# **ESS User Manual**









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

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							Annu	al Leave		0 - 00:00	0-00:00	0-00:00
							Perte	mity leave		7 - 00:00	0-00:00	7-00:00
							Leave	without pay		180 - 00:00	0-00:00	180-00:00
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# 1. Personnel Information (Menu: Personnel)

This menu contains private information of the employees. Once the employees log

in, go to the main "Menu" 1 then select "Personnel" 2. Look for the menu tab

"Employee record" **3** on the right side.



Figure 1. Personnel information (Thai version)

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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.

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Title รหัสหเน็กงาน * การรูดบัตร วันเกิด	: นาง : Mrs. : 60-003 : ใน่อกเว็บกาย	12 • 12 • 13 •	ขึ้อ • Name หมายเลขปัตร ชื่อเล่น		สมศรี Somsri H60-003 ศรี		Last Name หมายเลขบัตรขัวคราว Nickname	: Chareonyungyuer : Sri	le
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Figure 3. General information (Thai version)

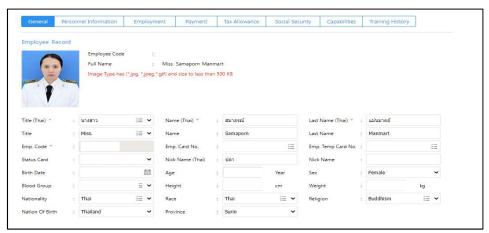


Figure 4. General information (English version)

## 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.

dentification No.	: 3-4514-00191-12-3		Make Place	9	เมืองขอนแก่น	
ID Card Date of Issue	: 01/03/2560	Ē	Expire Date Identity Card	1	24/01/2569	t

Figure 5. Section 1 for Thai employees

Work Permit No	a (		Make Place	(4)	
ID Card Date of Issue	8	Ē	Expire Date Identity Card		m
Pay of Tax	8		Passport No.	:	

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.

Marital Status	: Single	~	Date of Marriage Certificate	5	
Province of Marriage Certificate	2	~	Marriage Certificate Issue	*	~
	Spouse's age over	r 65 years			

Figure 7. Section 2 Marital status

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

litary Status			
litary Status	: Conscription	~	
ept 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.

Organization Unit				
	Old Employee Before use			
Position	: Lecturer	Start Date *	: 01/10/2554 🛅	
Organization Unit		Probation Days	: 180 Days	
Report To		Placement Date	: 29/03/2555	
Employee Type	: Monthly Employee	✓ Shift *	: 8.30 - 16.30	
Employee Group	: General Employee	Working Status	: Working	
Employee Level	: Third Level	Age Work (Y-M-D)	: 10 - 0 - 27	
Contract (Present)				
Contract No		Contract Start Date		
Contract Format		Contract End Date		
Contract Type		Contract Duration (Y-M-D)		

Figure 9. Employment information

# 1.4 Capability Information (Menu: Capabilities)

The information consists of linguistic competency and general performance.

			Employee Record			
General, Langu	lage				$\oplus$	
	Language	Understanding	Speaking	Reading	Writing	Typing Sg
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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.

	Language	Understanding	Speaking	Reading	Writing	Typing Sr
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Figure 11. Language information

dd General Language			
Language	:		~
Understanding	1	Excellent	~
Speaking	8	Excellent	~
Reading	z	Excellent	~
Writing	2	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.

Add General Capability			
Knowledge/General Ability	:		~
Level	:	Excellent	~
Remark	:		

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.

	Personnel Information	Employment	Payment	Tax Allowance	Social Security	Capabilities	Training History	
	~					Q Search	Clear	
ory Trai	ning Employee							
Institut	e/Organization/Company	Job	Training		Diploma	Start Date Training	g End Date Tra	aining
								*
			N	o data to display.				
			N	o data to display.				
			N	o data to display.				
			N	o data to display.				
			N	o data to display.				
			N	o data to display.				

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" then select "Normal/Late/Before TimeOut/Absent" 3 on the right side.

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	Drbak	244		12		
Sun Me	n Tur V	Weld Thu	Fri Sat	1		

Figure 15. Time Attendance

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

• Specify the time period you want to view the records of attendance.

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

12 12 Employee Code 10: 11 1503 11 Work Date: 1 ÷ 30 2564 2564 w Clear Autometine TreeOut/Absent Ven AE Employee Name Work Date Shift Code Timeln (1) TimeOut (3) Employee Code Timeln (2) TimeOut (2) 10111 Miss Samaporn Manmart III/06/2564 001 Miss Samporn Mannart 10/04/2514 (001) KOLL 04/06/2554 19136 16.28 ICTUS. Miss. Tamaporn Marenart 001 8 KTH. Miss. Samaporn Menmart 11/06/2564 100 06/06/2564 10111 Miss lamaporn Matmart 001 KONL. Mrs. Samaporn Malmart. 05/05/2564 001 10.79 ICH1 Miss Samaporn Manmart 10/06/2564 07.57 001 Mos. Samaporn Maximart (CTL) 11/06/2564 005

Figure 16. Summary records of time attendance

**3** Time attendance records in the selected time intervals.

# 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  $oldsymbol{0}$  then click "Time Attendance"  $oldsymbol{2}$ 

then "Leave Information"  $\bigcirc$  on the right side, you will find the records.

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Aspert	E-Pay Sile	Derboard te			Time Stang, Rec	bet Al	
Employee Code	Employee Name	Document No.	Lason Type	Document Date	Start Date	End Data	Total Leave

Figure 17. Leave information

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	Document No.	Lasse Type	Document Date	Start Date	End Date	Total Lawse	Renat	Approxime
				-				
				2				

You will be able to view the leave records.

Figure 18. Records of leave

• 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  $\bigcirc$  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.

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bstain Time Sta	mp					View : Waiting for Approve Docu	umen '
Document N	o. Document Date	Employee Code	Employee Name	No. of Days(Working)	Approve Status	Organization Name	
			No data to	display.			
			No data to	display.			
			No data to	display.			

Figure 20. To request for abstaining of the fingerprint scanning

Document No. *	PTC202110-0001	Document Date * : 29/10/2564	Urgent
Employee Code *	IC038 !Ξ	Mr.Kevin Jones	
Position	Lecturer		
Contact No. Except Abstain 1	ime		+ Add O Delet
	Start Date	End Date	No. of Days (Working)

Figure 21. To enter information of the request for abstaining

When the reason for the request is filled in, click G, 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  $\bigodot$  in front of the row or click  $\bigcirc$  to delete the request. The system will ask for confirmation for deletion, and the answer is either yes or no.

		Add Ab	ostain Time	⊕ 💾 🗟 🗵
Employee Code * :	IC038	E Mr.Kevin Jones		
Position :	Lecturer			
Reason for request :	2000			
Contact No. :				
Except Abstain Tir	ne			🕂 Add 🔶 Delet
	Start Date		End Date	No. of Days (Working)
□ 🧭 😑 01/1	1/2564	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

1								
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		Leave	Permission And L	eave Remain				
All	~							
Employee Code		i = To			IE (	Q Search	llear	
Leave Permissi	on And Leave Remain Yea	r : 2565				View :	All	~
Employee Code	Employee Name	Position	Org	anization Unit	Lea	ve Type	Day/Hour (Allow)	
IC011	Miss.Samaporn Manmart				Annual Leav	e	20 - 00	0:00
IC011	Miss.Samaporn Manmart				Business lear	ve	10 - 00	0:00
IC011	Miss.Samaporn Manmart						0 - 00	0:00
IC011	Miss.Samaporn Manmart				Sick Leave		30 - 00	0:00
IC011	Miss.Samaporn Manmart				Monkhood I	eave	0 - 00	0:00
IC011	Miss.Samaporn Manmart				Leave without	ut pay	180 - 00	0:00
IC011	Miss.Samaporn Manmart				Perternity le	ave	7 - 00	0:00
	Miss.Samaporn Manmart				Maternity le	ave	45 - 00	0:00
IC011								
IC011								

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  $oldsymbol{0}$ , select the menu "Approve Center"  $oldsymbol{2}$  and then select

"Leave Request" **3** on your right.

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Descent Approval	Document Document Date 43/13/2014	Abstahl Time Stange	Abertog for app.	Leave Permanent Art Leave Type News Reserves Intel Materialy Intel Sold Leave	• Later Alowed = -0000 45 - 0000 10 - 0000	0-00100 5-00100 0-00100	0-0000 45-0000 10-0000 20-0000 7-0000
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Figure 25. Submission of leave request

Home Leave details Menu Setting	Control         Rawiporn Nonting         Control         Contro         Control         Control
Org	anization (1) [S001] Khon Kaen University International
Leave Request	(+ 前
IE	
То :	Clear
	View : Waiting for Approve Documen 🗸
Start Date End Date Employee Code Emp	loyee Name Leave Type Total Leave Approv
1/10/2564 01/10/2564 IC002 Miss. Raw	porn Nonting Sick Leave 1 - 0.00 Waiting fo

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.

Css		Home L	eave details Mer		() Sign Out		Rawiporn Nonting * Employee 💻
Back				,	Organization	[S001] Khon Kae	n University Internatior
			Add Leave	e Request		÷	
General Testi	monial Information	Attachment					
Document No. * :	LEV202111-0005		Document Date *	: 15/11/2564		Ē	Jrgent
mployee Code * :	IC002	IΞ	Miss.Rawiporn No	onting			
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Reason :							
Mobile No.							
Shift Information	n Range Condition						
Start Date : 15/	11/2564	To : 15/1	/2564	Show	Shift Del	lete Shift	
Start Date : 15/	11/2564 Leave Date				Time End T		s Deduct brake hrs.

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. U Select Menu
- 2. **2** Select "E-Pay Slip"
- 3. **3** Select "E-Pay Slip" on your right side

Css		(i) Home	Leove details	Menu 1	¢ Setting S	(jan Out		ham Konsue 🛰 iployee 📻 🖬
	R					E-Pay Slip		
Home	Personnel	Time Attendance	Approve Center	Calendar	Report	E-Pay Slip		
2	<b>1</b>							
E-Pay Slip	Help							
Request Approval	Document			Leave	ermission And I	Leave Remain		
	Document Date	Menu Name	Status		Leave Type Name	Leave Allowed	Leave Day	Leave Remain
Document No.				a 11 11 1			0.00.00	
Document No.				Business	leave	0 - 00.00	0-00.00	0-00.00
Document No.				Business		45 - 00:00	0-00:00	

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"

(C) Sigr	n In to E-	Pay Slip
60-003		
Password E-Pay	Sip	
Login		Cancel

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.
  - Enter Thai identification number (For Thais) or 13-digit tax identification number (For international employees)
  - 3. Press "Send to Email"

New Password For E-Pay Slip To start getting your password. Please enter your new password. confirm password and identification no.
60-003
•••••
5-7492-57465-99-8
Send to E-mail Go to Login

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"

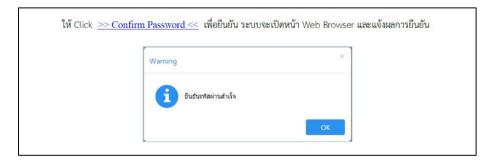


Figure 5. New password is confirmed

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

1. Click "Forget or Change Password"

(	Sign In to E-Pay Slip
	8-003
	Login Center
	New Researce For E Rey Sto 1 Surget or Overge Researce Sens Activate to T-mail 1

Figure 6. Forget or change a password

2. You will see the following page.

20	Forget or Change Password To start getting your password, Please enter your new password and confirm new password.
60-003	
Send to	E-mail Go to Login

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"

w. 14/11/2561 9 ESS E-Pay 9	-59 lip : ຍືແມ້ແ Password ເຫັ້າ E-Pay Slip
กำหนด Password ไม่สม	- รผ่านเพื่อเข้าระบบ E-Pay Slip กรุณาขึ้นขันความเป็นเจ้าของ โดยคลิกที่ Link ด้านล่างนี้ (มิเช่นนั้นระบบจะถือว่าขั้นดอนการ บูรณ์)
<u>&gt;&gt; Confirm Password</u> หากท่านไม่สามารถยืนยั	<≤ เผ่านลิงค์ด้านบนได้ กรุณาติดต่อทาง Admin ผู้ดูแลระบบ แสดงหน้าจออีเมล์ยืนยันการเปลี่ยนรทัสผ่าน E-Pay Slip
<mark>ให้</mark> Click <u>&gt;&gt;</u>	<u>Confirm Password &lt;&lt;</u> เพื่อยืนยัน ระบบจะเปิดหน้า Web Browser และแจ้งผลการยืนยัน
	Warning × ยืนอันรทัสผ่านสำเร็จ
	ОК

Figure 8. A new password is set

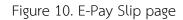
# 4.3 To login E-Pay Slip

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

Sign In to E-Pay Slip
60-003
Login Cancel
New Password For E-Pay Slip ? Forget or Change Password Send Activate to E-mail ?

Figure 9. Log in E-Pay Slip

() Sign Out G 111 \$ Sujarittham Konsue 🗸 Css Employee 📰 🎫 Leave detail Setting < Back Pay Slip Report 1 ÷ 2564 Tay Ve 2564 Payment Name ~ Q Search Clear Pay Date E To Ξ Pay Slip Items 2 Total Income fotal Deduct Tax Social Security Pay Date 25/08/2564 54,640.00 11,439.00 1,054.00 375.00 43,201.00 0.00



Select the tax year for E-Pay Slip and specify the Paydate. Then click "Search" 

List of items in E-Pay Slip (2)

You will see the following page.

E-Pay Slip icon. This is for viewing of payment slip.

When you click on an item in  $\mathbf{2}$  , you will see the pay slip report.

Css		і́н	ome	Leave details	Menu	Setting	ڻ Sign Out		Su	ijarittham Konsue Employee 📰
K Back										
				Pa	ay Slip Report					
Employee Information										
mp. Code	3	IC130	2130				į	3-7199-0017	0-84-7	
imp. Name	:	Mr. Sujaritthan	Mr. Sujarittham Konsue			e	:	01/01/2564		
Address	2	จ. กรุงเทพมห	านคร		Employe	е Туре	5	Monthly Emp	loyee	
					Position		3	อาจารย์		
					Org. Unit	Name	1	กลุ่มอาจารย์		
Income-Deduct Items Income Items Salary Employer-Paid Tax	2 1			40,000.00	Deductio Tax Incon Social		2			1,064.00
					Providen	t Fund	:			0.00
Income Items	Qty.	Times	Unit	Amount	Dedu	uction Items	Qty.	Times	Unit	Amount
Administrative Allow	0.00	0.00	0.00	5,040.00 *	Bank Loa	n	0.00	0.00	0.00	10,000.00 *
Academic Emolument.	0.00	0.00	0.00	5,600.00						
House Rent	0.00 Show 1 To 3	0.00 of 3 items	0.00 items per j	4,000.00 • • • • • • • • • • • • • • • • • • •	ĸĸ		Show 1 To 1	of 1 items	items per	page 10 v
Total Period					Current	Period				
Collect Income	:			104,640.00	Total Inco	ome	ĩ			54,640.00
Tax Allowace Base Collect	:			94,000.00	Total Inco	ome of Pay Tax	1			54,640.00
Income Tax				1,064.00	Total Inco	me of Not Pay Ta	x :			0.00

Figure 10. Pay slip report

You can view the taxable and tax deduction items by clicking the "Tax statement" icon 1 on the right upper corner of the pay slip report, and click the "Tax audit" icon 2 to view the tax summation.

Css		1	ome 1	.ozve details	1000 Menu	Setting	ل Sign Out		Su	anttham Konsue Employee 🚃
K Back										00
				Pa	y Slip Repo	t				8
mployee Information										
mp. Code	8	IC130			Tax ID		4	3-7199-00170	)-84-7	
mp. Name	÷.	Mr. Sujaritthan	Ir. Sujarittham Konsue			te	3	01/01/2564		颜
ddress	観	<ol> <li>กรุงเทพมหา</li> </ol>	านคร		Employe	е Туре	3	Monthly Empl	oyee	
					Position		3	อาจารย์		
					Org. Un	t Name	9	กลุ่มอาจารย์		
ncome-Deduct Items										
ncome Items					Deducti	on				
alary	1			40,000.00	Tax Inco	me	1			1,064.00
mployer-Paid Tax	8			0.00	Social		4			375.00
					Provider	nt Fund	(ł)			0.00
Income Items	Qty.	Times	Unit	Amount	Ded	luction Items	Qty.	Times	Unit	Amount
Administrative Allow.	0.00	0.00	0.00	5,040.00 ^	Bank Lo	an	0.00	0,00	0.00	10,000.00 *
cademic Emplument.	0.00	0.00	0.00	5,600.00						
House Rent	0.00	0.00	0.00	4,000.00						
ic   c   1 >   X   -	Show 1 To 3	of 3 items	items per p	bage IO 🗸	.ic - 0	I > ×	Show 1 To 1	of 1 items	items per	page 10 v
otal Period					Curren	t Period				
ollect Income	ŧ)			104,640.00	Total Inc	ome	ġ.			54,640.00
ax Allowace Base Collect	ŧ)			94,000.00	Total Inc	ome of Pay Tax	ţ			54,640.00
ncome Tax				1,064.00	Total Inc	ome of Not Pay T	ax :			0.00

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

< Back								
( bach			P	ay Slip Report				ſ
Tax Allowance								
Child Born Before 2018	: 0			RMF	裁			.00
Child Born Since 2018	: 0			LTF Deposit	t)		0	.00
Adopted Child	: 0			Compensation Law			0	.00
Donation Charity	<b>1</b> %		0.00	GPF Deposit	t)		0	.00
Donation Educate (2 Time)	+		0.00	Assist Instructor			0	.00
Interest Loan	58 J		0.00	Contribution to sport (1.5 Time)	19		0	.00
Spouse Insurance	÷ [		0.00	Purchase first building (2015-2016	)	÷	0	.00
Life Insurance Premium			0.00	Purchase first building (2019)		35 J	0	.00
Long Retire Insurance	ŧ		0.00	Health Insurance	ŧ		0	.00
Reduce Shopping	5%		0.00	Matemity And Antenatal Care	ts:		0	.00
Secondary Tourist Cities 2019	÷[		0.00	Donation for government hospitals	1		0	.00
Main Tourist Cities 2019	:		0.00	Car Repair 2019	Б		0	.00
Buy Education Products And Spor	ts 2019 :		0.00	House Repair 2019	20		0	.00
Parent's Tax Allowance								
Taxpayer's Parents				Parent of spouse				
Father's Name	: มาย			Father's Name	22	มาย		
Identification Card No	F.			Identification Card No	10			
Mother's Name	: มาง			Mother's Name	12 	นาง		
Identification Card No	R.			Identification Card No	R			
List		Ал	nount	List			Amount	
								*
				20	22	V. 84 IV		
No	data to display			No	data	to display.		

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

Figure 12. Tax statement

					สลิปเงินเดือน				×
รายการตรว	າຈສວບກ	าษี							
รหัสพนัก <mark>ง</mark> าน	3	60-003	ชื่อพนักงาน		นาง สมศรี เจริญยั่งยืน	ปีภาษี	÷	2561	
วันที่เริ่มต้นงวด	6	01/01/2561	วั <mark>น</mark> ที่สิ้นสุดงวด	ż	31/01/2561	วันที่จ่าย	3	31/01/2561	
สำดับที่				ราย	การรายนัก				<mark>ส่านวนเงิน</mark>
1	วิธีปรับเอ	งตามเดือน							0.00
2	สานวนงว	ดที่เหลือ							12.00
3	รายได้ยก	มา							0.00
4	รายได้สะ	สม							0.00
5	ประกันสัง	คมยกมา							0.00
6	ประกันสัง	คมสะสม							0.00
7	กองทุนส่	ารองเลี้ยงชีพยกมา							0.00
8	กองทุนส่	ารองเลี้ยงขี่พสะสม							0.00
9	ราย <mark>ไ</mark> ด้ปร	ะสางวด							91,000.00
10	รายพักปร	ะจำงวด							0.00 🖕

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

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".

ปีภาษี	- 21	2561			•			ใบรับดินเดือ <u>า</u>
งวดการจ่าย	÷	เดือนละ 1 ครั้ง 2561			•			
วันที่จ่าย	ŝ		📃 ถึง :		10	Q ค้นหา สำเ	งค่า	
รายการสล <mark>ิป</mark> เงิบ	เดือน							
วันที่จ่าย	0	รวมรายได้	รวมรายหัก	ภาษี	ปร <mark>ะกันสังคม</mark>	กองทุนส <mark>าร</mark> องา	เงินได้สุทธิ	
K K 1	> >	แสดง 1 อึ่ง 1 จาก 1 รายการ					ร <mark>าย</mark> การต่อหน้า	- 10 -

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 S	ip Report			
y Slip								
Year	: 25	54						~
riod Name	: 25	54						~
Date	25	/08/2564		Ĩ	То	•		E
			ative wage tax I			÷		
		Show cannad	line noge tax					
				Show	v Report			
				0				
2 <b>3 9</b> 10 <	Page 1	✓ of 1		Pdf 🔹				
	WWW WO					Employee Code	· IC130	
	KHON KAEN UNIVERSITY			Pay Sli		Position	Lecturer	
						Name :	Mr.Sujarittham Kon	UIA .
Khon	Kaen University	International	College			Name :	Philodjantenam Ron.	
	Kaen University		370	liarittham Konsi			24	
Emple	oyee Code : IC1: Imber of absence d	30 Na	me: Mr.Su	<b>ijarittham Konsı</b> Jays Numb			nt: 01/08/2564	
Emple	oyee Code : ICI: imber of absence d (day:hour)	30 Na	me: Mr.Su ber of Leave d (day:hour)	-	e of late days	Period Paymer	nt: 01/08/2564	
Emple	oyee Code : IC1: Imber of absence d	30 Na ays Numl	me: Mr.Su ber of Leave d (day:hour) 0-00:00	-	ie	Period Paymer	nt: 01/08/2564 Name 2564	
Emplo Nu	oyee Code : ICI: imber of absence d (day:hour)	30 Na	me: Mr.Su ber of Leave d (day:hour) 0-00:00	ays Numb	er of late days	Period Paymer	nt: 01/08/2564	10 31/08/2564
Empl Nu < Salary	oyee Code : 1C1 Imber of absence d (day:hour) 0-00:00	30 Na ays Numl	me: Mr.Su ber of Leave d (day:hour) 0-00:00	ays Numb	er of late days 0 < Income Tax	Period Paymer	nt: 01/08/2564 Name 2564	10 31/08/2564 > > 1,064.00
Empl Nu < Salary Emplo	oyee Code : ICI imber of absence d (day:hour) 0-00:00 / / /	3U Na ays Numl — Income —	me: Mr.Su ber of Leave d (day:hour) 0-00:00		er of late days 0 < Income Tax Social	Period Paymer	nt: 01/08/2564 Name 2564	10 31/08/2564 >
Empl Nu < Salary Emplo	oyee Code : 1C1 Imber of absence d (day:hour) 0-00:00	3U Na ays Numl — Income —	me: Mr.Su ber of Leave d (day:hour) 0-00:00	ays Numb	er of late days 0 < Income Tax Social Prov.Fund	Period Paymer	nt: 01/08/2564 Name 2564	> 10 31/08/2564 > 1,064.00 375.00 0.00
Empli Nu Salary Emplo Admin	oyee Code : ICI imber of absence d (day:hour) 0-00:00 / / /	3U Na ays Numl — Income —	me: Mr.Su ber of Leave d (day:hour) 0-00:00	ays Numb	er of late days 0 < Income Tax Social	Period Paymer	nt: 01/08/2564 Name 2564	10 31/08/2564 > 1,064.00 375.00
Empli Nu Salary Emplo Admin	oyee Code : ICI imber of absence d (day:hour) 0-00:00 / oyer-Paid Tax nistrative Allowance emic Emolument	3U Na ays Numl — Income —	me: Mr.Su ber of Leave d (day:hour) 0-00:00	Aays Numb	er of late days 0 < Income Tax Social Prov.Fund	Period Paymer	nt: 01/08/2564 Name 2564	> 10 31/08/2564 > 1,064.00 375.00 0.00
Empli Nu Salary Emplo Admin Acade House	oyee Code : ICI imber of absence d (day:hour) 0-00:00 / oyer-Paid Tax nistrative Allowance emic Emolument	3U Na ays Numl — Income —	me: Mr.Su ber of Leave d (day:hour) 0-00:00	ays Numb	er of late days 0 < Income Tax Social Prov.Fund	Period Paymen	nt: 01/08/2564 Name 2564	> 10 31/08/2564 > 1,064.00 375.00 0.00
Empli Nu Salary Emplo Admin Acade House	oyee Code : ICI imber of absence d (day:hour) 0-00:00 / oyer-Paid Tax nistrative Allowance emic Emolument e Rent Income	3U Na ays Numl — Income —	me: Mr.Su ber of Leave d (day:hour) 0-00:00	ays Numb > 40,000.00 5,040.00 5,600.00 4,000.00	re of late days o < Income Tax Social Prov.Fund เงินภู้ธนาคาร	Period Paymen	nt: 01/08/2564 Name 2564 Deduction	10 31/08/2564 > 1,064.00 375.00 0.00 10,000.00
Emplo Nu Salary Emplo Admin Acade House Other	oyee Code : 101 imber of absence d (day:hour) 0-00:00 // oyer-Paid Tax nistrative Allowance emic Emolument a Rent Income Total	30 Na ays Numl — Income = Income	me: Mr.Su ber of Leave d (day:hour) 0-00:00	ays Numb > 40,000.00 5,040.00 5,600.00 4,000.00 0.00 54,640.00	re of late days 0 < Income Tax Social Prov.Fund เงินกู้ธนาคาร Other Deduc	Period Paymen Period M	nt: 01/08/2564 Name 2564 Deduction	10 31/08/2564 > 1,064.00 375.00 0.00 10,000.00 0.00
Emplo Salary Emplo Admin Acade House Other	oyee Code : ICI imber of absence d (day:hour) 0-00:00 / oyer-Paid Tax nistrative Allowance emic Emolument e Rent Income	30 Na ays Numl — Income = Income	me: Mr.Su ber of Leave d (day:hour) 0-00:00	ays Numb > 40,000.00 5,040.00 5,600.00 4,000.00 0.00 54,640.00	re of late days 0 < Income Tax Social Prov.Fund เงินกู้ธนาคาร Other Deduc	Period Paymen Period M t Total D	nt: 01/08/2564 Name 2564 Deduction	10 31/08/2564 > 1,064.00 375.00 0.00 10,000.00 0.00 11,439.00
Emplo Salary Emplo Admin Acade House Other	oyee Code : ICI imber of absence d (day:hour) 0-00:00 / oyer-Paid Tax nistrative Allowance emic Emolument a Rent Income Total oyer Prov. Fund Net Prov. Fund	30 Na ays Numl — Income = Income	0.00 Employee 0.00 Total Tax	All ays Numb All All All All All All All All All All	re of late days 0 < Income Tax Social Prov.Fund เงินกู้ธนาคาร Other Deduc	Period Paymen Period M t t Total D I Net Income I Social	nt: 01/08/2564 Name 2564 Deduction Deduct 104,640.00 375.00	10 31/08/2564 > 1,064.00 375.00 0.00 10,000.00 11,439.00 Net Income
Emplo Salary Emplo Admin Acade House Other Total I	oyee Code : ICI imber of absence d (day:hour) 0-00:00 // oyer-Paid Tax nistrative Allowance emic Emolument e Rent Income Total oyer Prov. Fund Net Prov. Fund Bank Acco informations shall	30 Na ays Numi — Income — Income 0 0 0	0.00 Employee 0.00 Total Tax	Aays Numt	re of late days 0 < Income Tax Social Prov.Fund เงินกู้ธนาคาร Other Deduc 0.00 Tota 1,064.00 Tota	t Foriad Paymen Period N Perio	nt: 01/08/2564 Name 2564 Deduction Deduct 104,640.00 375.00	10 31/08/2564 > 1,064.00 375.00 0.00 10,000.00 11,439.00 Net Income
Emplo Salary Emplo Admin Acade House Other Total I	oyee Code : ICI imber of absence d (day:hour) 0-00:00 / oyer-Paid Tax nistrative Allowance emic Emolument e Rent Income Total oyer Prov. Fund Net Prov. Fund Bank Acco	30 Na ays Numi — Income — Income 0 0 0	0.00 Employee 0.00 Total Tax	Aays Numt	re of late days 0 < Income Tax Social Prov.Fund เงินกู้ธนาคาร Other Deduc 0.00 Tota 1,064.00 Tota 1,064.00 Tota	t Foriad Paymen Period N Perio	nt: 01/08/2564 Name 2564 Deduction Deduct 104,640.00 375.00 TED 	10 31/08/2564 > 1,064.00 375.00 0.00 10,000.00 11,439.00 Net Income

Figure 15. E-Pay slip

\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*

# For technical support, please contact

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