

Page	Category	English Name	Chinese Name	Popular	Payroll 薪資						
					Basic	713 calculation	MPF Industry Schemes	MPF Contribution file export	Taxation	Cost Analysis	Optional
1	Payroll	Payroll List	工資表	★★	✓						
2	Payroll	Payroll Detail List	薪酬詳細列表	★★★	✓						
3	Payroll	Payroll Variance Report	薪資差異報表		✓						
4	Payroll	Employee Wages List (Standard Format)	員工糧單 (標準格式)	★★★	✓						
5-9	Payroll	Employee Wages List (Tailor Made Sample)	員工糧單 (客製範例)								✓
10	Payroll	Certificate of Employment	僱員薪金證明書	★	✓						
11	Payroll	Payroll Cheque Number List	薪金支付支票列表		✓						
12	Payroll	Individual Payroll Summary Report	個人薪酬總覽表		✓						
13	Payroll	Basic Salary and Allowances Report	員工底薪及津貼報表		✓						
14	Payroll	Employee Basic Salary Detail Report	員工底薪詳細報表		✓						
15	Payroll	Employee One-off Payment Record Report	員工一次性款項記錄報表		✓						
16	Payroll	713 Average Daily Salary Breakdown Report	713 平均日薪計算報表			✓					
17	Payroll	Basic Salary Report	員工底薪報表	★							✓
18	Payroll	Salary Summary Report									✓
19	Payroll	Payroll Detail List (Group by Project)	薪酬詳細列表 (按合約項目)								✓
20	Payroll	Department Payroll Report	部門工資報表								✓
21	Payroll	Department Payment Report	部門付款報表								✓
22	Payroll	Yearly Salary Report	年度薪酬報表								✓
23	MPF	Remittance Statement Report	強積金供款結算書	★★★	✓						
24	MPF	Manulife MPF Remittance statement	宏利強積金供款結算書					✓			
25	MPF	HSBC MPF (Compatible) Remittance statement (Normal)	匯豐強積金供款結算書(在職)					✓			
26	MPF	HSBC MPF (Compatible) Remittance statement (New Join)	匯豐強積金供款結算書(新入職)					✓			
27	MPF	BEA MPF (Compatible) Remittance statement (Normal)	東亞強積金供款結算書(在職)					✓			
28	MPF	BEA MPF (Compatible) Remittance statement (New Join)	東亞強積金供款結算書(新入職)					✓			
29	MPF	BEA MPF (Industry Scheme) Contribution Records	東亞強積金行業計劃供款記錄				✓				
30	MPF	BEA MPF (Industry Scheme) Remittance statement	東亞強積金行業計劃供款結算書				✓				
31	MPF	BCT MPF Industry Scheme Remittance statement	銀聯強積金行業計劃供款結算書				✓				
32	Tax	Payroll & Tax Detail List	薪酬及稅項詳細列表						✓		
33	Tax	I.R.56B	I.R.56B	★★★					✓		
34	Tax	I.R.56E	I.R.56E						✓		
35	Tax	I.R.56F	I.R.56F						✓		
36	Tax	I.R.56G	I.R.56G						✓		
37	Tax	I.R.56M	I.R.56M						✓		
38	Cost	Cost Analysis Summary Report	成本分析總覽表							✓	
39	Cost	Salary & MPF Report(By Staff)									✓
40	Cost	Salary & MPF Report(By Dept)									✓
41	Cost	Cost Analysis Report (by Branch)	工資成本分析報表 (按分店)								✓
42	Cost	Monthly Department Cost of Labour Report	每月部門人力成本報表								✓
43	Cost	Salary cost report by project	工資成本分析報表 (按項目)								✓
Total :					11	1	3	5	6	1	12
					System						
					Back-end core						
44	System	System Operaion Log Report	操作記錄報表		✓						

Payroll List

Department : HR

Salary Date	Salary Period From	Salary Period To	Department	Employee ID	Surname (Eng)	First Name (Eng)	Name (Chi)	Bank A/C No.	Amount before MPF	Employer Mandatory Contribution	Employer Voluntary Contribution	Employee Mandatory Contribution	Employee Voluntary Contribution	Net Amount
2007/06/08	2007/06/01	2007/06/30	HR	A0001	Chan	Tai Man	陳大文	043506123455678	22,680.00	1,000.00	0.00	1,000.00	0.00	21,680.00
2007/06/08	2007/06/01	2007/06/30	HR	A0002	Lee	Yee Man	李二汶	123-456-xxx-1	14,500.00	725.00	0.00	725.00	0.00	13,775.00
2007/06/08	2007/06/01	2007/06/30	HR	A0003	Staff	3	員工3	123-456-xxx-2	14,700.00	700.00	700.00	700.00	700.00	13,300.00
2007/06/08	2007/06/01	2007/06/30	HR	A0004	Staff	4	員工4	123-456-xxx-3	14,175.00	675.00	675.00	675.00	675.00	12,825.00
2007/06/08	2007/06/01	2007/06/30	HR	A0005	Staff	5	員工5	123-456-xxx-4	13,650.00	650.00	650.00	650.00	650.00	12,350.00
Total :									79,705.00	3,750.00	2,025.00	3,750.00	2,025.00	73,930.00

Department : IT

Salary Date	Salary Period From	Salary Period To	Department	Employee ID	Surname (Eng)	First Name (Eng)	Name (Chi)	Bank A/C No.	Amount before MPF	Employer Mandatory Contribution	Employer Voluntary Contribution	Employee Mandatory Contribution	Employee Voluntary Contribution	Net Amount
2007/06/08	2007/06/01	2007/06/30	IT	A0022	Staff	22	員工22	123-456-xxx-21	13,650.00	650.00	650.00	650.00	650.00	12,350.00
2007/06/08	2007/06/01	2007/06/30	IT	A0023	Staff	23	員工23	123-456-xxx-22	13,125.00	625.00	625.00	625.00	625.00	11,875.00
2007/06/08	2007/06/01	2007/06/30	IT	A0024	Staff	24	員工24	123-456-xxx-23	12,600.00	600.00	600.00	600.00	600.00	11,400.00
Total :									39,375.00	1,875.00	1,875.00	1,875.00	1,875.00	35,625.00

Department : Support

Salary Date	Salary Period From	Salary Period To	Department	Employee ID	Surname (Eng)	First Name (Eng)	Name (Chi)	Bank A/C No.	Amount before MPF	Employer Mandatory Contribution	Employer Voluntary Contribution	Employee Mandatory Contribution	Employee Voluntary Contribution	Net Amount
2007/06/08	2007/06/01	2007/06/30	Support	A0025	Staff	25	員工25	123-456-xxx-24	12,075.00	575.00	575.00	575.00	575.00	10,925.00
2007/06/08	2007/06/01	2007/06/30	Support	A0026	Staff	26	員工26	123-456-xxx-25	11,550.00	550.00	550.00	550.00	550.00	10,450.00
2007/06/08	2007/06/01	2007/06/30	Support	A0027	Staff	27	員工27	123-456-xxx-26	11,025.00	525.00	525.00	525.00	525.00	9,975.00
2007/06/08	2007/06/01	2007/06/30	Support	A0028	Staff	28	員工28	123-456-xxx-27	10,500.00	500.00	500.00	500.00	500.00	9,500.00
2007/06/08	2007/06/01	2007/06/30	Support	A0029	Staff	29	員工29	123-456-xxx-28	9,975.00	475.00	475.00	475.00	475.00	9,025.00
2007/06/08	2007/06/01	2007/06/30	Support	A0030	Staff	30	員工30	123-456-xxx-29	9,450.00	450.00	450.00	450.00	450.00	8,550.00
Total :									64,575.00	3,075.00	3,075.00	3,075.00	3,075.00	58,425.00

Payroll Detail List

Department : HR

Salary Date	Salary Period From	Salary Period To	Department	Employee ID	Surname (Eng)	First Name (Eng)	Name (Chi)	Basic Salary	Meal Allowance	Normal OT	Overnight OT	Early Leave	Late Deduction	Sick Leave	MPF Contribution	Grand Total
2007/06/08	2007/06/01	2007/06/30	HR	A0001	Chan	Tai Man	陳大文	21,500.00	780.00	400.00	0.00	0.00	0.00	0.00	-1,000.00	21,680.00
2007/06/08	2007/06/01	2007/06/30	HR	A0002	Lee	Yee Man	李二汶	14,500.00	0.00	0.00	0.00	0.00	0.00	0.00	-725.00	13,775.00
2007/06/08	2007/06/01	2007/06/30	HR	A0003	Staff	3	員工3	14,000.00	0.00	0.00	0.00	0.00	0.00	0.00	-700.00	13,300.00
2007/06/08	2007/06/01	2007/06/30	HR	A0004	Staff	4	員工4	13,500.00	0.00	0.00	0.00	0.00	0.00	0.00	-675.00	12,825.00
2007/06/08	2007/06/01	2007/06/30	HR	A0005	Staff	5	員工5	13,000.00	0.00	0.00	0.00	0.00	0.00	0.00	-650.00	12,350.00
Total :								76,500.00	780.00	400.00	0.00	0.00	0.00	0.00	-3,750.00	73,930.00

Department : IT

Salary Date	Salary Period From	Salary Period To	Department	Employee ID	Surname (Eng)	First Name (Eng)	Name (Chi)	Basic Salary	Meal Allowance	Normal OT	Overnight OT	Early Leave	Late Deduction	Sick Leave	MPF Contribution	Grand Total
2007/06/08	2007/06/01	2007/06/30	IT	A0022	Staff	22	員工22	13,000.00	0.00	0.00	0.00	0.00	0.00	0.00	-650.00	12,350.00
2007/06/08	2007/06/01	2007/06/30	IT	A0023	Staff	23	員工23	12,500.00	0.00	0.00	0.00	0.00	0.00	0.00	-625.00	11,875.00
2007/06/08	2007/06/01	2007/06/30	IT	A0024	Staff	24	員工24	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	-600.00	11,400.00
Total :								37,500.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,875.00	35,625.00

Department : Support

Salary Date	Salary Period From	Salary Period To	Department	Employee ID	Surname (Eng)	First Name (Eng)	Name (Chi)	Basic Salary	Meal Allowance	Normal OT	Overnight OT	Early Leave	Late Deduction	Sick Leave	MPF Contribution	Grand Total
2007/06/08	2007/06/01	2007/06/30	Support	A0025	Staff	25	員工25	11,500.00	0.00	0.00	0.00	0.00	0.00	0.00	-575.00	10,925.00
2007/06/08	2007/06/01	2007/06/30	Support	A0026	Staff	26	員工26	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	-550.00	10,450.00
2007/06/08	2007/06/01	2007/06/30	Support	A0027	Staff	27	員工27	10,500.00	0.00	0.00	0.00	0.00	0.00	0.00	-525.00	9,975.00
2007/06/08	2007/06/01	2007/06/30	Support	A0028	Staff	28	員工28	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	-500.00	9,500.00
2007/06/08	2007/06/01	2007/06/30	Support	A0029	Staff	29	員工29	9,500.00	0.00	0.00	0.00	0.00	0.00	0.00	-475.00	9,025.00
2007/06/08	2007/06/01	2007/06/30	Support	A0030	Staff	30	員工30	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	-450.00	8,550.00
Total :								61,500.00	0.00	0.00	0.00	0.00	0.00	0.00	-3,075.00	58,425.00

Payroll Variance Report**Print Date :** 2020/12/01 18:02:17**Department :** HR

				Salary Period	2016/01/01 - 2016/01/31	2016/02/01 - 2016/02/29	
Employee ID	Employee Name (Eng)	Employee Name (Chi)	Nickname	Department	Net Amount after MPF deduction (Last period)	Net Amount after MPF deduction (Current period)	Difference
A0001	Chan Tai Man	陳大文	Tom	HR	20,425.00	20,425.00	
A0002	Lee Yee Man	李二汶	Jessica	HR	13,775.00	13,775.00	
A0003	Wong Sam Man	黃三文	Raymond	HR	13,300.00	14,000.00	700.00
A0004	Manager 1	經理1	Shirley	HR	12,825.00	12,825.00	
A0005	Manager 2	經理2	April	HR	12,350.00	12,350.00	
				Total :	72,675.00	73,375.00	700.00

Department : IT

				Salary Period	2016/01/01 - 2016/01/31	2016/02/01 - 2016/02/29	
Employee ID	Employee Name (Eng)	Employee Name (Chi)	Nickname	Department	Net Amount after MPF deduction (Last period)	Net Amount after MPF deduction (Current period)	Difference
A0010	Staff 10	員工10		IT	18,000.00	18,250.00	250.00
A0011	Staff 11	員工11		IT	15,000.00	13,660.00	-1,340.00
A0012	Staff 12	員工12		IT	15,000.00	16,500.00	1,500.00
				Total :	48,000.00	48,410.00	410.00

ecPayroll Demo Company**PAYROLL ADVICE****Employee No.:** A0001**Name:** Chan Tai Man**Department:** Accounts**Position:** Clerk**Salary Date:** 2010/02/05**Salary Period:** 2010/01/01 - 2010/01/31

Item Name	Remark
Basic Salary	10000.00
Carfare	0.00
Allowance	0.00
OT Payment	200.00
Year End Payment	0.00
Late Deduction	(100.00)
Other Adjustment	0.00
Double Pay	0.00
Bonus	0.00
Sub Total	10100.00
MPF	(505.00)
Net Total	HK\$9,595.00



PAYSLIP 糧單

Staff Name 僱員名稱 : Chan Tai Man 陳大文 Department 部門 : HR Posistion 職位 : Manager Join Date 入職日期 : 05/01/2002	Payroll Period 薪金計算日期 : 01 - 29/02/2016 Payroll Paid Date 發薪日期 : 01/03/2016 MPF Contribution Pay Date 強積金供款支付日期 : 10/3/2016
---	--

Relevant Income Breakdown 有關入息項目	HK\$ 港幣
Basic Salary 基本月薪	21,500.00
Bonus 花紅	0.00
Overtime Payment 超時工作	0.00
No Paid Leave 無薪假期	0.00
Adjustment 其他調整	0.00
Total Relevant Income 總有關入息:	21,500.00
Employee Mandatory MPF Contribution* (a) 僱員強制性供款	1,075.00
Employee Voluntary MPF Contribution (b) 僱員自願性供款	0.00
Net Income 淨收入:	20,425.00
Employer Mandatory MPF Contribution (c) 僱主強制性供款	1,075.00
Employer Voluntary MPF Contribution (d) 僱主自願性供款	0.00
Total MPF Contribution 強積金總供款 (a)+(b)+(c)+(d):	2,150.00

Notes 注意:

* Employee is not required to make any mandatory contribution for the first 30 days within the permitted period.
員工享有免供款期，他們在受僱首30日以及首個不完整糧期，都不用供款。

Please contact the HR Manager within 3 days from the MPF Contribution Pay Date for any discrepancies found.
如發現供款有差異，請於供款支付日期起三天內通知人力資源經理。

ecPayroll Demo Company

員工每期糧單

員工編號	A0002	員工姓名	CHAN	TAI MAN	(陳大文)
員工分類	Class	= 月薪			
薪金	Basic Salary	= \$10,000.0			
發薪日期	5/2/2010	薪金計算日期	由	01 Jan 2010	至 31 Jan 2010

基本薪金	Basic Salary	=	\$10,000.0
加班	O.T.	4.00 Hrs	= \$200.0
遲到(小時)	Late	0.50 Hrs	= -\$100.0
早退	Early Leave	0.00 Hrs	= \$0.0
其他調整	Other Adjustment	=	\$0.0
金額(未扣除公積金)	Amount (Before Provident Fund)	=	\$10,100.0
公積金	Provident Fund	=	\$505.0
本期工資	Total Amount For This Period	=	<u>\$9,595.0</u>

本年度尚餘年假	共	8.0 天
---------	---	-------

公積金付款結算書 Provident Fund Remittance Advice

	強積金(公司) MPF(employer)	強積金(僱員) MPF(employee)	自願供款(公司) Voluntary(employer)	自願供款(僱員) Voluntary(employee)
本期	\$505.0	\$505.0	\$0.0	\$0.0
累積	\$505.0	\$505.0	\$0.0	\$0.0

ecPayroll Demo公司
ecPayroll Demo Company

員工編號 : A0001	入職日期 : 10/5/2005
員工姓名 : 陳大文	
部門 : 會計	職位 : 文員
發薪日期 : 5/2/2010	糧期 : 1/1/2010 至 31/1/2010
負責人 : Samson	

	備註	金額
基本項目		
底薪		10,000.00
扣減項目		
遲到	遲到1小時	-100.00
早退		-200.00
事假/無薪病假		0.00
非全薪病假		0.00
罰款		0.00
加總項目		
勤工		1,000.00
拖櫃費		0.00
轉櫃費		0.00
雜費		0.00
醫療津貼		0.00
年終花紅		0.00
其他項目		
年假薪金		0.00
借糧		0.00
補水		0.00
調整		0.00
強積金供款		-535.00
總金額		HK\$10,165.00

ecPayroll Demo公司
ecPayroll Demo Company

薪金通知單

姓 名 : 陳大文
職 位 : 文員

月份: 1/1/2010 - 31/1/2010

工資計算	扣除	有薪年假天數:
薪 金:	遲到早退: (與超時分鐘抵消後的分鐘)	5.0 天
(每月) HK\$10,000.00	60.0 /分鐘= HK\$100.00	
超時(O.T.) (與遲到早退分鐘抵消後的分鐘)	病假(扣1/5):	MPF供款日期:
240.0 /分鐘= HK\$200.00	1.0 /天 = HK\$80.00	1/1/2010 - 31/1/2010
補 假:	事 假:	MPF供款日:
0.0 /天 = HK\$0.00	0.0 /天 = HK\$0.00	10/2/2010
交通津貼:	僱員MPF供款	僱主MPF供款
(每月) HK\$300.00	10,320.00 x 5%= HK\$516.00	HK\$516.00
其 他:	僱員自願性供款	僱主自願性供款
/分鐘=	HK\$0.00	HK\$0.00
小計 HK\$10,500.00	小計 HK\$696.00	合計MPF供款:
合計應得工資	HK\$9,804.00	HK\$1,032.00
備注:		
日 期:	製 單: 會計部	員工簽收:
	核准人:	日 期:

ecPayroll Demo Company

PAYROLL ADVICE

Employee No.: A0003
 Name: Chan Tai Man
 Department: Accounts
 Salary Date: 2006/08/01

Position: Clerk
 Salary Period: 2006/07/01 - 2006/07/31

Item Name	Remark	Amount
Basic Salary		6,200.00
Bonus		0.00
Meal Allowance		180.00
Normal OT		180.00
Overnight OT		0.00
AL Compensation		0.00
		6,560.00
Late Deduction		-50.00
SL Deduction		0.00
NPL Deduction		-600.00
Maternity Leave		0.00
		-650.00
		5,910.00
Minimum Wage Compensation	* Refer to the details below	560.45
Sub-total		6,470.45
MPF Contribution		-323.52
Grand Total		6,146.93

Minimum Wage Compensation Details

Statutory Hourly Wage		28.00
Monthly Counted Working Hour		160.00
Monthly Counted OT Hour		3.00
No of Pay Holiday		10.00
Statutory Minimum Wage (SMW)	([Monthly Counted Working Hour + OT Hour] * Statutory Hourly Wage)	4,564.00
Working Hour Wages		4,003.55
Non-working Hour Wages	(No of Pay Holiday * Daily Wage)	1,906.45
Minimum Wage Compensation	(SMW - Working Hour Wages)	560.45

MPF Contribution Details

Employee Mandatory Contribution	323.52
Employer Mandatory Contribution	323.52
Employee Accumulate MPF Contribution	7,328.20
Employer Accumulate MPF Contribution	7,328.20

Certificate of Employment

Print Date : 25 Mar, 2021

To Whom It May Concern:

This certificate is to state that Mr. Chan Tai Man, 陳大文先生 (HKID: Q713871(3))
has been an employee of Demo Company from 01 May, 2002.

He / She served as Clerk in HR department.

Below is his / her salary history.

Salary Period	Total Income before MPF	MPF Contribution	Net Amount
01 Jun, 2016 to 30 Jun, 2016	21,500.00	1,075.00	20,425.00
01 Jul, 2016 to 31 Jul, 2016	21,470.41	1,073.52	20,396.89
01 Aug, 2016 to 31 Aug, 2016	21,560.00	1,078.00	20,482.00
01 Sep, 2016 to 30 Sep, 2016	21,500.00	1,075.00	20,425.00
01 Oct, 2016 to 31 Oct, 2016	21,500.00	1,075.00	20,425.00
01 Nov, 2016 to 30 Nov, 2016	21,530.00	1,076.50	20,453.50
01 Dec, 2016 to 31 Dec, 2016	21,530.00	1,076.50	20,453.50
01 Jan, 2017 to 31 Jan, 2017	21,500.00	1,075.00	20,425.00
Total :	172,090.41	8,604.52	163,485.89

This certification is being issued upon his / her request for whatever legal purpose it may serve.

Employer Signature

Payroll Cheque Number List

Print Date : 2017/12/05 12:14

Payment Date : 2017/12/05

Remark: 2017 Nov Salary

No.	Salary Date	Salary Period	Employee ID	Name (Chinese)	Name (English)	Amount	Cheque No.
1	2017/12/05	2017/11/01 - 2017/11/30	A0001	陳大文	Chan Tai Man	20,425.00	212605
2	2017/12/05	2017/11/01 - 2017/11/30	A0002	員工2	Staff 2	13,300.00	212606
3	2017/12/05	2017/11/01 - 2017/11/30	A0003	員工3	Staff 3	11,400.00	212607
4	2017/12/05	2017/11/01 - 2017/11/30	A0004	員工4	Staff 4	10,925.00	212608
5	2017/12/05	2017/11/01 - 2017/11/30	A0005	員工5	Staff 5	10,450.00	212609
6	2017/12/05	2017/11/01 - 2017/11/30	A0006	員工6	Staff 6	13,300.00	212610
7	2017/12/05	2017/11/01 - 2017/11/30	A0007	員工7	Staff 7	12,000.00	212611
8	2017/12/05	2017/11/01 - 2017/11/30	A0008	員工8	Staff 8	10,925.00	212612
9	2017/12/05	2017/11/01 - 2017/11/30	A0009	員工9	Staff 9	10,450.00	212613
10	2017/12/05	2017/11/01 - 2017/11/30	A0010	員工10	Staff 10	9,975.00	212614
Total Amount :						123,150.00	

Individual Payroll Summary Report

Print Date : 2014/04/24 19:31

Company : Demo Company

Department : HR

Employee ID : A0001

Name (Eng) : Chan Tai Man

Name (Chi) : 陳太文

Position : Clerk

Date Range : From 2013/01/01 to 2013/12/31

Salary Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-Total
Salary Profile : Salary Profile 1													
Basic Salary	21,500.00	21,500.00	21,500.00	21,500.00	21,500.00	21,500.00	21,500.00	21,500.00	21,500.00	21,500.00	21,500.00	21,500.00	258,000.00
Meal Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Normal OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overnight OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Early Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Late Deduction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sick Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MPF Contribution	(1,075.00)	(1,075.00)	(1,075.00)	(1,075.00)	(1,075.00)	(1,075.00)	(1,075.00)	(1,075.00)	(1,075.00)	(1,075.00)	(1,075.00)	(1,075.00)	(12,900.00)
Grand Total	20,425.00	20,425.00	20,425.00	20,425.00	20,425.00	20,425.00	20,425.00	20,425.00	20,425.00	20,425.00	20,425.00	20,425.00	245,100.00

Basic Salary and Allowances Report

Print Date : 2016/08/10 16:21

Date Range : From 2000/01/01 to 2016/08/10

Employee ID : A0001

Name (Eng) : Chan Tai Man

Name (Chi) : 陳大文

Join Date : 2002/01/05

Department : Department1

Position : Manager

Effective Date	Basic Salary	OT Allowance	Total Amount	Adjusted	Adjusted %
2002/01/05	7,000.00	500.00	7,500.00		
2003/01/01	7,500.00	500.00	8,000.00	500.00	6.67%
2004/01/01	8,000.00	500.00	8,500.00	500.00	6.25%
2005/01/01	8,500.00	500.00	9,000.00	500.00	5.88%
2006/01/01	9,000.00	500.00	9,500.00	500.00	5.56%
2007/01/01	9,500.00	500.00	10,000.00	500.00	5.26%
2008/01/01	10,000.00	500.00	10,500.00	500.00	5.00%
2009/01/01	10,500.00	500.00	11,000.00	500.00	4.76%
2010/01/01	11,000.00	1,000.00	12,000.00	1,000.00	9.09%
2011/01/01	11,500.00	1,000.00	12,500.00	500.00	4.17%
2012/01/01	12,000.00	1,000.00	13,000.00	500.00	4.00%
2012/08/01	12,000.00	1,500.00	13,500.00	500.00	3.85%
2013/01/01	12,500.00	1,500.00	14,000.00	500.00	3.70%
2014/01/01	13,000.00	1,500.00	14,500.00	500.00	3.57%
2015/01/01	15,000.00	1,500.00	16,500.00	2,000.00	13.79%
2016/01/01	18,000.00	1,500.00	19,500.00	3,000.00	18.18%

Total Count: 16

Employee ID : A0002

Name (Eng) : Staff 2

Name (Chi) : 員工2

Join Date : 2002/01/05

Department : Department1

Position : Assistant Manager

Effective Date	Basic Salary	OT Allowance	Total Amount	Adjusted	Adjusted %
2002/01/05	11,000.00	0.00	11,000.00		
2003/01/01	12,000.00	0.00	12,000.00	1,000.00	9.09%
2004/01/01	13,000.00	0.00	13,000.00	1,000.00	8.33%
2005/01/01	14,000.00	0.00	14,000.00	1,000.00	7.69%
2006/01/01	15,000.00	0.00	15,000.00	1,000.00	7.14%
2007/01/01	16,000.00	0.00	16,000.00	1,000.00	6.67%
2008/01/01	17,000.00	0.00	17,000.00	1,000.00	6.25%
2009/01/01	18,000.00	0.00	18,000.00	1,000.00	5.88%
2010/01/01	19,000.00	0.00	19,000.00	1,000.00	5.56%
2011/01/01	20,000.00	0.00	20,000.00	1,000.00	5.26%
2012/01/01	21,000.00	0.00	21,000.00	1,000.00	5.00%
2013/01/01	22,000.00	0.00	22,000.00	1,000.00	4.76%
2014/01/01	23,000.00	0.00	23,000.00	1,000.00	4.55%
2014/06/01	23,000.00	800.00	23,800.00	800.00	3.48%
2015/01/01	24,000.00	800.00	24,800.00	1,000.00	4.20%
2016/01/01	25,000.00	800.00	25,800.00	1,000.00	4.03%

Total Count: 16

Employee ID : A0003

Name (Eng) : Staff 3

Name (Chi) : 員工3

Join Date : 2005/09/08

Department : Department1

Position : Clerk

Effective Date	Basic Salary	OT Allowance	Total Amount	Adjusted	Adjusted %
2002/01/05	8,300.00	0.00	8,300.00		
2003/01/01	8,800.00	0.00	8,800.00	500.00	6.02%
2004/01/01	9,300.00	0.00	9,300.00	500.00	5.68%
2005/01/01	9,800.00	0.00	9,800.00	500.00	5.38%
2006/01/01	10,300.00	0.00	10,300.00	500.00	5.10%
2007/01/01	10,800.00	0.00	10,800.00	500.00	4.85%
2008/01/01	11,300.00	0.00	11,300.00	500.00	4.63%
2009/01/01	11,800.00	0.00	11,800.00	500.00	4.42%
2010/01/01	12,300.00	0.00	12,300.00	500.00	4.24%
2011/01/01	12,800.00	0.00	12,800.00	500.00	4.07%

Total Count: 10

Employee Basic Salary Detail Report

Print Date : 2020/06/24 19:01

Date Range : From 2000/01/01 to 2020/06/24

Employee ID : A0001

Employee Name : Chan Tai Man

Department : HR

Join Date : 2002/01/05

Grade : GRADE 3

Effective From	Basic Salary Amount	Variance %	Last Update Date	Last Update User
2002/01/05	15,000.00	--	2007/06/08	q
2004/06/08	16,800.00	12.00%	2007/06/08	demo
2006/06/08	21,500.00	27.98%	2007/06/08	demo
2018/01/01	15,000.00	-30.23%	2018/08/24	demo

Employee ID : A0002

Employee Name : Lee Yee Man

Department : HR

Join Date : 2015/01/01

Grade : GRADE 2

Effective From	Basic Salary Amount	Variance %	Last Update Date	Last Update User
2002/01/05	14,500.00	--	2007/06/08	q
2018/01/01	14,000.00	-3.45%	2018/08/24	demo

Employee ID : A0003

Employee Name : Wong Sam Man

Department : HR

Join Date : 2015/01/01

Grade : GRADE 3

Effective From	Basic Salary Amount	Variance %	Last Update Date	Last Update User
2002/01/05	14,000.00	--	2007/06/08	q
2018/01/01	15,000.00	7.14%	2018/08/24	demo

Employee ID : A0004

Employee Name : Manager 1

Department : HR

Join Date : 2015/01/01

Grade : GRADE 4

Effective From	Basic Salary Amount	Variance %	Last Update Date	Last Update User
2002/01/05	13,500.00	--	2007/06/08	q
2018/01/01	20,000.00	48.15%	2018/08/24	demo

Employee ID : A0005

Employee Name : Manager 2

Department : HR

Join Date : 2015/01/01

Grade : GRADE 5

Effective From	Basic Salary Amount	Variance %	Last Update Date	Last Update User
2002/01/05	13,000.00	--	2007/06/08	q
2018/01/01	21,500.00	65.38%	2018/08/24	demo

Employee One-off Payment Record Report

Print Date : 2016/03/01 17:37

Employee ID	Name (Eng)	Name (Chi)	Department	Position	Payment Item	Date	Amount	Remark
A0001	Chan Tai Man	陳大文	HR	Manager	One-off bonus	2006/07/08	500.00	
A0001	Chan Tai Man	陳大文	HR	Manager	Sales commission	2006/07/15	3,450.00	
A0002	Lee Yee Man	李二汶	HR	Assistant Manager	Extra Payment	2006/07/02	1,500.00	
A0002	Lee Yee Man	李二汶	HR	Assistant Manager	Special Bonus	2006/07/28	2,450.00	
A0006	Staff 6	員工6	Accounts	Manager	Special Bonus	2006/07/03	1,000.00	Company Bonus
A0007	Staff 7	員工7	Accounts	Assistant Manager	Special Bonus	2006/07/03	1,000.00	Company Bonus
A0008	Staff 8	員工8	Accounts	Clerk	Special Bonus	2006/07/03	1,000.00	Company Bonus
A0009	Staff 9	員工9	Accounts	Clerk	Special Bonus	2006/07/03	1,000.00	Company Bonus
A0010	Staff 10	員工10	Accounts	Clerk	Special Bonus	2006/07/03	1,000.00	Company Bonus
A0011	Staff 11	員工11	Admin	Director	Special Bonus	2006/07/03	1,000.00	Company Bonus
A0012	Staff 12	員工12	Admin	Manager	Special Bonus	2006/07/03	1,000.00	Company Bonus
A0013	Staff 13	員工13	Admin	Assistant Manager	Adjustment	2006/07/01	-500.00	Salary Adjustment
A0013	Staff 13	員工13	Admin	Assistant Manager	Special Bonus	2006/07/03	1,000.00	Company Bonus
A0014	Staff 14	員工14	Admin	Clerk	Special Bonus	2006/07/03	1,000.00	Company Bonus
A0015	Staff 15	員工15	Admin	Clerk	Special Bonus	2006/07/03	1,000.00	Company Bonus

Total Count: 15

Total Amount: **17,400.00**

ecPayroll System Sample Reports (16/44)
713 Average Daily Salary Breakdown Report

Print Date : 2020/12/01 18:20:35
Dept name : HR

			2013/01		2013/02		2013/03		2013/04		2013/05		2013/06		2013/07		2013/08		2013/09		2013/10		2013/11		2013/12		Total of Full Pay Amount	Total of Full Pay Days	Average Daily Salary
Employee ID	Employee Name (Eng)	Employee Name (Chi)	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days			
A0001	Chan Tai Man	陳太文	43,000.00	30	43,000.00	28	43,000.00	30	43,000.00	30	86,000.00	31	15,000.00	15	43,000.00	31	43,000.00	31	43,000.00	30	43,000.00	31	43,000.00	30	43,000.00	31	531,000.00	348	1,525.86
A0002	Lee Yee Man	李二汶	29,000.00	29	29,000.00	28	29,000.00	31	29,000.00	30	29,000.00	31	29,000.00	30	29,000.00	31	29,000.00	31	29,000.00	30	29,000.00	31	29,000.00	30	29,000.00	31	348,000.00	363	958.68
A0003	Wong Sam Man	黃三文	28,000.00	31	28,000.00	28	28,000.00	31	28,000.00	30	18,900.00	16	28,000.00	30	28,000.00	31	28,000.00	31	28,000.00	30	28,000.00	31	28,000.00	30	28,000.00	31	326,900.00	350	934.00
A0004	Manager 1	經理1	27,000.00	31	27,000.00	28	27,000.00	31	27,000.00	30	27,000.00	31	27,000.00	30	27,000.00	31	27,000.00	31	27,000.00	30	27,000.00	31	3,000.00	3	27,000.00	31	300,000.00	338	887.57
A0005	Manager 2	經理2	26,000.00	31	26,000.00	28	26,000.00	31	26,000.00	30	26,000.00	31	26,000.00	30	26,000.00	31	26,000.00	31	26,000.00	30	26,000.00	31	26,000.00	30	26,000.00	31	312,000.00	365	854.79
A0006	Manager 3	經理3	25,000.00	31	25,000.00	28	25,000.00	31	25,000.00	28	18,000.00	22	25,000.00	30	25,000.00	31	25,000.00	31	25,000.00	30	25,000.00	31	25,000.00	30	25,000.00	31	293,000.00	354	827.68

Print Date : 2020/12/01 18:20:35
Dept name : Accounts

			2013/01		2013/02		2013/03		2013/04		2013/05		2013/06		2013/07		2013/08		2013/09		2013/10		2013/11		2013/12		Total of Full Pay Amount	Total of Full Pay Days	Average Daily Salary
Employee ID	Employee Name (Eng)	Employee Name (Chi)	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days	Full Pay Amount	Full Pay Days			
A0007	Staff 7	員工7	24,000.00	31	24,000.00	25	24,000.00	31	24,000.00	30	24,000.00	31	10,000.00	16	24,000.00	31	24,000.00	31	24,000.00	30	24,000.00	31	24,000.00	30	24,000.00	31	274,000.00	348	787.36
A0008	Staff 8	員工8	23,000.00	31	23,000.00	28	23,000.00	31	23,000.00	28	23,000.00	31	23,000.00	30	23,000.00	31	23,000.00	31	23,000.00	30	23,000.00	31	23,000.00	30	23,000.00	31	276,000.00	363	760.33
A0009	Staff 9	員工9	22,000.00	31	22,000.00	28	22,000.00	31	22,000.00	30	22,000.00	31	22,000.00	30	22,000.00	31	22,000.00	31	22,000.00	30	22,000.00	31	22,000.00	30	22,000.00	31	264,000.00	365	723.29
A0010	Staff 10	員工10	21,000.00	31	21,000.00	28	21,000.00	31	21,000.00	30	21,000.00	31	21,000.00	30	21,000.00	31	21,000.00	31	21,000.00	30	21,000.00	31	21,000.00	30	10,000.00	20	241,000.00	354	680.79

Basic Salary Report

Print Date : 2020/12/24 13:37

Department: HR

Employee ID	Name(Eng)	Name(Chi)	Nickname	Company	Department	Position	Last		Current		Difference	Variation
							Effective Date	Basic Salary	Effective Date	Basic Salary		
A0001	Chan Tai Man	陳太文	Tom	Demo Company	HR	Clerk	2006/06/08	21,500.00	2018/01/01	15,000.00	(6,500.00)	-30.2%
A0002	Lee Yee Man	李二汶	Jessica	Demo Company	HR	Manager	2002/01/05	14,500.00	2018/01/01	14,000.00	(500.00)	-3.4%
A0003	Wong Sam Man	黃三文	Raymond	Demo Company	HR	Assistant	2002/01/05	14,000.00	2018/01/01	15,000.00	1,000.00	7.1%
A0004	Manager 1	經理1	Shirley	Demo Company	HR	Manager	2002/01/05	13,500.00	2018/01/01	20,000.00	6,500.00	48.1%
A0005	Manager 2	經理2	April	Demo Company	HR	Manager	2002/01/05	13,000.00	2018/01/01	21,500.00	8,500.00	65.4%
A0006	Manager 3	經理3	Jeffrey	Demo Company	HR	Manager	2014/06/19	14,000.00	2018/01/01	12,000.00	(2,000.00)	-14.3%

Department: Accounts

Employee ID	Name(Eng)	Name(Chi)	Nickname	Company	Department	Position	Last		Current		Difference	Variation
							Effective Date	Basic Salary	Effective Date	Basic Salary		
A0007	Staff 7	員工7	John	Demo Company	Accounts	Assistant Manager	2002/01/05	12,000.00	2018/01/01	18,000.00	6,000.00	50.0%
A0008	Staff 8	員工8		Demo Company	Accounts	Clerk			2002/01/05	11,500.00	--	--
A0009	Staff 9	員工9		Demo Company	Accounts	Clerk			2002/01/05	11,000.00	--	--
A0010	Staff 10	員工10		Demo Company	Accounts	Clerk			2002/01/05	10,500.00	--	--

ecPayroll System Sample Reports (18/44)

Salary Summary Report

Staff Type:	Local														
Employee No.	Name(Eng)	Nickname	Birthday	Staff Type	Dept.	Join Date	Basic Salary	Meal Allowance	Normal OT	Overnight OT	Early Leave	Late Deduction	Sick Leave	MPF Contribution	Grand Total
A0001	Chan Tai Man	Tom	23/3/1970	Local	HR	2002/01/05	21,500.00	200.00	300.00	-	-	-	-	(1,100.00)	20,900.00
A0002	Lee Yee Man	Jessica	24/3/1970	Local	HR	2015/01/01	10,000.00	200.00	-	-	-	-	-	(510.00)	9,690.00
A0003	Wong Sam Man	Raymond	25/3/1970	Local	HR	2015/01/01	12,000.00	200.00	-	-	-	-	-	(610.00)	11,590.00
A0004	Manager 1	Shirley	26/3/1970	Local	HR	2020/02/01	15,000.00	-	-	5,000.00	-	-	-	(1,000.00)	19,000.00
A0005	Manager 2	April	27/3/1970	Local	HR	2020/02/01	15,500.00	-	-	-	(500.00)	(500.00)	-	(725.00)	13,775.00
A0006	Manager 3	Jeffrey	28/3/1970	Local	HR	2002/01/05	15,550.00	-	-	-	-	-	-	(777.50)	14,772.50
A0007	Staff 7	John	29/3/1970	Local	Accounts	2002/01/06	15,000.00	-	-	-	-	-	-	(750.00)	14,250.00
A0008	Staff 8		30/3/1970	Local	Accounts	2002/01/05	25,000.00	-	-	-	-	-	-	(1,250.00)	23,750.00
A0009	Staff 9		31/3/1970	Local	Accounts	2002/01/05	25,000.00	-	-	-	-	-	-	(1,250.00)	23,750.00
A0010	Staff 10		21/4/1980	Local	Accounts	2002/01/05	30,000.00	-	-	-	-	-	-	(1,500.00)	28,500.00
Count:	10					Total :	184,550.00	600.00	300.00	5,000.00	(500.00)	(500.00)	-	(9,472.50)	179,977.50

ecPayroll System Sample Reports (19/44)

合約編碼：
(Contract Code)

PJ0001

合約名稱：
(Contract Name)

清潔合約 PJ0001

薪金表

工資期：01/01/2016 至 31/01/2016

員工編碼 (Staff code)	僱員資料					薪金資料					出勤天數	休息日天數	有新勞假天數	有新年假天數	無薪勞假天數	病假假日天數	工傷假日天數	缺勤天數	無薪休班日天數	缺勤扣款	進位至小數點後1個位 (零捨一進)					僱員強/公積金選擇	進位至小數點後1個位 (零捨一進)						備註
	中文姓名	英文姓名	僱員身份證號碼	入職日期	出生日期	月薪/時薪	每日時數	每星期天數	每月休班日天數	每月有薪天數											加班津貼	固定津貼	非固定津貼	病假津貼	工傷假津貼		應有新金	僱員強積金供款	僱員公積金供款	是月打簿數	公司強積金供款	公司公積金供款	
A0050	員工50	Staff 50	A123456(0)	01/06/2014	01/01/1980	6,000.00	8.00	48.00	5.00	26.0	20.0	5.0								0.0	200.0	200.0	0.0	0.0	0.0	M	6,400.0	0.0	0.0	6,400.0	320.0	0.0	
A0051	員工51	Staff 51	A123456(1)	01/06/2014	06/05/1975	7,500.00	8.00	48.00	5.00	26.0	18.0	4.0						1.0		(241.9)	0.0	200.0	0.0	0.0	0.0	M	7,941.9	397.1	0.0	7,544.8	397.1	0.0	
A0052	員工52	Staff 52	A123456(2)	01/06/2014	01/08/1970	6,200.00	7.00	42.00	5.00	26.0	19.0	5.0								0.0	450.0	200.0	0.0	0.0	0.0	M	6,850.0	0.0	0.0	6,850.0	342.5	0.0	
A0053	員工53	Staff 53	A123456(3)	01/06/2014	12/12/1979	6,500.00	9.00	54.00	5.00	26.0	22.0	5.0								0.0	0.0	0.0	320.0	0.0	0.0	M	6,820.0	0.0	0.0	6,820.0	341.0	0.0	
A0054	員工54	Staff 54	A123456(4)	05/12/2012	06/10/1972	6,500.00	9.00	54.00	5.00	26.0	22.0	5.0								0.0	0.0	200.0	0.0	0.0	0.0	M	6,700.0	0.0	0.0	6,700.0	335.0	0.0	
A0055	員工55	Staff 55	A123456(5)	01/06/2014	20/05/1966	8,000.00	9.00	54.00	5.00	26.0	25.0	2.0	1.0					3.0		(774.2)	0.0	200.0	0.0	0.0	0.0	M	8,974.2	448.7	0.0	8,525.5	448.7	0.0	
A0056	員工56	Staff 56	A123456(6)	01/06/2014	03/06/1980	8,000.00	9.00	54.00	5.00	26.0	22.0	5.0								0.0	0.0	200.0	0.0	0.0	0.0	M	8,200.0	410.0	0.0	7,790.0	410.0	0.0	
A0057	員工57	Staff 57	A123456(7)	01/06/2014	01/06/1985	6,600.00	9.00	54.00	5.00	26.0	16.0	5.0								0.0	160.0	200.0	0.0	0.0	0.0	M	6,960.0	0.0	0.0	6,960.0	348.0	0.0	
A0058	員工58	Staff 58	A123456(8)	01/06/2014	08/05/1970	6,600.00	8.00	48.00	5.00	26.0	10.0	5.0	1.0							0.0	80.0	200.0	0.0	0.0	0.0	M	6,880.0	0.0	0.0	6,880.0	344.0	0.0	
A0059	員工59	Staff 59	A123456(9)	01/06/2014	18/02/1962	6,600.00	8.00	48.00	5.00	26.0	17.0	5.0								0.0	0.0	200.0	0.0	0.0	0.0	M	6,800.0	0.0	0.0	6,800.0	340.0	0.0	
						68,500.0																					72,526.1	1,255.8	0.0	71,270.3	3,626.3	0.0	

本頁共 10 筆記錄

工程部：

人事部：

公司審批：

會計部：

部門工資報表

列印日期： 2015/08/04 23:40

日期範圍： 由 2015/07/01 至 2015/07/31

部門群組： 連鎖餐廳品牌A

部門編號	部門名稱	備註	管理組	服務組	兼職	工場	總支付薪金 Total Payment (3組合共 +Autopay+Cheque)	Autopay	Cheque	MPF ER	MPF EE	COL (Autopay+Cheq ue+ MPF ER+MPF EE)	Attendance Bonus (勤工獎)	Sales Target Reward (佣金)	TIPS (貼士)
A001	品牌A-土瓜灣		40,000.00	120,000.00	8,000.00	0.00	168,000.00	168,000.00	0.00	8,400.00	8,400.00	184,800.00	2,000.00	300.00	0.00
A002	品牌A-大埔		20,000.00	150,000.00	0.00	0.00	170,000.00	170,000.00	0.00	8,500.00	8,500.00	187,000.00	0.00	300.00	0.00
A003	品牌A-大圍		60,000.00	150,000.00	5,500.00	0.00	215,500.00	212,500.00	3,000.00	10,775.00	10,775.00	237,050.00	0.00	0.00	1,400.00
A004	品牌A-紅磡灣		60,000.00	145,860.00	6,000.00	0.00	211,860.00	211,860.00	0.00	10,593.00	10,593.00	233,046.00	3,500.00	0.00	0.00
A005	品牌A-太古		60,000.00	150,000.00	8,000.00	0.00	218,000.00	218,000.00	0.00	10,900.00	10,900.00	239,800.00	0.00	450.00	0.00
A006	品牌A-旺角		85,000.00	117,722.00	5,566.50	0.00	208,288.50	208,288.50	0.00	10,414.43	10,414.43	229,117.35	0.00	0.00	500.00
A007	品牌A-粉嶺		35,000.00	150,000.00	0.00	0.00	185,000.00	185,000.00	0.00	9,250.00	9,250.00	203,500.00	1,800.00	600.00	0.00
A008	品牌A-上水		120,000.00	161,650.00	4,000.00	0.00	285,650.00	285,650.00	0.00	14,282.50	14,282.50	314,215.00	0.00	0.00	0.00
A009	品牌A-大學		60,000.00	89,000.00	0.00	0.00	149,000.00	144,500.00	4,500.00	7,450.00	7,450.00	163,900.00	0.00	1,500.00	6,500.00
A010	品牌A-樂富		35,000.00	120,000.00	5,000.00	0.00	160,000.00	160,000.00	0.00	8,000.00	8,000.00	176,000.00	0.00	0.00	0.00
A011	品牌A-KCC		68,600.00	150,000.00	0.00	0.00	218,600.00	218,600.00	0.00	10,930.00	10,930.00	240,460.00	0.00	0.00	0.00
A012	品牌A-慈雲山中心		60,000.00	150,000.00	0.00	0.00	210,000.00	210,000.00	0.00	10,500.00	10,500.00	231,000.00	0.00	1,500.00	0.00
總和：								2,392,398.50	7,500.00	119,994.93	119,994.93	2,639,888.35	7,300.00	4,650.00	8,400.00

列印日期： 2015/08/04 23:40

日期範圍： 由 2015/07/01 至 2015/07/31

部門群組： 連鎖餐廳品牌B

部門編號	部門名稱	備註	管理組	服務組	兼職	工場	總支付薪金 Total Payment (3組合共 +Autopay+Cheque)	Autopay	Cheque	MPF ER	MPF EE	COL (Autopay+Cheq ue+ MPF ER+MPF EE)	Attendance Bonus (勤工獎)	Sales Target Reward (佣金)	TIPS (貼士)
B001	品牌B-大埔		20,000.00	123,570.00	0.00	0.00	143,570.00	143,570.00	0.00	7,178.50	7,178.50	157,927.00	0.00	0.00	0.00
B002	品牌B-大學		60,000.00	88,006.50	500.00	0.00	148,506.50	148,506.50	0.00	7,425.33	7,425.33	163,357.15	0.00	0.00	1,400.00
B003	品牌B-柴灣		60,000.00	44,436.00	6,000.00	0.00	110,436.00	110,436.00	0.00	5,521.80	5,521.80	121,479.60	0.00	5,000.00	0.00
B004	品牌B-馬鞍山		60,000.00	20,000.00	8,000.00	0.00	88,000.00	88,000.00	0.00	4,400.00	4,400.00	96,800.00	500.00	0.00	0.00
B005	品牌B-將軍澳		60,000.00	150,000.00	0.00	0.00	210,000.00	210,000.00	0.00	10,500.00	10,500.00	231,000.00	0.00	0.00	500.00
B006	品牌B-旺角		45,000.00	20,000.00	0.00	0.00	65,000.00	65,000.00	0.00	3,250.00	3,250.00	71,500.00	0.00	0.00	0.00
B007	品牌B-第一城		36,000.00	150,000.00	4,000.00	0.00	190,000.00	190,000.00	0.00	9,500.00	9,500.00	209,000.00	10,000.00	0.00	0.00
B008	品牌B-觀塘		30,000.00	20,056.00	0.00	0.00	50,056.00	50,056.00	0.00	2,502.80	2,502.80	55,061.60	0.00	0.00	6,500.00
B009	品牌B-友愛		12,000.00	100,000.00	5,000.00	0.00	117,000.00	117,000.00	0.00	5,850.00	5,850.00	128,700.00	0.00	0.00	0.00
總和：								1,122,568.50	0.00	56,128.43	56,128.43	1,234,825.35	10,500.00	5,000.00	8,400.00

部門付款報表

列印日期： 2015/08/04 23:41
 日期範圍： 由 2015/06/01 至 2015/06/30

付款中心： Pay Centre A

部門編號	部門名稱	金額
S1	SHOP 1	550,000.00
S2	SHOP 2	350,000.00
S3	SHOP 3	120,000.00
合計:		1,020,000.00

付款中心： Pay Centre B

部門編號	部門名稱	金額
S4	SHOP 4	200,000.00
合計:		200,000.00

付款中心： Pay Centre C

部門編號	部門名稱	金額
S010	SHOP 10	550,000.00
S011	SHOP 11	350,500.00
S012	SHOP 12	500,000.00
合計:		1,400,500.00

付款中心： Pay Centre D

部門編號	部門名稱	金額
S020	S020	10,000.00
合計:		10,000.00

2020年度薪酬報表

列印日期: 2020/12/01 18:54

僱員編號	姓名(英文)	姓名(中文)	目前的受僱公司	部門	員工類別	職位	入職日期	離職日期	一月	二月	三月	四月	五月	六月	七月	八月	九月	十月	十一月	十二月
A0001	Chan Tai Man	陳太文	Demo 公司	HR	Local	Clerk	2002/01/05		25,000.00	25,000.00	25,350.00	260,000.00	26,000.00	25,004.00	150,505.00	25,400.00	30,000.00	30,000.00	25,300.00	55,520.00
A0002	Lee Yee Man	李二汶	Demo 公司	HR	KeyHolder	Manager	2015/01/01		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
A0003	Wong Sam Man	黃三文	Demo 公司	HR	NIL	Assistant	2015/01/01		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
A0004	Manager 1	經理1	Demo 公司	HR	KeyHolder	Manager	2020/02/01		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
A0005	Manager 2	經理2	Demo 公司	HR	KeyHolder	Manager	2020/02/01		20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
A0006	Manager 3	經理3	Demo 公司	HR	Local	Manager	2002/01/05		15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
A0007	Staff 7	員工7	Demo 公司	Accounts	Overseas	Assistant Manager	2002/01/06		15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
A0008	Staff 8	員工8	Demo 公司	Accounts	Local	Clerk	2002/01/05		15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
A0009	Staff 9	員工9	Demo 公司	Accounts	Local	Clerk	2002/01/05		15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
A0010	Staff 10	員工10	Demo 公司	Accounts	PRC	Clerk	2002/01/05		15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
									150,000.00	150,000.00	150,350.00	385,000.00	151,000.00	150,004.00	275,505.00	150,400.00	155,000.00	155,000.00	150,300.00	180,520.00

Remittance Statement Report (Existing Staff)

Print Date : 2016/03/16 15:49

Company Name(Eng) : Headquarters
Company Name(Chi) : 總部
Date Range : From 2016/01/01 to 2016/01/31

No.	Employee Name	HKID	Contribution Period		Relevant Income (HKD)	Employer Contribution		Employee Contribution		Total Contribution		Net Amount (HKD)	Termination Detail (If applicable)			
			From (YYYY/MM/DD)	To (YYYY/MM/DD)		Mandatory (HKD)	Voluntary (HKD)	Mandatory (HKD)	Voluntary (HKD)	Mandatory (HKD)	Voluntary (HKD)		Last Date of Employment (yyyy/mm/dd)	Withdrawal Reason	any LSP/SP paid to the relevant member	LSP/SP paid by Employer
1	Chan Tai Man	Q713871(3)	2016/01/01	2016/01/31	21,500.00	1,075.00	0.00	1,075.00	0.00	2,150.00	0.00	20,425.00			☐ LSP	☐ SP
2	Lee Yee Man	X258333(5)	2016/01/01	2016/01/31	14,500.00	725.00	0.00	725.00	0.00	1,450.00	0.00	13,775.00			☐ LSP	☐ SP
3	Staff 3	S200455(2)	2016/01/01	2016/01/31	14,000.00	700.00	700.00	700.00	700.00	1,400.00	1,400.00	12,600.00			☐ LSP	☐ SP
4	Staff 4	W493787(5)	2016/01/01	2016/01/31	13,500.00	675.00	675.00	675.00	675.00	1,350.00	1,350.00	12,150.00			☐ LSP	☐ SP
5	Staff 5	K385388(8)	2016/01/01	2016/01/31	13,000.00	650.00	650.00	650.00	650.00	1,300.00	1,300.00	11,700.00			☐ LSP	☐ SP
6	Staff 6	J984745(3)	2016/01/01	2016/01/31	12,500.00	625.00	625.00	625.00	625.00	1,250.00	1,250.00	11,250.00			☐ LSP	☐ SP
7	Staff 7	M985023(1)	2016/01/01	2016/01/31	12,000.00	600.00	600.00	600.00	600.00	1,200.00	1,200.00	10,800.00			☐ LSP	☐ SP
8	Staff 8	S289794(8)	2016/01/01	2016/01/31	11,500.00	575.00	575.00	575.00	575.00	1,150.00	1,150.00	10,350.00			☐ LSP	☐ SP
9	Staff 9	M386498(2)	2016/01/01	2016/01/31	11,000.00	550.00	550.00	550.00	550.00	1,100.00	1,100.00	9,900.00			☐ LSP	☐ SP
10	Staff 10	C796151(9)	2016/01/01	2016/01/31	10,500.00	525.00	525.00	525.00	525.00	1,050.00	1,050.00	9,450.00			☐ LSP	☐ SP
11	Staff 11	Q546789(2)	2016/01/01	2016/01/31	10,000.00	500.00	0.00	500.00	0.00	1,000.00	0.00	9,500.00	2016/01/31	Resignation	☒ LSP	☐ SP
12	Staff 12	X124567(3)	2016/01/01	2016/01/31	9,000.00	450.00	0.00	450.00	0.00	900.00	0.00	8,550.00	2016/01/31	Resignation	☐ LSP	☒ SP
Total:					153,000.00	7,650.00	4,900.00	7,650.00	4,900.00	15,300.00	9,800.00	140,450.00				

Signature : _____
Employer's Authorised Signature(s) with Company

Date : _____
2016/03/16

ecPayroll System Sample Reports (24/44)

Employer (Company) Name 僱主(公司)名稱	ABC Company	If pay by cheque, please input Cheque No.(1) 支票號碼(1)		NOTES : 注意事項 : 1. Complete this worksheet in English 請以英文填寫本工作紙 2. DO NOT modify the format and the pre-filled items in this file 請勿修改本檔案的格式及已預填之項目 3. Input the Member Account number or Member HKID number 請提供成員帳戶號碼或成員身份証號碼 4. If Member Account Number is provided, input the Member Surname (e.g. CHAN) & Other Name (e.g. TAI MAN) into 2 separate columns 如提供成員帳戶號碼, 請分開輸入成員姓氏(如: CHAN) 及成員名稱(如: TAI MAN) 5. If Member HKID Number is provided, input the full name (e.g. CHAN TAI MAN) into the "Member Other Name" column 如提供成員身份証號碼, 請將成員姓名(如: CHAN TAI MAN) 輸入到「成員名稱」欄內 6. If Relevant Income is zero, input "0" for both Member Mandatory Contribution and Employer Mandatory Contribution 如有關入息為零, 請於僱主及成員強制性供款欄內輸入"0" 7. If the voluntary contribution is calculated based on Basic Salary, please input the relevant amount into "Basic Salary" column 如以基本薪金來計算自願性供款金額, 請將有關金額輸入到「基本薪金」欄內 8. If there is no voluntary contribution or surcharge amount, leaves the relevant fields blank 如沒有自願性供款或供款附加費, 則毋須填寫有關資料 9. DO NOT PRINT AND SEND THE HARDCOPY OF THIS FILE TO MANULIFE 請勿列印及提交此結算書的編印版本予宏利 10. The last day of employment for which employee termination without involving LSP/SP and employee termination reason is "Termination of Employment". For the termination with LSP/SP or termination reason other than "Termination of Employment", please submit a duly signed (with company chop) "Notice of Employee Termination". 最後受僱日期只適用於不涉及長期服務金/遣散費, 以及終止受僱理由為「終止受僱」的強積金僱員離職之用。就涉及長期服務金 費或終止受僱理由為「終止受僱」以外的強積金僱員離職申報, 請提交妥為簽署(附公司印章)的「僱員終止受僱通知書」。														
Sub-Scheme Number 附屬計劃編號	12345678	Cheque No.(2) 支票號碼(2)		Member Account Number 成員帳戶號碼	Member HKID Number 成員身份證號碼	Member Surname 成員姓氏	Member Other Name 成員名稱	Payroll Period Start Date 支薪期開始日 (mm/dd/yyyy)	Payroll Period End Date 支薪期終結日 (mm/dd/yyyy)	Relevant Income 有關入息	Member Mandatory Contribution 成員強制性供款	Employer Mandatory Contribution 僱主強制性供款	Member Voluntary Contribution (if applicable) 成員自願性供款 (如適用)	Employer Voluntary Contribution (if applicable) 僱主自願性供款 (如適用)	Surcharge % (if applicable) 供款附加費百分比 (如適用)	Surcharge Amount (if applicable) 供款附加費數目 (如適用)	Basic Salary (if applicable) 基本薪金 (如適用)	Last Date of Employment (if applicable) 最後受僱日期 (mm/dd/yyyy)
	Q123456(7)		Chan Tai Man	10/01/2022	10/31/2022	25,000.00	1,250.00	1,250.00										
	X654321(1)		Lee Yee Man	10/01/2022	10/31/2022	16,000.00	800.00	800.00										
	Z123456(1)		Manager 1	10/01/2022	10/31/2022	0.00	0.00	0.00										
	Z123456(2)		Manager 2	10/01/2022	10/31/2022	0.00	0.00	0.00										
	Z123456(3)		Manager 3	10/01/2022	10/31/2022	12,000.00	600.00	600.00										
	Z123456(4)		Staff 10	10/01/2022	10/31/2022	500.00	0.00	0.00										
	Z123456(5)		Staff 7	10/01/2022	10/31/2022	18,000.00	900.00	900.00										
	Z123456(6)		Staff 8	10/01/2022	10/31/2022	11,500.00	575.00	575.00										
	Z123456(7)		Staff 9	10/01/2022	10/31/2022	11,000.00	550.00	550.00										
	Z123456(8)		Wong Sam Man	10/01/2022	10/31/2022	15,000.00	750.00	750.00										
			合計			5,425.00	5,425.00	0.00	0.00									

MANDATORY PROVIDENT FUND SCHEMES ORDINANCE(CAP.485)**REMITTANCE STATEMENT**

Contribution Period : 01/04/2002 to 30/04/2002

Name of Scheme : HSBC MANDATORY P.F. SUPERTRUST PLUS

Name of Employer : Headquarters

Scheme Registration No. : 1234567

Name of Contact Person : Chan Tai Man

Company Address : 23/F, Headquarters Building, 1 Shatin Road, Shatin

Employer's Telephone No. : 2332 2332

Employer Participation No. : 112304

Part II - For Existing Employees

Amount to be contributed for the current contribution period(HKD)												
						Mandatory Contribution		Voluntary Contribution				
Seq. no.	Name Class no.	Date joined scheme	HKID no. / Passport no.	Relevant Contribution period (dd/mm/yyyy)	Relevant Income (\$)	Employer (5%)	Employee (5%)	Employer	Employee	Last employment date (dd/mm/yyyy)	Payment date of last income (dd/mm/yyyy)	Term. Reason code
1	Chan Tai Man	05/01/2004	Q713871(3)	01/04/2002 - 30/04/2002	7,000.00	350.00	350.00	0.00	0.00			
2	Lee Yee Man		X258333(5)	01/04/2002 - 30/04/2002	6,200.00	310.00	310.00	0.00	0.00			
3	Staff 22		H485481(2)	01/04/2002 - 30/04/2002	13,000.00	650.00	650.00	650.00	650.00			
4	Staff 23		W252584(7)	01/04/2002 - 30/04/2002	12,500.00	625.00	625.00	625.00	625.00			
5	Staff 24		I188384(9)	01/04/2002 - 30/04/2002	12,000.00	600.00	600.00	600.00	600.00			
sub-Total :						2,535.00	2,535.00	1,875.00	1,875.00			
Total :						5,070.00		3,750.00				

(Signature of Employer) Date: 02/05/2002

MANDATORY PROVIDENT FUND SCHEMES ORDINANCE(CAP.485)**REMITTANCE STATEMENT**

Contribution Period : 01/03/2002 to 31/03/2002

Name of Scheme : HSBC MANDATORY P.F. SUPERTRUST PLUS

Name of Employer : Headquarters

Scheme Registration No. : 01234567

Name of Contact Person : Chan Tai Man

Company Address : 23/F, Headquarters Building, 1 Shatin Road, Shatin

Employer's Telephone No. : 2332 2332

Employer Participation No. : 112304

Part I - For New Employees

Amount to be contributed for the current contribution period(HKD)												
						Mandatory Contribution		Voluntary Contribution				
Seq. no.	Name Class no.	Date joined scheme	HKID no. / Passport no.	Relevant Contribution period (dd/mm/yyyy)	Relevant Income (\$)	Employer (5%)	Employee (5%)	Employer	Employee	Last employment date (dd/mm/yyyy)	Payment date of last income (dd/mm/yyyy)	Term. Reason code
1	Chan Tai Man	05/01/2004	Q713871(3)	01/01/2002 - 31/01/2002	6,096.77	304.84	0.00	0.00	0.00			
2	Chan Tai Man	05/01/2004	Q713871(3)	01/02/2002 - 28/02/2002	7,000.00	350.00	350.00	0.00	0.00			
3	Chan Tai Man	05/01/2004	Q713871(3)	01/03/2002 - 31/03/2002	7,000.00	350.00	350.00	0.00	0.00			
4	Lee Yee Man		X258333(5)	01/01/2002 - 31/01/2002	5,400.00	270.00	0.00	0.00	0.00			
5	Lee Yee Man		X258333(5)	01/02/2002 - 28/02/2002	6,200.00	310.00	310.00	0.00	0.00			
6	Lee Yee Man		X258333(5)	01/03/2002 - 31/03/2002	6,200.00	310.00	310.00	0.00	0.00			
sub-Total :						1,894.84	1,320.00	0.00	0.00			
Total :						3,214.84		0.00				

 (Signature of Employer) Date: 01/04/2002

東亞(強積金)集成信託計劃
BEA (MPF) Master Trust Scheme
付款結算書
Remittance Statement

僱主名稱
Name of Employer : Headquarters

計劃編號
Scheme No. : 01234567

聯絡人姓名
Name of Contact Person : Chan Tai Man

供款期
Contribution Period : 由 01/04/2002 至 30/04/2002
From : (日/月/年) To : (日/月/年)
(dd/mm/yyyy) (dd/mm/yyyy)

僱主代號(如有)
Employer Code (If any) : 112304

電話號碼
Telephone No. : 2332 2332

第 II 部分 - 適用於現有僱員

Part II - For Existing Employees

編號 No.	僱員姓名 name of Employee (Surname First)	身份證號碼 或 計劃成員編號 HKID Card No. or Scheme Membership No.	有關供款期 Relevant Contribution Period		有關入息 Relevant Income (HK\$)	計劃入息 Scheme Salary (HK\$)	僱主供款 For Employer's Contributions		僱員供款 For Employee's Contributions		總計 Total(HK\$)		發薪實額 Net Pay(HK\$)	終止受僱日期 Date of Cessation (日/月/年) (dd/mm/yyyy)
			僱主供款 For Employer's Contributions (日/月/年) (dd/mm/yyyy)	僱員供款 For Employee's Contributions (日/月/年) (dd/mm/yyyy)			(a) 強制性供款 Mandatory Contributions (HK\$)	(b) 自願性供款 Voluntary Contributions (HK\$)	(c) 強制性供款 Mandatory Contributions (HK\$)	(d) 自願性供款 Voluntary Contributions (HK\$)	(a)+(c) 強制性供款 Mandatory Contributions (HK\$)	(b)+(d) 自願性供款 Voluntary Contributions (HK\$)		
1	Chan Tai Man	Q713871(3)	01/04/2002 - 30/04/2002	01/04/2002 - 30/04/2002	7,000.00		350.00	0.00	350.00	0.00	700.00	0.00	6,650.00	
2	Lee Yee Man	X258333(5)	01/04/2002 - 30/04/2002	01/04/2002 - 30/04/2002	6,200.00		310.00	0.00	310.00	0.00	620.00	0.00	5,890.00	
3	Staff 22	H485481(2)	01/04/2002 - 30/04/2002	01/04/2002 - 30/04/2002	13,000.00		650.00	650.00	650.00	650.00	1,300.00	1,300.00	11,700.00	
4	Staff 23	W252584(7)	01/04/2002 - 30/04/2002	01/04/2002 - 30/04/2002	12,500.00		625.00	625.00	625.00	625.00	1,250.00	1,250.00	11,250.00	
5	Staff 24	I188384(9)	01/04/2002 - 30/04/2002	01/04/2002 - 30/04/2002	12,000.00		600.00	600.00	600.00	600.00	1,200.00	1,200.00	10,800.00	
小計 Sub-total:							2,535.00	1,875.00	2,535.00	1,875.00	5,070.00	3,750.00	46,290.00	

僱主授權簽署及公司印章
Employer's Authorised Signature(s) with Company Chop

日期
Date :

02/05/2002

東亞(強積金)集成信託計劃
BEA (MPF) Master Trust Scheme
付款結算書
Remittance Statement

僱主名稱
Name of Employer : Headquarters

計劃編號
Scheme No. : 01234567

聯絡人姓名
Name of Contact Person : Chan Tai Man

供款期
Contribution Period : 由 1/3/2002 至 31/3/2011
From : (日/月/年) To : (日/月/年)
(dd/mm/yyyy) (dd/mm/yyyy)

僱主代號(如有)
Employer Code (If any) : 112304

電話號碼
Telephone No. : 2332 2332

第 I 部分 - 適用於新入職僱員

Part I - For New Employees

編號 No.	僱員姓名 name of Employee (Surname First)	身份證號碼 或 計劃成員編號 HKID Card No. or Scheme Membership No.	有關供款期 Relevant Contribution Period		有關入息 Relevant Income (HK\$)	計劃入息 Scheme Salary (HK\$)	僱主供款 For Employer's Contributions		僱員供款 For Employee's Contributions		總計 Total(HK\$)		發薪實額 Net Pay(HK\$)	受僱日期 Date of Employment (日/月/年) (dd/mm/yyyy)
			僱主供款 For Employer's Contributions (日/月/年) (dd/mm/yyyy)	僱員供款 For Employee's Contributions (日/月/年) (dd/mm/yyyy)			(a) 強制性供款 Mandatory Contributions (HK\$)	(b) 自願性供款 Voluntary Contributions (HK\$)	(c) 強制性供款 Mandatory Contributions (HK\$)	(d) 自願性供款 Voluntary Contributions (HK\$)	(a)+(c) 強制性供款 Mandatory Contributions (HK\$)	(b)+(d) 自願性供款 Voluntary Contributions (HK\$)		
1	Chan Tai Man	Q713871(3)	01/01/2002 - 31/01/2002		6,096.77		304.84	0.00	0.00	0.00	304.84	0.00	6,096.77	
2	Chan Tai Man	Q713871(3)	01/02/2002 - 28/02/2002	01/02/2002 - 28/02/2002	7,000.00		350.00	0.00	350.00	0.00	700.00	0.00	6,650.00	
3	Chan Tai Man	Q713871(3)	01/03/2002 - 31/03/2002	01/03/2002 - 31/03/2002	7,000.00		350.00	0.00	350.00	0.00	700.00	0.00	6,650.00	
4	Lee Yee Man	X258333(5)	01/01/2002 - 31/01/2002		5,400.00		270.00	0.00	0.00	0.00	270.00	0.00	5,400.00	
5	Lee Yee Man	X258333(5)	01/02/2002 - 28/02/2002	01/02/2002 - 28/02/2002	6,200.00		310.00	0.00	310.00	0.00	620.00	0.00	5,890.00	
6	Lee Yee Man	X258333(5)	01/03/2002 - 31/03/2002	01/03/2002 - 31/03/2002	6,200.00		310.00	0.00	310.00	0.00	620.00	0.00	5,890.00	
小計 Sub-total:							1,894.84	0.00	1,320.00	0.00	3,214.84	0.00	36,576.77	

僱主授權簽署及公司印章
Employer's Authorised Signature(s) with Company Chop

日期
Date :

1/4/2002

ecPayroll System Sample Reports (29/44)

identity_type	mpf_acc	employee_name	cover_from	cover_to	working_day	contribution_preference	relevant_income	employer_cont	employee_cont	destination_acno	destination_acname	Gross_Amount
H	A1234567	Chan Tai Man	2013/01/01	2013/01/31	0000.00	A	000021500.00	000001075.00	000001075.00			000021500.00
H	A1234568	Lee Yee Man	2013/01/01	2013/01/31	0000.00	A	000014500.00	000000725.00	000000725.00			000014500.00
H	A1234569	Wong Sam Man	2013/01/01	2013/01/31	0000.00	A	000014000.00	000000700.00	000000700.00			000014000.00
H	A1234570	Manager 1	2013/01/01	2013/01/31	0000.00	A	000013500.00	000000675.00	000000675.00			000013500.00
H	A1234571	Manager 2	2013/01/01	2013/01/31	0000.00	A	000013000.00	000000650.00	000000650.00			000013000.00
H	A1234572	Manager 3	2013/01/01	2013/01/31	0000.00	A	000012500.00	000000625.00	000000625.00			000012500.00
H	A1234573	Staff 7	2013/01/01	2013/01/31	0000.00	A	000012000.00	000000600.00	000000600.00			000012000.00
H	A1234574	Staff 8	2013/01/01	2013/01/31	0000.00	A	000011500.00	000000575.00	000000575.00			000011500.00
H	A1234575	Staff 9	2013/01/01	2013/01/31	0000.00	A	000011000.00	000000550.00	000000550.00			000011000.00
H	A1234576	Staff 10	2013/01/01	2013/01/31	0000.00	A	000010500.00	000000525.00	000000525.00			000010500.00

東亞(強積金)行業計劃
BEA (MPF) Industrial Scheme
付款結算書
Remittance Statement

僱主名稱
Name of Employer : Demo Catering Company

計劃編號
Scheme No. : 12345678

聯絡人姓名
Name of Contact Person : Manager A

供款期
Contribution Period : 由 01/08/2020 至 31/08/2020
From : (日/月/年) To : (日/月/年)
(dd/mm/yyyy) (dd/mm/yyyy)

僱主代號(如有)
Employer Code (If any) :

電話號碼
Telephone No. : 2332 4274

第 II 部分 - 適用於現有僱員
Part II - For Existing Employees

編號 No.	僱員姓名 name of Employee (Surname First)	身份證號碼 或 計劃成員編號 HKID Card No. or Scheme Membership No.	有關供款期 Relevant Contribution Period		有關入息 Relevant Income (HK\$) 計算 強制性供款用 For Calculation of Mandatory Contributions	計劃入息 Scheme Salary (HK\$) 計算 自願性供款用 (如適用) For Calculation of Voluntary Contributions (If applicable)	工作日數 Working Day	僱主供款 For Employer's Contributions		僱員供款 For Employee's Contributions		總計 Total(HK\$)		發薪實額 Net Pay(HK\$) 有關入息減 (c)及(d) Relevant Income minus (c) & (d)	終止受僱日期 Date of Cessation (日/月/年) (dd/mm/yyyy)
			僱主供款 For Employer's Contributions (日/月/年) (dd/mm/yyyy)	僱員供款 For Employee's Contributions (日/月/年) (dd/mm/yyyy)				(a) 強制性供款 Mandatory Contributions (HK\$)	(b) 自願性供款 Voluntary Contributions (HK\$)	(c) 強制性供款 Mandatory Contributions (HK\$)	(d) 自願性供款 Voluntary Contributions (HK\$)	(a)+(c) 強制性供款 Mandatory Contributions (HK\$)	(b)+(d) 自願性供款 Voluntary Contributions (HK\$)		
1	Staff 47	S235484(7)	01/08/2020 - 31/08/2020	01/08/2020 - 31/08/2020	4,000.00		4	200.00	0.00	200.00	0.00	400.00	0.00	3,800.00	
2	Staff 48	I123210(4)	01/08/2020 - 31/08/2020	01/08/2020 - 31/08/2020	4,200.00		7	210.00	0.00	210.00	0.00	420.00	0.00	3,990.00	
3	Staff 49	E778290(3)	01/08/2020 - 31/08/2020	01/08/2020 - 31/08/2020	37,200.00		31	1,550.00	0.00	1,550.00	0.00	3,100.00	0.00	35,650.00	
4	Staff 50	S881350(9)	01/08/2020 - 31/08/2020	01/08/2020 - 31/08/2020	900.00		1	45.00	0.00	45.00	0.00	90.00	0.00	855.00	
5	Staff 51	Z872337(1)	01/08/2020 - 31/08/2020	01/08/2020 - 31/08/2020	1,400.00		2	70.00	0.00	70.00	0.00	140.00	0.00	1,330.00	
6	Staff 52	H648926(7)	01/08/2020 - 31/08/2020	01/08/2020 - 31/08/2020	2,400.00		3	120.00	0.00	120.00	0.00	240.00	0.00	2,280.00	
小計 Sub-total:								2,195.00	0.00	2,195.00	0.00	4,390.00	0.00	47,905.00	

僱主授權簽署及公司印章
Employer's Authorised Signature(s) with Company Chop

日期
Date : 12/10/2020

銀聯強積金行業計劃供款結算書

列印日期：2023/05/31 11:08

公司名稱(英文)：ABC Company

公司名稱(中文)：ABC 公司

日期範圍：由 2023/04/22 至 2023/04/22

序號	僱員姓名	僱員編號	香港身份證號碼	僱主強積金供款 (港元)	僱員強積金供款 (港元)	有關入息 (港元)	實發工資 (港元)
1	Chan Tai Man	B6001	B600100(0)	25.00	25.00	500.00	475.00
2	Staff 6002	B6002	A123742(3)	30.00	30.00	605.00	575.00
3	Staff 6004	B6004	Z446271(5)	20.00	20.00	400.00	380.00
4	Staff 6005	B6005	Y571521(4)	20.00	20.00	400.00	380.00
5	Staff 6010	B6010	Q632145(2)	25.00	25.00	480.00	455.00
總計:				120.00	120.00	2,385.00	2,265.00

僱主授權簽署及公司印章

2023/05/31

日期

ecPayroll System Sample Reports (32/44)

Payroll Tax Detail List

Salary Date	Salary Period From	Salary Period To	Department	Employee ID	Name (Eng)	Name (Chi)	Nickname	Basic Salary	Commission	Bonus	Late Deduction	Sick Leave	MPF Contribution	Grand Total	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
2006/05/01	2006/04/01	2006/04/30	HR	A0001	Chan	陳大文	Ben	8000(a)	200(d)	250(e)	-13.89(a)	-533.33(a)	-395.14()	7507.64()	7,452.78	0.00	0.00	200.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006/06/01	2006/05/01	2006/05/31	HR	A0001	Chan	陳大文	Ben	8000(a)	200(d)	250(e)	-10(a)	-516.13(a)	-396.19()	7527.68()	7,473.87	0.00	0.00	200.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006/07/01	2006/06/01	2006/06/30	HR	A0001	Chan	陳大文	Ben	8000(a)	200(d)	250(e)	-23.34(a)	0(a)	-421.33()	8005.33()	7,976.66	0.00	0.00	200.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006/08/01	2006/07/01	2006/07/31	HR	A0001	Chan	陳大文	Ben	8000(a)	200(d)	250(e)	-8.33(a)	-258.06(a)	-467.18()	8876.43()	8,893.61	0.00	0.00	200.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006/09/01	2006/08/01	2006/08/31	HR	A0001	Chan	陳大文	Ben	8000(a)	200(d)	250(e)	-35(a)	-1290.32(a)	-374.23()	7110.45()	7,034.68	0.00	0.00	200.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006/10/01	2006/09/01	2006/09/30	HR	A0001	Chan	陳大文	Ben	8000(a)	200(d)	250(e)	0(a)	-800(a)	-400.5()	7609.5()	7,560.00	0.00	0.00	200.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006/11/01	2006/10/01	2006/10/31	HR	A0001	Chan	陳大文	Ben	8000(a)	200(d)	250(e)	-16.67(a)	0(a)	-421.67()	8011.66()	7,983.33	0.00	0.00	200.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006/12/01	2006/11/01	2006/11/30	HR	A0001	Chan	陳大文	Ben	8000(a)	200(d)	250(e)	0(a)	0(a)	-422.5()	8027.5()	8,000.00	0.00	0.00	200.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007/01/01	2006/12/01	2006/12/31	HR	A0001	Chan	陳大文	Ben	8000(a)	200(d)	250(e)	0(a)	0(a)	-422.5()	8027.5()	8,000.00	0.00	0.00	200.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007/02/01	2007/01/01	2007/01/31	HR	A0001	Chan	陳大文	Ben	8000(a)	200(d)	250(e)	0(a)	0(a)	-422.5()	8027.5()	8,000.00	0.00	0.00	200.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007/03/01	2007/02/01	2007/02/28	HR	A0001	Chan	陳大文	Ben	8000(a)	200(d)	250(e)	0(a)	0(a)	-422.5()	8027.5()	8,000.00	0.00	0.00	200.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007/04/01	2007/03/01	2007/03/31	HR	A0001	Chan	陳大文	Ben	8000(a)	200(d)	250(e)	0(a)	0(a)	-422.5()	8027.5()	8,000.00	0.00	0.00	200.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total :								96,000.00	2,400.00	3,000.00	-107.23	-3,397.84	-4,988.74	94,786.19	94,374.93	0.00	0.00	2,400.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

INLAND REVENUE DEPARTMENT
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 April 2013 to 31 March 2014

1. Employer's File No. : 6K1-12345676 Sheet No.: **1 ******
 Name of Employer : ABC Company
2. Name of Employee or Pensioner : Chan Tai Man **Chan ******
 Full name in Chinese : 陳太文
3. (a) H.K. Identity Card Number : **Q713871(3) ******
 (b) Passport Number and place of issue: (if Employee has no H.K. Identity Card) : ****
4. Sex (M = Male, F = Female) : **M ******
5. Marital Status (1= Single / Widowed / Divorced / Living Apart, 2 = Married) : **2 ******
6. (a) If married, full name of spouse : Lai Wing Yee
 (b) Spouse's H.K. Identity Card Number / Passport Number and place of issue (if know) K123456(7)
7. Residential Address: Flat A, 3/F, Block 1, xxx Garden, Shatin, Hong Kong
8. Postal Address (if different from item 7 above) : Flat A, 3/F, Block 1, xxx Garden, Shatin, Hong Kong
9. Capacity in which employed: Clerk
10. Period of employment for the year from 1 April 2013 to 31 March 2014 : **01/04/2013 to 31/03/2014 ******
11. Particulars of income accruing for the year from 1 April 2013 to 31 March 2014 :

<u>Particulars</u>	<u>Period</u>	<u>Amount (HK\$)</u> <u>EXCLUDE CENTS</u>
(a) Salary / Wages	01/04/2013 - 31/03/2014	236,812
(b) Leave Pay		
(c) Director's Fee		
(d) Commission / Fees		
(e) Bonus		
(f) Back Pay, Payment in Lieu of Notice, Terminal Av		
(g) Certain Payments from Retirement Schemes		
(h) Salaries Tax paid by Employer		
(i) Education Benefits		
(j) Gain realized under Share Option Scheme		
(k) Any other Rewards, Allowances or Perquisites		
(1) Nature		
(2) Nature		
(3) Nature		
(l) Pensions		

Total : **236,812 ******

12. Particulars of Place of Residence provided: (0 = Not provided, 1 = Provided) : **0 ******
 Address 1 :
 Address 2 :
 Nature :
 Period Provided :
 Rent Paid to Landlord by Employer:
 Rent Paid to Landlord by Employee:
 Rent Refunded to Employee by Employer :
 Rent Paid to Employer by Employee :
13. Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company (0 = No, 1 = Yes) : **0 ******
 If yes, please state :
 Name of the non-Hong Kong company :
 Address :
 Amount (if known) (This amount must also be included in item 11):

14. Remarks :

Space for Employer's official chop

Signature :

Name :

Designation :

Date :

For Official Use

NOTIFICATION

(Under Section 52(4) of the Inland Revenue Ordinance, Chapter 112)
BY AN EMPLOYER OF AN EMPLOYEE WHO COMMENCES TO BE EMPLOYED

56E

Particulars of the employer :-

1. (a) Employer's File No. : 6K1-12345676
(b) Name of Employer : ABC Company
(c) Address of Employer : 23/F, Headquarters Building, 1 Shatin Road, Shatin

12345676 ****

Particulars of the employee :-

2. Name of Employee :
Full Name in Chinese : 陳大文
3. (a) H.K. Identity Card Number :
(b) Passport number and place of issue (if Employee has no H.K. Identity Card) :
4. Sex (M = Male, F = Female) :
5. Marital Status (1 = Single / Widowed / Divorced / Living Apart, 2 = Married) :
6. (a) If married, full name of spouse : LAI WING YEE
(b) Spouse's H.K. Identity Card Number : K123456(7)
/ Passport Number and place of issue (if known) :
7. Residential Address : Flat A, 3/F, Block 1, xxx Garden, Shatin, Hong Kong

CHAN, TAI MAN ****

Q713871(3) ****

M ****

2 ****

8. Postal Address (if different from (7) above) : Same as above

9. Capacity in which employed CLERK

10. Date of Commencement of Employment :

05/01/2002 ****

11. Terms of Employment

- (a) Monthly Rate of Fixed Income :
(b) Monthly Rate of Allowance (e.g. Cost of Living) :
(c) Fluctuating Income (e.g. Commission, Bonus, Gratuity) :
(d) Particulars of Place of Residence provided :
(0 = Not provided, 1 = Provided)

HK\$ 15,000 ****

Address :

0 ****

Nature :

Monthly Rent Paid to Landlord by Employer :

Monthly Rent Paid to Landlord by Employee :

Monthly Rent Refunded to Employee by Employer :

Monthly Rent Paid to Employer by Employee :

12. Whether the employee was wholly or partly paid either in Hong Kong or elsewhere
by a non-Hong Kong company : (0 = No, 1 = Yes)

0 ****

If yes, please state :

Name of the non-Hong Kong company :

Address :

13. Whether the employee has been **conditionally** granted a share option prior to commencing to be
employed in Hong Kong, which can be exercised after rendering services in Hong Kong
(0 = No, 1 = Yes) (THIS BOX MUST BE COMPLETED) ☐ 0

If yes, supply information, as an attachment, on details of the number and type of shares covered by the
option, the consideration (if any) paid for the grant of the option, the consideration required to exercise
the option and the period within which the option must be exercised.

Space for Employer's official chop

Signature :

Name :

Designation :

Date :

For Official Use

NOTIFICATION

(Under Section 52(5) of the Inland Revenue Ordinance, Chapter 112)

BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO CEASE TO BE EMPLOYED

56F

1. (a) Employer's File No. : 6K1-12345676 **12345676 *******
 (b) Name of employer : ABC Company
 (c) Address of employer : 23/F, Headquarters Building, 1 Shatin Road, Shatin

To the best of my knowledge, this employee will NOT be leaving Hong Kong after cessation of employment.

The following are the particulars of the employee :-

2. Name of Employee : CHAN, TAI MAN **CHAN *******
 Full name in Chines 陳大文
3. (a) H.K. Identity Card Number : **Q713871(3) *******
 (b) Passport Number and place of issue (if Employee has no H.K. Identity Card) :
4. Sex (M = Male, F = Female) : **M *******
2 *****
5. Marital Status (1 = Single / Widowed / Divorced / Living Apart, 2 = Married)
6. (a) If married, full name of spouse : LAI WING YEE
 (b) Spouse's H.K. Identity Card Number / Passport Number and place of issue (if known) : K123456(7)
7. Residential Address : Flat A, 3/F, Block 1, xxx Garden, Shatin, Hong Kong
8. Postal Address after cessation of employment [if different from (7) above] Same as above
9. Capacity in which employed : CLERK
10. Reason for cessation (e.g. resignation, retirement, dismissal, death etc.) : Resignation
11. Period of employment from the 1 April to the date of cessation of employment : **01/04/2016 to 31/03/2017 *******
12. Details of income from the 1 April to the date of cessation of employment :

Particulars	Period	Amount (HK\$) EXCLUDE CENTS
(a) Salary / Wages / Director's Fee / Pensions	01/04/2016 - 31/03/2017	200,000
(b) Leave Pay	01/04/2016 - 31/03/2017	2,000
(c) Commission / Fees		
(d) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities		
(e) Certain Payments from Retirement Schemes		
(f) Salaries Tax paid by Employer		
(g) Gain realized under Share Option Scheme		
(h) Other Rewards, Allowances or Perquisites e.g. Bonus, Education Benefits, Shares (Nature.....)		
(i) Payments that have not been declared above but which will be made AFTER the employee has left employment Nature:		

Total : **202,000 *******
0 *****

13. Particulars of Place of Residence provided : (0 = Not provided , 1 = Provided)
 Address :
 Nature :
 Period Provided :
 Rent Paid to Landlord by Employer :
 Rent Paid to Landlord by Employee :
 Rent Refunded to Employee by Employer :
 Rent Paid to Employer by Employee :

14. Whether the employee was wholly or partly paid either in Hong Kong or elsewhere
 by a non-Hong Kong company : (0 = No , 1 = Yes) **0 *******
 If yes, please state :
 Name of the non-Hong Kong company :
 Address :
 Amount (if known) (This amount must also be included in item 12) :

Space for Employer's official
chop

Signature :

Name :

Designation :

Date :

For Official Use

LEAVING HONG KONG CASE**g**

(Under Section 52(6) of the Inland Revenue Ordinance, Chapter 112)

BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO DEPART FROM HONG KONG

Employer's File No. : 6K1-12345676

12345676 ****

Name of Employer : ABC Company

Address of Employer : 23/F, Headquarters Building, 1 Shatin Road, Shatin

PARTICULARS OF EMPLOYEE WHO WILL BE LEAVING HONG KONG

ON OR ABOUT THE _____ DAY OF _____ (Month) _____ (Year)

1. Name of Employee : CHAN, TAI MAN

CHAN ****

Full name in Chinese : 陳大文

2. Employee's Tax File No. with this Department : 6K1-Q713873

Q713871(3) ****

3. (a) H.K. Identity Card Number :

(b) Passport Number and place of issue (if Employee has no H.K. Identity Card) :

4. Sex (M = Male, F = Female) :

M ****

5. Marital Status (1 = Single / Widowed / Divorced / Living Apart, 2 = Married)

2 ****

6. (a) If married, full name of spouse : LAI WING YEE

(b) Spouse's H.K. Identity Card Number / Passport Number and place of issue (if known) :

K123456(7)

7. (a) Residential address : Flat A, 3/F, Block 1, xxx Garden, Shatin, Hong Kong

(b) Tel No.:

8. Postal address [if different from (7)a above] : Same as above

9. (a) Capacity in which employed : CLERK

(b) If part time, name of the principal employer (if known) :

10. Period of employment from 1 April last to the date of cessation of employment :

01/04/2016 to 31/03/2017 ****

11. If not returning, details of income paid or payable from 1 April last to the date of cessation of employment :

Particulars	Period	Amount (HK\$)
(a) Salary / Wages / Director's Fee / Pensions	01/04/2016 - 31/03/2017	200,000
(b) Leave Pay	01/04/2016 - 31/03/2017	2000
(c) Commission / Fees		
(d) Payments in Lieu of Notice, Back Pay, Terminal Awards or Gratuities		
(e) Certain Payments from Retirement Schemes		
(f) Salaries Tax paid by Employer		
(g) Gain realized under Share Option Scheme		
(h) Other Rewards, Allowances or Perquisites e.g. Bonus, Education Benefits, Shares (Nature.....)		
(i) Payments that have not been declared above but which will be made AFTER the employee has left employment (Nature.....)		
Total :		202,000 ****

12. Particulars of Place of Residence provided : (0 = Not Provided , 1 = Provided)

0 ****

Address :

Nature :

Period Provided :

Rent Paid to Landlord by Employer :

Rent Paid to Landlord by Employee :

Rent Refunded to Employee by Employer :

Rent Paid to Employer by Employee :

13. Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company :

(0 = No, 1 = Yes)

0 ****

If yes, please state: Name of the non-Hong Kong company :

Address :

Amount (if known) (This amount must also be included in item 11)

14. Whether the employee's Salaries Tax will be borne by employer : (Please mark a " X " in the box) ☐ Yes ☐ No

15. * Any money, including any money payable, held under Section 52(7) of the Inland Revenue Ordinance :- (Please mark a " X " in the box)

☐ Yes, estimated amount \$ _____ ; ☐ No, the reason is _____

16. * Reason for departure : (Please mark a " X " in the box and provide the relevant information)

☐ Expatriate staff leaving Hong Kong ☐ Secondment ☐ Emigration☐ Other, please specify _____

17. * Postal address after departure (if different from (8) above) _____

18. * Whether the employee would return to Hong Kong : (Please mark a " X " in the box)

☐ Yes, probable date of return is _____ ☐ No / Very unlikely

19. Whether the employee has any share options granted by your company or any other corporation in respect of his employment with / office in your company that are not yet exercised, assigned or released:- (Please mark a "X" in the box and provide the relevant information)

☐ Yes, no. of shares not yet exercised : _____ ; date of grant : _____ ☐ No* **Must be completed.**

Signature :

Name :

Designation :

Date :

**NOTIFICATION
OF REMUNERATION PAID TO PERSONS OTHER THAN EMPLOYEES
FOR THE YEAR ENDED 31 MARCH 2018**

Payer's Employer's File No. : 6K1-12345676

Sheet No. : 900001 ****

Name of Payer : ABC Company Limited

The following are the particulars of the recipient :-

1. For sole-proprietorship, partnership or an unincorporated body of persons

(a) Name of company :

(b) Business Registration No. :

2. For an individual

(a) Name of Recipient :

CHAN, TAI MAN ****

Full Name in Chinese : 陳大文

(b) H.K. Identity Card Number :

A123456(6) ****

(c) Sex (M = Male, F = Female):

M ****

(d) Marital status, if known :

1 ****

(1 = Single / Widowed / Divorced / Living Apart, 2 = Married):

(e) (i) If married, full name of spouse :

(ii) Spouse's H.K. Identity Card Number / Passport Number
and place of issue (if known)

3. (a) Postal address :

(b) Tel. No. :

4. Capacity engaged : Casual Staff

5. Period for which service was rendered :

01/03/2018 to 31/03/2018 ****

6. Particulars of income accruing during the period of service :

Particulars	Period	Amount (HK\$)
		<u>EXCLUDE CENTS</u>
Type 1 : Subcontracting Fees		
Type 2 : Commission		
Type 3 : Writer's / Contributor's Fees		
Others : (a) Artiste's Fees		
(b) Copyright / Royalties		
(c) Consultancy / Management Fees		
(d)		
(e)	01/03/2018 - 31/03/2018	5,249
Total:		<u><u>5,249</u></u> ****

7. Whether a sum has been withheld from the above payment to settle

the tax due by the recipient : (0 = No, 1 = Yes)

0 ****

If yes, please state the amount withheld \$

8. Remarks:

0 ****

Signature: _____

Designation: _____

Date: _____

21/04/2018

Company's official chop

Cost Analysis Summary Report

Print Date : 2017/11/20 14:07
Date Range : From 2017/01/01 to 2017/01/31

Cost Centre Code	Cost Centre	Autopay Amount	Cheque Amount	EE Net Salary	MPF Contribution	Total Cost
SITE_A	Cost Centre A	52,653.92	-	52,653.92	5,532.58	58,186.50
SITE_B	Cost Centre B	18,871.81	15,399.50	34,271.31	3,632.31	37,903.62
SITE_C	Cost Centre C	20,665.52	13,024.50	33,690.02	3,528.58	37,218.60
SITE_D	Cost Centre D	10,741.25	-	10,741.25	2,554.54	13,295.79
SITE_E	Cost Centre E	20,665.52	-	20,665.52	3,528.58	24,194.10
SITE_F	Cost Centre F	20,500.00	-	20,500.00	2,554.54	23,054.54
SITE_G	Cost Centre G	62,305.60	-	62,305.60	4,566.72	66,872.32
SITE_H	Cost Centre H	20,665.52	-	20,665.52	3,528.58	24,194.10
SITE_I	Cost Centre I	10,741.25	-	10,741.25	2,554.54	13,295.79
Total :		237,810.39	28,424.00	266,234.39	31,980.95	298,215.34

ecPayroll System Sample Reports (39/44)

Report # : R1003
 Report Name : Salary & MPF Provision Report(By Staff)
 Print date : 2020/12/01

Date Range : From 2013/01/01 to 2013/12/31

Cost Centre : Cost Centre 01

Employee No.	Name(Eng)	Name(Chi)	Nick name	Cost Centre Ratio	Department	Position	Grade	Basic Salary	Adjustment	MPF	Total
A0001	Chan Tai Man	陳大文	Tom	0.5	HR	Clerk	GRADE 3	139,750.00	-	6,987.50	146,737.50
A0002	Lee Yee Man	李二汶	Jessica	0.5	HR	Manager	GRADE 1	150,000.00	500.00	7,500.00	158,000.00
A0003	Staff 3	員工3		1	HR	Clerk	GRADE 3	10,000.00	-	500.00	10,500.00
A0004	Staff 4	員工4		1	HR	Clerk	GRADE 3	150,000.00	15,000.00	7,500.00	172,500.00
A0005	Staff 5	員工5		1	HR	Clerk	GRADE 3	140,000.00	-	7,000.00	147,000.00
Total:								589,750.00	15,500.00	29,487.50	634,737.50

Cost Centre : Cost Centre 02

Employee No.	Name(Eng)	Name(Chi)	Nick name	Cost Centre Ratio	Department	Position	Grade	Basic Salary	Adjustment	MPF	Total
A0001	Chan Tai Man	陳大文	Tom	0.5	HR	Clerk	GRADE 3	148,050.00	-	7,402.50	139,750.00
A0002	Lee Yee Man	李二汶	Jessica	0.5	HR	Manager	GRADE 1	150,000.00	500.00	7,500.00	158,000.00
Total:								298,050.00	500.00	14,902.50	297,750.00

Cost Centre : Cost Centre 03

Employee No.	Name(Eng)	Name(Chi)	Nick name	Cost Centre Ratio	Department	Position	Grade	Basic Salary	Adjustment	MPF	Total
A0006	Staff 6	員工6		1	Shop	Assistant	GRADE 4	180,000.00	-	9,000.00	189,000.00
A0007	Staff 7	員工		1	Shop	Assistant	GRADE 4	180,000.00	-	9,000.00	189,000.00
Total:								360,000.00	-	18,000.00	378,000.00

ecPayroll System Sample Reports (40/44)

Report # : R1003
 Report Name : Salary & MPF Provision Report (By Dept)
 Print date : 2020/12/01

Date Range : From 2013/01/01 to 2013/12/31

Cost Centre 01	
Account	299,250.00
Admin	335,800.00
IT	180,000.00

Cost Centre 02	
Shop01	230,500.00
Shop02	190,000.00
Shop03	225,000.00
Shop04	340,500.00

Cost Centre 03	
Shop05	111,800.00
Shop06	230,500.00

Cost Analysis Report (By Branch)

Print Date : 2017/11/20 15:05

Company : Headquarters 總部

Department : Accounts

Salary Date	Period From	Period To	Employee ID	Name (Eng)	Name (Chi)	Position	Join Date	EE Net Salary	Site A	Site B	Site C	MPF Contribution (ER & EE)	Site A	Site B	Site C	Total Cost	Site A	Site B	Site C	
2017/01/31	2017/01/01	2017/01/31	A0006	Staff 6	員工6	Manager	2002/01/05	15,399.50	0.00	15,399.50	0.00	1,621.00	0.00	1,621.00	0.00	17,020.50	0.00	17,020.50	0.00	
2017/01/31	2017/01/01	2017/01/31	A0007	Staff 7	員工7	Assistant Manager	2002/01/05	13,499.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,499.50	0.00	0.00	0.00	
2017/01/31	2017/01/01	2017/01/31	A0008	Staff 8	員工8	Clerk	2002/01/05	13,024.50	0.00	0.00	13,024.50	1,371.00	0.00	0.00	1,371.00	14,395.50	0.00	0.00	14,395.50	
2017/01/31	2017/01/01	2017/01/31	A0009	Staff 9	員工9	Clerk	2002/01/05	12,549.50	0.00	0.00	6,843.13	716.06	0.00	0.00	716.06	13,265.56	0.00	0.00	7,559.19	
2017/01/31	2017/01/01	2017/01/31	A0010	Staff 10	員工10	Clerk	2002/01/05	12,074.50	0.00	0.00	7,039.63	742.40	0.00	0.00	742.40	12,816.90	0.00	0.00	7,782.03	
Record Coun 5								Total :	66,547.50	0.00	15,399.50	26,907.26	4,450.46	0.00	1,621.00	2,829.46	70,997.96	0.00	17,020.50	29,736.72

Company : Headquarters 總部

Department : HR

Salary Date	Period From	Period To	Employee ID	Name (Eng)	Name (Chi)	Position	Join Date	EE Net Salary	Site A	Site B	Site C	MPF Contribution (ER & EE)	Site A	Site B	Site C	Total Cost	Site A	Site B	Site C	
2017/01/31	2017/01/01	2017/01/31	A0001	Chan Tai Man	陳大文	Manager	2002/01/05	22,524.50	11,356.68	8,711.02	2,456.80	2,371.00	1,185.50	941.76	243.74	24,895.50	12,542.18	9,652.78	2,700.54	
2017/01/31	2017/01/01	2017/01/31	A0002	Lee Yee Man	李二汶	Assistant Manager	2015/01/01	14,658.50	14,658.50	0.00	0.00	1,543.00	1,543.00	0.00	0.00	16,201.50	16,201.50	0.00	0.00	
2017/01/31	2017/01/01	2017/01/31	A0004	Staff 4	員工4	Clerk	2015/01/01	13,708.50	13,708.50	0.00	0.00	1,443.00	1,443.00	0.00	0.00	15,151.50	15,151.50	0.00	0.00	
2017/01/31	2017/01/01	2017/01/31	A0005	Staff 5	員工5	Clerk	2015/01/01	13,233.50	8,907.53	0.00	4,325.97	1,393.00	937.64	0.00	455.36	14,626.50	9,845.17	0.00	4,781.33	
2017/01/31	2017/01/01	2017/01/31	A0003	Wong Tai	黃大	Clerk	2015/01/01	14,183.50	4,022.71	10,160.79	0.00	1,493.00	423.44	1,069.56	0.00	15,676.50	4,446.15	11,230.35	0.00	
Record Coun 5								Total :	78,308.50	52,653.92	18,871.81	6,782.77	8,243.00	5,532.58	2,011.32	699.10	86,551.50	58,186.50	20,883.13	7,481.87

每月部門人力成本報表

列印日期：2015/07/28 22:17

日期範圍：由 2015/01/01 至 2015/12/31

部門組別：連鎖餐廳品牌A

部門編號	部門名稱	2015/01		2015/02		2015/03		2015/04		2015/05		2015/06		2015/07		2015/08		2015/09		2015/10		2015/11		2015/12	
		COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數
A01	品牌A-土瓜灣	35,500.00	3	35,604.00	3	35,500.00	3	35,500.00	3	35,500.00	3	35,500.00	3	35,500.00	3	35,500.00	3	35,500.00	3	35,500.00	3	35,500.00	3	35,500.00	3
A02	品牌A-大埔	22,800.00	3	22,800.00	3	22,800.00	3	22,800.00	4	22,800.00	4	22,800.00	5	22,800.00	5	22,800.00	5	22,800.00	5	22,800.00	5	22,800.00	5	22,800.00	5
A03	品牌A-大圍	45,600.00	3	45,600.00	3	66,884.00	3	45,600.00	4	45,600.00	6	45,600.00	7	45,600.00	7	45,600.00	7	45,600.00	7	45,600.00	7	45,600.00	7	45,600.00	7
A04	品牌A-紅磡灣	2,000.00	2	5,000.00	2	2,000.00	2	2,000.00	2	2,000.00	4	2,000.00	4	2,000.00	4	2,000.00	4	2,000.00	4	2,000.00	4	2,000.00	4	2,000.00	4
A05	品牌A-太古	20,000.00	3	20,000.00	3	20,000.00	3	20,000.00	3	20,000.00	3	20,000.00	3	20,000.00	3	20,000.00	3	20,000.00	3	20,000.00	3	20,000.00	3	20,000.00	3
A06	品牌A-旺角	16,000.00	2	16,000.00	2	16,000.00	2	16,000.00	2	16,000.00	2	16,000.00	2	16,000.00	2	16,000.00	2	16,000.00	2	16,000.00	2	16,000.00	2	16,000.00	2
A07	品牌A-粉嶺	0.00	0	0.00	0	0.00	0	50,000.00	2	20,050.00	2	35,550.00	2	35,550.00	2	35,550.00	2	35,550.00	2	35,550.00	2	35,550.00	2	35,550.00	2
A08	品牌A-上水	21,500.00	2	13,330.00	2	21,500.00	2	21,500.00	2	21,500.00	2	21,500.00	2	21,500.00	2	21,500.00	2	21,500.00	2	21,500.00	2	21,500.00	2	21,500.00	2
A09	品牌A-大學	35,550.00	3	35,550.00	3	35,550.00	3	55,050.00	5	35,550.00	5	35,550.00	5	35,550.00	5	35,550.00	5	35,550.00	5	35,550.00	5	35,550.00	5	35,550.00	5
A10	品牌A-樂富	156,041.00	10	156,041.00	10	156,041.00	12	156,041.00	13	113,500.00	14	156,041.00	14	156,041.00	14	156,041.00	14	156,041.00	14	156,041.00	14	156,041.00	14	156,041.00	14
A11	品牌A-KCC	44,460.00	4	44,460.00	4	44,460.00	5	44,460.00	5	44,460.00	5	44,460.00	5	44,460.00	5	44,460.00	5	44,460.00	5	44,460.00	5	44,460.00	5	44,460.00	5
總計：		341,151.00	29	335,981.00	29	362,435.00	32	410,651.00	38	318,660.00	43	376,701.00	44	376,701.00	44	376,701.00	44	376,701.00	44	376,701.00	44	376,701.00	44	376,701.00	44

部門組別：連鎖餐廳品牌B

部門編號	部門名稱	2015/01		2015/02		2015/03		2015/04		2015/05		2015/06		2015/07		2015/08		2015/09		2015/10		2015/11		2015/12	
		COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數	COL	人數
B01	品牌B-大埔	252,000.00	24	42,001.00	26	42,002.00	26	42,003.00	26	42,004.00	33	52,505.00	38	52,500.00	38	52,500.00	38	0.00	38	0.00	38	0.00	38	0.00	38
B02	品牌B-大學	45,600.00	18	45,600.00	18	45,600.00	19	45,600.00	20	45,600.00	25	45,600.00	26	45,600.00	26	45,600.00	26	45,600.00	26	45,600.00	26	45,600.00	26	45,600.00	26
B03	品牌B-柴灣	222,144.00	26	222,144.00	27	222,144.00	28	222,144.00	30	222,144.00	39	222,144.00	46	222,144.00	46	222,144.00	46	222,144.00	46	222,144.00	46	222,144.00	46	222,144.00	46
B04	品牌B-馬鞍山	20,000.00	16	20,000.00	17	20,000.00	18	20,000.00	18	20,000.00	24	20,000.00	26	20,000.00	26	20,000.00	26	20,000.00	26	20,000.00	26	20,000.00	26	20,000.00	26
B05	品牌B-將軍澳	160,002.00	12	160,002.00	13	160,002.00	13	160,002.00	14	160,002.00	18	160,002.00	21	160,002.00	21	160,002.00	21	160,002.00	21	160,002.00	21	160,002.00	21	160,002.00	21
B06	品牌B-信德	231,500.00	16	231,500.00	16	231,500.00	16	231,500.00	16	231,500.00	16	231,500.00	16	231,500.00	16	231,500.00	16	231,500.00	16	231,500.00	16	231,500.00	16	231,500.00	16
B07	品牌B-第一城	13,330.00	8	13,330.00	9	13,330.00	9	13,330.00	9	13,330.00	9	13,330.00	12	13,330.00	12	13,330.00	12	13,330.00	12	13,330.00	12	13,330.00	12	13,330.00	12
B08	品牌B-西港城	35,550.00	18	35,550.00	18	35,550.00	18	35,550.00	18	35,550.00	18	35,550.00	22	35,550.00	22	35,550.00	22	35,550.00	22	35,550.00	22	35,550.00	22	35,550.00	22
B09	品牌B-上水匯	55,078.00	7	55,078.00	7	55,078.00	8	55,078.00	8	55,078.00	9	55,078.00	12	55,078.00	12	55,078.00	12	55,078.00	12	55,078.00	12	55,078.00	12	55,078.00	12
總計：		1,035,204.00	145	825,205.00	151	825,206.00	155	825,207.00	159	825,208.00	191	835,709.00	219	835,704.00	219	835,704.00	219	783,204.00	219	783,204.00	219	783,204.00	219	783,204.00	219

工資成本分析報表 (按項目)

列印日期： 2022/01/20 20:01

日期範圍： 由 2021/07/01 (週四) 至 2021/07/31 (週六)

僱員編號	姓名 (英文)	姓名 (中文)	職位	底薪	總工時	強積金供款前的薪酬	PJ001	沙田寫字樓裝修工程	PJ002	合約項目 2	PJ010	合約項目 10	PJ015	合約項目 15	PJ016	合約項目 16
A0001	Chan Tai Man	陳大文	水泥	1,000.00	200.00	20,000.00	50.00	5,000.00	150.00	15,000.00	-	-	-	-	-	-
A0002	Staff 2	員工2	木工	1,000.00	100.00	10,000.00	100.00	10,000.00	-	-	-	-	-	-	-	-
A0003	Staff 3	員工3	木工	1,000.00	50.00	5,000.00	-	-	-	-	-	-	50.00	5,000.00	-	-
A0004	Staff 4	員工4	木工	1,500.00	50.00	7,500.00	50.00	7,500.00	-	-	-	-	-	-	-	-
A0005	Staff 5	員工5	天花	1,400.00	56.00	7,840.00	40.00	5,600.00	-	-	16.00	2,240.00	-	-	-	-
A0006	Staff 6	員工6	水泥	1,000.00	10.00	1,000.00	-	-	-	-	10.00	1,000.00	-	-	-	-
A0007	Staff 7	員工7	窗簾	1,000.00	-	0.00	-	-	-	-	-	-	-	-	-	-
A0008	Staff 8	員工8	木工	1,000.00	150.00	15,000.00	-	-	150.00	15,000.00	-	-	-	-	-	-
A0009	Staff 9	員工9	宜安	1,000.00	142.00	14,200.00	-	-	142.00	14,200.00	-	-	-	-	-	-
A0010	Staff 10	員工10	油漆	800.00	100.00	8,000.00	-	-	100.00	8,000.00	-	-	-	-	-	-
A0011	Staff 11	員工11	焊工	1,500.00	50.00	7,500.00	-	-	50.00	7,500.00	-	-	-	-	-	-
A0012	Staff 12	員工12	什工	1,000.00	100.00	10,000.00	-	-	-	-	-	-	100.00	10,000.00	-	-
A0013	Staff 13	員工13	什工	1,000.00	100.00	10,000.00	-	-	-	-	-	-	100.00	10,000.00	-	-
A0014	Staff 14	員工14	窗簾	1,000.00	100.00	10,000.00	-	-	-	-	-	-	100.00	10,000.00	-	-
A0015	Staff 15	員工15	天花	1,250.00	100.00	12,500.00	-	-	-	-	-	-	100.00	12,500.00	-	-
A0016	Staff 16	員工16	什工	800.00	200.00	16,000.00	-	-	-	-	-	-	200.00	16,000.00	-	-
A0017	Staff 17	員工17	打鐵	1,200.00	150.00	18,000.00	-	-	-	-	50.00	6,000.00	50.00	6,000.00	50.00	6,000.00
A0018	Staff 18	員工18	什工	1,000.00	100.00	10,000.00	-	-	-	-	-	-	-	-	100.00	10,000.00
A0019	Staff 19	員工19	燒焊	1,200.00	180.00	21,600.00	-	-	-	-	-	-	-	-	180.00	21,600.00
A0020	Staff 20	員工20	燒焊	1,000.00	100.00	10,000.00	-	-	-	-	-	-	-	-	100.00	10,000.00
A0021	Staff 21	員工21	油漆	800.00	50.00	4,000.00	-	-	-	-	-	-	-	-	50.00	4,000.00
總記錄數：21				總計：			240.00	28,100.00	592.00	59,700.00	76.00	9,240.00	700.00	69,500.00	480.00	51,600.00

ecPayroll System Sample Reports (44/44)

Operation Log

Date Range : From 2020/11/01 to 2020/11/30

Date	User	Module	Type	Remarks
2020/11/05 19:38:31	DEMO	Access Right	Execute	LOGIN
2020/11/17 12:38:15	DEMO	Access Right	Execute	EXIT
2020/11/20 18:48:39	MANAGER	Leave Record	Delete	A1011,17/5/2019,ALL TYPES
2020/11/20 18:48:39	MANAGER	Leave Record	Add	A1011,17/5/2019,11,O,1,1458
2020/11/20 19:05:56	DEMO	Leave Record	Add	A0001,25/7/2006,0,O,0.5,1459
2020/11/20 19:05:57	DEMO	Leave Record	Delete	A0001,25/7/2006,ALL TYPES
2020/11/20 19:05:59	DEMO	Leave Record	Delete	A0001,25/7/2006,ALL TYPES
2020/11/20 19:06:19	DEMO	Leave Record	Delete	A0001,25/7/2006,ALL TYPES
2020/11/23 14:15:22	DEMO	Access Right	Execute	LOGIN
2020/11/23 14:22:24	DEMO	Leave Record	Delete	A0003,4/7/2006,ALL TYPES
2020/11/23 14:22:24	DEMO	Leave Record	Add	A0003,4/7/2006,0,O,1,1460
2020/11/23 14:22:33	DEMO	Leave Record	Delete	A0002,4/7/2006,ALL TYPES
2020/11/23 14:22:34	DEMO	Leave Record	Delete	A0002,4/7/2006,ALL TYPES
2020/11/23 14:22:52	DEMO	Leave Record	Delete	A0002,4/7/2006,ALL TYPES
2020/11/23 14:22:52	DEMO	Attendance	Update	EE=A0002; DATE=2006/07/04; SESSION=9:00-18:00; PIN: ->08:55; POUT: ->18:02; FIN: ->08:55; FOUT: ->18:02; WRKMIN:0->547; CNTWRKMIN:0->540; REMARK:*ABSENCE->;
2020/11/23 14:22:59	DEMO	Leave Record	Delete	A0004,4/7/2006,ALL TYPES
2020/11/23 14:22:59	DEMO	Leave Record	Add	A0004,4/7/2006,7,O,1,1461
2020/11/23 14:23:03	DEMO	Leave Record	Delete	A0005,4/7/2006,ALL TYPES
2020/11/23 14:23:04	DEMO	Leave Record	Delete	A0005,4/7/2006,ALL TYPES
2020/11/23 14:23:26	DEMO	Leave Record	Delete	A0006,4/7/2006,ALL TYPES
2020/11/23 14:23:42	DEMO	Leave Record	Delete	A0007,4/7/2006,ALL TYPES
2020/11/23 14:23:52	DEMO	Leave Record	Delete	A0008,4/7/2006,ALL TYPES
2020/11/23 14:24:18	DEMO	Leave Record	Delete	A0009,4/7/2006,ALL TYPES
2020/11/23 14:24:18	DEMO	Leave Record	Delete	A0009,4/7/2006,ALL TYPES
2020/11/23 14:24:28	DEMO	Leave Record	Delete	A0010,4/7/2006,ALL TYPES
2020/11/24 12:04:18	DEMO	Leave Record	Delete	A0010,24/11/2020,ALL TYPES
2020/11/24 12:04:19	DEMO	Leave Record	Delete	A0011,24/11/2020,ALL TYPES
2020/11/24 12:04:20	DEMO	Leave Record	Delete	A0012,24/11/2020,ALL TYPES
2020/11/24 12:04:21	DEMO	Leave Record	Delete	A0013,24/11/2020,ALL TYPES
2020/11/24 12:04:22	DEMO	Leave Record	Delete	A0014,24/11/2020,ALL TYPES
2020/11/24 12:04:46	DEMO	Leave Record	Delete	A0015,24/11/2020,ALL TYPES
2020/11/24 12:04:50	DEMO	Leave Record	Delete	A0016,24/11/2020,ALL TYPES