

ABLE-HRM Human Resources Management System – Sample Reports

HR Managment

Staff Listing Report.....	1
Staff Details Report.....	2
Staff Probation Completion Report.....	3
Staff Contract Completion Report	4
Staff Employment Report	5
Staff Termination Report.....	6

Staff Card Management

Card Issue/Disable Report	7
Card Access Status Report	8

Attendance Data

Attendance Data Report - Time List	9
Attendance Data Report - Time & Position	10
Attendance Data Report - First & Last	11
Attendance Data Amendment Report	12

Roster Management

Shift Report.....	13
Roster Report	14

Leave & Event Management

Leave Report.....	15
OT Application Report.....	16
Leave Balance Report.....	17
Leave Balance Adjustment Report.....	18
Holiday Report.....	19
Staff Event Report.....	20

Attendance Analysis

Daily Attendance Report (By Staff).....	21
Daily Attendance Report (By Day).....	22
Monthly Attendance Summary	23
Late / Early Report.....	24
Absence Report.....	25
Overtime Report.....	26

Payroll Management

Payroll Report	27
Pay-slip	28
Multi-month Payroll Report.....	29
MPF Report.....	30

Taxation

HKIRD IR56B	31
HKIRD Control List	32

Staff Reference Management

Staff Qualification Report.....	33
Staff Working Experience Report	34
Staff Referee Report.....	35

Appraisal Management

Appraisal Scheme (Master).....	36
Appraisal Scheme (Staff Grade)	37
Appraisal Form (Fill-in).....	38

ABC Company Limited
Employee Listing Report

Page 1

Staff ID	Staff Name	Gender	Status	Position	Grade	Date Joint	Years Worked
Engineering Department						No. of Staff :	3
000002	Tam Siu Ming	Male	Active	Officer	Officer	2001-12-02	9
226543	Jean Wong	Female	Active	IT Supervisor	Supervisor	2003-05-27	8
678789	Lau Kam Tuen	Male	Active	Engineer	Managerial	2009-05-23	2
HR Department						No. of Staff :	2
123456	Thomas Wilson	Male	Active	HR Officer	Officer	2007-12-01	3
135799	Richard Wong	Male	Active	HR Officer	Officer	2004-01-13	7
IT Department						No. of Staff :	3
223344	Helen Tsui	Male	Active	Programmer	Supervisor	2007-06-27	4
654321	Wong Tai Man	Male	Active	Programmer	Officer	2009-05-23	2
888888	Sam Wong	Male	Active	IT Supervisor	Officer	2006-05-28	5
Sales Department						No. of Staff :	2
000001	Tam Wai Man	Male	Active	Sales Manager	Managerial	2006-12-02	4
998877	Kelvin Law	Male	Active	Sales Manager	Clerical	2009-05-28	2

Employee Details Report

Staff ID : 000001 Company : ABC

Name : Tam Wai Man Department : Sales Department \ HK

Other Name : 譚偉明

Gender : Male Position : Sales Manager

Staff Status : Active Grade : Managerial

Date Joint : 2006-12-02 Branch : HK

Date Terminated : Staff Group : N/A

Social ID : G231298(A) Home Phone : 23452345

Date of Birth : 1972-05-12 Home Address : Rm 1234, Blk 3, Tin An Estate, Tun Mun, NT

Marital Status : Married

Spouse Name : Mary Cheung Mobile Phone : 98765432

Passport No. : Email : raymond@gmail.com

Rate Method : Monthly Fixed Bank Code : 123

Pay Method : Autopay Branch Code : 456

Payroll Rule : Clerk Account No. : 685213201

Basic Salary : 30000.00 Account Name : Tam Wai Man Raymond

P-Fund : 0.00 MPF % (Mandatory) : 5.00

MPF % (Voluntary) : 0.00

Remark :

2007: Transfer to HZ office for 6 months for project Sky Bridge2009: Got Gold Award in Asia Promotion Competition

Working Experience :

Staff Probation Completion Report

Staff ID	Staff Name	Department	Position	Date Joint	Probation Completed
223344	Helen Tsui	IT Department	Programmer	2007-06-27	2007-10-15
123456	Thomas Wilson	HR Department	HR Officer	2007-12-01	2008-04-03
998877	Kelvin Law	Sales Department	Sales Manager	2009-05-28	2009-08-28
000001	Tam Wai Man	Sales Department	Sales Manager	2006-12-02	2011-07-03

ABC Company Limited
Staff Contract Completion Report

Page 4

Staff ID	Staff Name	Department	Position	Date Joint	Contract Completed
000002	Tam Siu Ming	Engineering Department	Officer	2001-12-02	2002-12-01
000001	Tam Wai Man	Sales Department	Sales Manager	2006-12-02	2007-11-30
654321	Wong Tai Man	IT Department	Programmer	2009-05-23	2010-05-22

Staff Employment Report

Date Joint	Staff ID	Staff Name	Status	Terminated	Years Worked	Department	Position
2001-12-02	000002	Tam Siu Ming	Active		9	Engineering Department	Officer
2003-05-27	226543	Jean Wong	Active		8	Engineering Department	IT Supervisor
2004-01-13	135799	Richard Wong	Active		7	HR Department	HR Officer
2006-05-28	888888	Sam Wong	Active		5	IT Department	IT Supervisor
2006-12-02	000001	Tam Wai Man	Active		4	Sales Department	Sales Manager
2007-06-27	223344	Helen Tsui	Terminated	2010-10-10	3	IT Department	Programmer
2007-12-01	123456	Thomas Wilson	Terminated	2011-09-03	3	HR Department	HR Officer
2009-05-23	654321	Wong Tai Man	Active		2	IT Department	Programmer
2009-05-23	678789	Lau Kam Tuen	Active		2	Engineering Department	Engineer
2009-05-28	998877	Kelvin Law	Terminated	2011-05-12	1	Sales Department	Sales Manager

Staff Termination Report

Terminated	Reason	Staff ID	Staff Name	Date Joint	Years Worked	Department	Position
2009-12-17	Retired	123456	Thomas Wilson	2007-12-01	2	HR Department	HR Officer
2010-10-10	Resign	223344	Helen Tsui	2007-06-27	3	IT Department	Programmer
2011-05-12	Fired	998877	Kelvin Law	2009-05-28	1	Sales Department	Sales Manager

Card Issuing Report

Action Time	User Name	Staff ID / Name		Department	Smartcard	Action	Reader	Reader Location
2011-03-29 19:28:08	A	000001	Tam Wai Man	Sales Department	0004316091	Issue Card	1	Front Door
2011-03-29 19:30:11	A	000002	Tam Siu Ming	Engineering Department	0004316092	Issue Card	1	Front Door
2011-03-29 19:33:15	A	000001	Tam Wai Man	Sales Department	0004316091	Disable Card	1	Front Door
2011-03-29 19:33:53	A	000001	Tam Wai Man	Sales Department	0004316091	Issue Card	1	Front Door
2011-03-29 19:34:08	A	000001	Tam Wai Man	Sales Department	0004316091	Disable Card	1	Front Door
2011-03-29 19:34:27	A	000001	Tam Wai Man	Sales Department	0004316091	Issue Card	1	Front Door

Card Status Report

Staff ID	Name	Reader	Location
000001	Tam Wai Man	1	Front Door
000002	Tam Siu Ming	1	Front Door

Attendance Data Report (By Time)

Staff ID / Name	Date	1	2	3	4	5	6	7	8	9	10
000001 Tam Wai Man	2011-07-01										
	2011-07-02										
	2011-07-03	09:12	18:00								
	2011-07-04	09:00	18:00								
	2011-07-05	09:00	18:00								
000002 Tam Siu Ming	2011-07-01										
	2011-07-02										
	2011-07-03	10:02	18:00								
	2011-07-04	09:00	18:00								
	2011-07-05	09:00	20:03								
123456 Thomas Wilson	2011-07-03	09:00	18:00								
	2011-07-04	09:00	18:00								
	2011-07-05	09:00	18:00								
135799 Richard Wong	2011-07-01										
	2011-07-02										
	2011-07-03	09:00	18:00								
	2011-07-04	09:00	18:00								
	2011-07-05	09:00	18:00								
223344 Helen Tsui	2011-07-03	09:00	18:00								
	2011-07-04	09:00	18:00								
	2011-07-05	09:00	18:00								
226543 Jean Wong	2011-07-01										
	2011-07-02										
	2011-07-03	09:00	18:00								
	2011-07-04	09:00	18:00								
	2011-07-05	09:00	18:00								
654321 Wong Tai Man	2011-07-01										
	2011-07-02										

Attendance Data Report (By Time and Position)

Date		Time and Location	
000001	Tam Wai Man		
	2011-07-01		
	2011-07-02		
	2011-07-03	09:12 [1]	18:00 [1]
	2011-07-04	09:00 [1]	18:00 [1]
	2011-07-05	09:00 [1]	18:00 [1]
000002	Tam Siu Ming		
	2011-07-01		
	2011-07-02		
	2011-07-03	10:02 [1]	18:00 [1]
	2011-07-04	09:00 [1]	18:00 [1]
	2011-07-05	09:00 [1]	20:03 [1]
123456	Thomas Wilson		
	2011-07-03	09:00 [1]	18:00 [1]
	2011-07-04	09:00 [1]	18:00 [1]
	2011-07-05	09:00 [1]	18:00 [1]
135799	Richard Wong		
	2011-07-01		
	2011-07-02		
	2011-07-03	09:00 [1]	18:00 [1]
	2011-07-04	09:00 [1]	18:00 [1]
	2011-07-05	09:00 [1]	18:00 [1]
223344	Helen Tsui		
	2011-07-03	09:00 [1]	18:00 [1]
	2011-07-04	09:00 [1]	18:00 [1]
	2011-07-05	09:00 [1]	18:00 [1]
226543	Jean Wong		
	2011-07-01		
	2011-07-02		
	2011-07-03	09:00 [1]	18:00 [1]

Attendance Data Report (First/Last)

Staff ID	Name	Department	Position	Date	First Data	Last Data
000001	Tam Wai Man	Sales Department	Sales Manager	2011-07-01		
				2011-07-02		
				2011-07-03	09:12:00	18:00:00
				2011-07-04	09:00:00	18:00:00
				2011-07-05	09:00:00	18:00:00
000002	Tam Siu Ming	Engineering Department	Officer	2011-07-01		
				2011-07-02		
				2011-07-03	10:02:00	18:00:00
				2011-07-04	09:00:00	18:00:00
				2011-07-05	09:00:00	20:03:00
123456	Thomas Wilson	HR Department	HR Officer	2011-07-03	09:00:00	18:00:00
				2011-07-04	09:00:00	18:00:00
				2011-07-05	09:00:00	18:00:00
135799	Richard Wong	HR Department	HR Officer	2011-07-01		
				2011-07-02		
				2011-07-03	09:00:00	18:00:00
				2011-07-04	09:00:00	18:00:00
				2011-07-05	09:00:00	18:00:00
223344	Helen Tsui	IT Department	Programmer	2011-07-03	09:00:00	18:00:00
				2011-07-04	09:00:00	18:00:00
				2011-07-05	09:00:00	18:00:00
226543	Jean Wong	Engineering Department	IT Supervisor	2011-07-01		
				2011-07-02		
				2011-07-03	09:00:00	18:00:00
				2011-07-04	09:00:00	18:00:00
				2011-07-05	09:00:00	18:00:00

Attendance Data Amendment Report

Date	Time	Reader	Remark	User Name	Action	Action Time
Staff :	000001	Tam Wai Man				
2010-05-20	09:00:00	0.00		A	Add	2010-05-23 18:14:10
2010-05-20	18:00:00	0.00		A	Add	2010-05-23 18:14:19

Shift Report

Shift	Remark	Session 1	Session 2	Session 3	Session 4	Work Time (Minutes)
A	Mon - Fri 0900 - 18:00	09:00 - 18:00				540
B	Sat 0900 - 1300	09:00 - 13:00				240
D2	Two-sesion for midnight work	16:00 - 19:00	20:00 - 03:00			600
N1	Overnight Shift (21:00 - 04:15)	21:00 - 04:15				435
S1	Special shift for part-time staff	10:00 - 11:30	14:30 - 16:30			210

ABC Company Limited
Roster Report (2011-07)

Staff	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
000001 Tam Wai Man	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A
000002 Tam Siu Ming	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A
123456 Thomas Wilson	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A
135799 Richard Wong	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A
223344 Helen Tsui	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A
226543 Jean Wong	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A
654321 Wong Tai Man	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A
678789 Lau Kam Tuen	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A
888888 Sam Wong	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A
998877 Kelvin Law	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A	A	A	A	A	B		A

A => 09:00-18:00
N1 => 21:00-04:15

B => 09:00-13:00
S1 => 10:00-11:30 14:30-16:30

D2 => 16:00-19:00 20:00-03:00

Leave Report

Leave Type	Leave Start / End Time		Duration	Deduction Type	Salary Deduct	HWR	Remark
000001	Tam Wai Man					Sales Department	
Exam Leave	2011-01-12	Wed	1 Day	Annual Leave		*	
000002	Tam Siu Ming					Engineering Department	
Sick Leave	2011-01-14	Fri	1 Day	Sick Leave		*	
Exam Leave	2011-02-19 - 2011-02-23		3 Day	Annual Leave		*	
Wedding Leave	2011-03-15 - 2011-03-29		11 Day	Annual Leave		*	
135799	Richard Wong					HR Department	
Exam Leave	2011-07-01 - 2011-07-06		6 Day	Annual Leave		*	
Annual Leave	2011-09-08	Thu	1 Day	Annual Leave		*	kjkjkj
226543	Jean Wong					Engineering Department	
Annual Leave	2011-09-08	Thu	1 Day	Annual Leave		*	
888888	Sam Wong					IT Department	
Annual Leave	2011-09-08	Thu	1 Day	Annual Leave		*	

OT Application Report

Staff ID / Name	Date	OT Type	Start / End Time	Rest Time (Minute)	Max OT Time (Minute)
000001 Tam Wai Man					Sales Department
	2010-07-13	Extra Session	22:00:00 - 23:30:00		
123456 Thomas Wilson					HR Department
	2010-05-25	Extra Session	19:00:00 - 23:00:00		
	2010-05-27	Extended Time			

Staff Leave Balance Report

Staff ID	Name	Worked Years	Entitlement	Annual Leave	Sick Leave	Compensation Leave	
						Day	Minute
000001	Tam Wai Man	5	30.00	27.65 (-1.45 29.10)	120		
000002	Tam Siu Ming	10	43.00	27.70 (-14.00 41.70)	120		
135799	Richard Wong	8	43.00	44.76 (8.00 36.76)	120		
226543	Jean Wong	9	35.00	25.07 (8.00 17.07)	120		
654321	Wong Tai Man	3	16.00	16.98 (9.00 7.98)	90		
678789	Lau Kam Tuen	3	16.00	16.98 (9.00 7.98)	90		
888888	Sam Wong	6	35.00	24.97 (8.00 16.97)	120		

Leave Balance Adjustment Report

Update Time	User Name	Action	Balance Type	Adjustment	Leave Type and Duration		Remark
000001	Tam Wai Man				Sales Department \ HK		
2011-02-16 18:31:43	A	Apply Leave	Annual Leave	-1.00	Exam Leave	2011-01-12	
2011-02-17 16:36:40	A	Apply Leave	Annual Leave	-3.00	Annual Leave	2010-12-22 - 2010-12-24	
2011-02-17 16:37:02	A	Apply Leave	Sick Leave	-1.00	Sick Leave	2010-09-13	
2011-02-17 16:37:19	A	Apply Leave	Annual Leave	-1.00	Exam Leave	2010-11-23	
2011-02-17 18:25:41	A	Manual Adjust	Annual Leave	3.00			
2011-02-17 18:25:50	A	Manual Adjust	Annual Leave	-2.20			
2011-02-17 18:43:34	A	Manual Adjust	Annual Leave	2.75			Correction for last year's error
000002	Tam Siu Ming				Engineering Department \ Electrical		
2011-02-16 18:59:49	A	Apply Leave	Sick Leave	-1.00	Sick Leave	2011-01-14	
2011-02-17 16:37:49	A	Apply Leave	Annual Leave	-11.00	Wedding Leave	2011-03-15 - 2011-03-29	
2011-02-17 16:38:11	A	Apply Leave	Annual Leave	-3.00	Exam Leave	2011-02-19 - 2011-02-23	
123456	Thomas Wilson				HR Department \ HK		
2011-09-09 12:49:12	<System>	Year End Increase	Annual Leave	0.00			
135799	Richard Wong				HR Department \ HK		
2011-05-24 19:33:16	<System>	Year End Increase	Annual Leave	40.00			
2011-05-24 19:33:16	<System>	Roll-over Deduct	Annual Leave	-25.00			
2011-09-06 20:56:45	A	Apply Leave	Annual Leave	-6.00	Exam Leave	2011-07-01 - 2011-07-06	

Holiday Listing Report

Date	Holiday	Public Holiday	Statutory Holiday
2010			
2010-05-21	Buddist Festival	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2010-12-25	Christmas Holiday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2010-12-26	Boxing Day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2011			
2011-01-01	New Year Holiday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2011-04-12	Easter Holiday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Staff Event Report

Date	Event Type	Title	Handling Type	Value	Remark
000001	Tam Wai Man				Sales Department
2010-02-14	Field Work	Urgent repair for Central Plaza	Credit OT	60	
2010-02-15	Business Trip	Special meeting at Macau	Ignore Absence		Meeting with Macau Tourism Department
2010-02-16	Business Trip	Special meeting at Macau	Ignore Absence		Meeting with Macau Tourism Department
2010-02-17	Business Trip	Special meeting at Macau	Ignore Absence		Meeting with Macau Tourism Department
2011-01-21	Customer Visit	Visit Mr Brown of Advanced Technology Limited for Project Follow-up	Ignore Late		
2011-01-27	Misc	Buy three discounted tickets of Disney Land	N/A		paid \$600
000002	Tam Siu Ming				Engineering Department
2011-01-17	Stock Take	Late work for stock take at shops	Credit OT	180	
2011-02-10	Accomplishment Issue	Top Sales Performance Award 2011	N/A		Total sales: 3.5 millions
2011-02-16	Supplier Visit	Vendor visit at Guangzhou	Ignore Absence		Factory assessment and quality audit
223344	Helen Tsui				IT Department
2010-02-20	Business Trip	Trip to Japan	Ignore Absence		go to toyata for ... project
2011-09-08	Accomplishment Issue	232432	Late/Early Waiver	100	

Daily Attendance Report

Staff ID / Name : 000001 Tam Wai Man

Department : Sales Department

Branch : HK

Date	Shift	Reader Data	Normal (Hour)	Overtime (Hour)	Night Duty	Late (Minute)	Early (Minute)	Absence (Day)	Remark
2011-07-01 Fri	B							1	
2011-07-02 Sat									
2011-07-03 Sun	A	09:12-18:00	8.80			12			
2011-07-04 Mon	A	09:00-18:00	9.00						
2011-07-05 Tue	A	09:00-18:00	9.00						
2011-07-06 Wed	A	09:00-17:48	8.80				12		
2011-07-07 Thu	A	09:00-18:00	9.00						
2011-07-08 Fri	B	09:00-17:05	4.00	4.08	1				
2011-07-09 Sat									
2011-07-10 Sun	A	09:00-18:00	9.00						
2011-07-11 Mon	A	09:00-						1	
2011-07-12 Tue	A							1	
2011-07-13 Wed	A	09:00-18:00	9.00						
2011-07-14 Thu	A	09:00-						1	
2011-07-15 Fri	B	09:00-13:00	4.00						
2011-07-16 Sat									
2011-07-17 Sun	A	09:00-20:35	9.00	2.00					
2011-07-18 Mon	A	09:00-18:00	9.00						
2011-07-19 Tue	A	09:00-18:00	9.00						
2011-07-20 Wed	A	09:00-18:00	9.00						
2011-07-21 Thu	A							1	
2011-07-22 Fri	B	09:00-13:00	4.00						
2011-07-23 Sat									
2011-07-24 Sun	A	09:00-19:16	9.00	1.27					
2011-07-25 Mon	A	09:00-18:00	9.00						
2011-07-26 Tue	A	10:13-18:00	7.78			73			
2011-07-27 Wed	A	09:00-18:00	9.00						
2011-07-28 Thu	A	09:00-18:00	9.00						
2011-07-29 Fri	B	09:00-12:35	3.58				25		
2011-07-30 Sat									
2011-07-31 Sun	A	09:00-18:00	9.00						
Total			166.96	7.35	1	85	37	5	

Daily Attendance Report (By Date)

2011-07-01 (Fri)

Staff ID / Name	Department	Shift	Reader Data	Normal (Hour)	Overtime (Hour)	Night Duty	Late (Minute)	Early (Minute)	Absence (Day)	Remark
000001 Tam Wai Man	Sales Department	B							1	
000002 Tam Siu Ming	Engineering Department	B							1	
123456 Thomas Wilson	HR Department	B							1	
135799 Richard Wong	HR Department	B								Exam Leave
223344 Helen Tsui	IT Department	B							1	
226543 Jean Wong	Engineering Department	B							1	
654321 Wong Tai Man	IT Department	B							1	
678789 Lau Kam Tuen	Engineering Department	B							1	
888888 Sam Wong	IT Department	B	09:00-18:00	4.00	5.00	1				
998877 Kelvin Law	Sales Department	B	09:00-18:00	4.00	5.00	1				

Monthly Attendance Summary Report (2011-07-01-2011-07-31)

Staff ID	Name	Department	Normal (Hour)	Overtime (Hour)	Night (Count)	Late		Early		Absence (Day)	Leave Summary
						(Minute)	(Count)	(Minute)	(Count)		
000001	Tam Wai Man	Sales Department	166.96	7.35	1	85	2	37	2	5	
000002	Tam Siu Ming	Engineering Department	157.52	2.92		69	2	80	1	6	
123456	Thomas Wilson	HR Department	205							1	
135799	Richard Wong	HR Department	169								Exam Leave (6)
223344	Helen Tsui	IT Department	205							1	
226543	Jean Wong	Engineering Department	205							1	
654321	Wong Tai Man	IT Department	205							1	
678789	Lau Kam Tuen	Engineering Department	205							1	
888888	Sam Wong	IT Department	209	25.00	5						
998877	Kelvin Law	Sales Department	209	25.00	5						

Late and Early Report

Staff ID / Name	Department	Date	Shift	Reader Data	Late (Minute)	Early (Minute)
000001 Tam Wai Man	Sales Department	2011-07-03	A	09:12-18:00	12	
		2011-07-06	A	09:00-17:48		12
		2011-07-26	A	10:13-18:00	73	
		2011-07-29	B	09:00-12:35		25
		Total			85	37
000002 Tam Siu Ming	Engineering Department	2011-07-03	A	10:02-18:00	62	
		2011-07-07	A	09:00-16:40		80
		2011-07-24	A	09:07-18:00	7	
		Total			69	80

Absence Report

Staff ID / Name	Department	Date	Shift	Reader Data	Absence (Day)
000001 Tam Wai Man	Sales Department	2011-07-01	B		1.00
		2011-07-11	A	09:00-	1.00
		2011-07-12	A		1.00
		2011-07-14	A	09:00-	1.00
		2011-07-21	A		1.00
		Total			5.00
000002 Tam Siu Ming	Engineering Department	2011-07-01	B		1.00
		2011-07-12	A	09:00-	1.00
		2011-07-14	A		1.00
		2011-07-18	A	08:30-	1.00
		2011-07-20	A	09:00-	1.00
		2011-07-21	A	09:00-	1.00
		Total			6.00
123456 Thomas Wilson	HR Department	2011-07-01	B		1.00
		Total			1.00
223344 Helen Tsui	IT Department	2011-07-01	B		1.00
		Total			1.00
226543 Jean Wong	Engineering Department	2011-07-01	B		1.00
		Total			1.00
654321 Wong Tai Man	IT Department	2011-07-01	B		1.00
		Total			1.00

Overtime Report

Staff ID / Name	Department	Date	Shift	Reader Data	Overtime (Hour)
000001 Tam Wai Man	Sales Department				
		2011-07-08	B	09:00-17:05	4.08
		2011-07-17	A	09:00-20:35	2.00
		2011-07-24	A	09:00-19:16	1.27
				Total	7.35
000002 Tam Siu Ming	Engineering Department				
		2011-07-05	A	09:00-20:03	2.00
		2011-07-10	A	09:00-18:55	0.92
				Total	2.92
888888 Sam Wong	IT Department				
		2011-07-01	B	09:00-18:00	5.00
		2011-07-08	B	09:00-18:00	5.00
		2011-07-15	B	09:00-18:00	5.00
		2011-07-22	B	09:00-18:00	5.00
		2011-07-29	B	09:00-18:00	5.00
				Total	25.00
998877 Kelvin Law	Sales Department				
		2011-07-01	B	09:00-18:00	5.00
		2011-07-08	B	09:00-18:00	5.00
		2011-07-15	B	09:00-18:00	5.00
		2011-07-22	B	09:00-18:00	5.00
		2011-07-29	B	09:00-18:00	5.00
				Total	25.00

ABC Company Limited
Payroll Details Report

Page 27

2011 / 7

Staff ID / Name	Basic Salary	OT Pay	Allowance	Bonus	Adjustment (Pay)	Double Pay	Late Deduction	Absence Deduction	Leave Deduction	Adjustment (Deduct)	Total Income	Worked Hours	Average Hr Wage	MPF	P-Fund	Bank Pay
000001 Tam Wai Man	30000.00	889.13									30889.13	174.89	176.62	1000.00		29889.13
000002 Tam Siu Ming	12800.00	150.70									12950.70	160.49	80.69	647.54		12303.16
123456 Thomas Wilson	7800.00										7800.00	205.00	38.05	390.00		7410.00
135799 Richard Wong	11000.00										11000.00	169.00	65.09	550.00		10450.00
223344 Helen Tsui	23000.00		800.00					1483.88			22316.12	205.00	108.86	1000.00		21316.12
226543 Jean Wong	6500.00							419.36			6080.64	205.00	29.66	304.03		5776.61
654321 Wong Tai Man	10500.00		800.00					677.42			10622.58	205.00	51.82	531.13		10091.45
678789 Lau Kam Tuen	10500.00		800.00					677.42			10622.58	205.00	51.82	531.13		10091.45
888888 Sam Wong	9500.00	1915.50									11415.50	234.00	48.78	570.78		10844.72
998877 Kelvin Law	8500.00	1285.12									9785.12	234.00	41.82	489.26		9295.86
Total :											133482.37			6013.87		127468.50

PRIVATE & CONFIDENTIAL

Company Name 僱主名稱 : ABC Company Limited
 Staff ID 員工編號 : 000001
 Staff Name 員工姓名 : Tam Wai Man
 Department 部門 : Sales Department
 Payroll Period 糧期 : 2011 - 7 (2011-07-01 - 2011-07-31)

Payroll Items

HKD 港幣

Pay Items	付款項目	
Basic Salary	底薪	889.13
OT Payment	加班費	0.00
Hardworking Bonus	勤工獎	0.00
Allowance	特別津貼	0.00

Deduct Items	扣款項目	
Late Deduction	遲到扣款	30000.00
Absence Deduction	曠工扣款	889.13
No-pay Leave	無薪假扣款	0.00
Other Penalty	其他罰款	0.00

Other Deduction	其他扣除項目	
MPF Contribution	強積金供款	1000.00

Net Pay	總額	29889.13
---------	----	----------

MPF Contribution

Name of Scheme 供款計劃名稱 : MANU-LIFESTYLE (MPF) SCHEME
 Name of Trustee 信託人名稱 : MANU-LIFESTYLE PROVIDENT FUNDS (INTERNATIONAL) LIMITED
 Relevant Income 有關入息 : HKD 港幣 30889.13

Mandatory Contribution	強制性供款	HKD (港幣)	Voluntary Contribution	自願性供款	HKD (港幣)
Employer Contribution	僱主供款	1000.00	Employer Contribution	僱主供款	0.00
Employee Contribution	僱員供款	1000.00	Employee Contribution	僱員供款	0.00

Payroll Details Report

Year / Month	Basic Salary	OT Pay	Allowance	Bonus	Adjustment (Pay)	Double Pay	Late Deduction	Absence Deduction	Leave Deduction	Adjustment (Deduct)	Total Income	Worked Hours	Average Hr Wage	MPF	P-Fund	Bank Pay
Staff ID / Name : 000002 Tam Siu Ming																
2011 - 1	12800.00	734.41									13534.41	187.23	72.29	676.72		12857.69
2011 - 2	12800.00		320.00			1200.00					14320.00			716.00		13604.00
2011 - 3	12800.00										12800.00			640.00		12160.00
2011 - 4	12800.00										12800.00			640.00		12160.00
2011 - 5	12800.00										12800.00			640.00		12160.00
2011 - 7	12800.00	150.70									12950.70	160.49	80.69	647.54		12303.16
Total :											79205.11			3960.26		75244.85

MPF Monthly Report

Period	Staff ID	Name	HKID	Employ	Resign	R. Income	Employer			Employee			Total		
							Comp	Vol	Total	Comp	Vol	Total	Comp	Vol	Total
2011/07/01 - 2011/07/31	000001	Tam Wai Man	G231298(A)	2006-12-02		30889.13	1000	0	1000	1000	0	1000	2000	0	2000
2011/07/01 - 2011/07/31	000002	Tam Siu Ming	G211198(A)	2001-12-02		12950.7	647.54	0	647.54	647.54	0	647.54	1295.08	0	1295.08
2011/07/01 - 2011/07/31	123456	Thomas Wilson	K9393127	2007-12-01		7800	390	0	390	390	0	390	780	0	780
2011/07/01 - 2011/07/31	135799	Richard Wong	K1113939	2004-01-13		11000	550	0	550	550	0	550	1100	0	1100
2011/07/01 - 2011/07/31	223344	Helen Tsui	K9923232	2007-06-27		22316.12	1000	0	1000	1000	0	1000	2000	0	2000
2011/07/01 - 2011/07/31	226543	Jean Wong	K1123232	2003-05-27		6080.64	304.03	0	304.03	304.03	0	304.03	608.06	0	608.06
2011/07/01 - 2011/07/31	654321	Wong Tai Man	G2388423	2009-05-23		10622.58	531.13	0	531.13	531.13	0	531.13	1062.26	0	1062.26
2011/07/01 - 2011/07/31	678789	Lau Kam Tuen	G2366423	2009-05-23		10622.58	531.13	0	531.13	531.13	0	531.13	1062.26	0	1062.26
2011/07/01 - 2011/07/31	888888	Sam Wong		2006-05-28		11415.5	570.78	0	570.78	570.78	0	570.78	1141.56	0	1141.56
2011/07/01 - 2011/07/31	998877	Kelvin Law		2009-05-28		9785.12	489.26	0	489.26	489.26	0	489.26	978.52	0	978.52
Total No. of Staff :				10	Total :		133482.37	6013.87	0	6013.87	6013.87	0	6013.87	12027.74	0 12027.74

INLAND REVENUE DEPARTMENT
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2010 TO 31 MARCH 2011

Employee's tax file no. in Inland Revenue Department: 123-45678 Sheet No.: 1 ****

1. Employer's file no.: 6A5-1234567
 Name of employer: ABC Demo Company Limited

2. Surname of employee or pensioner: TAM ****
 Other names in full: WAI MAN
 Full name in Chinese:

3. (a) H.K. Identity Card number: G211198(A) ****
 (b) Passport Number and country of issue:

4. Sex (M=Male, F=Female): M ****

5. Marital status (1 =Single / Widowed / Divorced / Separated, 2=Married): 2 ****

6. (a) If married, full name of spouse:
 (b) Spouse's H.K. Identity Card number:
 Spouse's passport number and country of issue:

7. Residential address: Rm 1234, Blk 5, Tin On Estate, Kowloon

8. Correspondence address:

9. (a) Capacity in which employed: Officer
 (b) If part time, the name of his/her principal employer:

10. Period of employment for the year from 1 April 2010 to 31 March 2011 01-04-2010 to 31-03-2011 ****

11. Particulars of income accruing for the year from G211198(A) Period Amount (HK\$)
 (a) Salary / wages 01042010 - 31032011 143484
 (b) Leave pay
 (c) Director's fee
 (d) Commission / fees
 (e) Bonus
 (f) Back pay, Terminal Awards, and Gratuities, etc.
 (g) Certain Payments from Retirement Scheme
 (h) Salaries Tax Paid by Employer
 (i) Education Benefits
 (j) Gain realized under share option scheme
 (k) Any other Rewards, Allowances or Perquisites
 Nature:
 Nature:
 Nature:
 (l) Pensions

Total: 143484 ****

12. Particulars of Place of Residence provided: (0=No Place of Residence provided, 1=Place of Residence provided by Employer) 0 ****

(a) Address 1:
 Nature: Period provided:
 Rent paid to landlord by employer: HK\$
 Rent paid to landlord by employee: HK\$
 Rent refunded to employee: HK\$
 Rent paid to employer by employee: HK\$

(b) Address 2:
 Nature: Period provided:
 Rent paid to landlord by employer: HK\$
 Rent paid to landlord by employee: HK\$
 Rent refunded to employee: HK\$
 Rent paid to employer by employee:

13. Whether the employee was wholly or partly paid by an overseas company either in Hong Kong or overseas (0=No, 1 =Yes) 0 ****
 If yes, please state:
 Name of overseas company:
 Address:
 Amount (This amount must also be include in item 11):

14. Remarks:
 Signatures: _____ Designation: Managing Director
 Employer's official chop Date: 20-11-2011 I.R. 56B

File No. 6A5-1234567

ABC DEMO COMPANY LIMITED

List of Employees with IR56Bs Filed Via Computerised Format for The Year From 1 April 2010 to 31 March 2011

<u>Sheet No.</u>	<u>Name</u>	<u>HKIC No.</u>	<u>Total Income Per IR56B, Item 11</u> (HK \$)
000001	TAM WAI MAN	G211198(A)	143,484
000002	WILSON THOMAS	K9393127	105,256
000003	WONG CHI MING	K1113939	122,986
000004	TSUI MAN WAH	K9923232	262,120
000005	WONG SIU MAN	K1123232	72,433
000006	WONG TAI MAN	G2388423	152,141
000007	LAU KAM TUEN	G2366423	124,300
000008	LAW YUK TONG		94,785

Total Number of Employees Per List

8

Grand Total of Income Per List

\$1,077,505

Signature

Name

WONG WING FU

Designation

Managing Director

Date

20 November 2011

Staff Qualification Report

Date Offered	College / Organization	Qualification	Grade / Score	Start Date	End Date	Remark
000001	Tam Wai Man					
2002-10-03	Polytechnic University	Degree (Hons) in Computing Study	A+	1998-10-03	2002-10-03	Evening course
2004-01-01	Hong Kong Mandarin Institute	Certificate Granted	Pass	2003-01-01	2004-01-01	Champion of Mandarin competition 2003
2009-10-03	University of Hong Kong	Master in Business Administration	Distinction	2006-10-03	2009-10-03	
2011-06-15	UCLA	Master in Finance	Pass	2009-09-01	2011-06-15	By correspondence
123456	Thomas Wilson					
2005-05-03	The Hamington College	Diploma in Health Care	Pass	2005-01-04	2010-05-28	
2010-05-27	HKU	Degree in Marketing	A+	2010-05-27	2010-05-27	Got speical award in inter-school competitionssdfsdfsdfsfdssfd
2010-05-28	Hong Kong Putoghua college	Attendance cert	pass	2010-05-28	2010-05-28	sfsdfsdfd

ABC Company Limited
Staff Working Experience Report

Company	Position	Start Date	End Date	Starting Salary	Last Salary	Remark
000001 Tam Wai Man						
Hong Kong Post	Junior Engineer	2000-01-17	2005-01-30	8500.00	12500.00	
Nike Hong Kong Limited	Engineer	2005-02-17	2008-02-17	12500.00	25000.00	Very good comments from the previous employer
654321 Wong Tai Man						
Great Eagle Trading Limited	Marketing Manager	2001-01-03	2005-12-10	38000.00	52000.00	Speical Award of Advertisement 2004
Kingdom Development Limited	Marketing Director	2005-12-20	2010-04-13	55000.00	80000.00	

Staff Referee Report

Company	Position	Ref Date	Referee	Relationship	Phone	Email Address	Remark
000001 Tam Wai Man							
Hong Kong Post	Officer	2005-02-17	Mr James Newton	Director supervisor	92335614	jamesnewton@hkpost.org.hk	Wai Man has shown excellent skill in technical problem solving
123456 Thomas Wilson							
MY Elements Design House	Design Director	2008-07-14	Jean Cheung	Direct Supervisor	98664321	jean.cheung@designhouse.com.hk	
Nike International	Marketing Director	2010-03-19	Mr Johnson Smith	Supervisor	98764321		This is a remark
135799 Richard Wong							
TTL Limited	Accounting Manager	2006-01-14	Cherry Wong	Supervisor	23119876 ext. 12	cherrywong@tt.com	
223344 Helen Tsui							
Advanced Art Studio	Managing Director	2008-02-19	John Wu	Department Head	98760987	johnwu@advancedart.com	
Watson Building Limited	General Manager	2009-10-10	Kelvin Lam	Direct Supervisor	23445687 ext 112	kelvin.lam@watson.com	

ABC Company Limited
Appraisal Master Scheme

Page 36

Area	Item	Maximum Item Score
1 Attendance		
	1 Good Attendance	5
2 Attitude and Conduct		
	1 Responsibility Sense	5
	2 Proactive Working	5
	3 Cooperation with Colleague	5
	4 Obedience to Supervisor	5
	5 Conduct	5
3 Working Ability and Quality		
	1 Precision	5
	2 Efficiency	5
	3 Knowledgeable	5
	4 Attention to Job Details	5
	5 Responsiveness	5
4 Managing Ability and Effectiveness		
	1 Job Allocation for Subordinate	5
	2 Planning Ability	5
	3 Job Implementation	5
	4 Cost Control	5
	5 Ability to Propose Workable Solutions	5

ABC Company Limited
Staff Appraisal Scheme

Page 37

Area	Item	Maximum Item Score	Score Ratio
Manager and Supervisor			
1 Attendance		5.00	10.00
	1 Good Attendance	5	
2 Attitude and Conduct		25.00	30.00
	1 Responsibility Sense	5	
	2 Proactive Working	5	
	3 Cooperation with Colleague	5	
	4 Obedience to Supervisor	5	
	5 Conduct	5	
3 Working Ability and Quality		25.00	30.00
	1 Precision	5	
	2 Efficiency	5	
	3 Knowledgeable	5	
	4 Attention to Job Details	5	
	5 Responsiveness	5	
4 Managing Ability and Effectiveness		25.00	30.00
	1 Job Allocation for Subordinate	5	
	2 Planning Ability	5	
	3 Job Implementation	5	
	4 Cost Control	5	
	5 Ability to Propose Workable Solutions	5	
		Full Score :	100.00

Staff Appraisal Form

Year / Month : 2010 / 9

Staff : (654321) Wong Tai Man

Date : 2010-10-03

Grade : Officer

Position : Programmer

Status : Score Complete

Department : IT Department \ Software Development

Total Score : 75.2

Area	Item	Score	Max. Score
Attendance			
	Good Attendance	<u>5</u>	(5)
Attitude and Conduct			
	Responsibility Sense	<u>4</u>	(5)
	Proactive Working	<u>5</u>	(5)
	Cooperation with Colleague	<u>2</u>	(5)
	Obedience to Supervisor	<u>4</u>	(5)
	Conduct	<u>4</u>	(5)
Working Ability and Quality			
	Precision	<u>2</u>	(5)
	Efficiency	<u>3</u>	(5)
	Knowledgeable	<u>3.5</u>	(5)
	Attention to Job Details	<u>3</u>	(5)
	Responsiveness	<u>4</u>	(5)

Remark :

This staff has done a lot of OT work

Appraisor : John Wong

Appraisor Signature :

Staff Signature :