

Approval Authority: DGBAS, Executive Yuan.
 Approved File No.: 1080400380
 Validity: Up to August, 2022.
 Periodicity: Monthly.

Directorate-General of Budget, Accounting and Statistics, Executive Yuan
 Employees' Earnings Report Form

City/County Code	Business Type Code	Sample Code

Main Operating Item: _____

Name of Contact: _____

Name of Enterprise: _____

Telephone Number: _____

Actual Business Address: _____

Fax Number: _____

Reporting Period (mm/yyyy): 07/2020

Unified Business Number	
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Item	Number of employees at the end of this month (Person) (A)=(D)+(B)-(C) =(01)+(02) =(03)+(04)	Total working hours correspond to previous number of employees (Hour)			Total gross monthly earnings correspond to previous number of employees (NT\$)			Number of Accessions (B)	Number of Separations (C)	Number of employees at the end of last month (D)
		Regular working hours	Overtime working hours	Hours of choosing compensatory leave	Regular earnings	Overtime pay	Other irregular earnings (incl. seasoning bonus, employee bonus, deviation of salary modification)			
Total (70)										
By sex	(01) Male							1. Working days: _____ days per person (to one place decimal, half day = 0.5 day) (Working days exclude weekend, national holidays, employee vocations and company leisure days) 2. Working hours: _____ hours per person per day (to one place decimal) 3. Total regular earnings : _____ (at the end of last month) 4. Number of part-time employees: _____ (at the end of last month)		
	(02) Female									
By employment type	(03) Full-time employees									
	(04) Part-time employees									

Mark (✓) in proper answers of questions stated below:

1. Comparing of the operating status with previous month: (single choice) 1 Better 2 Unchanged 3 Worse 4 Termination of business
2. The mostly type of pay rate for part-time employee: (single choice) 1 Monthly Salary 2 Daily Wage 3 Hourly Wage 4 Others _____
3. The adjustment of regular earnings for this month: (multiple choices) 1 Raise for full-time employees 2 Raise for part-time employees 3 Pay cut for full-time employees 4 Pay cut for part-time employees 5 None
- ❖ The reasons for raise regular earnings in this month were (multiple choose) 1 profit or performance 2 years of service (wage rate adjustment) 3 end of trial period 4 Follow government's policy 5 Others _____
4. The payment of irregular earnings for this month: (multiple choices) 1 Annual (seasoning) bonus or personal bonus 2 Employees bonus 3 Irregular working (efficiency) bonus 4 Others _____ 5 None

Note: 1. Other irregular earnings include working (production, efficiency, operation) bonus, Dragon Boat Festival, Chinese Moon Festival or year-end bonus, employee bonus (cash and stocks), non-resting bonus and compensation of deviation of salary modification), etc.
 2. Please explain your data if the figures vary significantly from last month: _____

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Item	Number of employees at the end of this month (Person) (A)=(D)+(B)-(C) =(01)+(02) =(03)+(04)	Total working hours correspond to previous number of employees (Hour)			Total gross monthly earnings correspond to previous number of employees (NT\$)			Number of Accessions (B)	Number of Separations (C)	Number of employees at the end of last month (D)
		Regular working hours	Overtime working hours	Hours of choosing compensatory leave	Regular earnings	Overtime pay	Other irregular earnings (incl. seasoning bonus, employee bonus, deviation of salary modification)			
Total (70)										
By sex	(01) Male							1. Working days: _____ days per person (to one place decimal, half day = 0.5 day) (Working days exclude weekend, national holidays, employee vocations and company leisure days)		
	(02) Female									
By employment type	(03) Full-time employees								2. Working hours: _____ hours per person per day (to one place decimal)	
	(04) Part-time employees									

Mark (✓) in proper answers of questions stated below:

1. Comparing of the operating status with previous month: (single choice) 1 Better 2 Unchanged 3 Worse 4 Termination of business
2. The mostly type of pay rate for part-time employee: (single choice) 1 Monthly Salary 2 Daily Wage 3 Hourly Wage 4 Others _____
3. The adjustment of regular earnings for this month: (multiple choices) 1 Raise for full-time employees 2 Raise for part-time employees 3 Pay cut for full-time employees 4 Pay cut for part-time employees 5 None
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Note: 1. Other irregular earnings include working (production, efficiency, operation) bonus, Dragon Boat Festival, Chinese Moon Festival or year-end bonus, employee bonus (cash and stocks), non-resting bonus and compensation of deviation of salary modification), etc.
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