

ESS User Manual



KKUIC
KHON KAEN UNIVERSITY
INTERNATIONAL COLLEGE



[HTTPS://ESSIC.KKU.AC.TH/PROSOFTESS](https://essic.kku.ac.th/prosoftess)

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Preface

Khon Kaen University College (KKUIC) is updating and modernizing many of its work protocols. Using digital platforms to replace some of the paper works is a deployed strategy. The ESS program is for management of personnel information, work attendance, and salary payment slip. The employees can retrieve the data for their own use, update personnel information, and submit a leave request online.

This user manual is aimed for guiding the new ESS users to explore some interesting features of the program. By introducing digital technology into daily routine work, we hope that it will save time, energy, and resources and make our working hours more productive and more pleasant as well.

Samaporn (HR)

Khosit (IT)

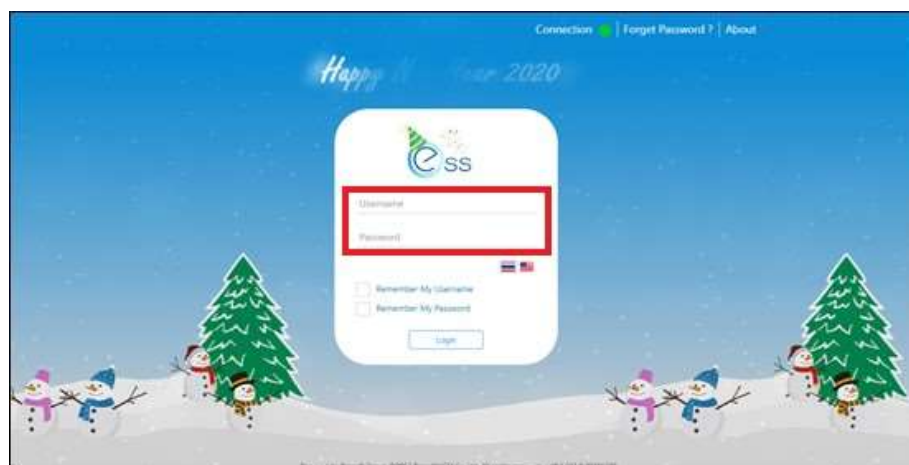
Omchai (Accounting)

Wanwisa (Finance)

Nutdanai (Planning)

Login ESS

1. Go to <https://essic.kku.ac.th/prosoftess>



2. Enter your Username and Password then press Login. You will be in HOME page

Request Approval Document

Document No.	Document Date	Menu Name	Status
LEV202109-0004	16/09/2564	Leave Request	Waiting for app...

Leave Permission And Leave Remain

Leave Type Name	Leave Allowed	Leave Day	Leave Remain
Business leave	0 - 00:00	0-00:00	0-00:00
Maternity leave	45 - 00:00	0-00:00	45-00:00
Sick Leave	0 - 00:00	0-00:00	0-00:00
Annual Leave	0 - 00:00	0-00:00	0-00:00
Paternity leave	7 - 00:00	0-00:00	7-00:00
Leave without pay	180 - 00:00	0-00:00	180-00:00
	0 - 00:00	0-00:00	0-00:00

Employee Work Schedule

Organization Holiday | Shift Holiday | Normal Shift | Flexible Time

October 2564

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
					001	unf-a... 001
3	4	5	6	7	8	9
unf-a... 001	001	001	001	001	001	unf-a... 001
10	11	12	13	14	15	16
unf-a... 001	001	001	Sunday... 001	001	001	unf-a... 001
17	18	19	20	21	22	23
001	001	001	001	001	001	001

Information Leave Request

Bar Graph

1. Personnel Information (Menu: Personnel)

This menu contains private information of the employees. Once the employees log in, go to the main “Menu” ❶ then select “Personnel” ❷. Look for the menu tab “Employee record” ❸ on the right side.



Figure 1. Personnel information (Thai version)



Figure 2. Personnel information (English version)

1.1 General Information (Menu: General)

This menu is for general information of the employees. The box with red star (*) cannot be omitted.

The screenshot shows the Thai version of the ESS General Information form. The interface includes a top navigation bar with the ESS logo and user information (Manager, 5001, บริษัท ส่วอย่าง จำกัด). Below the navigation bar is a tabbed menu with options like 'General', 'สถานภาพส่วนตัว', 'การจ้างงาน', etc. The 'General' tab is selected, showing a form for 'ข้อมูลส่วนตัวพนักงาน' (Employee Personal Information). The form includes a profile picture, a red star (*) indicating a required field, and various input fields for personal details. The form is organized into two columns with labels in Thai and English.

Field	Value	Field	Value
รหัสพนักงาน (Employee Code)	60-003	ชื่อ (Name)	สมศรี (Somsri)
ชื่อพนักงาน (Employee Name)	นาง สมศรี เจริญยิ่งยืน (Mrs. Somsri Chareonyungyuen)	นามสกุล (Last Name)	เจริญยิ่งยืน (Chareonyungyuen)
ตำแหน่ง (Position)	นางสมศรี เจริญยิ่งยืน (Mrs. Somsri Chareonyungyuen)	หมายเลขบัตรประชาชน (ID Number)	H60-003
วันเกิด (Date of Birth)	05/03/2516	ชื่อเล่น (Nickname)	ศรี (Sri)
หมู่เลือด (Blood Group)	O	อายุ (Age)	45 ปี (45 years old)
สัญชาติ (Nationality)	ไทย (Thai)	เพศ (Gender)	หญิง (Female)
ประเทศ (Country)	ไทย (Thailand)	ศาสนา (Religion)	พุทธ (Buddhism)

Figure 3. General information (Thai version)

The screenshot shows the English version of the ESS General Information form. The interface includes a top navigation bar with the ESS logo and user information (Manager, 5001, บริษัท ส่วอย่าง จำกัด). Below the navigation bar is a tabbed menu with options like 'General', 'Personnel Information', 'Employment', etc. The 'General' tab is selected, showing a form for 'Employee Record'. The form includes a profile picture, a red star (*) indicating a required field, and various input fields for personal details. The form is organized into two columns with labels in English.

Field	Value	Field	Value
Employee Code	60-003	Name (Thai)	สมศรี (Somsri)
Full Name	Miss. Samporn Manmart	Last Name (Thai)	แมนมาร์ต (Manmart)
Emp. Code	60-003	Name	Samporn
Status Card	นางสาว (Ms.)	Emp. Card No.	
Birth Date	05/03/2516	Nick Name (Thai)	ปลา (Pla)
Blood Group	O	Age	45 Year
Nationality	Thailand	Sex	Female
Nation Of Birth	Thailand	Height	cm
		Weight	kg
		Race	Thai
		Religion	Buddhism
		Province	Surin

Figure 4. General information (English version)

1.2 Personnel Information (Menu: Personnel Information)

This menu tab consists of 3 sections as follows;

Section 1. Identity of the employees including Thai identification number, place of issue, Date of issue, and expiration date. For international employees, the information includes work permit number, place of issue, date of issue, expiration date, tax payer number, and passport number.

The screenshot shows the 'Identification Number' section for Thai employees. It includes the following fields:

- Identification No.: 3-4514-00191-12-3
- Make Place: กรุงเทพมหานคร
- ID Card Date of Issue: 01/03/2560
- Expire Date Identity Card: 24/01/2569
- Remark - In case Thai: Please fill in the Identification Card

Figure 5. Section 1 for Thai employees

The screenshot shows the 'Work Permit No (In case employee is foreigner)' section for international employees. It includes the following fields:

- Work Permit No.
- Make Place
- ID Card Date of Issue
- Expire Date Identity Card
- Pay of Tax
- Passport No.
- Remark - In case foreigner: Please fill in the Pay of Tax

Figure 6. Section 1 for international employees

Section 2 is for marital status. The information includes the status, date of marriage certificate, province and place of marriage registration.

The screenshot shows the 'Marital Status' section. It includes the following fields:

- Marital Status: Single
- Date of Marriage Certificate
- Province of Marriage Certificate
- Marriage Certificate Issue
- ☐ Spouse's age over 65 years

Figure 7. Section 2 Marital status

Section 3. Military status. The menu is only for Thai male employees.

The screenshot shows the 'Military Status' section for Thai male employees. It includes the following fields:

- Military Status: Conscription
- Except Reason

Figure 8. Section 3 Military status

1.3 Employment Information (Menu: Employment)

This part contains information about the organization, employment contract, and transportation to work. The employees are only allowed to view the information in this part. Entering or editing the information can be done only by the HR.

The screenshot shows the 'Employment' tab in the ESS system. The form is divided into several sections:

- Organization Unit:** Includes fields for Position (Lecturer), Organization Unit, Report To, Employee Type (Monthly Employee), Employee Group (General Employee), Employee Level (Third Level), Start Date (01/10/2554), Probation Days (180 Days), Placement Date (29/03/2555), Shift (8.30 - 16.30), Working Status (Working), and Age Work (Y-M-D) (10 - 0 - 27).
- Contract (Present):** Includes fields for Contract No., Contract Format, Contract Type, Contract Start Date, Contract End Date, and Contract Duration (Y-M-D).
- Shuttle Bus Number:** Includes a field for Car No.

Figure 9. Employment information

1.4 Capability Information (Menu: Capabilities)








The information consists of linguistic competency and general performance.

The screenshot shows the 'Employee Record' window with two main sections for capability information:

- General Language:** A table with columns for Language, Understanding, Speaking, Reading, Writing, and Typing. The table is currently empty, displaying 'No data to display.'
- General Capability:** A table with columns for Knowledge/General Ability, Level, and Remark. The table is currently empty, displaying 'No data to display.'

Both tables have pagination controls at the bottom, showing 'No items to display' and 'Items per page: 10'.

Figure 10. Capability information

Section 1. Linguistic competency (Menu: General Language). To enter the data, click  add. To delete the data, highlight the part you want to delete and click  delete. To change the information, select  button in front of the item you need to change and click Save     before leaving.

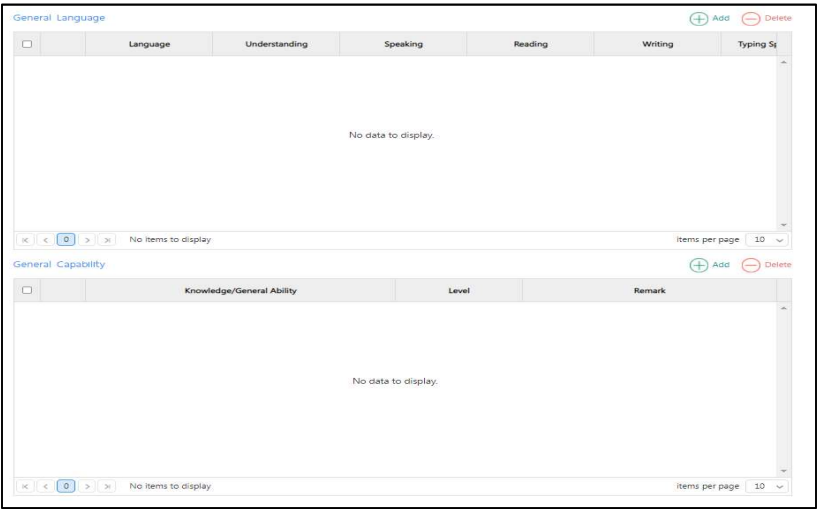


Figure 11. Language information

Add General Language

Language

:

Understanding

:

Excellent

Speaking

:

Excellent

Reading

:

Excellent

Writing

:





Excellent

Typing Speed (Word/Minute)

:

0

Figure 12. Adding a language competency

Section 2. General ability (Menu: General Capability). To enter the data, click  add. To delete the data, highlight the part you want to delete and click  delete. To change the information, select  button in front of the item you need to change and click Save  before leaving.

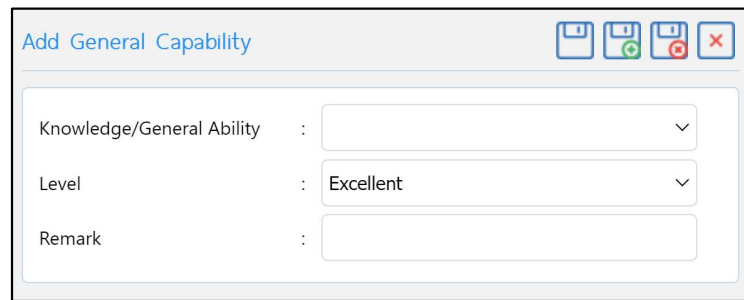


Figure 13. Adding General Capability

1.5 Training History (Menu: Training History)

This part is for the record of training that employees received. Function for searching of training attention is available.

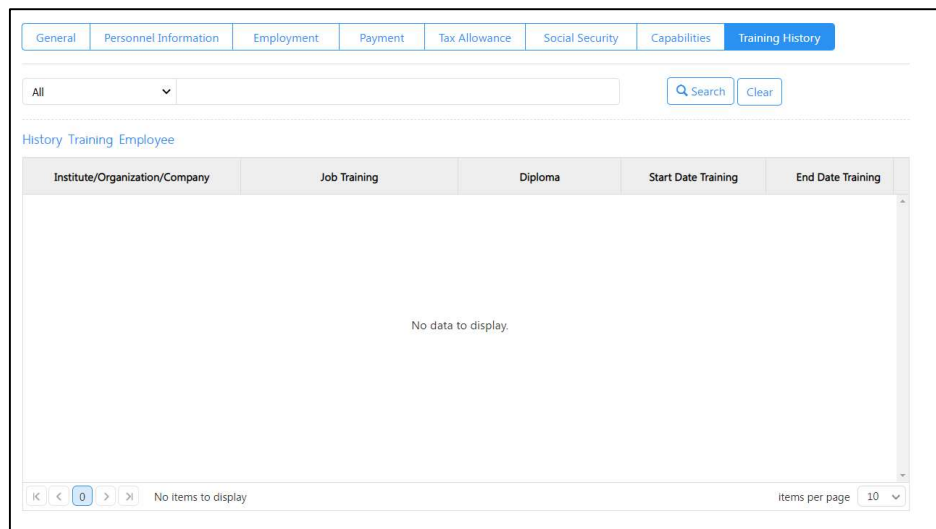


Figure 14. Training History

2. Time Attendance

2.1 Attendance (Menu: Normal/Late/Before TimeOut/Absent)

This menu is for the record of attendance time which includes the regular office hour, late attendance, early time-off, error time recording, date of absence, and leave of absence.

The employees can view their own records by going to the menu **1**, then click “Time Attendance” **2** then select “Normal/Late/Before TimeOut/Absent” **3** on the right side.



Figure 15. Time Attendance

When “Normal/Late/Before TimeOut/Absent” is selected, you will see the summary records of time attendance.

- 1** Specify the time period you want to view the records of attendance.
- 2** When you see the records, click “Search” for retrieving the data or “Clear” to refresh the records. You can specify the time interval for retrieving the data as follows;

- All All records
- Normal Normal time attendance
- Late Late attendance
- Leave Before Early time-off
- Absent Work absence
- Error Error recording, such as missing fingerprint scanning in some days

3 Time attendance records in the selected time intervals.

Normal/Late/Before TimeOut/Absent

Employee Code

Work Date

Year

To

To

To: 2564

2

Search

Clear

Normal/Late/Before TimeOut/Absent

View: All

Employee Code	Employee Name	Work Date	Shift Code	TimeIn (1)	TimeOut (1)	TimeIn (2)	TimeOut (2)	Time
IC011	Miss. Samaporn Manmart	01/06/2564	001					
IC011	Miss. Samaporn Manmart	02/06/2564	001					
IC011	Miss. Samaporn Manmart	04/06/2564	001		08:36		16:28	
IC011	Miss. Samaporn Manmart	07/06/2564	001					
IC011	Miss. Samaporn Manmart	08/06/2564	001					
IC011	Miss. Samaporn Manmart	09/06/2564	001					
IC011	Miss. Samaporn Manmart	10/06/2564	001		07:57		16:39	
IC011	Miss. Samaporn Manmart	11/06/2564	001					

Figure 16. Summary records of time attendance

2.2 Leave Information (Menu: Leave Information)

This function is for viewing the leave of absence records, such as the types of leave and the number of leave days. Find the menu **1** then click “Time Attendance” **2** then “Leave Information” **3** on the right side, you will find the records.



Figure 17. Leave information

You will be able to view the leave records.

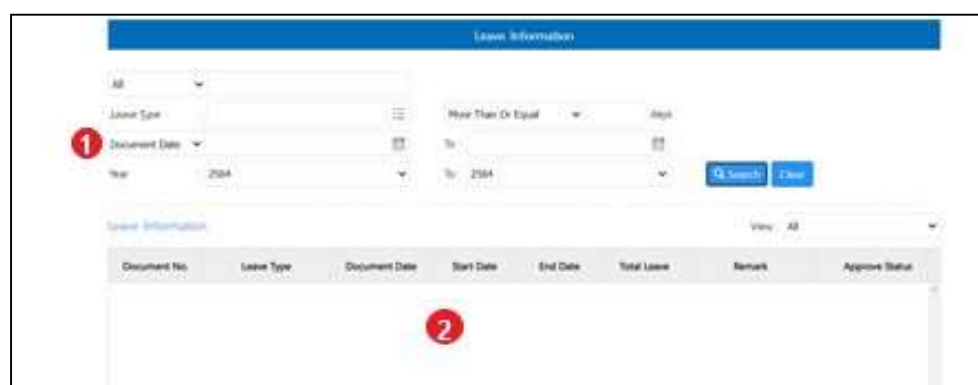


Figure 18. Records of leave

1 Specify the time period you want to view the leave records. Click “Search” for retrieving the data or “Clear” to refresh the records.

2 Summary records of the leave of absence during the selected time period.

2.3 Abstaining of fingerprint scanning (Menu: Abstain Time Stamp)

This function is used when you want to omit the daily time recording due to being assigned to work outside the campus on that day. Fingerprint scanning can be omitted in this case. From the menu **1**, click “Time Attendance” **2** and then on the right side, click “Abstain Time Stamp” **3**, you will see the following menu;

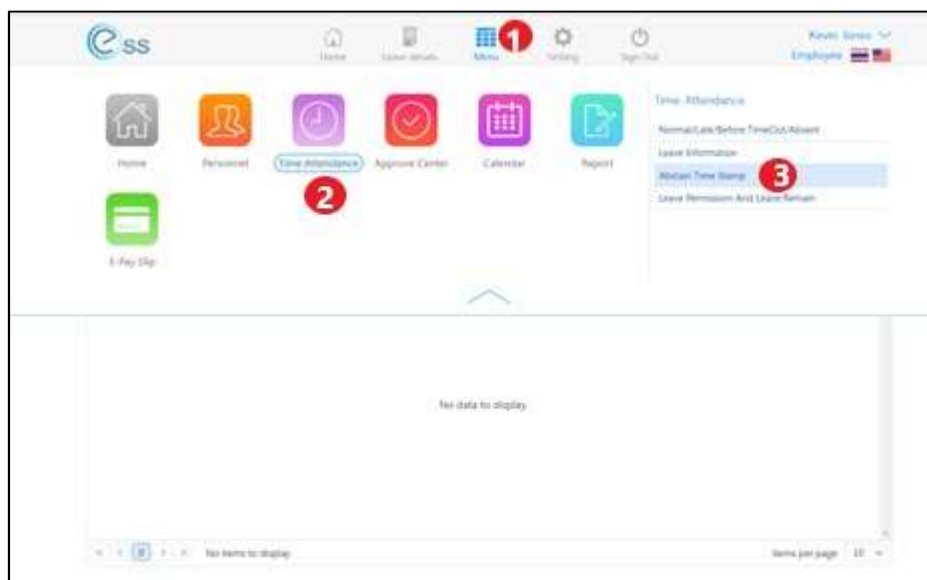



Figure 19. To find Abstain Time Stamp menu

When you select “Abstain Time Stamp” you will see the menu in Figure 20. Click  on the upper right corner, then you will go to the menu “Add Abstain Time” in Figure 21. Fill in the information in the box “Reason for request” and “Contact No.” In case of urgent request, select “Urgent” for faster processing track. By using the urgent track, administrators will be notified directly of your leave request.

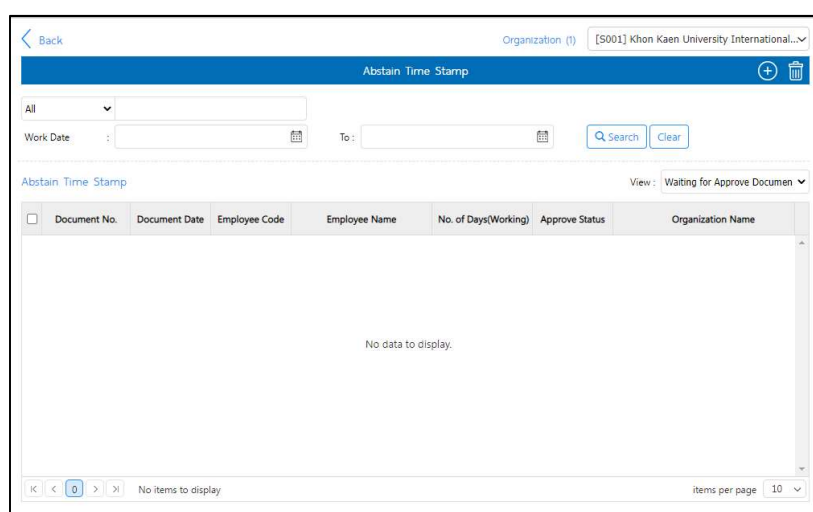



Figure 20. To request for abstaining of the fingerprint scanning

Figure 21 shows the 'Add Abstain Time' form. The 'General' tab is active. The form contains the following fields:

- Document No.: PTC202110-0001
- Document Date: 29/10/2564
- Employee Code: IC038
- Position: Lecturer
- Reason for request: (empty text area)
- Contact No.: (empty text field)
- Urgent: (checkbox)

Below the form is a table titled 'Except Abstain Time' with the following columns: Start Date, End Date, No. of Days (Working). The table is currently empty, displaying 'No data to display'.

Figure 21. To enter information of the request for abstaining

When the reason for the request is filled in, click , the system will show the date that fingerprint scanning will be omitted. Select the exact time of the day from the calendar and then click “Save”.



The system will show the exact date. If you need to change the date, click “Edit” or  in front of the row or click  to delete the request. The system will ask for confirmation for deletion, and the answer is either yes or no.

Figure 22 shows the 'Add Abstain Time' form after data entry. The 'Reason for request' field now contains '0000'. The 'Except Abstain Time' table now has one row with the following data:



	Start Date	End Date	No. of Days (Working)
<input type="checkbox"/>  	01/11/2564	01/11/2564	1

Figure 22. Editing the information for request of time stamp abstaining

2.4 Request of Leave (Menu: Leave Permission and Leave Remain)

This function is for the employees to check on their leave days available in that fiscal year. From the main menu **1**, choose “Time Attendance” **2** and then “Leave Permission and Leave Remain” **3** on the right side. You will see the following page;



Figure 23. Leave Permission and Leave Remain

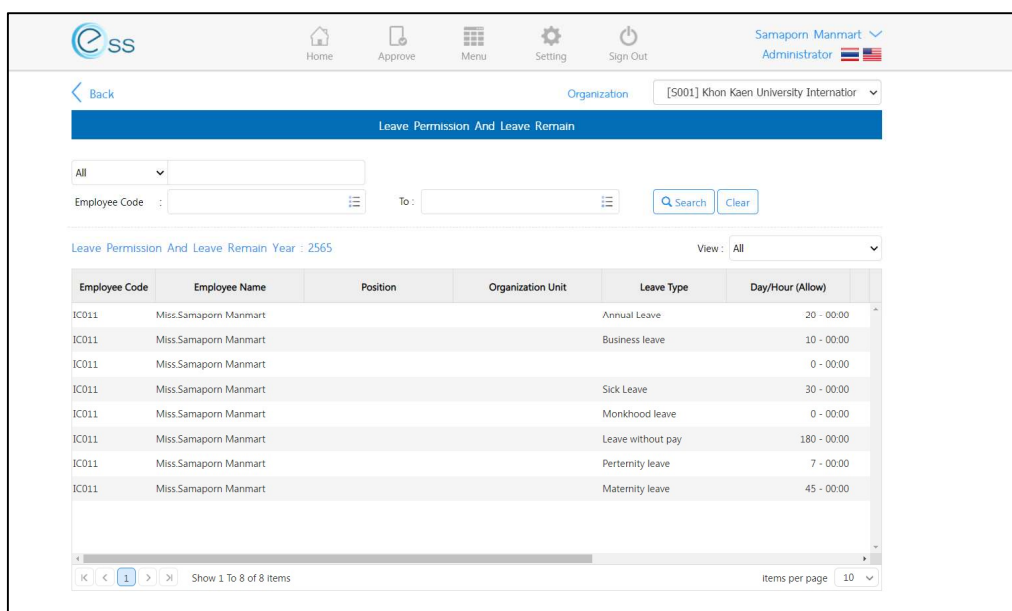


Figure 24. Checking the available leave days

3. Approve of request (Menu: Approve Center)

3.1 List of Leave Request

The employees can submit a request for leave of absence, for example, annual leave (which needs to be submitted at least 14 days in advance), business leave, and sick leave. In case of the sick leave that continues for longer than 3 consecutive days, a medical certificate is needed. Every type of leave request is completed only when the request is approved by the administrator. You can check for this approval in the system.

From the main menu **1**, select the menu “Approve Center” **2** and then select “Leave Request” **3** on your right.



Figure 25. Submission of leave request

When you select “Leave request”, you will see the following menu;

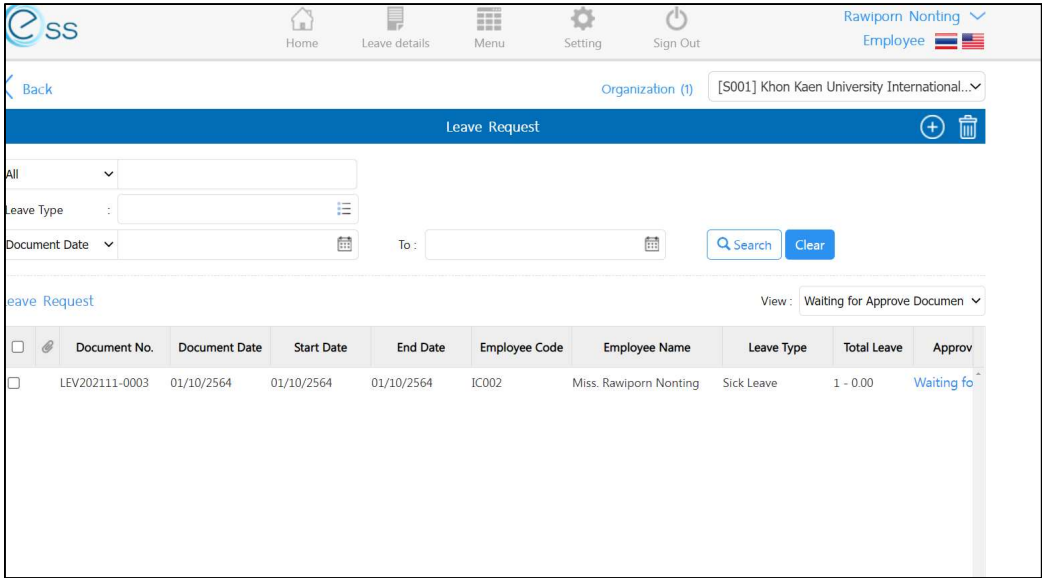



Figure 26. List of leave request

From this menu, select  at the upper right corner to create the request. When you get to the menu in Figure 27, fill in the detail of the leave. Click “Urgent” if you need a faster processing track by directly notifying the administrators that this submission is urgent. Choose the time period in “Start Date” and “To” and then click “Save” on the upper right corner.

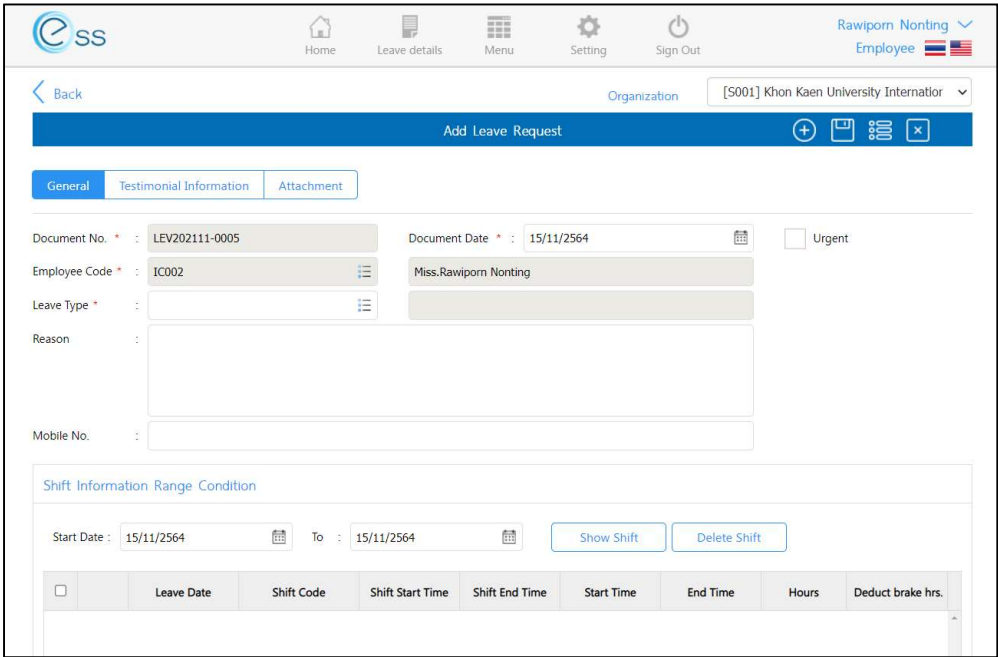


Figure 27. Request for Leave of absence

4. E-Pay Slip (Online Salary Slip)

4.1 Log in to ES

Once you log in to ESS, select the followings;

1. **1** Select Menu
2. **2** Select “E-Pay Slip”
3. **3** Select “E-Pay Slip” on your right side

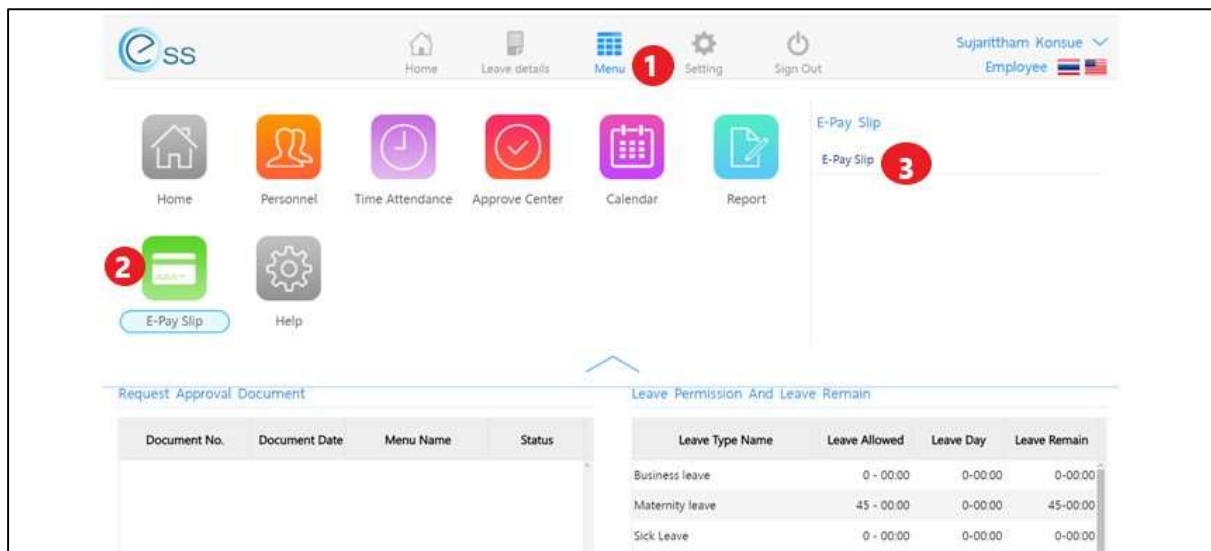


Figure 1. E-Pay Slip menu

For firsts time E-Pay Slip user, the program will ask for a new password. E-pay slip password is different from the password for ESS login.

1. Select “NEW Password For E-Pay Slip”



Figure 2. Set up a new password

2. You will see the following page.
 1. Enter your new password (4-25 characters, numbers or letters, and no special character or Thai/passport identification number). Then enter the new password again.
 2. Enter Thai identification number (For Thais) or 13-digit tax identification number (For international employees)
 3. Press “Send to Email”

Figure 3. Sending a new password to your email

4. Open your KKU Email account
5. Press “Confirm Password”



Figure 4. Confirming a new password

6. The program will confirm the password change. Press “OK”

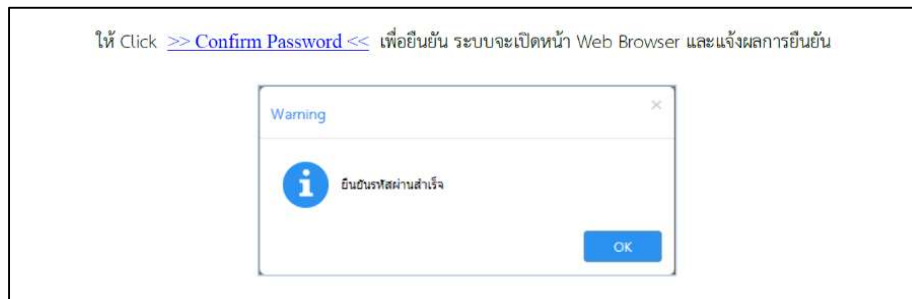


Figure 5. New password is confirmed

4.2 In case you forget E-Pay Slip password, or you want to change the password.

1. Click “Forget or Change Password”



Figure 6. Forget or change a password

2. You will see the following page.

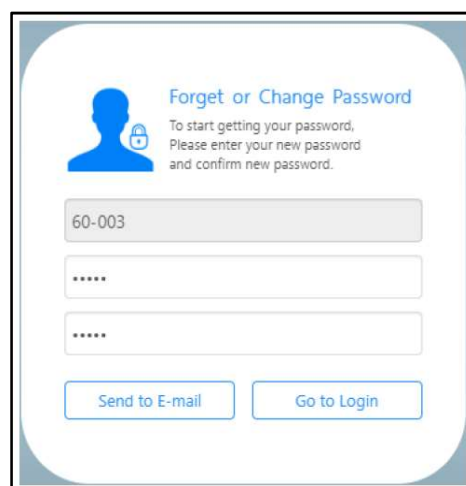


Figure 7. Requesting a new password

3. Enter your new password (4-25 characters, numbers or letters, and no special character or Thai/passport identification number). Then re-enter it again.
4. Press “Send to Email”
5. Open your KKU Email account
6. Press “Confirm Password”
7. The program will confirm the password change. Press “OK”

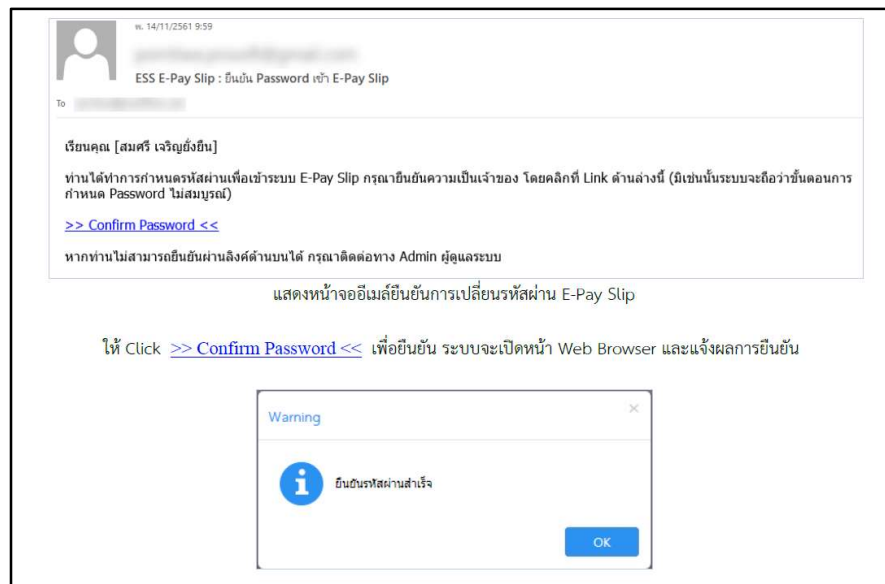


Figure 8. A new password is set

4.3 To login E-Pay Slip

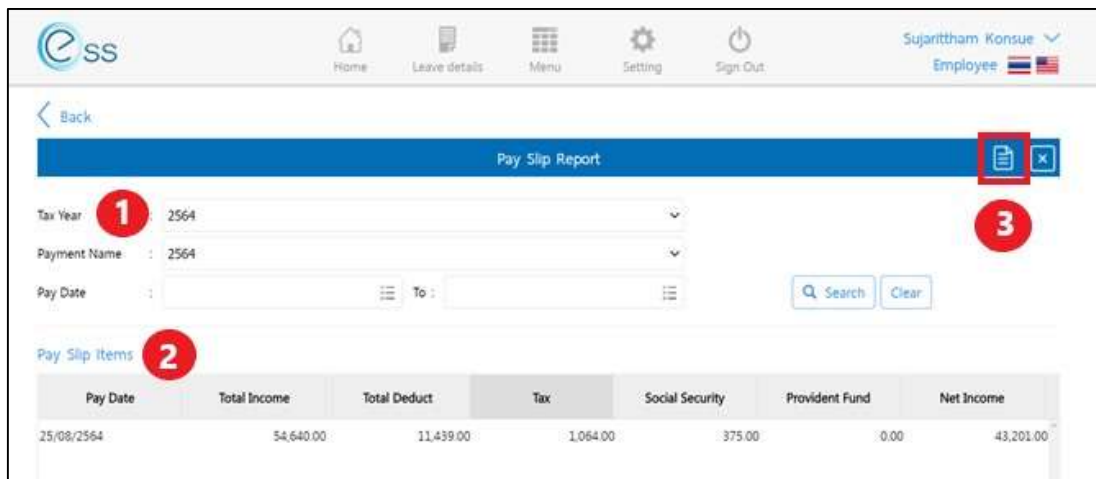
1. Enter user name and E-Pay Slip password (Not the password for ESS login)



The login form for E-Pay Slip features a blue circular logo with a stylized 'e' and the text 'Sign In to E-Pay Slip'. Below the logo are two input fields: the first contains the text '60-003' and the second contains six asterisks. At the bottom of the form are two buttons: a blue 'Login' button and a white 'Cancel' button with a blue border. Below the buttons, there are two links: 'New Password For E-Pay Slip ?' and 'Forget or Change Password Send Activate to E-mail ?'.

Figure 9. Log in E-Pay Slip

You will see the following page.



The E-Pay Slip Report page has a top navigation bar with icons for Home, Leave details, Menu, Setting, and Sign Out. The user's name 'Sujarittam Konsue' and 'Employee' status are displayed on the right. Below the navigation bar is a 'Pay Slip Report' section with a blue header. This section includes a 'Back' link, a 'Tax Year' dropdown menu (labeled with a red circle 1), a 'Payment Name' dropdown menu, and 'Pay Date' and 'To' date pickers. A 'Search' button and a 'Clear' button are also present. A table titled 'Pay Slip Items' (labeled with a red circle 2) displays the following data:

Pay Date	Total Income	Total Deduct	Tax	Social Security	Provident Fund	Net Income
25/08/2564	54,640.00	11,439.00	1,064.00	375.00	0.00	43,201.00

On the right side of the 'Pay Slip Report' section, there is a red box containing a document icon and a close button (labeled with a red circle 3).

Figure 10. E-Pay Slip page

- 1 Select the tax year for E-Pay Slip and specify the Paydate. Then click “Search”
- 2 List of items in E-Pay Slip
- 3 E-Pay Slip icon. This is for viewing of payment slip.

When you click on an item in **2** , you will see the pay slip report.

Home
Leave details
Menu
Setting
Sign Out
Sujaritttham Konsue
Employee

Back
Pay Slip Report

Employee Information

Emp. Code	: IC130	Tax ID	: 3-7199-00170-64-7
Emp. Name	: Mr. Sujaritttham Konsue	Start Date	: 01/01/2564
Address	: จ. กรุงเทพมหานคร	Employee Type	: Monthly Employee
		Position	: อาจารย์
		Org. Unit Name	: กองบริหารงาน

Income-Deduct Items

Income Items

Salary	: 40,000.00
Employer-Paid Tax	: 0.00

Income Items	Qty.	Times	Unit	Amount
Administrative Allow...	0.00	0.00	0.00	5,040.00
Academic Emolument...	0.00	0.00	0.00	5,600.00
House Rent	0.00	0.00	0.00	4,000.00

Deduction

Tax Income	: 1,064.00
Social	: 375.00
Provident Fund	: 0.00

Deduction Items	Qty.	Times	Unit	Amount
Bank Loan	0.00	0.00	0.00	10,000.00

Total Period

Collect Income	: 104,640.00
Tax Allowance Base Collect	: 94,000.00
Income Tax	: 1,064.00

Current Period

Total Income	: 54,640.00
Total Income of Pay Tax	: 54,640.00
Total Income of Not Pay Tax	: 0.00

Figure 10. Pay slip report

icon **1** on the right upper corner of the pay slip report, and click the “Tax audit” icon **2** to view the tax summation.

Home

Leave details

Menu

Setting

Sign Out

Sujarnttham Konsue
Employee

12

Pay Slip Report

Employee Information

Emp. Code : IC130

Emp. Name : Mr. Sujarnttham Konsue

Address : จ. กรุงเทพมหานคร

Tax ID : 3-7199-00170-84-7

Start Date : 01/01/2564

Employee Type : Monthly Employee

Position : วิศวกร

Org. Unit Name : กองบริหารงาน

Income-Deduct Items

Income Items

Salary : 40,000.00

Employer-Paid Tax : 0.00

Deduction

Tax Income : 1,064.00

Social : 375.00

Provident Fund : 0.00

Income Items	Qty.	Times	Unit	Amount
Administrative Allow.	0.00	0.00	0.00	5,040.00
Academic Emolument.	0.00	0.00	0.00	5,600.00
House Rent	0.00	0.00	0.00	4,000.00

IC < 1 > X Show 1 To 3 of 3 items Items per page 10

Deduction Items	Qty.	Times	Unit	Amount
Bank Loan	0.00	0.00	0.00	10,000.00

IC < 1 > X Show 1 To 1 of 1 items Items per page 10

Total Period

Collect Income : 104,640.00

Tax Allowance Base Collect : 94,000.00

Income Tax : 1,064.00

Current Period

Total Income : 54,640.00

Total Income of Pay Tax : 54,640.00

Total Income of Not Pay Tax : 0.00

Figure 11. **1** Tax statement icon and **2** Tax auditing icon

The tax statement page showing tax deductible items is demonstrated in figure 12.

The screenshot displays the 'Pay Slip Report' page in the ESS system. The page is divided into two main sections: 'Tax Allowance' and 'Parent's Tax Allowance'.

Tax Allowance Section:

Item	Value	Item	Value
Child Born Before 2018	0	RMF	0.00
Child Born Since 2018	0	LTF Deposit	0.00
Adopted Child	0	Compensation Law	0.00
Donation Charity	0.00	GPF Deposit	0.00
Donation Educate (2 Time)	0.00	Assist Instructor	0.00
Interest Loan	0.00	Contribution to sport (1.5 Time)	0.00
Spouse Insurance	0.00	Purchase first building (2015-2016)	0.00
Life Insurance Premium	0.00	Purchase first building (2019)	0.00
Long Retire Insurance	0.00	Health Insurance	0.00
Reduce Shopping	0.00	Maternity And Antenatal Care	0.00
Secondary Tourist Cities 2019	0.00	Donation for government hospitals	0.00
Main Tourist Cities 2019	0.00	Car Repair 2019	0.00
Buy Education Products And Sports 2019	0.00	House Repair 2019	0.00

Parent's Tax Allowance Section:

Taxpayer's Parents:

Field	Value
Father's Name	มารดา
Identification Card No	
Mother's Name	มารดา
Identification Card No	

Parent of spouse:

Field	Value
Father's Name	มารดา
Identification Card No	
Mother's Name	มารดา
Identification Card No	

Below the parent information, there are two empty tables with columns 'List' and 'Amount'. Both tables display 'No data to display.' at the bottom.

Figure 12. Tax statement

The tax auditing page shows the summation of the tax and can only be viewed in Thai.

สลิปเงินเดือน

รายการตรวจสอบภาษี

รหัสพนักงาน : 60-003 ชื่อพนักงาน : นางสาว สมศรี เจริญยั่งยืน ปีภาษี : 2561

วันที่เริ่มต้นงวด : 01/01/2561 วันที่สิ้นสุดงวด : 31/01/2561 วันที่จ่าย : 31/01/2561

ลำดับที่	รายการรายหัก	จำนวนเงิน
1	วิธีรับเงินตามเดือน	0.00
2	จำนวนงวดที่เหลือ	12.00
3	รายได้ยกมา	0.00
4	รายได้สะสม	0.00
5	ประกันสังคมยกมา	0.00
6	ประกันสังคมสะสม	0.00
7	กองทุนสำรองเลี้ยงชีพยกมา	0.00
8	กองทุนสำรองเลี้ยงชีพสะสม	0.00
9	รายได้ประจำงวด	91,000.00
10	รายหักประจำงวด	0.00

แสดงหน้าจอการตรวจสอบการคำนวณภาษีพนักงาน

Figure 13. Tax summation (only in Thai)

To view Pay slip, go back to Pay Slip Report Page. Then click “Pay Slip Report” icon in the upper right corner. Specify the tax year and pay date. Then click “Show Report”.

สลิปเงินเดือน

ปีภาษี : 2561

งวดการจ่าย : เดือนละ 1 ครั้ง 2561

วันที่จ่าย : ถึง :

ค้นหา ล้างค่า

รายการสลิปเงินเดือน

วันที่จ่าย	รวมรายได้	รวมรายหัก	ภาษี	ประกันสังคม	กองทุนสำรอง	เงินได้สุทธิ
31/01/2561	109,200.00	16,330.00	11,030.00	750.00	4,550.00	92,870.00

แสดง 1 ถึง 1 จาก 1 รายการ

รายการต่อหน้า 10

แสดงหน้า List รายการสลิปเงินเดือน

Figure 14. Icon for E-pay slip viewing

The pay slip is shown as in figure 15. You can choose to print to save the E-pay slip by clicking at the print or save icon.

Pay Slip Report

Pay Slip

Tax Year : 2564

Period Name : 2564

Pay Date : 25/08/2564 To :

☐ Show cumulative wage tax base calculate

Show Report

Page 1 of 1 Pdf

KKUIC
KHON KAEN UNIVERSITY
INTERNATIONAL COLLEGE

Pay Slip

Employee Code : IC130
Position : Lecturer
Name : Mr.Sujaritttham Konsue

Khon Kaen University International College

Employee Code : IC130 Name : Mr.Sujaritttham Konsue Period Payment : 01/08/2564 to 31/08/2564

Number of absence days (day:hour)	Number of Leave days (day:hour)	Number of late days	Period Name	2564
0-00:00	0-00:00	0		
< Income >		< Deduction >		
< >		< >		
Salary	40,000.00		Income Tax	1,064.00
Employer-Paid Tax	0.00		Social	375.00
Administrative Allowance	5,040.00		Prov.Fund	0.00
Academic Emolument	5,600.00		เงินสุรณาการ	10,000.00
House Rent	4,000.00			
Other Income	0.00		Other Deduct	0.00
Total Income	54,640.00		Total Deduct	11,439.00
Employer Prov. Fund	0.00	Employee Prov. Fund	0.00	Total Net Income
Total Net Prov. Fund	0.00	Total Tax	1,064.00	Total Social
				375.00
				Net Income
				43,201.00

Bank Account 5490000000 Bank Name KASIKORN BANK PUBLIC COMPANY LIMITED

These informations shall be hold as the confidential and do not disclose.

Employee Signature Date Receipt ____/____/____

(Mr.Sujaritttham Konsue)

Figure 15. E-Pay slip

*_*_*_*_*_*_*_*_*_*_*_*_*_*_*_*

For technical support, please contact

Mr. Khosit Jumraslap (Email : khosit@kku.ac.th, Internal Phone : 44884)