

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:

|                         |  |
|-------------------------|--|
| Unified Business Number |  |
|-------------------------|--|

Telephone Number:

Actual Business Address:

Fax Number:

Reporting Period (mm/yyyy):

07/2021

| Item               | Number of employees at the end of this month (Person)<br>(A)=(D)+(B)-(C)<br>=(01)+(02)<br>=(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<br>(B) | Number of Separations<br>(C) | Number of employees at the end of last month<br>(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) |                             |                              |   |
| <b>Total (70)</b>  |  |   |                        |                                      |  |              |  |                             |                              |   |
| By sex             | (01) Male  |   |                        |                                      |  |              |  |                             |                              |   |
|                    | (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 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| Better                     | Unchanged                  | Worse                      | Termination of business    |

2.The mostly type of pay rate for part-time employee: (single choice)

|                            |                            |                            |                            |
|----------------------------|----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| Monthly Salary             | Daily Wage                 | Hourly Wage                | Others _____               |

3.The adjustment of regular earnings for this month: (multiple choices)

|                               |                               |                                 |                                 |
|-------------------------------|-------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> 1    | <input type="checkbox"/> 2    | <input type="checkbox"/> 3      | <input type="checkbox"/> 4      |
| Raise for full-time employees | Raise for part-time employees | Pay cut for full-time employees | Pay cut for part-time employees |

❖ The reasons for raise regular earnings in this month were (multiple choose)

|                            |   |                            |                            |
|----------------------------|---|----------------------------|----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2              | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| profit or performance      | years of service (wage rate adjustment) | end of trial period        | Follow governemt's poliy   |

4.The payment of irregular earnings for this month: (multiple choices)

|  |                            |                                      |                            |
|--|----------------------------|--------------------------------------|----------------------------|
| <input type="checkbox"/> 1                 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3           | <input type="checkbox"/> 4 |
| Annual (seasoning) bonus or personal bonus | Employees bonus            | Irregular working (efficiency) bonus | Others _____               |

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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| City/County Code | Business Type Code | Sample Code |
|------------------|--------------------|-------------|
|                  |                    |             |

Main Operating Item: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Name of Enterprise: \_\_\_\_\_

|                         |  |
|-------------------------|--|
| Unified Business Number |  |
|-------------------------|--|

Telephone Number: \_\_\_\_\_

Actual Business Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Reporting Period (mm/yyyy): \_\_\_\_\_

| Item               | Number of employees at the end of this month (Person)<br>(A)=(D)+(B)-(C)<br>=(01)+(02)<br>=(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<br>(B) | Number of Separations<br>(C) | Number of employees at the end of last month<br>(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) |                             |                              |   |
| <b>Total (70)</b>  |  |   |                        |                                      |  |              |  |                             |                              |   |
| By sex             | (01) Male  |   |                        |                                      |  |              |  |                             |                              |   |
|                    | (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 | <input type="checkbox"/> 5 | None |
|----------------------------|-------------------------------|----------------------------|-------------------------------|----------------------------|---------------------------------|----------------------------|---------------------------------|----------------------------|------|

❖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 governemt's poliy | <input type="checkbox"/> 5 | Others _____ |
|----------------------------|-----------------------|----------------------------|---|----------------------------|---------------------|----------------------------|--------------------------|----------------------------|--------------|

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 |
|----------------------------|--|----------------------------|-----------------|----------------------------|--------------------------------------|----------------------------|-------------|----------------------------|------|

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: