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| **薪資明細表** | | | |
| **填寫日期\*：** | | | |
| **姓名\*** |  | **部門\*** |  |
| **計薪月份\*** | 年 月 | | |
| **薪資** | | | |
| **基本薪資** |  |  | |
| **其他薪資** |  |  | |
| **小計** |  |  | |
| **獎金** | | | |
| **業務獎金** |  |  | |
| **年節獎金** |  |  | |
| **其他獎金** |  |  | |
| **小計** |  |  | |
| **出缺勤** | | | |
| **病假** |  |  | |
| **事假** |  |  | |
| **遲到** |  |  | |
| **小計** |  |  | |
| **薪資所得額** |  |  | |
| **勞健保** | | | |
| **勞保** |  |  | |
| **健保** |  |  | |
| **小計** |  |  | |
| **勞退金** |  |  | |
| **代扣款** | | | |
| **扣繳稅款5%** |  |  | |
| **其他代扣款** |  |  | |
| **小計** |  |  | |
| **總計+實付金額** |  |  | |

【備註事項】

1. 每月10號為薪資發放日。
2. 薪資如有問題，請與人資部聯繫。

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| 財務部： | 人資部： | 支薪對象： |