

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): _____

07/2021

Unified Business Number	

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									
								3. Total regular earnings : _____ (at the end of last month)		
								4. Number of part-time employees: _____ (at the end of last month)		

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 government'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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Reporting Period (mm/yyyy): _____

Unified Business Number	

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)		
	(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 governemt'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 _____ |

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: _____