8,129	24	23	7	12,650	50,060	24,524	27
> 3	1		157	153	183	25	8		9,700	10,480	10,062	25	5		18,770	48,180	29,955	27
> 4	4		213	265	246	32	14		9,090	11,900	10,627	27	4	2	12,680	36,780	25,813	28
> 5		10	196	213	206	25	10		7,500	13,750	10,734	27	7	3	15,100	46,960	26,651	30
> 6		15	214	223	217	27	11		10,620	19,480	12,665	30	12		12,680	39,210	27,152	30
> 7		75	223	320	252	31	6		11,580	15,070	12,878	30	6	1	15,430	44,600	27,424	29
> 8							4		13,030	13,670	13,417	30	2	6	25,040	69,200	27,912	36
> 9		3	275	279	277	33	10	2	10,300	18,280	15,092	32	4		17,030	23,660	20,032	34
> 10	10	250	280	308	293	31	23	5	7,920	18,850	13,528	32	14	7	15,410	70,560	24,944	34
> 11		51	292	309	301	31	7	1	11,500	19,230	15,702	34	20	1	17,750	49,850	24,004	34
> 12			322	322	322	33	4		11,600	18,900	14,102	35	9		26,970	63,300	39,204	36
> 13		51	324	336	329	33	5	7	9,670	19,040	14,472	33	20	1	16,110	57,170	34,128	37
> 14		294	325	353	334	33	5	15	9,900	19,130	13,697	35	13	10	12,660	78,000	30,696	37
> 15		90	354	367	356	33	1	7	9,600	13,620	13,500	37	5	4	17,800	47,510	30,447	37
> 16		70	350	374	364	34		2	11,600	13,800	12,700	34	4		23,000	59,990	42,950	39
> 17		56	366	384	374	36		10	11,600	19,220	14,073	37	6	3	18,230	64,380	40,993	40
> 18		63	371	392	381	36		11	11,600	18,690	13,985	35	5	9	20,910	47,570	34,794	41
> 19		55	380	401	391	37		10	11,600	20,020	15,719	39	3	1	34,140	58,640	45,077	44
> 20													1	2	27,430	46,670	37,003	48
> 21																		
> 22																		
> 23																		
> 24																		
TOTAL	150	1,741			248	28	371	74		9,526	27	222	75			27,028	32	

***** END OF REPORT *****

HRD000-01 CUI-DATE : 03/07/24 TIME : 20:33:00
SEQUENCE : WADSE ID.

HRIS-MASTER : ABSENTEEISM SUMMARY REPORT

AS OF MONTH : 06

PAGE : 1

LEAVE DESCRIPTION	<-----D A I L Y----->			<-----S N E----->			<-----E X E M P T----->			<-----T O T A L----->		
	CASES	DAYS	ABS%	CASES	DAYS	ABS%	CASES	DAYS	ABS%	CASES	DAYS	ABS%
1. ANNUAL LEAVE	1,240	1,556.0	3.60	207	260.0	2.64	195	258.0	3.78	1,642	2,074.0	3.48
2. SICK LEAVE	1,228	1,817.0	4.29	207	303.0	3.07	73	92.0	1.35	1,508	2,212.0	3.71
3. LEAVE WITHOUT PAY	118	397.0	0.94	24	74.0	0.75	7	7.0	0.10	149	478.0	0.80
4. UNAUTHORIZED LEAVE	5	15.0	0.04	1	1.0	0.01	0	0.0	0.00	6	16.0	0.03
5. PERSONAL												
-MARRIAGE LEAVE	1	4.0	0.01	0	0.0	0.00	0	0.0	0.00	1	4.0	0.01
-I.D. CARD AFFAIR	19	25.0	0.06	4	7.0	0.07	1	1.0	0.01	24	33.0	0.06
-MATERNITY LEAVE	4	122.0	0.29	1	39.0	0.40	0	0.0	0.00	5	161.0	0.27
-PATERNITY LEAVE	0	0.0	0.00	1	4.0	0.04	1	4.0	0.06	2	8.0	0.01
-MILITARY LEAVE	0	0.0	0.00	5	13.0	0.13	0	0.0	0.00	5	13.0	0.02
-MONKHOOD LEAVE	1	13.0	0.04	4	60.0	0.61	0	0.0	0.00	5	75.0	0.13
-COURT AFFAIR	0	0.0	0.00	0	0.0	0.00	0	0.0	0.00	0	0.0	0.00
-UNION AGREEMENT	0	0.0	0.00	0	0.0	0.00	0	0.0	0.00	0	0.0	0.00
-FUNERAL LEAVE	6	21.0	0.05	3	11.0	0.11	1	4.0	0.06	10	36.0	0.06
-SICK OF IMMEDIATE F	204	350.0	0.83	24	35.0	0.36	11	18.0	0.26	239	403.0	0.68
6. OTHER LEAVE	0	0.0	0.00	0	0.0	0.00	2	2.0	0.03	2	2.0	0.00
** TOTAL **	2,826	4,322.0	10.21	481	807.0	8.19	291	386.0	5.66	3,598	5,515.0	9.24

<>-----END OF REPORT-----<>



APPENDIX E

DATA BASE DEFINITIONS & DATA DICTIONARIES

Data Base Definitions

Initially designed, there are three data bases.

1. Personnel Master Data Base

Organization : Hidam, Vsam

Segments :

- * SGPERSON - Employee's personal data
- * SGHISTRY - Employee's education and prior experience
- * SGBENEFIT - Employee's benefit details
- * SGWORK - Employee's employment status history
- * SGFAMILY - Employee's family member in details
- * SGLEAVE - Employee's leave occurred during current year
- * SGEDUCAT - Employee's training and scholarship records
- * SGMEDICL - Employee's medical visit records
- * SGAPPRAI - Employee's appraisal history
- * SGDISCIP - Employee's discipline details

2. Personnel Transaction Data Base

Organization : Hidam, Vsam

Segments :

- * SGPAND - Transaction information such as hires, resign, terminate, transfer, annual review, promote, adjust

3. Personnel Table Data Base

Organization : Hidam, Vsam

Segments :

- * SGTBLD - A table look up for verification or transaction
from code to its description



Data Dictionaries

Segment Name : Sgperson

File Organization : Hidam, Vsam

File Description : Employee's personal data

Field Name	Description	type	Length	Notes
EMP-NO	Employee ' I.D. No.	C	5	key
EMP-NAME	Employee ' s name	C	30	
ADDR-1	Address	C	30	
ADDR-2	Address	C	30	
ID-CARD-NO	ID. No.	C	15	
TAX-ID-NO	Tax ID. No.	C	10	
BANK-CODE	See bank code table	C	1	
BANK-AC-NO	Bank account no.	C	10	
TEL-NO-HOME	Telephone No. - home	N	7	
TEL-NO-OFFC	Telephone No. - office	N	3	
BIRTH-DATE	Brith date	N	6	
SEX-FLAG	See sex table	C	1	
MARITAL-FLAGE	See marital status table	C	1	
CITIZEN-FLAGE	See citizenship table	C	1	
RELIGION-FLAG	See religion table	C	1	

Data Dictionaries

Segment Name : Sghistory

File Organization : Hidam, Vsam

File Description : Employee's education and prior experience

Field Name	Description	type	Length	Notes
SEQ-NO	Activity seq. No.	N	3	key
QUAL-OBTAIN	See qualification obtain code table	C	1	
INST-NAME	School / Institution Name	C	25	
GRAD-YEAR	Date graduated	C	6	
DEGREE-CODE	See degree code table	C	3	
MAJOR-CODE	See major code table	C	3	
LAST-JOB-CODE	See job code table	C	6	
TOT-EXP-YRS	Total years in experience (yymm)	N	4	

Data Dictionaries

Segment Name : Sgbenefit

File Organization : Hidam, Vsam

File Description : Employee's benefit details

Field Name	Description	type	Length	Notes
SEQ-NO	Activity seq. No.	N	3	key
BNF-CODE	See benefit code table	C	1	
BNF-DATE	Paid date	N	6	
BNF-AMOUNT	Paid amount for each type of benefits	N	6	

Data Dictionaries

Segment Name : Sgwork

File Organization : Hidam, Vsam

File Description : Employee's employment status history

Field Name	Description	type	Length	Notes
SEQ-NO	Activity seq. No.	N	3	key
HIST-CHG-DATE	Date of change	N	6	
JOB-CODE	Job title, grade, category	C	6	
SECTION-CODE	See section code	C	4	
SUPV-NO	Supervisor No.	C	5	
SALARY	Salary at the moment of change	N	8.2	
SHIFT-FLAG	Shift work : Yes / No	C	1	
ACTION-CODE	See action code table	C	1	
REASON-CODE	See reason code table	C	2	

Data Dictionaries

Segment Name : Sgfamily

File Organization : Hidam, Vsam

File Description : Employee's family member in details

Field Name	Description	type	Length	Notes
SEQ-NO	Activity seq. No.	N	3	key
FAML-CODE	See family code table	C	2	
FAML-NAME	Family member ' s name	C	30	
FAML-BIRTH-DAT	Family member ' s D.O.B	N	6	
FAML-SEX	Family member ' s sex	C	1	
FAML-REMK	Remark	C	15	

Data Dictionaries

Segment Name : Sgleave

File Organization : Hidam, Vsam

File Description : Employee's leave occurred during current year

Field Name	Description	type	Length	Notes
SEQ-NO	Activity seq. No.	N	3	key
START-DATE	Date start leave	N	6	
END-DATE	End date of leave	N	6	
LEVE-CODE	See leave code table	C	3	
LEVE-REMK	Remark	C	30	

Data Dictionaries

Segment Name : Sgeducat

File Organization : Hidam, Vsam

File Description : Employee's training and scholarship records

Field Name	Description	type	Length	Notes
SEQ-NO	Activity seq. No.	N	3	key
EDCT-DATE	Date tuition fee paid	N	6	
EDCT-TYPPE	See educational type table	C	1	
COURSE-CODE	See course code table	C	4	
COURSE-EXPPS	Course expansion	N	8.2	
COURSE-NO	Seamaster / Course No. (YY/N)	N	3	
CREDIT-REQR	Total credit / hrs requirment	N	2	
CREDIT-COURSE	Tuition fee / Course (seamaster)	N	6.2	
CREDIT-REMNI	Credit remained to accompplish	N	2	
INST-TYPE	P = Private / G = Government	C	1	
INST-NAME	Institution name	C	25	

Data Dictionaries

Segment Name : Sgmedicl

File Organization : Hidam, Vsam

File Description : Employee's medical visit records

Field Name	Description	type	Length	Notes
------------	-------------	------	--------	-------

SEQ-NO	Activity seq. No.	N	3	key
TYPE-OF-VISIT	See medical visit code table	C	2	
MEDC-CAUSE	See syptom / cause code table	C	3	
INST-TYPE	See medical inst. code table	C	1	
VISIT-DATE	Date of medical visit	N	6	
PAID-AMOUNT	Amount paid	N	6.2	
PAID-DATE	Date of payment	N	6	

Data Dictionaries

Segment Name : Sgapprai

File Organization : Hidam, Vsam

File Description : Employee's appraisal history

Field Name	Description	type	Length	Notes
SEQ-NO	Activity seq. No.	N	3	key
APPS-DATE	Date appraised	N	6	
APPS-RATE	See appraisal code table	C	1	
APPS-SCORE	In case of unclear rate, decimal point will be use as precision meas.	C	3.2	
BAHT-INCRE	Increase in Baht	N	5	
PERCENT-INCRE	Increase in percent	N	3.2	

Data Dictionaries

Segment Name : Sgdiscip

File Organization : Hidam, Vsam

File Description : Employee's discipline details

Field Name	Description	type	Length	Notes
SEQ-NO	Activity seq. No.	N	3	key
DCPL-DATE	Effective date	N	6	
DCPL-CODE	See dscipline code table	C	3	
DCPPL-ACTION	See action code table	C	3	
DCPL-REMK	Remark	C	30	





APPENDIX F

LIST OF PROGRAMS

Online Programs

Program Name	Function	Data base
HRDI001	Add leave details	Master, Table
HRDI002	Correct personal data	Master, Table
HRDI003	To add, delete, correct and inquiry for each previous history	Master, Table
HRDI004	To add, delete, correct and inquiry for benefit details	Master, Table
HRDI005	To add, delete, correct and inquiry for both leave detail and summary	Master, Table
HRDI006	To add, delete, correct and inquiry for each work history. User authorization will be checked against code table	Master, Table
HRDI007	To add, delete, correct and inquiry for each family member in details	Master, Table
HRDI008	To add, delete, correct and inquiry for training and scholarship record	Master, Table
HRDI009	To add, delete, correct and inquiry for medical visit record	Master, Table
HRDI010	To add, delete, correct and inquiry for disciplinary / award details	Master, Table
HRDI011	To add, delete, correct and inquiry transaction for new hired employeee	Master, Table, Transaction

Online Programs

Program Name	Function	Data base
HRDI012	To add, delete, correct and inquiry transaction for resign / terminate employee	Master, Table Transaction
HRDI013	To add, delete, correct and inquiry transaction transfer / annual focal review employee	Master, Table Transaction
HRDI014	To add, delete, correct and inquiry transaction promote / adjust / reclass	Master, Table Transaction
HRDI015	Interactive online update master from transaction which initialized by HRDI014	Master, Table Transaction
HRDI016	Leave history inquiry	Master, Table
HRDI017	Disciplinary history inquiry	Master, Table
HRDI018	Work profile inquiry	Master, Table
HRDI019	Family record inquiry	Master, Table
HRDI020	Medical history inquiry	Master, Table
HRDI021	Education histroy inquiry	Master, Table
HRDI026	To modify all control segment information	Master
HRDI027	Table data base inquiry	Table
HRDI028	To add, delete and inquiry table data base	Table

Batch Programs

Program Name	Function	Data base
HRDB0010	Extract master data base	Master, Table
HRDB0021	Extract transaction data base	Transaction
HRDB0022	Use transaction extract to update master data base and delete its	Master, Transaction
HRDB0023	Update work segment salary in master data base. Able to in percent or amount for specific employee category	Master, Transaction
HRDB0024	Update work segment for job code, section code and supervisor	Master, Table Transaction
HRDB101L	Print both leave detail and summary report	Master, Table
HRDB102L	Print absent summary report	Master, Table
HRDB103L	Print general information report	Master
HRDB104L	Print length of service report	Master
HRDB105L	Print summarize head count by section	Master
HRDB106L	Print head count report	Master

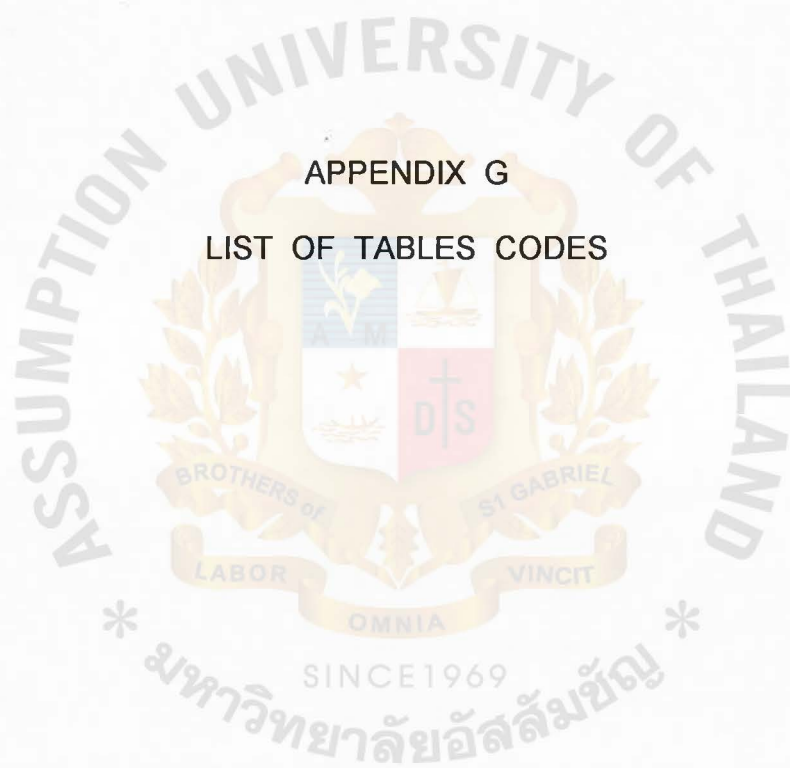


Table Codes

Table Name : Sex

Description : Sex Abreiviated and Meaning

Possible code	Meaning
F	Female
M	Male

Table Name : Marital Status

Description : Marital Status Meaning

Possible code	Meaning
M	Married
S	Single
D	Devorced
W	Widow

Table Name : Citizenship

Description : Citizenship Meaning

Possible code	Meaning
T	Thaniland
A	U.S.A
K	Korea
J	Japan
O	Other

Table Codes

Table Name : Religion

Description : Religion Meaning

Possible code	Meaning
B	Buddist
C	Christan
M	Muslim
H	Hindu
O	Other

Table Name : Bank Code

Description : Bank Name

Possible code	Meaning
1	Siam Comercial Bank
2	Bangkok Bank

Table Name : Education Type

Description : Type of Education Granted

Possible code	Meaning
I	In-house Training
O	Outside Training
G	General Scholarship
P	Special Program

Table Codes

Table Name : Qualification

Description : Education Qualification Obtained

Possible code	Meaning
J	Junior High School
S	Senior High School
V	Vocational Technical School
U	University

Table Name : Course Code

Description : Employee 's Training & Scholastic Code

Possible code	Meaning
E	English
T	Technical
M	Management
S	Safety
P	Professional
Q	Quality
Z	Other

Table Codes

Table Name : Job Code

Description : Employee 's Job Status Code

Possible code	Meaning
1	Daily Direct
2	Daily Indirect
3	S.N.E Fixed
4	S.N.E Variable
5	Exempt Fixed
6	Exempt Variable

Table Name : Action Code

Description : Employee 's Action Status Code

Possible code	Meaning
A	Reclassification
D	Suspension
F	Focal Point Review
H	Hiring
P	Promotion
Q	Termination
R	Resignation
S	Special Salary Adjustment
T	Transfer
Z	Other Action

Table Codes

Table Name : Reason Code

Description : Employee 's Reason for Action Status Code

Possible code	Meaning
H1	New hire
H2	Rehire
H3	Temporary to Permanent
R1	New Job
R2	Further study
R3	Own Business
Q1	Dead
Q2	Retirement
Q3	Discharge w/o pay
Q4	Lay-off
P1	Same Structure
P2	Higher Structure
S1	Union agreement
S2	Adjustment

Table Codes

Table Name : Leave Code

Description : Employee ' s Leave Code

Possible code	Meaning
AXX	Annual Leave
SXX	Sick Leave
WXX	Leave Without Pay
UXX	Unauthorized Leave
PMA	Marriage Leave
PID	I.D. Card Affair
PML	Maternity Leave
PPA	Paternity Leave
PMI	Military Leave
PMH	Monkhood Leave
PCO	Court Affair
PUN	Union Agreement
PFL	Funeral Leave
PFS	Sick of Immediate Family
ASD	Shut Down
OXX	Other Leave

Table Codes

Table Name : Family Code

Description : Employee ' s Family Member Status

Possible code	Meaning
11	Spouse not working
12	Spouse working
23	Children studying
24	Children not studying
31	Father not working
32	Father working
41	Mother not working
42	Mother working

Table Name : Medical Code

Description : Medical Institution Name Code

Possible code	Meaning
P	Private Hospital
G	Government Hospital
C	Clinics
V	Vibhawadee
M	Mayo
B	Bhumiphol

Table Codes

Table Name : Medical Visit

Description : Type of Medical Visit

Possible code	Meaning
EI	Employee Visit / In-patient
EO	Employee Visit / Out-patient
FI	Family Member Visit / In-patient
FO	Family Member Visit / Out-patient

Table Name : Benefit Code

Description : Employee 's Benefit Type Code

Possible code	Meaning
1	Monkhood
2	Marriage
3	Motherntity
4	Funeral Allowance

Table Name : Appraise Code

Description : Appraisal Details of Rate and Score

Possible code	Meaning
A	More than exceed
B	Exceed
C	Meet
D	Do not meet

Table Codes

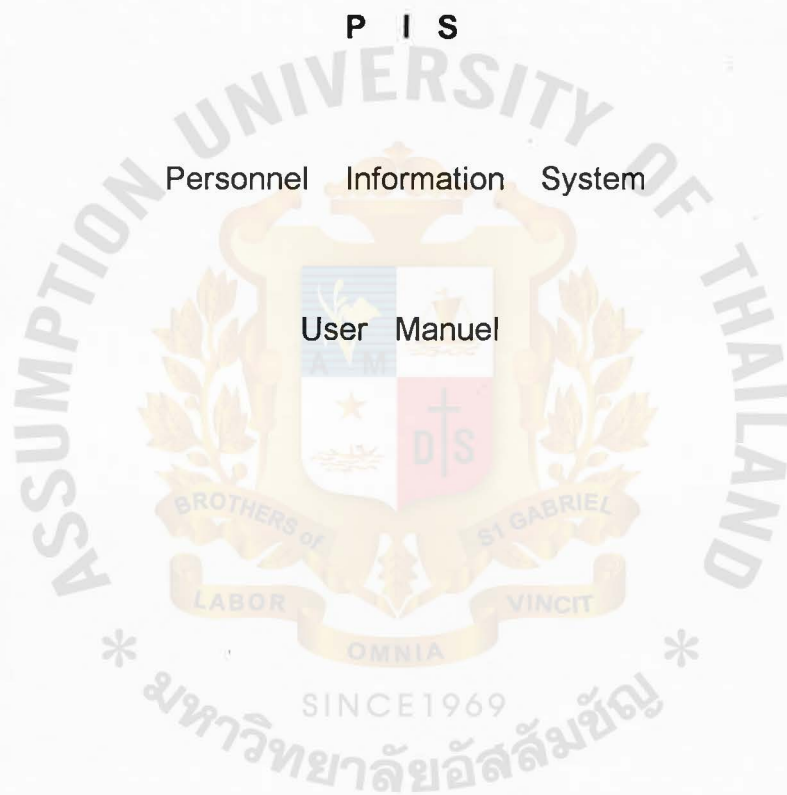
Table Name : Disciplinary Code

Description : Employee ' s Disciplinary Code

Possible code	Meaning
CA1	Failure to follow a general regulation
CA2	Failure to follow a prod / qa regulation
CA3	Failure to follow a safety regulation
CB1	Carelessness resulting in rejection
CB2	Carelessness resulting in mix product
CB3	Carelessness resulting in scrap







Employment & Compensation Section

Human Resources Department

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- Leave Display
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- Notification of Employee Status Change
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1. INTRODUCTION

The Personnel Information System (PIS) is a main-frame-based computer system designed as a data base for information on every employee in the company. PIS is an effective tool in human resources information management and can be utilized by managers and supervisors. It provides a high level of data security and integrity.

Since people are the company's most valuable asset, the Human Resources Department hopes that PIS will assist in the continuous development of our employees. Any suggestions for improvement of the system are therefore much appreciated.

March 1994



2. ENTERING PIS (LOGON)

2.1 LOGON PROCEDURE (ON-LINE)

2.1.1 When the MVS logo appears on the screen, type IMS03 (either capital or lowercase letters [IMS], or a combination of the two) and press the ENTER key. (*Illustration 2-1*)

2.1.2 After the logo is replaced, type /FOR SIGNON and press ENTER. (*Illustration 2-2*)

2.1.3 The system responds with the message:

ENTER USER ID=

ENTER PASSWORD=

This is a security measure to ensure that only authorized people will use the system. After you have typed both your userid and password, press ENTER. (*Illustration 2-3*)

NOTE: 1. Each person is responsible for their own userid and password.

It is strongly recommended not to reveal your userid and password to anyone.

2. You will not see your password on the screen as you enter it.

If you make a typing mistake while entering your userid or password, an error message will appear on the screen:

USERID IS INVALID (or) PASSWORD IS INVALID

If you receive this message, you must start over again. Either retype the wrong userid / password (after typing the correct word, press the spacebar a few times to the end of the entry field), or else go back to the opening screen (MVS logo) by pressing CLEAR and then typing /rcl.

2.1.4 If the userid and password have been entered correctly, the PIS MAIN MENU displays on the screen for the user to select the desired function (cursor moves to SELECTION =). (Illustration 2-4)



MSG10 MVS SA(03)
 PHILIPS SEMICONDUCTORS THAILAND
 SYSTEM MVS SA(03)
 For logon command syntax, press ENTER
 IMS03



```

*****
*****
**
***  MM    MM          SSSSSSSS ***
****  MMM  MMM          SS      ****
*****  MM MM MM    VV    VV  SSSSSSSS *****
*****  MM    MM    VV    VV      SS *****
*****  MM    MM      VV VV  SSSSSSSS *****
****                    VVV      ****
***                      V        ***
**                        V         **
**  PHILIPS SEMICONDUCTORS (THAILAND) **
***** DATA CENTER *****
  
```

(2-1,

DFS2002 11:27:26 TERMINAL CONNECTED TO IMS/VS PRODIMS
 /FOR SIGNON



(2-2)

ENTER USER ID=

ENTER PASSWORD=

INPUT:

(2-3)

THRDMENU

HRIS ** MAIN MENU **

10/15/94
11:30:32

*ENTRY

001 = LEAVE ENTRY

*PROMOTE/ADJUST/RECLASS

014 = INITIAL PAN

015 = DELETE TRANS/UPDATE MASTER

*UPDATE

002 = PERSONAL DATA

003 = PREVIOUS HISTORY

004 = BENEFIT DETAIL

005 = LEAVE MAINTAINANCE

006 = WORK HISTORY

007 = FAMILY RECORD

008 = EDUCATION RECORD

009 = MEDICAL RECORD

010 = DISCIPLINARY/AWARD RECORD

*INQUIRY

016 = LEAVE HISTORY

017 = DISCIPLINARY HISTORY

018 = WORK PROFILE

019 = FAMILY RECORD

020 = MEDICAL HISTORY

021 = EDUCATION HISTORY

*PAN PROCESS

011 = NEWLY HIRED

012 = RESIGN/TERMINATE/SUSPEND

013 = TRANSFER/ANNUAL FOCAL REVIEW

*PHILIPS STAFF SALES

022 = PHILIPS STAFF SALE ENTRY

023 = INITIALIZE INVOICE

SELECTION =



(2-4)

2.2 MAIN MENU

The MAIN MENU displays the various functions that can be selected as shown in Illustration 2-4.

NOTE: * = main categories; 001-023 = individual items

Before using the PIS on-line system, the users should be thoroughly familiar with the main categories in the Main Menu. Following is a summary of each category.

***ENTRY** is used by operators (paper work) to key leave data of employees in the work area into PIS.

***UPDATE** is used by H/R to update and/or record any changes in employee data.

***PAN PROCESS**, ***PROMOTE/ADJUST/RECLASS**, and ***PHILIPS STAFF SALES** is used by H/R to update employee data where a PAN needs to be initiated or the changes affect the work history/status of the employee.

***INQUIRY** enables supervisors and operators to call up and display on the screen details in the items listed (operators have excess only to leave records).

SELECTION = is used to enter the number / code of the item desired.

2.3 IMPORTANT FOR USERS BEFORE USING PIS

2.3.1 User Groups

- 1 Operators (paper work)
- 2 Supervisors, Managers, Directors
- 3 H/R Staff

2.3.2 Authority and Responsibility of User Groups

1 Operators (paper work) have access to and can use only items related to leave data. Items that can be called up are:

001 = LEAVE ENTRY to key in leave data

016 = LEAVE HISTORY (*INQUIRY category) to call up leave data on the screen

2 Supervisors / Managers / Directors have access to and can use only the items in the *INQUIRY category. They can look up employee data of their subordinates only.

3 H/R Staff have access to all the items on the main menu which they have specifically been assigned and authorized to handle by the H/R Director.

2.3.3 Duties and Responsibilities of Users

All data in PIS is confidential and may be accessed and used only by authorized persons. All information, including codes / passwords, must not be revealed to other persons. It is therefore imperative to logoff immediately after each use. In order to prevent unauthorized persons from having access to the information, monitors should never be left logged-on.

Each person is responsible for their own userid and password(s) which are authorized by their own department and the H/R Department for maximum benefits to the company. Userids and passwords must not be divulged to other persons.



3. USING THE MAIN MENU

CATEGORY : ENTRY

ITEM : 001 = LEAVE ENTRY

PURPOSE : To key leave data of employees into the PIS system

USER : Operators (paper work) in each department / section
who have been assigned this job

PROCEDURE : 1 Enter PIS (logon) as described in Section 2.1. (Userid
and password are to be kept confidential.)

2 When the MAIN MENU displays on the screen, type
001 in the entry field (SELECTION =) and
press ENTER. (*Illustration 3-1*)

3 Now the LEAVE ENTRY menu (THRD001) displays
on the screen (*Illustration 3-2*), with the cursor at
the EMPLOYEE NO. entry field.

** The EMPLOYEE NO. entry field is designed for 5
characters; the employee number (badge
number) can be entered in two ways:

- Terminal keyboard: Type the employee number
and then press the ERASE EOF key before
pressing the ENTER key.
- PC keyboard: For 4-digit numbers, move the
cursor one character to the right; for 3-digit
numbers, move the cursor two characters to
the right, and so on.

After typing the employee number, press the ENTER key.

- 4 After the employee number has been entered, the employee data displays on the screen.

(Illustration 3-3)

When the employee data displays on the screen, note the following:

- check if the name / surname corresponds to the one listed on the leave form;
- in the lower left corner, the message: INQUIRY COMPLETE indicates that the program is ready for data entry;
- in the lower left corner, the message: EMP# NOT FOUND indicates that in the PIS system there is no employee with that number;
- in the lower left corner, the message: EMP NOT ACTIVE indicates that this employee is no longer working at Philips Semiconductors Thailand.

- 5 When in the lower left corner the message INQUIRY COMPLETE displays, move the cursor (by means of the *Tab* key) to the entry field at DATE FROM; data entry is possible in the following entry fields:

DATE FROM = first day of leave

TO = last day of leave

LEAVE CODE = code indicating type of leave

REMARK = additional explanations

** - The date in FROM and TO must be entered in the following sequence:

month-day-year, with 2 digits each; e.g. the date January 3, 1992 is to be entered as follows:

01 03 92.

- Special care must be taken when selecting the leave code.

6 After completion of data entry, press PF1 (on terminal keyboard) or ALT-1 (on PC key-board). In the lower left corner the message ADD COMPLETE will appear (*Illustration 3-4*) and the cursor will move back to the EMPLOYEE NO. entry field for data entry for another employee.

7 After you have entered all leave data, or whenever you want to discontinue the work session, press the PF10 or ALT-0 key, which brings you back to the MAIN MENU. Press again PF10 or ALT-0, which clears the screen, and then type /RCL (*Illustration 3-5*) and press the ENTER key; this brings you back the MVS logo.

- NOTE : - If you realize that you have entered wrong data, immediately contact the H/R Department to make a correction.
- If you start entering data outside an entry field, the system will "hang" (a symbol will appear at the bottom line). Press the RESET key (terminal keyboard) or the F10 key (PC keyboard) and move the cursor back into the proper entry field. Data entry can now be continued.



THRDMENU

HRIS ** MAIN MENU **

10/15/94
11:13:27

*ENTRY

001 = LEAVE ENTRY

*PROMOTE/ADJUST/RECLASS

014 = INITIAL PAN

015 = DELETE TRANS/UPDATE MASTER

*UPDATE

002 = PERSONAL DATA

003 = PREVIOUS HISTORY

004 = BENEFIT DETAIL

005 = LEAVE MAINTAINANCE

006 = WORK HISTORY

007 = FAMILY RECORD

008 = EDUCATION RECORD

009 = MEDICAL RECORD

010 = DISCIPLINARY/AWARD RECORD

*INQUIRY

016 = LEAVE HISTORY

017 = DISCIPLINARY HISTORY

018 = WORK PROFILE

019 = FAMILY RECORD

020 = MEDICAL HISTORY

021 = EDUCATION HISTORY

*PAN PROCESS

011 = NEWLY HIRED

012 = RESIGN/TERMINATE/SUSPEND

013 = TRANSFER/ANNUAL FOCAL REVIEW

*PHILIPS STAFF SALES

022 = PHILIPS STAFF SALE ENTRY

023 = INITIALIZE INVOICE

SELECTION = 001

(3-1)

THRD001

HRIS - LEAVE ENTRY

10/15/94
11:31:06

EMPLOYEE NO.
EMPLOYEE NAME

SEQUENCE NO.

LEAVE STATUS :

* ANNUAL - C/F

* SICK - B/L

* PERSONAL - TAKEN

* UNAUTHORIZED - TAKEN

* AUTHORIZED W/O PAY - TAKEN

* OTHER - TAKEN

B/L

TAKEN

TAKEN

REMAINED

REMAINED

LEAVE RECORD :

* DATE FROM

TO

(MM/DD/YY)

* LEAVE CODE

* REMARK

PF1 ADD PF10 MENU <ENTER> INQUIRY

(3-2)

THRD001

HRIS - LEAVE ENTRY

10/15/94
11:53:26

EMPLOYEE NO. 08360 SEQUENCE NO. 000
EMPLOYEE NAME RONNACHART MAHATTANAPREUT

LEAVE STATUS :

* ANNUAL	- C/F	03.0	B/L	18.0	TAKEN	06.0	REMAINED	12.0
* SICK	- B/L	30.0	TAKEN	01.0	REMAINED	29.0		
* PERSONAL	- TAKEN	00.0						
* UNAUTHORIZED	- TAKEN	00.0						
* AUTHORIZED W/O PAY	- TAKEN	00.0						
* OTHER	- TAKEN	00.0						

LEAVE RECORD :

* DATE FROM TO (MM/DD/YY)
* LEAVE CODE
* REMARK

INQUIRY COMPLETE

PF1 ADD PF10 MENU <ENTER> INQUIRY

(3-3)

THRD001

HRIS - LEAVE ENTRY

10/15/94
11:50:53

EMPLOYEE NO. 08360 SEQUENCE NO. 000
EMPLOYEE NAME

LEAVE STATUS :

* ANNUAL	- C/F	B/L	TAKEN	REMAINED
* SICK	- B/L	TAKEN	REMAINED	
* PERSONAL	- TAKEN			
* UNAUTHORIZED	- TAKEN			
* AUTHORIZED W/O PAY	- TAKEN			
* OTHER	- TAKEN			

LEAVE RECORD :

* DATE FROM TO (MM/DD/YY)
* LEAVE CODE
* REMARK

ADD COMPLETE SEQ 008

PF1 ADD PF10 MENU <ENTER> INQUIRY

(3-4)

/RCL



CATEGORY : INQUIRY

ITEM : 016 = LEAVE DISPLAY (LEAVE HISTORY)

PURPOSE : To display all data relating to the employee's leave

USER : Directors, Managers, authorized operators, H/R

PROCEDURE :

- 1 Type the EMPLOYEE NO. in the entry field and press, in sequence, ERASE EOF and ENTER (for PC keyboard follow procedure outlined under Item 001 - LEAVE ENTRY)
- 2 The leave data of the employee displays.
(Illustration 3-7)
- 3 If the data is on more than one screen, press PF8 to advance to the next page.
- 4 To return to the Main Menu, press PF10.

NOTE :

C/F = leave carried forward from previous year

B/L = total leave available this year

TAKEN = total annual leave taken so far this year

REMAIN = total unused annual leave

THRD016

HRIS - LEAVE DISPLAY

10/15/94
11:21:19

EMPLOYEE NO.	NAME					
* ANNUAL	: C/F	B/L	TAKEN	REMAIN		
* SICK	: B/L	TAKEN	REMAIN			
* OTHER	: PERSONAL	W/O PAY	UNAUTH	OTHERS		

SEQ	FROM	TO	TYPE OF LEAVE	REMARK
-----	------	----	---------------	--------

PF8 NEXT PAGE PF10 MENU <ENTER> INQUIRY

(3-6)

THRD016

HRIS - LEAVE DISPLAY

10/15/94
11:34:47

EMPLOYEE NO.	08360	NAME	RONNACHART MAHATTANAPREUT					
* ANNUAL	: C/F	3.0	B/L	18.0	TAKEN	6.0	REMAIN	12.0
* SICK	: B/L	30.0	TAKEN	3.0	REMAIN	27.0		
* OTHER	: PERSONAL	0.0	W/O PAY	0.0	UNAUTH	0.0	OTHERS	0.0

SEQ	FROM	TO	TYPE OF LEAVE	REMARK
001	02/04/94	02/04/94	ANNUAL LEAVE	
002	03/07/94	03/08/94	ANNUAL LEAVE	
003	04/06/94	04/06/94	SICK LEAVE W/O MEDIC	
004	04/14/94	04/15/94	ANNUAL LEAVE	
005	05/09/94	05/09/94	ANNUAL LEAVE	
006	08/04/94	08/05/94	SICK LEAVE W/O MEDIC	

* BOTTOM OF DATA *

PF8 NEXT PAGE PF10 MENU <ENTER> INQUIRY

(3-7)

CATEGORY : INQUIRY

ITEM : 017 = DISCIPLINARY HISTORY

PURPOSE : To display the disciplinary actions received by the employee, and the causes

USER : Directors, Managers, H/R

PROCEDURE : <same as 016>



THRD017

HRIS - DISCIPLINARY HISTORY

10/15/94
11:21:48

EMPLOYEE NO.
* CATEGORY
* SECTION

NAME
TITLE
SUPERVISOR

SEQ	FROM	ACTION	CAUSE	REMARK
-----	------	--------	-------	--------

PF8 NEXT PAGE PF10 MENU <ENTER> INQUIRY

THRD017

HRIS - DISCIPLINARY HISTORY

10/15/94
11:35:31

EMPLOYEE NO. 08360
* CATEGORY EXP-FIXE
* SECTION 102

NAME RONNACHART MAHATTANAPREUT
TITLE SECT.MGR.(SYST./ANAL.)
SUPERVISOR 7718

SEQ	FROM	ACTION	CAUSE	REMARK
-----	------	--------	-------	--------

* BOTTOM OF DATA*

PF8 NEXT PAGE PF10 MENU <ENTER> INQUIRY

CATEGORY : INQUIRY

ITEM : 018 = WORK PROFILE

PURPOSE : To display comprehensive data on the employee's history in the company

USER : Directors, Managers, H/R

PROCEDURE : <same as 016> plus: the use must first type his / her confidential INQUIRY NO. in the entry field

NOTE : D.O.P = date of last promotion
D.O.H = date of hire
SUPERVISOR = in case of Dly operator, the badge number displayed is the employee's area supervisor's badge number



THRD018

HRIS - WORK PROFILE

10/15/94
11:22:18

INQUIRY NO.

EMPLOYEE NO.

NAME

WORK STATUS : D.O.P

GRADE

CATEGORY

* TITLE

SECTION

* DEPARTMENT

SUPERVISOR

YEAR WORKED : D.O.H

IN-SERVICE

* IN-POSITION

TOTAL EXPERIENCE

* PRIOR EXPERIENCE

YEAR AFTER PROMOTION

SEQ DATE PD ACT CATEGORY GD

TITLE

SECT. SALARY

PF7 PREVIOUS

PF8 NEXT PAGE

PF10 MENU

<ENTER> INQUIRY

THRD018

HRIS - WORK PROFILE

10/15/94
11:39:36

INQUIRY NO.

EMPLOYEE NO. 09171

NAME BUNLER LAWANRATTANAGOON

WORK STATUS : D.O.P 06/06/94

GRADE 02

CATEGORY

EXP-FIXED

* TITLE SR.PROGRAMMER I

SECTION

102

* DEPARTMENT

SUPERVISOR

07718

YEAR WORKED : D.O.H 05/04/92

IN-SERVICE

2:05

* IN-POSITION 0:00

TOTAL EXPERIENCE

2:05

* PRIOR EXPERIENCE 0:00

YEAR AFTER PROMOTION

0:04

SEQ DATE PD ACT CATEGORY GD

TITLE

SECT.

SALARY

001	05/04/92	05	H	EXP-FIX	01	PROGRAMMER	15	9000
002	06/22/92	06	S	EXP-FIX	01	PROGRAMMER	15	10000
003	10/26/92	10	S	EXP-FIX	01	PROGRAMMER	15	10210
004	01/04/93	01	Z	EXP-FIX	01	PROGRAMMER	15	10210
005	03/29/93	03	F	EXP-FIX	01	PROGRAMMER	15	12060
006	10/25/93	10	S	EXP-FIX	01	PROGRAMMER	15	12270
007	12/20/93	12	S	EXP-FIX	01	PROGRAMMER	15	14000
008	01/03/94	01	Z	EXP-FIX	01	PROGRAMMER	102	14000
009	03/28/94	03	F	EXP-FIX	01	PROGRAMMER	102	15820

* MORE DATA *

PF7 PREVIOUS

PF8 NEXT PAGE

PF10 MENU

<ENTER> INQUIRY

CATEGORY : INQUIRY

ITEM : 019 = FAMILY DISPLAY

PURPOSE : To display information on the employee and his / her
immediate family (parents, spouse, children)

USER : Directors, Managers, H/R

PROCEDURE : <same as 016> except that there is no PF8 key



THRD019	HRIS - FAMILY DISPLAY				10/15/94 11:44:44
EMPLOYEE NO.		EMPLOYEE NAME			
* ADDRESS					
* TEL. (HOME)		(OFF)			
* D.O.B		ID.CARD NO.		TAX NO.	
* SEX	CITIZENSHIP	RELIGION	MARITAL STATUS		

NAME	:	STATUS	:	SEX :	DOB : REMARK

PF10 MENU <ENTER> INQUIRY					

THRD019	HRIS - FAMILY DISPLAY				10/15/94 11:41:26
EMPLOYEE NO. 09171		EMPLOYEE NAME BUNLER LAWANRATTANAGOON			
* ADDRESS 16/36 SOI INDHAMARA 17		SAMSENNAI PHAYATHAI BKK 10400			
* TEL. (HOME) 2790749		(OFF) 481			
* D.O.B 12 17 68		ID.CARD NO. 3101401806825		TAX NO. 0	
* SEX M	CITIZENSHIP T	RELIGION B	MARITAL STATUS S		

NAME	:	STATUS	:	SEX :	DOB : REMARK

RUANGCHAI LAWANRATTA FATHER, DEATH		M	00	00	00
WALAI LAWANRATTANAGO MOTHER, OWN BUSINESS		F	00	00	00
INQUIRY COMPLETE					

PF10 MENU <ENTER> INQUIRY					

CATEGORY : INQUIRY

ITEM : 020 = MEDICAL HISTORY

PURPOSE : To display the medical benefits received / made use of
by the employee

USER : Directors, Managers, H/R

PROCEDURE : <same as 016>



THRD020

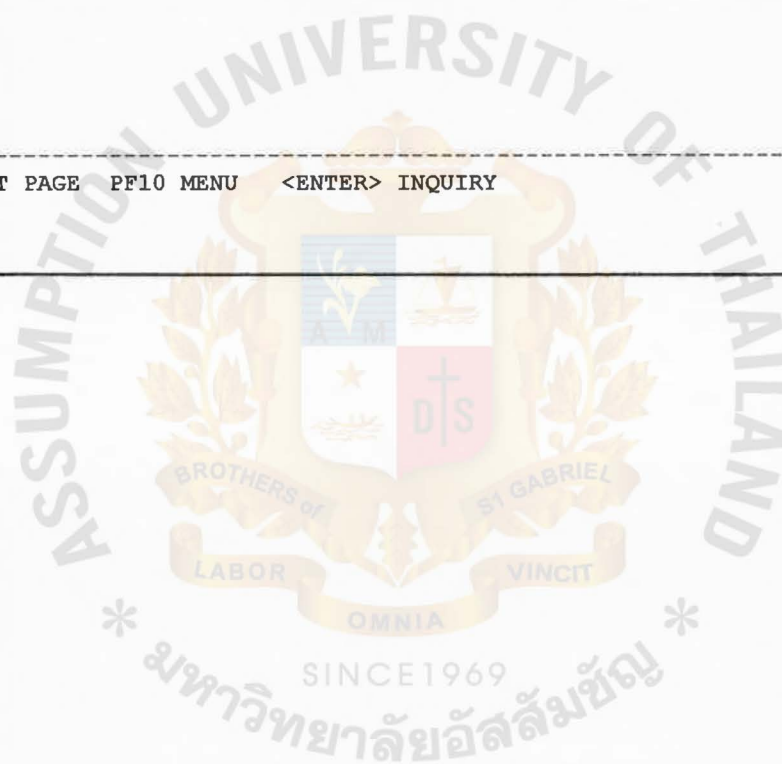
HRIS - MEDICAL DISPLAY

10/15/94
11:23:11

EMPLOYEE NO.	EMPLOYEE NAME	
* CATEGORY	SECTION	SUPERVISOR
* MARITAL STATUS	SPOUSE STATUS	
YRS-TO-DATE	EXPENSES : EMPLOYEE	FAMILY TOTAL

V.DATE	:	TYPE	:	SYMPTOM/CAUSES	:	PAID	:	MED.INSTUTION
--------	---	------	---	----------------	---	------	---	---------------

PF8 NEXT PAGE PF10 MENU <ENTER> INQUIRY



4. PIS PROCEDURE

4.1 REQUEST FOR SYSTEM USAGE

- Department Directors designate and authorize employee in their department as PIS users.
- Authorized employee must be Managers, Direct Reports, Area Supervisors, Paper Work Operators, or Secretaries.
- Authorized employee fills in an application form (HRIS-I) and submits it to the H/R Department for the issuance of a user-id.
- The H/R Department assigns an IMS User ID and password along with Inquiry No. (if applicable) to new users.
- Owing to system limitations, IMS User ID's and passwords are assigned to each department on a quota basis. Users may thus have to share User ID's and passwords.
- IMS User ID's and passwords assigned to the department should be known to only by the authorized users in the department
- Inquiry Numbers are assigned to individual users and should therefore not be made known to anyone else.
- The IMS passwords and Inquiry Numbers will be changed every two months.

4.2 NOTIFICATION OF EMPLOYEE STATUS CHAGNE

Up-to-date information on the employee status is a crucial element to ensure consistency of the system. Any changes, including the ones listed below, should therefore be at once forwarded to the HRIS Manager.

- * Change of cost center
- * Change of supervisor (with or without impact on cost center)
- * Change from direct to indirect, and vice versa
- * Education / Training
- * Family status
- * Address

Information of such chages can be sent through either

- 1 HRIS form (HRIS-II), for any of the above-listed chagnes, or ...
- 2 Request to Initiate PAN, for actions that require PAN.

4.3 LEAVE ENTRY

- Users must be authorized by the Department Director.
- If possible, only one user should be assigned in each area / department (not more than two)
- The flow of leave application / approval remains basically unchanged, except for the following;
 - 1 After the leave applications have been approved, the user enters the data into the PIS system (within 24 hours).
 - 2 After all leave has been entered, the user should check its correctness through sub-menu "016 LEAVE DISPLAY".
 - 3 Errors that occur during leave entry can not be corrected by the user. Any error must be reported immediately to the HRIS center for correction.
 - 4 After leave data has been entered, all leave application forms must be forwarded to the H/R Department for verification.
 - 5 The HRIS center will issue periodic leave reports with updated data to all departments.
- The user ID of the operator (paper work) will be recorded in each data entry, so that possible discrepancies / errors can be traced and rechecked.

HRIS-I
REQUEST FOR SYSTEM USAGE

To: Director of Human Resources Date: _____
From: _____
Subject: Application for System Usage

I, (Mr., Mrs., Miss) _____ Badge No. _____
employee category/grade _____ position _____
Section _____ Department _____, herewith request
approval to use the HRIS system for improved personnel manage-
ment. I agree to use the HRIS system in the way intended, adher-
ing to all applicable HRIS regulations and procedures. I under-
stand that misuse of the system will disqualify me from further
use of the system.

Signature _____
(Applicant)

Approvals

Department Director: _____ ()	Director of H/R: _____ (Phaisal Prommomes)
---------------------------------------	---

HRIS-II

NOTIFICATION OF EMPLOYEE STATUS CHANGE

To: Employment & Compensation
Section

Date: _____

From: _____

Subject: Notification of Employee Status Change

Please note the following changes in Section _____, Department
_____:

☐ CHANGE OF SUPERVISOR

	Name of Employee	Badge #	SUPERVISOR		Eff. Date
			Old	New	
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

☐ EDUCATIONAL RECORD

	Name of Employee	Badge #	Degree	Field	Major	D.O.G.
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____