

Approval Authority: DGBAS, Executive Yuan.  
 Approved File No.: 1110400489  
 Validity: Up to August, 2025.  
 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):

07/2022

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								<b>1. Working days:</b> ____ days per person (to one place decimal, half day = 0.5 day) (Working days exclude weekend, national holidays, employee vocations and company leisure days)  <b>2. Working hours:</b> ____ hours per person per day (to one place decimal)  <b>3. Total regular earnings :</b> _____ (at the end of last month)  <b>4. Number of part-time employees:</b> _____ (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)     | <input type="checkbox"/> 1 Better                                     | <input type="checkbox"/> 2 Unchanged                               | <input type="checkbox"/> 3 Worse                                | <input type="checkbox"/> 4 Termination of business         |
| 2.The mostly type of pay rate for part-time employee: (single choice)        | <input type="checkbox"/> 1 Monthly Salary                             | <input type="checkbox"/> 2 Daily Wage                              | <input type="checkbox"/> 3 Hourly Wage                          | <input type="checkbox"/> 4 Others _____                    |
| 3.The adjustment of regular earnings for this month: (multiple choices)      | <input type="checkbox"/> 1 Raise for full-time employees              | <input type="checkbox"/> 2 Raise for part-time employees           | <input type="checkbox"/> 3 Pay cut for full-time employees      | <input type="checkbox"/> 4 Pay cut for part-time employees |
| ❖The reasons for raise regular earnings in this month were (multiple choose) | <input type="checkbox"/> 1 profit or performance                      | <input type="checkbox"/> 2 years of service (wage rate adjustment) | <input type="checkbox"/> 3 end of trial period                  | <input type="checkbox"/> 4 Follow governem't's policy      |
| 4.The payment of irregular earnings for this month: (multiple choices)       | <input type="checkbox"/> 1 Annual (seasoning) bonus or personal bonus | <input type="checkbox"/> 2 Employees bonus                         | <input type="checkbox"/> 3 Irregular working (efficiency) bonus | <input type="checkbox"/> 4 Others _____                    |
|  |   |  |   | <input type="checkbox"/> 5 None                            |
|  |   |  |   | <input type="checkbox"/> 5 Others _____                    |
|  |   |  |   | <input type="checkbox"/> 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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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): \_\_\_\_\_

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								<b>1. Working days:</b> _____ days per person <b>(to one place decimal, half day = 0.5 day)</b> <b>(Working days exclude weekend, national holidays, employee vocations and company leisure days)</b>  <b>2. Working hours:</b> _____ hours per person per day <b>(to one place decimal)</b>		
	(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 governem't's poily

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: \_\_\_\_\_