薪工作業內稽查核明細表

#### TCI Co., Ltd.

	覆核、訪談及查核說明
]	Description of reviews, interviews and audits
1.	受查單位:人力資源單位
	Audited unit: Human Resources Unit
2.	稽核區間:113/01/01~07/31
	Audit period: 01/01/2024 – 07/31/2024
3.	覆核公司書面內部控制制度設計有效性及詢問、覆核相關負責人員內控實際執行情形與書面
	制度是否一致,請詳下列覆核表。
	To review the effectiveness of the design of the Company's written internal control system and to
	inquire and review the consistency between the actual implementation of internal control and the
	written system by the relevant responsible personnel. Please refer to the following review form.
<b>二、</b>	查核結論:未發現重大異常情形,覆核結果尚屬滿意。
(	Conclusion: No significant anomalies were found and the results of the review were satisfactory.

## 薪工作業內稽查核明細表

### TCI Co., Ltd.

控制點	查核方式	抽樣量/樣本/查核結論
Control Point	Audit Method	Sample Size/Sample/Audit
		Conclusion
一、人力資源規劃作業		
Human Resource Planning	-	
●「年度部門別人力資源需求表」	▶ 依實際做法評估風險程度並提	母體:查核期間人力資源規劃
及「年度人力資源計劃表」應業	供建議	作業
經權責主管核准。	Assess the level of risk and provide	Population: Human resource
The "Annual Departmental	recommendations based on actual	planning during the audit
Human Resource Requirements	practice.	period
Form" and the "Annual Human	說明:目前以定期更新之集團組織	附件:組織圖(戰略數據/磐石)
Resource Plan Form" shall be	圖,去詳細記載人員之部門歸屬,	Appendix: Organizational chart
approved by the authorized	以及顯示人力調動過程。員工職能	(strategic intelligence/Rock
supervisor.	轉化,會依據所屬部門之工作而有	Factory)
	所調整	結論:未發現重大異常情形,
	Description: The Group's	結果尚屬滿意。
	organizational chart, updated	後續會修改內控制度以
	regularly, is currently used to detail	符合實際作業。
	the departmental attribution of	Conclusion: No major
	personnel and illustrate the staffing	exceptions were found and the
	adjustment process. The transfer of	
	personnel functions will be adjusted	internal control system will be
	according to the work of their	revised to conform to the actual
	departments.	operation.
二、人力需求作業		
Manpower Requirements		
● 各用人單位有因工作需要或遇有	▶ 依實際做法評估風險程度並提	母體:查核期間人力需求作業
職務出缺須增補人員時,應將人	供建議。	結論:同上
<b>員增補申請</b> 給權責主管核准後,	Assess the level of risk and provide	附件:需求1
交人事單位彙整辦理招募。	recommendations based on actual	Population: Human resource
When each employing unit needs	practice.	planning during the audit
additional personnel due to work	說明:員工補充主要在系統上作	period Conclusion: Same
requirements or vacancies, the	業,由各單位與人資單位進行定期	as above
application for additional	會議並以組織圖為架構依據,以決	Appendix: Requirement 1
personnel shall be submitted to the	定人力補充的緊急程度,需求單位	Bonnie.Hung(TCI-洪悦寬)上午 10.34 創課 https://forms.office.com/n/NiSek8FbeH
authorized supervisor for approval,	透過系統提出申請。	Please fill out this form
and then to the HR unit to organize	<b>Description:</b> Employee	_
and recruit.	replenishment is mainly conducted	forms.office.com
	on the system. Regular meetings are	

## 薪工作業內稽查核明細表

### TCI Co., Ltd.

控制點 Control Point	查核方式 Audit Method	抽樣量/樣本/查核結論 Sample Size/Sample/Audit Conclusion
	held between each unit and the HR unit. The organizational chart is used as the basis for the structure to determine the urgency of manpower replenishment. The requesting unit submits applications through the	
	system.	
三、招募及甄選作業 Recruitment and Selection Ope		
● 人員招募職務甄選條件說明。 Description of the selection criteria		母體:查核期間人員招募及甄 選作業
-	Job descriptions published were obtained from the 104 Corporation.	Population: Personnel recruitment and selection
<ul> <li>未滿 16 歲之青少年應徵得父母</li> <li>同意打工,如經任用依法每日之</li> </ul>	(包含短期工讀與契約工)有未滿	process during the audit period
	During the audit period, we did not	樣本:人事資料表/任用評核表 等資料詳任用作業 Sample: Personnel information
	short-term and contractual workers)	-
and if appointed, shall not work	e	procedures.
8:00 p.m. and 6:00 a.m., or on	資單位主管面試,若有必要得安排 筆試,合於錄用條件者,再轉由用	結果尚屬滿意。
with the law. ● 面試時應請應徵者攜帶人資單位	人單位主管進行面試。	exceptions were found and the results were satisfactory.
提供之人事基本資料表,先由人 資單位主管面試,若有必要得安	shall be asked to bring the basic	
排筆試,合於錄用條件者,再轉 由用人單位主管進行面試。	provided by HR and will be	
During the interview, applicants shall be asked to bring the basic	first. If necessary, a written	
personnel information form	the unit supervisor will interview	
provided by HR and will be interviewed by the HR supervisor	-	
first. If necessary, a written		

## 薪工作業內稽查核明細表

### TCI Co., Ltd.

	Tayloli iliterilai Audit Dicakuowii Table	
控制點 Control Point	查核方式 Audit Method	抽樣量/樣本/查核結論 Sample Size/Sample/Audit
		Conclusion
examination may be arranged, and	1	
the unit supervisor will interview	v	
those who meet the requirement	s	
for employment.		
四、任用作業		
<b>Appointment Operations</b>		-
● 人事單位於收到各權責主管決定	▶ 人事單位於收到各權責主管決	母體:查核期間人員招募及甄
錄取通知後,應發出「僱用確認函	」定錄取通知後,會於確認新進人員	選作業作業
通知該人員報到,並確定該人員是	薪資後發出「 <b>僱用確認函」</b> 通知該	Population: Personnel
否會前來報到。	人員報到,並確定該人員是否會前	recruitment and selection
After receiving the acceptance	來報到。(向人事單位取得查核期	process during the audit
notification from the respective	間部份「錄用通知書」-同僱傭確	period
authorized supervisor, the employer	認函	說明:新人核心卡
shall issue an " <b>Employment</b>	After receiving the acceptance	(滿試用人員才有)
Confirmation Letter" to notify the	notification from the respective	Description: New Employee
employee to report for duty and to	supervisor, the HR unit will confirm	
confirm whether the employee will	the salary with the new employee	to employees who have
report for duty.	and issue an "Employment	completed their
<ul> <li>用人單位於確定人員錄取後,應</li> </ul>	<b>Confirmation Letter</b> " to notify the	probationary period)
建立「 <b>人事資料表」</b> 呈權責主管核	employee to report for duty, as well	樣本:任1~8
准新進人員之薪資,同時,請其簽認	as confirm whether the employee	Sample: Any 1 to 8 of the
「勞動契約」與「員工保密合約書	will report for duty. (Obtain the	
為同一份,同時,將其建入員工基本	"Offer Letters" from the HR unit	結論:未發現重大異常情形,
資料當中。	during the audit period – same as	
The employer shall create	a the Employment Confirmation	
"Personnel Information Form" and	<sup>d</sup> Letter.)	exceptions were found
submit it to the supervisor fo	r ▶ 向人資招募單位取得查核期間	and the results were
approval of the new employee'	S  新進人員的「 <b>員工其木資料</b>	
salary. At the same time, the	。 簿」、「勞動契約」與「保密合約書」	
to sign the "Labor Contract" and the	Obtain "Employee Basic	
"Employee Confidentiality		
	d <b>Contracts</b> ," and " <b>Confidentiality</b>	
include them in the employee's basic	Agreements" from the HR	
information.		1
	Recruitment Unit for new	

## 薪工作業內稽查核明細表

### TCI Co., Ltd.

	ayion internal Audit Dieakdown Table	
控制點	查核方式	抽樣量/樣本/查核結論
在 响 點 Control Point	查核力式 Audit Method	Sample Size/Sample/Audit
	Audit Method	Conclusion
<b>Education and Training Operations</b>		
● 人事單位應於每年底前詢問並彙	>人事單位均於每年底前彙總各	母體:查核期間教育訓練作業
總各單位所填寫的年度教育訓練需	單位所需求的「年度教育訓練計畫	
求,產生「年度教育訓練計畫表」	表」。並依經權責主管核准的「年	training operations during the
The HR unit shall inquire about and	度教育訓練計劃表」為次年度教育	
compile the <b>annual education and</b>	訓練實施之依據。取據人事單位於	
training needs completed by each	每年底前彙總各單位所填寫的「年	詢問教育訓練單位得知,年
unit by the end of each year, resulting	度教育訓練計畫表」進行查核。	
in the "Annual Education and	The HR unit compiled the "Annual	
Training Plan Form."	Education and Training Plan	
●人事單位每年所編定的「年度教	Form " completed by each unit by	
<b>育訓練計劃表」</b> 應經權責主管核	the end of each year. The "Annual	
准,以為次年度教育訓練實施之依	Education and Training Plan"	
據。		附件:年度教育訓練計劃表/
The "Annual Education and	supervisor will be used as the basis	
Training Plan" prepared by the HR	for the implementation of education	
department shall be approved by the	and training in the following year.	
authorized supervisor for the	Obtain the "Annual Education	
following year's education and	and Training Plan" compiled by	
training.	the HR unit before the end of each	
●用人單位依「教育訓練年度計劃		Sign-in Sheet/Report on the
表」,於報名課程前填寫「外訓申請	▶ 用人單位依「年度教育訓練計	
單」,經權責主管核准後,由用人單	<b>劃表」</b> ,於報名課程前填寫「 <b>外</b> 訓	
位或人事單位向各訓練機關報名,	申請單」,經權責主管核准後,由	
並留至人事單位存查。	用人單位或人事單位向各訓練機	
According to the "Annual Education	關報名,並留至 <b>人事單位存查</b> 。	exceptions were found and
and Training Plan," the employing	According to the "Annual	
unit shall fill out the "External	Education and Training Plan," the	-
Training Application Form" before	employing unit shall fill out the	
applying for the courses. After the	"External Training Application	
authorized supervisor approves, the	Form" before applying for the	
employer or the HR unit shall apply	courses. After the authorized	
for the courses at each training	supervisor approves, the employer	
institution, and the HR unit shall	or the HR unit shall apply for the	
retain the application form for	courses at each training institution,	
	and the HR unit shall retain the	

## 薪工作業內稽查核明細表

### TCI Co., Ltd.

せき 朝 熟 Control Point Audit Method Sample Size/Sample/Audit Conclusion      reference.		, 	
Control Point     Audit Method     Sample Size/Sample/Audit Conclusion       reference.          章 定內部訓練時,人享單位題, 章 定內部訓練時,人享單位題, 章 案及到試業到早,请參與, 和学校下教育訓練發到早,這待參與, 和課程之人員於報到時發名,並 於課程結束後綽檔。取濾查核期間 知学教育訓練發到早,進行查核。 於健育對体發到早,進行查核。 於確認結束後綽檔。取濾查核期間 When conducting internal training, "Education and Training Sign-in Sheet" and asked the participants to re sign-in sheet shall be filed after the course.          When conducting internal training, Sign-in sheet shall be filed after the sign-in sheet shall be filed after the course.          The sign-in sheet shall be filed after the course.            ◆ 客位人員參加外訓課程後,應 能空心不是。 《空口不具在の結婚。 私信室 或任用 Training Sign-in Sheet' for the audit period for the audit period for attending external training courses, all personnel and lsubmit a "Report on the External Training" to the HR unit for filing after the authorized supervisor has reviewed the report.           Sign-in Sheet' for the audit period for attending external training courses, all personnel are required to submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor reviewed the report.           stign if sheet for the authorized supervisor reviewed the report.           stign if sheet for the authorized supervisor reviewed the report.             ① 其上重意就   表    定   表    表	控制點	查核方式	抽樣量/樣本/查核結論
<ul> <li>Conclusion</li> <li>              Greenerse.</li></ul>			1 1
<ul> <li>● 實施內部訓練時,人事單位應製 &gt; 實施內部訓練時,人事單位均 作「教育訓練簽到單」請參與內訓 有製作「教育訓練簽到單」請參與內訓 有製作「教育訓練簽到單」請參與 課程之人員於報到時簽名,並於課 內訓課程之人員於報到時簽名,並 於罪稅患鬼後歸檔。</li> <li>Men conducting internal training, 部份「教育訓練簽到單」請參與 常報銘患後歸檔。</li> <li>When conducting internal training, 部份「教育訓練簽到單」違行臺稿。</li> <li>The sign-in sheet shall be filed after the course.</li> <li>今年位人員參加外訓課程後,應 the course. Obtained a portion of 程文「外訓心得報書」。趁權貴主管 結本後後交人事單位歸檔。</li> <li>After attending external training courses, all personnel shall submit a "Report on the External Training atthorized supervisor has reviewed the report.</li> <li>今年位人員參加外訓課程後, 常告 章室核後交人事單位歸檔。</li> <li>After attending external training courses, all personnel shall submit a "Report on the External Training" to the H unit for filing after the authorized supervisor has reviewed the report.</li> <li>今年公人員參加外訓課程後, 指音 attending external training courses, all personnel shall submit a "Report on the External Training" to the H unit for filing after the authorized supervisor has reviewed the report.</li> <li>今期面 external Training" to the HR unit for filing after the authorized supervisor reviewed the report.</li> <li>今素处道賞「未打卡貴料補盈單」 法緒貴主管養核且每月以 4 次 Aftendance and Leave Operations</li> <li>● 人事單位定期檢視「員工打卡記</li> <li>* Aftendance Record Entry" and submit it to the authorized supervisor for approval.</li> <li>● 人事單位定期檢視「員工打卡記</li> <li>* Manual Attendance Record * * * * * * * * * * * * * * * * * * *</li></ul>			Conclusion
作「教育訓練簽到單」請多與內訓 有製作「教育訓練簽到單」請多與 理想之人員於報到時餐名,並於課 超結束後歸檔。 When conducting internal training, ###社会與後歸檔。取讓臺核期間 When conducting internal training, ###社会與後歸檔。取讓臺核期間 When conducting internal training, ####Taining Sign-in the HR unit shall prepare an "Education and Training Sign-in sign it when they report to training. Sheet" and ask the participants to sign it when they report to training. Sheet" and ask the participants to The sign-in sheet shall be filed after the course. ● 各單位人員參加外訓課程後,感 the course. Obtained a portion of 提支「外訓心得報告」,經權責主管 ##檢後交人事單位歸檔。 After attending external training courses, all personnel shall submit a the report. ◆ 各單位人員參加外訓課程後, ##貴主管蜜稼後交人事單位歸檔。 After attending external training courses, all personnel shall submit a the report.			
課程之人員於報到時簽名,並於課 程結束後歸檔。 When conducting internal training, Hardia ask displag internal training, Education and Training Sign-in sign i twhen they report to training. Sheet" and ask the participants to Sheet" and asked the participants to Sheet" and asked the participants to Sign in when they report to training. The sign-in sheet shall be filed after the course. Obtained a portion of Kąć ∫ か割心得報告」, 經權責主管 atk後交人事單位歸檔。 After attending external Training" to the HR unit for filing after the authorized supervisor has reviewed the report. ● 各單 在人員 參 加外訓練程後、 Kater attending external Training" to the HR unit for filing after the authorized supervisor has reviewed the report. ● A 葉 by A a x Report on the External Training" to the HR unit for filing after the authorized supervisor reviewed the report. ● 人 事 基 by A f a the f a the f a attending external training courses, all personnel are required to submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor reviewed the report. ● 人 事 a by A f a the f a the f a by A f a the f a f a memployee forgets to clock-in at work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval. ● 人 事 單 位 定期檢 A f a f a the file a file of fill out a work, he/she is required to fill out a "Manual Attendance Record F # A f a employee forgets to clock-in at work, he/she is required to fill out a * Manual Attendance Record			
程結束後歸稽。 於課程結束後歸稽。 於課程結束後歸稽。取據查核期間 When conducting internal training, 部分 <b>教育訓練簽到單」進行查核。</b> When conducting internal training, <b>"Education and Training Sign-in</b> Sheet" and ask the participants to sign it when they report to training. The sign-in sheet shall be filed after ● 多單位人員參加外訓課程後,應 提定「外訓心得報告」,經禮責主管 客核後交人事單位歸稽。 After attending external training courses, all personnel shall submit a <b>Report on the External Training</b> to the HR unit for filing after the authorized supervisor has reviewed the report. ● <b>A 等数及差假作業</b> <b>Attendance and Leave Operator</b> ● 真工上班忘記打卡者,應填寫「本 打者證明單」呈這樣燈真主管餐核。 Ff an employee forgets to clock-in at work, he/she shall fill out a "Manual <b>Attendance Record Entry</b> " and submit it to the authorized supervisor <b>f</b> an employee forgets to clock-in at work, he/she shall fill out a "Manual <b>Attendance Record Entry</b> " and submit it to the authorized supervisor <b>f</b> an employee forgets to clock-in at work, he/she shall fill out a "Manual <b>Attendance Record Entry</b> " and submit it to the authorized supervisor <b>f</b> an employee forgets to clock-in at work, he/she shall fill out a "Manual <b>Attendance Record Entry</b> " and submit it to the authorized supervisor <b>f</b> an employee forgets to clock-in at work, he/she is required to fill out a <b>Manual Attendance Record</b> <b>F</b> at endite to clock-in at work, he/she is required to fill out a "Manual Attendance <b>Record</b> <b>F</b> at endite to clock-in at work, he/she is required to fill out a <b>* * * * * * * * * *</b>			
When conducting internal training, #AGT 教育訓練簽到單」進行查核。 When conducting internal training, "Education and Training Sign-in Sheet" and ask the participants to sign it when they report to training. Sheet" and ask the participants to sign it when they report to training. The sign-in sheet shall be filed after the course. A Far attending external training courses, all personnel shall submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor has reviewed the report. ● 大事姐忘記打卡者,應填寫「未 大、考勤及差假作業 Attendance and Leave Operations for approval. ● 人事單位定期檢視「員工打卡記 ● 人事單位定期檢視「員工打卡記 Wan conducting internal training to the authorized supervisor has reviewed the report. ● 人事單位定期檢視「員工打卡記 Wan conducting internal training to the authorized supervisor has reviewed the report.	課程之人員於報到時簽名,並於課	內訓課程之人員於報到時簽名,並	
the HR unit shall prepare an "Education and Training Sign-in Sheet" and ask the participants to sign it when they report to training. The sign-in sheet shall be filed after the course. ● 各單位人員參加外訓課程後,應 提交「外訓心得報告」、總權責主答 客核後交人事單位歸緒。 After attending external Training courses, all personnel shall submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor has reviewed the report. ● 貫工上班忘記打卡者,應填寫「本 丁卡盤明單」呈請權責主管發核。 所 本utendance and Leave Operator own, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval. ● 人事單位定期檢視「員工打卡記	程結束後歸檔。	於課程結束後歸檔。取據查核期間	
<ul> <li>"Education and Training Sign-in Sheet" and ask the participants to sign it when they report to training. The sign-in sheet shall be filed after the course.</li> <li>● 各單位人員參加外訓課程後,應 the course. Obtained a portion of 提交「外訓心得報告」,經權責主管 審核後交人事單位歸檔。</li> <li>After attending external training courses, all personnel shall submit.</li> <li>&gt;&gt; 單位人員參加外訓課程後, #積主營審核後交人事單位歸檔。</li> <li>After attending external training to the HR unit for filing after the authorized supervisor has reviewed the report.</li> <li>● 算工上班忘記打卡者,應填寫「本 打卡證明單」呈請權責主營養核。 打 + 證明單」呈請權責主營養核。</li> <li>● 算工上班忘記打卡者,應填寫「本 打+證明單」呈請權責主營養核。</li> <li>● 算工上班忘記打卡者,應填寫「本 打+證明單」呈請權責主營養核。</li> <li>● 算工上班忘記打卡者,應填寫「本 打+證明單」呈請權責主營養核a. ff an employee forgets to clock-in at work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval.</li> <li>● 人事單位定期檢稅「員工打卡記</li> </ul>	When conducting internal training,	部份 <b>「教育訓練簽到單」進行查核。</b>	
Sheet" and ask the participants to       "Education and Training Sign-in         sign it when they report to training.       Sheet" and asked the participants to         The sign-in sheet shall be filed after       sign it when they report to training.         • 各單位人員參加外訓課程後,應       the course.         • 各單位人員參加外訓課程後,應       the course. Obtained a portion of         · 各單位人員參加外訓課程後,應       the course. Obtained a portion of         · 各單位人員參加外訓課程後,應       the course. Obtained a portion of         · Appendending external training       Sign-in Sheet" for the audit period         courses, all personnel shall submita       > Appendendit.         · Poputation: As reviewed       > After attending external Training         to the HR unit for filing after the       authorized supervisor has reviewed         the report.       After attending external Training         courses, all personnel shall submit a       > Apgendt of the authorized supervisor reviewed the report.         courses, all personnel are required       to submit a "Report on the         External Training"       to the HR unit for filing after the authorized supervisor reviewed the report.         courses, all personnel are required       to submit a "Report on the         External Training"       to the HR unit for filing after the suborized supervisor reviewed the report.         course, all personde fag ± 管 餐 ka       After atte	the HR unit shall prepare an	When conducting internal training,	
sign it when they report to training. The sign-in sheet shall be filed after the course. ● 各單位人員參加外訓課程後,應 提交「外訓心得報告」,經權責主管 審核後交人事單位歸檔。 After attending external training courses, all personnel shall submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor has reviewed the report. ● 含單位人員參加外訓課程後, K After attending external training courses, all personnel shall submit a work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval. ● 人事單位定期檢視「員工打卡記	"Education and Training Sign-in	the HR unit prepared an	
The sign-in sheet shall be filed after the course. ● 各單位人員參加外訓課程後,應 提交「外訓心得報告」,經權責主管 審核後交人事單位歸檔。 After attending external training courses, all personnel shall submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor has reviewed the report. ● 員工上班忘記打卡者,應填寫「未 力卡證明單」呈請權責主管餐核。 所 重 angloge forgets to clock-in at work, hc/she shall fill out a "Manual ● 人事單位定期檢視、員工打卡記 ● 人事單位定期檢視、員工打卡記 ● 人事單位定期檢視、員工打卡記 ● 人事單位定期檢視、員工打卡記	Sheet" and ask the participants to	"Education and Training Sign-in	
the course. ● 各單位人員參加外訓課程後,應 提交「外訓心得報告」,經權責主管 審核後交人事單位歸檔。 After attending external training courses, all personnel shall submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor has reviewed the report. ● 員工上班忘記打卡者,應填寫「未 力卡證明單」呈請權責主管簽核。 所 a employee forgets to clock-in at work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval. ● 人事單位定期檢視「員工打卡記	sign it when they report to training.	Sheet" and asked the participants to	
<ul> <li>● 各單位人員參加外訓課程後,應 能course. Obtained a portion of 提交「外訓心得報告」,經權責主管 審核後交人事單位歸檔。 After attending external training courses, all personnel shall submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor has reviewed the report. ◆ 又一人員參加外訓課程後, · 与要求提交「外訓心得報告」,經 · 對要求提交「外訓心得報告」,經 · 對要求提交「外訓心得報告」,經 · 對要求提交「外訓心得報告」,經 · 對要求提交「外訓心得報告」,經 · 對要求提交「外訓心得報告」,經 · 對要求提交「外訓心得報告」,經 · 對要求提交「外訓心得報告」,經 · 對要求提交「外訓心得報告」,經 · 對要求提交「小訓心得報告」,經 · 對要求提後, · 對要求提交、「外訓心得報告」,經 · 對專求提後, · 對要求提交「外訓心得報告」,經 · 對要求提後, · 對要求提後, · 對要求提行意 · 對 · 」 · 對專求提信書主管藝校。 · 「前ing after the authorized · 與ervisor reviewed the report. · 大事勤及差個作業 · 人主述意認式「卡者,應填寫「未 · 算工上班忘記打卡者,均要求 · 對講 查里」違行查核。) · 」 新羅全」」違行查核。) · 」 都補登單」違行查核。) · 」 都會理」違行查核。) · 」 aneallotic of approval. · 人事單位定期檢視「員工打卡記 · 人事單位定期檢視「員工打卡記               · 我們 · 」 · 」 · 」 · 」 · 」 · 」 · 」</li></ul>	The sign-in sheet shall be filed after	sign it when they report to training.	
<ul> <li>提交「外訓心得報告」,經權責主管</li> <li>the "Education and Training 審核後交入事單位歸檔。</li> <li>Sign-in Sheet" for the audit period for the audit.</li> <li>&gt; 各單位人員參加外訓課程後, 均要求提交「外訓心得報告」,經 權責主管審核後交人事單位歸檔。</li> <li>After attending external Training"</li> <li>to the HR unit for filing after the authorized supervisor has reviewed the report.</li> <li>After attending external training courses, all personnel are required to submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor reviewed the report.</li> <li>大考勤及差假作業</li> <li>Attendance and Leave Operators</li> <li>● 員工上班忘記打卡者,應填寫「未 &gt; 員工上班忘記打卡者,均要求</li> <li>● 員工上班忘記打卡者,應填寫「未 &gt; 員工上班忘記打卡者,均要求</li> <li>● 其示 建箔權責主管簽核息每月以4 次 為限。(自系統取據部份「未打卡 資料補登單」進行查核。)</li> <li>If an employee forgets to clock-in at work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval.</li> <li>● 人事單位定期檢視「員工打卡記</li> </ul>	the course.	The sign-in sheet shall be filed after	
<ul> <li>審核後交入事單位歸檔。</li> <li>After attending external training courses, all personnel shall submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor has reviewed the report.</li> <li>After attending external training courses, all personnel are required to submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor reviewed the report.</li> <li>After attendance and Leave Operations</li> <li>● 員工上班忘記打卡者,應填寫「未 &gt; 員工上班忘記打卡者,均要求 母體:查核期間考勤及差假作 業 Attendance and Leave Operations</li> <li>● 員工上班忘記打卡者,應填寫「未 &gt; 員工上班忘記打卡者,均要求 水系統填寫「未打卡資料補登單」 呈請權責主管簽核 L 每月以 4 次 於系統填寫「未打卡資料補登單」 呈請權責主管簽核 L 每月以 4 次 為 R。(自系統取據部份「未打卡 資料補登單」 呈請權責主管簽核 L 每月以 4 次 為 R。(自系統取據部份「未打卡 資料補登單」 呈請權責主管簽核 L 每月以 4 次 為 R. (自系統取據部份「未打卡 資料補登單」 過行查核。)</li> <li>If an employee forgets to clock-in at work, he/she is required to fill out a "Manual Attendance Record</li> </ul>	<ul> <li>●各單位人員參加外訓課程後,應</li> </ul>	the course. Obtained a portion of	
After attending external training       for the audit.         Courses, all personnel shall submit a       > 各單位人員參加外訓課程後,         'Report on the External Training'       均要求提交「外訓心得報告」,經         to the HR unit for filing after the authorized supervisor has reviewed the report.       After attending external training courses, all personnel are required to submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor reviewed the report. <ul> <li></li></ul>	提交「 <b>外訓心得報告」</b> ,經權責主管	the "Education and Training	
<ul> <li>courses, all personnel shall submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor has reviewed the report.</li> <li>After attending external training courses, all personnel are required to submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor reviewed the report.</li> <li>大、考勤及差假作業 Attendance and Leave Operations</li> <li>● 員工上班忘記打卡者,應填寫「未 力卡證明單」呈請權責主管簽核。 If an employee forgets to clock-in at work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval.</li> <li>● 人事單位定期檢視「員工打卡記</li> </ul>	審核後交人事單位歸檔。	Sign-in Sheet" for the audit period	
<ul> <li>"Report on the External Training" to the HR unit for filing after the authorized supervisor has reviewed the report.</li> <li>After attending external training courses, all personnel are required to submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor reviewed the report.</li> <li>大、考勤及差假作業 <u>Attendance and Leave Operations</u></li> <li>● 員工上班忘記打卡者,應填寫「未 打卡證明單」呈請權責主管簽核。 If an employee forgets to clock-in at work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval.</li> <li>● 人事單位定期檢視「員工打卡記</li> <li>''Manual Attendance Record Entry</li> </ul>	After attending external training	for the audit.	
<ul> <li>to the HR unit for filing after the authorized supervisor has reviewed the report.</li> <li>After attending external training courses, all personnel are required to submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor reviewed the report.</li> <li>六、考勤及差假作業         Attendance and Leave Operations         ● 員工上班忘記打卡者,應填寫「未 &gt; 員工上班忘記打卡者,均要求 母體:查核期間考勤及差假作 常於系統填寫「未打卡資料補登單」         E 請權責主管簽核。         於系統填寫「未打卡資料補登單」         Z 請權責主管簽核」         Attendance Record Entry" and submit it to the authorized supervisor for approval.         ● 人事單位定期檢視「員工打卡記         Manual Attendance Record 管控。         Wanual Attendance Record Party         Manual Attendance Record Party</li></ul>	courses, all personnel shall submit a	▶ 各單位人員參加外訓課程後,	
authorized supervisor has reviewed the report. After attending external training courses, all personnel are required to submit a <b>"Report on the</b> <b>External Training</b> " to the HR unit for filing after the authorized supervisor reviewed the report. <b>六、考勤及差假作業</b> <u>Attendance and Leave Operations</u> ● 員工上班忘記打卡者,應填寫「未 力卡證明單」呈請權責主管簽核。 If an employee forgets to clock-in at work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval. ● 人事單位定期檢視「員工打卡記	"Report on the External Training"	均要求提交「 <b>外訓心得報告」</b> ,經	
the report. courses, all personnel are required to submit a " <b>Report on the</b> <b>External Training</b> " to the HR unit for filing after the authorized supervisor reviewed the report. <b>六、考勤及差假作業</b> <u>Attendance and Leave Operations</u> ● 員工上班忘記打卡者,應填寫「未 <b>〉</b> 員工上班忘記打卡者,應填寫「未 <b>〉</b> 員工上班忘記打卡者,均要求 <b>好卡證明單」呈請權責主管簽核。</b> If an employee forgets to clock-in at work, he/she shall fill out a " <b>Manual</b> Attendance Record Entry" and submit it to the authorized supervisor for approval. ● 人事單位定期檢視「員工打卡記 <b></b> Courses, all personnel are required to submit a " <b>Report on the</b> <b>External Training</b> " to the HR unit for filing after the authorized supervisor reviewed the report. <b>→</b> <b>↓</b> <b>↓</b> <b>↓</b> <b>↓</b> <b>↓</b> <b>↓</b> <b>↓</b> <b>↓</b>	to the HR unit for filing after the	權責主管審核後交人事單位歸檔。	
to submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor reviewed the report.	authorized supervisor has reviewed	After attending external training	
External Training" to the HR unit for filing after the authorized supervisor reviewed the report.六、考勤及差假作業 Attendance and Leave Operations● 員工上班忘記打卡者,應填寫「未 打卡證明單」呈請權責主管簽核。 If an employee forgets to clock-in at work, he/she shall fill out a "Manual submit it to the authorized supervisor for approval.> 員工上班忘記打卡者,應填寫「未 大系統填寫「未打卡資料補登單」 業 Papulation: Attendance and leave operations during the audit period● 人事單位定期檢視「員工打卡記Wanual Attendance Record "Manual Attendance Record "Manual Attendance Record "Manual Attendance RecordPropulation: Attendance Attendance the audit period	the report.	courses, all personnel are required	
for filing after the authorized supervisor reviewed the report.六、考勤及差假作業 Attendance and Leave Operations●員工上班忘記打卡者,應填寫「未>員工上班忘記打卡者,均要求 於系統填寫「未打卡資料補登單」 呈請權責主管簽核。 上請權責主管簽核且每月以4次 容別。(自系統取據部份「未打卡 資料補登單」進行查核。)母體:查核期間考勤及差假作 業If an employee forgets to clock-in at work, he/she shall fill out a "Manual submit it to the authorized supervisor for approval.>員工上班忘記打卡者,均要求 大新花草 合項單位定期檢視「員工打卡記>員工上班忘記打卡者,均要求 於系統填寫「未打卡資料補登單」 進行查核。)母體:查核期間考勤及差假作 業 Population: Attendance and leave operations during the audit period●人事單位定期檢視「員工打卡記"Manual Attendance Record "Manual Attendance Record 管控。管控。		to submit a " <b>Report on the</b>	
supervisor reviewed the report.         六、考勤及差假作業         Attendance and Leave Operations         ● 員工上班忘記打卡者,應填寫「未         > 員工上班忘記打卡者,應填寫「未         > 月工上班忘記打卡者,應填寫「未         > 月工上班忘記打卡者,應填寫「未         > 方、考勤及差假作業         方卡證明單」呈請權責主管簽核。         If an employee forgets to clock-in at work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval.         ● 人事單位定期檢視「員工打卡記		External Training" to the HR unit	
<ul> <li>六、考勤及差假作業 Attendance and Leave Operations</li> <li>● 員工上班忘記打卡者,應填寫「未 力卡證明單」呈請權責主管簽核。 If an employee forgets to clock-in at work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval.</li> <li>● 人事單位定期檢視「員工打卡記</li> <li>● 人事單位定期檢視「員工打卡記</li> <li>● 人事單位定期檢視「員工打卡記</li> <li>● 人事單位定期檢視「員工打卡記</li> <li>● 人事單位定期檢視「員工打卡記</li> </ul>		for filing after the authorized	
<ul> <li>Attendance and Leave Operations</li> <li>● 員工上班忘記打卡者,應填寫「未 打卡證明單」呈請權責主管簽核。</li> <li>If an employee forgets to clock-in at work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval.</li> <li>● 人事單位定期檢視「員工打卡記</li> <li>&gt; 員工上班忘記打卡者,均要求 於系統填寫「未打卡資料補登單」 違行查核。)</li> <li>&gt; 員工上班忘記打卡者,均要求 於系統填寫「未打卡資料補登單」 違行查核。)</li> <li>If an employee forgets to clock-in at work, he/she is required to fill out a</li> <li>· Manual Attendance Record</li> <li>· Manual Attendance Record</li> <li>· Manual Attendance Record</li> </ul>		supervisor reviewed the report.	
<ul> <li>●員工上班忘記打卡者,應填寫「未 打卡證明單」呈請權責主管簽核。 If an employee forgets to clock-in at work, he/she shall fill out a "Manual submit it to the authorized supervisor for approval.</li> <li>●人事單位定期檢視「員工打卡記</li> <li>&gt;員工上班忘記打卡者,均要求 於系統填寫「未打卡資料補登單」 違行查核。)</li> <li>目工上班忘記打卡者,均要求 於系統填寫「未打卡資料補登單」 違行查核。)</li> <li>目本主命簽核且每月以4次 為限。(自系統取據部份「未打卡 資料補登單」進行查核。)</li> <li>If an employee forgets to clock-in at work, he/she is required to fill out a "Manual Attendance Record</li> <li>●員工上班忘記打卡者,均要求 母體:查核期間考勤及差假作 業</li> <li>Population: Attendance and leave operations during the audit period</li> <li>説明:左列各項單據均已系統 化並透過系統進行核決權限的</li> </ul>	六、考勤及差假作業	·	
<ul> <li> 打卡證明單」呈請權責主管簽核。 </li> <li> 於系統填寫「未打卡資料補登單」 </li> <li>  上請權責主管簽核且每月以4次   為限。(自系統取據部份「未打卡   为限。(自系統取據部份「未打卡   方料補登單」進行查核。)   比eave operations during   the audit period   就明:左列各項單據均已系統   他並透過系統進行核決權限的   管控。</li></ul>	Attendance and Leave Operati	ons	
<ul> <li> 打卡證明單」呈請權責主管簽核。 </li> <li> 於系統填寫「未打卡資料補登單」 </li> <li>  上請權責主管簽核且每月以4次   為限。(自系統取據部份「未打卡   为限。(自系統取據部份「未打卡   方料補登單」進行查核。)   比eave operations during   the audit period   就明:左列各項單據均已系統   他並透過系統進行核決權限的   管控。</li></ul>	●員工上班忘記打卡者,應填寫「 <b>未</b>	▶ 員工上班忘記打卡者,均要求	母體:查核期間考勤及差假作
If an employee forgets to clock-in at work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval.呈請權責主管簽核且每月以4次 為限。(自系統取據部份「未打卡 資料補登單」進行查核。)Population: Attendance and leave operations during the audit period● 人事單位定期檢視「員工打卡記『Manual Attendance Record化並透過系統進行核決權限的	<b>打卡證明單</b> 」呈請權責主管簽核。		
<ul> <li>work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval.</li> <li>● 人事單位定期檢視「員工打卡記</li> <li>為限。(自系統取據部份「未打卡 leave operations during 資料補登單」進行查核。)</li> <li>If an employee forgets to clock-in at work, he/she is required to fill out a "Manual Attendance Record Entry"</li> </ul>	If an employee forgets to clock-in at		
Attendance Record Entry" and submit it to the authorized supervisor for approval.資料補登單」進行查核。)the audit period● 人事單位定期檢視「員工打卡記資料補登單」進行查核。)能明:左列各項單據均已系統 心述透過系統進行核決權限的			leave operations during
submit it to the authorized supervisor for approval. ● 人事單位定期檢視「員工打卡記 If an employee forgets to clock-in at 說明: 左列各項單據均已系統 work, he/she is required to fill out a "Manual Attendance Record 管控。	Attendance Record Entry" and		the audit period
for approval. ●人事單位定期檢視「員工打卡記 Work, he/she is required to fill out a 化並透過系統進行核決權限的	submit it to the authorized supervisor		-
●人事單位定期檢視「員工打卡記 "Manual Attendance Record 管控。	for approval.		
	<ul> <li>● 人事單位定期檢視「員工打卡記</li> </ul>		
with a second start of the second start of the second start with the second start and start and second start	<b>錄表」</b> ,檢視員工打卡及出缺勤狀		Description: The documents

## 薪工作業內稽查核明細表

### TCI Co., Ltd.

	ayron mernar Audit Dreakdown Table	
控制點	查核方式	抽樣量/樣本/查核結論
Control Point	Audit Method	Sample Size/Sample/Audit
		Conclusion
况。	to the authorized supervisor for	
The HR unit regularly reviews the	approval. The limit for the Manual	
"Employee Clock-in Record Sheet"	Attendance Record Entry is 4 per	the system for access
to review employee clock-in and	month (obtained a portion of the	
clock-out status.		附件:未打卡資料補登單/員工
●員工加班應填寫「 <b>加班申請單」</b> ,	Entries" from the system for the	考勤表/公出申請單/出差暨旅
經權責主管核准後方得加班,並按	audit).	費申請單等
規定打卡呈請權責主管簽核。	▶ 人事單位與資訊部配合,每天	Appendix: Manual Attendance
Employees who work overtime shall	由系統定期檢視「員工考勤表」,	Record Entry/Employee
fill out the "Overtime Application	員工可於 3 天內由系統查詢到自	Attendance Sheet/Official
Form" and submit it to the authorized	已打卡的歷史紀錄。	Leave Application/Business
supervisor for approval after the	The HR unit cooperated with the IT	Travel Application, etc.
supervisor approves the overtime	unit so that the system regularly	結論:未發現重大異常情形,
work, and clock-in according to the	inspects the "Employee	結果尚屬滿意。
regulations.	Attendance Sheet." Employees can	Conclusion: No major
●員工公出或國內出差1天者,應	check their clock-in and clock-out	
填寫「公出單」呈請權責主管簽核。	history within 3 days by reviewing	
Employees on official business or	the "Employee Attendance Sheet"	▲ 32. 丁作移空清算
one-day domestic business trips shall	regularly in the system.	Job Handover Checklist 34.請假單 Attendance Application
fill out the " <b>Official Leave</b>	▶員工加班均須於系統填寫「加	<ul> <li>◆ 35.加班申請單 Overtime Application</li> <li>◆ 36.銷假單</li> <li>▲ Leave &amp; Vacation Cancellation</li> </ul>
Application" and submit it to the	<b>班申請單」</b> ,經權責主管核准後方	<ul> <li>38.服務加班單 Interim 5-Factory Overtime Application</li> <li>39.未打卡資料補登單</li> </ul>
authorized supervisor for approval.	得加班,並按規定打卡呈請權責主	Manually Attendance Record Entry           40.公出申請單           Official Leave Application           51.職務薪資興動單
● 員工出差二天以上需事先填寫	管簽核。	Duty Payroll Transaction           ● 76.新加班單申請單 New Interim Overtime Application
「出差暨旅費申請單」呈請權責主	Employees who worked overtime	◆ 79.大江幣發放申請單 TCI-Coin Request
管簽核。	are required to fill out the	
Employees on business trips of more	"Overtime Application Form" and	
than two days shall fill out the	submit it to the authorized	
"Business Travel Application" and	supervisor for approval after the	
submit it to the authorized supervisor	supervisor approved the overtime	
in advance for approval.	work, and clock-in according to the	
● 期間外派或留職停薪申請	regulations.	
Application for expatriate or leave	▶ 員工公出或國內出差 1 天者,	
without pay during the period	均需於系統填寫「公出申請單」呈	
1, 0, 1,	請權責主管簽核。	
	Employees on official business or	
	one-day domestic business trips are	
	and any activity continees unpo are	

## 薪工作業內稽查核明細表

### TCI Co., Ltd.

	Faylon Internal Audit Dieakuowii Table	
控制點	查核方式	抽樣量/樣本/查核結論 Sample Size/Sample/Audit
Control Point	Audit Method	Conclusion
	required to fill out the "Official	
	Leave Application" and submit it	
	to the authorized supervisor for	
	approval.	
	▶ 取具查核期間外派或留職停薪	
	申請單	
	Obtain applications for expatriate or	
	leave without pay during the audit	
	period	
	▶ 員工出差二天以上需事先於系	
	統填寫「 <b>出差暨旅費申請單」</b> 呈請	
	權責主管簽核。	
	Employees on business trips of	
	more than two days shall fill out the	
	"Business Travel Application" in	
	the system and submit it to the	
	authorized supervisor in advance	
	for approval.	
七、獎懲及考核績效評估作業		
	erformance Evaluation Operations	
● 依『員工手冊』之相關規定辦理,	▶ 依『員工手冊』之相關規定辦	母體:查核期間獎懲及考核績
對員工表現予以適當獎懲。	理,對員工表現予以適當獎懲。	效評估作業
In accordance with the relevant	In accordance with the relevant	-
provisions of the "Employee	provisions of the "Employee	
Handbook," the Company shall	Handbook," the Company shall	performance evaluation
reward or punish employees for	reward or punish employees for their	operations during the
their performance.	performance.	audit period
●獎懲需由直屬主管填寫「簽呈」,		様本:無
述明具體事實與依據,會人事單位 日本五本,5日次		
呈簽至董事長核准。	人事單位呈簽至董事長核准。	
The immediate supervisor must fill		
out a "Signature Approval" stating		
the specific facts and rationale for		-
rewards and punishments, and		
signed by the HR unit to the		satisfactory.
Chairman for approval.	unit to the Chairman for approval.	

## 薪工作業內稽查核明細表

### TCI Co., Ltd.

<ul> <li>●用人單位主管於對員工進行考核 結束後,將「員工績效考核表」等 交予人事單位彙總考核結果。</li> <li>At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment.</li> <li>①、晉升及調遷作業 Promotion and Transfer Operations</li> <li>● 由用人單位提出「簽呈」載明晉 &gt; 由用人單位提出「職務薪資具 件原因及晉升職務,經權責主管核 為單」載明晉升原因及晉升職 灌後,交人事單位歸檔,並通知相 關人員。必要時,辦理公告作業。</li> <li>予由用人單位提出「職務薪資具 常務後,交人事單位歸檔,並通知相 關人員。必要時,辦理公告作業。</li> <li>予由用人單位提出「職務薪資具 常務後後,交人事單位歸檔,並 通知相關人員。主任級以上人 員異動,辦理公告作業。</li> <li>The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position.</li> <li>After approval by the authorized supervisor, the document shall be</li> </ul>			
Control Point     Audit Method     Sample Size/Sample/Audit Conclusion <ul> <li>人事單位於考核期間,分零「員 定類效考核表」予各員工,於填寫 次要賞料後交給用人單位主管,並 與用人單位主管,並 與用人單位主管,並 與用人單位主管,並 與用人單位主管,並 和關異動。</li> <li>During the assessment period, the "Employee, fill in the necessary the employing unit's Performance Assessment Form" to supervisor of the employing unit, who will conduct an interview and evaluation.            ●用人單位主管於對員工進行考核 結果後,將「員工績效考核表」等 交子人單位集總考核結果。            At the end of the employed supervisor of the employed employing unit will send the "Employee Performance Assessment.            へ 雪升及調遍作業 Promotion and Transfer Operations            へ 雪升及調遍作業 The employing unit shall submit a 『Signature Approvall' stating the rason for promotion and the during the authorized supervisor, the document shall be            • and 人員: 必要時,辨理公告作業。 The employing unit shall submit a "Signature Approvall' stating the rason for promotion and the during the authorized supervisor, the document shall be          a "Job Salary rausef operations adjustment Form" and make whe will conduct an interview and reason for promotion, the Conclusion: No major         </li></ul>	控制點	查核方式	
人事單位於考核期間,分奪「員)       用人單位主管於對員工違行考 核結束後,將員工績效考核結 梁武績於藏勝箭貫裏動單後進 行相關異動。       Conclusion         During the assessment period, the g用人單位主管進行面談並評核。       果記鏡於藏勝箭貫裏動單後進 行相關異動。 During the assessment period, the Employee assessment, the employing unit's         Performance Assessment Form" to supervisor of the employing unit, sha ½ (第 「員工績效考核表」 常 文子人事單位集總考核結果。       Upon completion of an employee's         At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment.       Adjustment Form and make who will conduct an interview and relevant adjustments.         ◆ 和人單位主營於對員工進行考核 恭承後, 第 「員工績效考核表」 常 文子人事單位集總考核結果。 Adjustment Form and make who will conduct an interview and relevant adjustments. Poll Que 監修計 (1) Supple Performance Assessment form" to the HR unit to summarize the results of the assessment. During the audit results of the assessment. During the audit results of the assessment.         A、 告升及調邊作業 Promotion and Transfer Operations During the audit period # 就以」 adjust # 就以及調整新資,經權貴主營 # 就以及調整新資,經權貴主營 # 就以、 和關人員。主任級以上人 Adjustment Form" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be During the audit period # 本論 未發現重大異常情形, Adjustment Form" stating the reason for promotion, the Conclusion: No major			
工績效考核表」予各員工,於填寫 必要資料後交給用人單位主管,並 與用人單位主管進行面積並詳核。 RLW unit will send the "Employee each employee, fill in the necessary information, and give it to the supervisor of the employing unit, supervisor of the employing unit, who will conduct an interview and evaluation. ● 用人單位主管於對員工進行考核 結束後,將「員工績效考核表」等 交子人事單位集總考核結果。 At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of eassessment. 九、骨升及調邊作業 Promotion and Transfer Operations ● 由用人單位提出「簽呈」載明骨 小素因及看升纖薄, 總准貴主管核。 The employing unit shall submit a 關人員。必要時,辦理公告作素。 The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be			Conclusion
必要資料後交給用人單位主管連行面谈並評核。 與用人單位主管連行面谈並評核。 During the assessment period, the HR unit will send the "Employee ach employee, fill in the necessary information, and give it to the ach employee, fill in the necessary information, and give it to the assessment on the Job Salary supervisor of the employing unit, who will conduct an interview and evaluation. ● 用人單位主管於對員工進行考核 結束後,將「員工績效考核表」等 交子人事單位集總考核結果。 At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment. へ、晉升及調邊作業 Promotion and Transfer Operations ● 由用人單位提出「餐L」載明骨 介原因及骨升職務,總權貴主管核 海後,交人事單位歸檔,並通知相 關人員。必要時,辦理公告作業。 The employing unit shall submita "Signature Approval" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be			
<ul> <li>第日人單位主管進行面談並評核。</li> <li>①和關異身。</li> <li>①如ing the assessment period, the HR unit will send the "Employee" supervisor will record the results of each employee, fill in the necessary information, and give it to the supervisor of the employing unit, who will conduct an interview and evaluation.</li> <li>●周人單位主營於對員工進行考核 結束後,將「員工續效考核表」等 交予人事單位集總考核結果。</li> <li>At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment.</li> <li>● 由用人單位提出「餐呈」載明骨</li></ul>			
During the assessment period, the HR unit will send the "Employee Performance Assessment Form" to each employee, fill in the necessary information, and give it to the supervisor of the employing unit, who will conduct an interview and evaluation. ● 用人單位主管於對員工進行考核 結束後,將「員工績效考核表」等 交予人事單位集總考核結果。 At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment. ● 由用人單位提出「餐圣」戴明骨			
HR unit will send the "Employee Performance Assessment Form" to each employee, fill in the necessary information, and give it to the supervisor of the employing unit, who will conduct an interview and evaluation. ● 用人單位主管於對員工進行考核 結束後,將「員工績效考核表」等 交子人事單位彙總考核結果。 At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment. へ、骨升及調邊作業 Promotion and Transfer Operations ● 由用人單位提出「餐Z」載明骨 升原因及骨升戰務,經權貴主管核 海後、交人事單位歸檔,並通知相 關人員。必要時,辦理公告作業。 The employing unit shall submit a "Signature Approval" stating the duties of the promoted position. After approval by the authorized supervisor, the document shall be			
Performance Assessment Form" to each employee, fill in the necessary information, and give it to the supervisor of the employing unit, Adjustment Form and make who will conduct an interview and relevant adjustments. evaluation. ●用人單位主管於對員工進行考核 結束後,將「員工績效考核表」等 交予人事單位彙總考核結果。 At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment. 小、骨升及調邊作業 Promotion and Transfer Operations ● 由用人單位提出「簽呈」戴明晉 小 每升及調邊作業 Promotion and Transfer Operations ● 由用人單位提出「簽呈」戴明晉 小 每升及調邊作業 The comploying unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be	During the assessment period, the	Upon completion of an employee's	
each employee, fill in the necessary information, and give it to the supervisor of the employing unit, who will conduct an interview and evaluation. ● 用人單位主管於對員工進行考核 結束後,將「員工績效考核表」等 交子人事單位集總考核結果。 At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment. へ、骨升及調邊作業 Promotion and Transfer Operations ● 由用人單位提出「驚多薪資製 母體:查核期間骨升及調邊作 常意。文人事單位歸檔,並通知相 關人員。必要時,辦理公告作業。 The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be			
information, and give it to the supervisor of the employing unit, Adjustment Form and make relevant adjustments. evaluation. ●用人單位主管於對員工進行考核 結束後,將「員工績效考核表」等 交子人事單位彙總考核結果。 At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment. 八、骨升及調邊作業 Promotion and Transfer Operations ● 由用人單位提出「發星」載明骨 分原因及骨升職務, 經權貴主管核 將久久事單位歸檔, 並通知相 關人員。必要時,辦理公告作業。 The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be	Performance Assessment Form" to	supervisor will record the results of	
supervisor of the employing unit, who will conduct an interview and evaluation. ●用人單位主管於對員工進行考核 結束後,將「員工績效考核表」等 交予人事單位彙總考核結果。 At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment. 八、骨升及調遷作業 Promotion and Transfer Operations ●由用人單位提出「發星」戴明骨 升原因及骨升職務,經權貴主管核 准後,交人事單位歸檔,並通知相 關人員。必要時,辦理公告作業。 The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be		1 0 1	
who will conduct an interview and evaluation. ●用人單位主管於對員工進行考核 結束後,將「員工績效考核表」寄 交予人事單位彙總考核結果。 At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment. 八、骨升及調遷作業 Promotion and Transfer Operations ●由用人單位提出「簽Z」戴明晉 外原因及晉升職務,經權責主管核 准後,交人事單位歸檔,並通知相 關人員。必要時,辨理公告作業。 The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be	information, and give it to the	assessment on the Job Salary	
evaluation. ●用人單位主管於對員工進行考核 結束後,將「員工績效考核表」等 交予人事單位彙總考核結果。 At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment. へ、骨升及調遷作業 Promotion and Transfer Operations ● 由用人單位提出「簽呈」載明骨 分 由用人單位提出「簽差」載明骨 分 由用人單位提出「職務薪資異 準後,交人事單位歸檔,並通知相 關人員。必要時,辦理公告作業。 The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be		-	
<ul> <li>●用人單位主管於對員工進行考核 結束後,將「員工績效考核表」等 交予人事單位彙總考核結果。</li> <li>At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment.</li> <li>①、晉升及調遷作業 Promotion and Transfer Operations</li> <li>● 由用人單位提出「簽呈」載明晉 &gt; 由用人單位提出「職務薪資具 件原因及晉升職務,經權責主管核 為單」載明晉升原因及晉升職 灌後,交人事單位歸檔,並通知相 關人員。必要時,辦理公告作業。</li> <li>予由用人單位提出「職務薪資具 常務後,交人事單位歸檔,並通知相 關人員。必要時,辦理公告作業。</li> <li>予由用人單位提出「職務薪資具 常務後後,交人事單位歸檔,並 通知相關人員。主任級以上人 員異動,辦理公告作業。</li> <li>The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position.</li> <li>After approval by the authorized supervisor, the document shall be</li> </ul>	who will conduct an interview and	relevant adjustments.	
結束後,將「員工績效考核表」等 交予人事單位彙總考核結果。 At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment.	evaluation.		
<ul> <li>交予人事單位彙總考核結果。</li> <li>At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment.</li> <li>八、晉升及調遷作業 Promotion and Transfer Operations</li> <li>● 由用人單位提出「簽呈」載明晉 &gt; 由用人單位提出「職務薪資異 # 燈: 查核期間晉升及調遷作 # 動單」載明晉升原因及晉升職務, 經權責主管核 # 人家 人專單位歸檔, 並通知相 關人員。必要時, 辦理公告作業。</li> <li>所e employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position.</li> <li>After approval by the authorized supervisor, the document shall be</li> </ul>			
At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment. へ、晉升及調遷作業 Promotion and Transfer Operations ● 由用人單位提出「簽呈」載明晉 分、晉升及調遷作業 介原因及晉升職務,經權責主管核 加人員。必要時,辨理公告作業。 The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be	結束後,將「員工績效考核表」寄		
assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment. へ、晉升及調遷作業 Promotion and Transfer Operations ● 由用人單位提出「簽呈」載明晉 > 由用人單位提出「職務薪資異 升原因及晉升職務,經權責主管核 准後,交人事單位歸檔,並通知相 關人員。必要時,辦理公告作業。 The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be	交予人事單位彙總考核結果。		
employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment. 八、晉升及調遷作業 Promotion and Transfer Operations ● 由用人單位提出「簽呈」載明晉 外原因及晉升職務,經權責主管核 准後,交人事單位歸檔,並通知相 關人員。必要時,辦理公告作業。 The employing unit shall submit a "Signature Approval" stating the erason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be	At the end of the employee		
<ul> <li>"Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment.</li> <li>ヘ、晉升及調遷作業 Promotion and Transfer Operations</li> <li>● 由用人單位提出「簽呈」載明晉</li> <li>&gt; 由用人單位提出「簽呈」載明晉</li> <li>&gt; 由用人單位提出「職務薪資異</li> <li>母體:查核期間晉升及調遷作 業</li> <li>Population: Promotion and fl人員。必要時,辦理公告作業。</li> <li>The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position.</li> <li>After approval by the authorized supervisor, the document shall be</li> <li>The employing unit shall submit a "Job Salary the reason for promotion the</li> <li>Mathematical Sample: None submit a "Job Salary</li> </ul>	assessment, the supervisor of the		
Assessment Form'' to the HR unit       to summarize the results of the         to summarize the results of the       assessment.         八、晉升及調遷作業       Promotion and Transfer Operations         ● 由用人單位提出「簽呈」載明晉       > 由用人單位提出「職務薪資異         母燈:查核期間晉升及調遷作       動單」載明晉升原因及晉升職         介原因及晉升職務,經權責主管核       務以及調整薪資,經權責主管         有人單位歸檔,並通知相       務以及調整薪資,經權責主管         方面之事單位歸檔,並通知相       務以及調整薪資,經權責主管         「該gnature Approval'' stating the       通知相關人員。主任級以上人         reason for promotion and the       J具動,辦理公告作業。         The employing unit shall submit a       "Job Salary         After approval by the authorized       submit a         supervisor, the document shall be       the reason for promotion, the	employing unit will send the		
to summarize the results of the assessment. へ、晉升及調遷作業 Promotion and Transfer Operations ● 由用人單位提出「簽呈」載明骨 外原因及晉升職務,經權責主管核 增後,交人事單位歸檔,並通知相 關人員。必要時,辨理公告作業。 The employing unit shall submit a ''Signature Approval'' stating the duties of the promoted position. After approval by the authorized supervisor, the document shall be	"Employee Performance		
assessment. 八、晉升及調遷作業 Promotion and Transfer Operations ● 由用人單位提出「簽呈」載明晉 升原因及晉升職務,經權責主管核 增後,交人事單位歸檔,並通知相 關人員。必要時,辨理公告作業。 The employing unit shall submit a "Signature Approval" stating the duties of the promoted position. After approval by the authorized supervisor, the document shall be	Assessment Form" to the HR unit		
<ul> <li>○ 由用人單位提出「簽呈」載明音</li> <li>&gt; 由用人單位提出「職務薪資異</li> <li>母體:查核期間音升及調遷作</li> <li>弁原因及晉升職務,經權賣主管核</li> <li>游單」載明晉升原因及晉升職</li> <li>第</li> <li>1</li> <li>2</li> <li>2</li> <li>3</li> <li>4</li> <li< td=""><td>to summarize the results of the</td><td></td><td></td></li<></ul>	to summarize the results of the		
Promotion and Transfer Operations         ● 由用人單位提出「簽呈」載明骨       > 由用人單位提出「職務薪資異       母體:查核期間骨升及調遷作         升原因及骨升職務,經權責主管核       動單」載明骨升原因及骨升職         准後,交人事單位歸檔,並通知相       務以及調整薪資,經權責主管         關人員。必要時,辦理公告作業。       務以及調整薪資,經權責主管         The employing unit shall submit a       通知相關人員。主任級以上人         ''Signature Approval'' stating the reason for promotion and the duties of the promoted position.       百異動,辦理公告作業。         After approval by the authorized supervisor, the document shall be       The reason for promotion, the document shall be	assessment.		
<ul> <li>●由用人單位提出「簽呈」載明晉</li> <li>&gt;由用人單位提出「職務薪資異</li> <li>→ 由用人單位提出「職務薪資異</li> <li>→ 由用人單位提出「職務薪資異</li> <li>→ 動單」載明晉升原因及晉升職</li> <li>* 強速和相</li> <li>* 強速知相</li> <li>· 必要時,辦理公告作業。</li> <li>The employing unit shall submit a</li> <li>* 'Signature Approval'' stating the reason for promotion and the duties of the promoted position.</li> <li>After approval by the authorized supervisor, the document shall be</li> <li>&gt; 由用人單位提出「職務薪資異</li> <li>&gt; 母體:查核期間晉升及調遷作</li> <li>* 勤單」載明晉升原因及晉升職</li> <li>* 務以及調整薪資,經權責主管</li> <li>※ 務後後,交人事單位歸檔,並</li> <li>● 如回lation: Promotion and transfer operations</li> <li>· 通知相關人員。主任級以上人</li> <li>● 其動,辦理公告作業。</li> <li>The employing unit shall submit a ''Job Salary</li> <li>* 法發現重大異常情形,</li> <li>Adjustment Form'' stating</li> <li>* the reason for promotion, the</li> </ul>	八、晉升及調遷作業		
升原因及晉升職務,經權責主管核 准後,交人事單位歸檔,並通知相 關人員。必要時,辨理公告作業。動單」載明晉升原因及晉升職 務以及調整薪資,經權責主管 務成及調整薪資,經權責主管 及核後,交人事單位歸檔,並 通知相關人員。主任級以上人 員異動,辦理公告作業。アopulation: transfer during the audit period 樣本:無The employing unit shall submit a ''Signature Approval'' stating the reason for promotion and the duties of the promoted position.通知相關人員。主任級以上人 員異動,辦理公告作業。K本:無The employing unit shall submit a ''Signature Approval'' stating the duties of the promoted position.The employing unit shall submit a ''Job Salary Adjustment Form'' stating the reason for promotion, theSample: None 结論:未發現重大異常情形, 結果尚屬滿意。 Conclusion:	Promotion and Transfer Opera	tions	
准後,交人事單位歸檔,並通知相 關人員。必要時,辦理公告作業。 The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be	● 由用人單位提出「簽呈」載明晉	▶ 由用人單位提出「職務薪資異	母體:查核期間晉升及調遷作
關人員。必要時,辦理公告作業。簽核後,交人事單位歸檔,並transferoperationsThe employing unit shall submit a通知相關人員。主任級以上人during the audit period''Signature Approval'' stating the reason for promotion and the duties of the promoted position.員異動,辦理公告作業。樣本:無The employing unit shall submit aThe employing unit shall submit aSample: NoneAfter approval by the authorized supervisor, the document shall beAdjustment Form'' stating the reason for promotion, the Conclusion:Nomail controlmail controlmail controlMathematical control<	升原因及晉升職務,經權責主管核	動單」載明晉升原因及晉升職	業
The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be The employing unit shall submit a I Apa 相關人員。主任級以上人 日異動,辦理公告作業。 The employing unit shall Sample: None submit a "Job Salary 結論:未發現重大異常情形, Adjustment Form" stating 結果尚屬滿意。 the reason for promotion, the Conclusion: No major	准後,交人事單位歸檔,並通知相	務以及調整薪資,經權責主管	Population: Promotion and
<ul> <li>"Signature Approval" stating the reason for promotion and the duties of the promoted position.</li> <li>After approval by the authorized supervisor, the document shall be</li> <li>算異動,辦理公告作業。</li> <li>樣本:無</li> <li>The employing unit shall Sample: None submit a "Job Salary 結論:未發現重大異常情形, Adjustment Form" stating 結果尚屬滿意。</li> <li>the reason for promotion, the Conclusion: No major</li> </ul>	關人員。必要時,辦理公告作業。	<b>簽核後,交人事單位歸檔,並</b>	transfer operations
reason for promotion and the The employing unit shall Sample: None duties of the promoted position. Submit a ''Job Salary 結論:未發現重大異常情形, After approval by the authorized supervisor, the document shall be the reason for promotion, the Conclusion: No major	The employing unit shall submit a	通知相關人員。主任級以上人	during the audit period
duties of the promoted position. After approval by the authorized supervisor, the document shall be	"Signature Approval" stating the	員異動,辦理公告作業。	樣本:無
After approval by the authorized Adjustment Form'' stating 結果尚屬滿意。 supervisor, the document shall be the reason for promotion, the Conclusion: No major	reason for promotion and the	The employing unit shall	Sample: None
supervisor, the document shall be the reason for promotion, the Conclusion: No major	duties of the promoted position.	submit a ''Job Salary	結論:未發現重大異常情形,
	After approval by the authorized	Adjustment Form'' stating	結果尚屬滿意。
submitted to the HR unit for filing, duties of the promoted exceptions were found and the	supervisor, the document shall be	the reason for promotion, the	Conclusion: No major
	submitted to the HR unit for filing,	duties of the promoted	exceptions were found and the
and the relevant personnel shall be position, and salary results were satisfactory.	and the relevant personnel shall be	position, and salary	results were satisfactory.

薪工作業內稽查核明細表

TCI Co., Ltd.

	Payron Internal Audit Breakdown Table	
控制點	查核方式	抽樣量/樣本/查核結論
Control Point	Audit Method	Sample Size/Sample/Audit
		Conclusion
notified. If necessary, an	adjustment. After approval	
announcement will be made.	by the authorized supervisor,	
● 用人單位主管得依考核結果提報	the document shall be	
調薪,填寫「調薪簽呈」經權責主	submitted to the HR unit for	
管核准後,交人事單位依規定辦理。	filing, and the relevant	
The supervisor of the employing	personnel shall be notified.	
unit may report salary adjustment	Announcements will be made	
based on the assessment results.	for personnel adjustments	
After filling out the ''Salary	above the chief level.	
Adjustment Signature Approval''	▶ 人員之調遷,由申請人提出「職	
and obtaining the approval of the	務薪資異動單」,經權責主管	
authorized supervisor, it will be	核准後,交人事單位歸檔,並	
submitted to the HR unit for	通知相關人員。必要時,辦理	
processing in accordance with the	公告作業。	
regulations.	The applicant shall submit the	
● 人員之調遷,由申請人提出『人	"Job Salary Adjustment Form"	
事異動申請單』,經權責主管核准	for the personnel's transfer,	
後,交人事單位歸檔,並通知相關	which shall be approved by the	
人員。必要時,辦理公告作業。	authorized supervisor, and then	
The applicant shall submit the	submitted to the HR unit for	
"Personnel Adjustment Application	filing and notify the relevant	
Form'' for the personnel's transfer,	personnel. If necessary, an	
which shall be approved by the	announcement will be made.	
authorized supervisor, and then		
submitted to the HR unit for filing		
and notify the relevant personnel.		
If necessary, an announcement will		
be made.		
九、福利作業		
Welfare Operations		
<ul> <li>●成立職工福利委員會,制定「職</li> </ul>	▶ 成立職工福利委員會,制定「職	母體:查核期間福利作業
工福利委員會組織章程」以為執行	工福利委員會組織章程」以為	Population: Welfare operations
員工福利措施之依據。	執行員工福利措施之依據。	during the audit period
Establish the Employee Welfare	Establish the Employee Welfare	
Committee and formulate the	Committee and formulate the	結果尚屬滿意。
"Articles of Association of the	"Articles of Association of the	Conclusion: No major

薪工作業內稽查核明細表

### TCI Co., Ltd.

		抽樣量/樣本/查核結論
控 制 點	查核方式	Sample Size/Sample/Audit
Control Point	Audit Method	Conclusion
Employee Welfare Committee" as	Employee Welfare Committee" as	
the basis for implementing employee	the basis for implementing	results were satisfactory.
welfare measures.	employee welfare measures.	
● 依據「職工福利委員會組織章	▶ 依據「職工福利委員會組織章	
程」, 職工福利委員應每三個月應召	程」,由職工福利委員召開會	Appendix: "Articles of
開一次會議,必要時得召開臨時	議,並應製作 <b>會議紀錄保存</b> 。	Association of the Employee
會,並應製作 <b>會議紀錄歸檔保存</b> 。	Based on the "Articles of	
Based on the "Articles of	Organization of the Employee	
Organization of the Employee	Welfare Committee," the	
Welfare Committee," the Employee	Employee Welfare Committee	
Welfare Committee shall hold a	convened a meeting and	
meeting every three months, or an	prepared the meeting minutes	
interim meeting if necessary, and	for filing.	
shall prepare meeting minutes for		
filing.		
十、離職及退休作業		
Separation and Retirement Op	erations	
● 員工因故無法繼續服務或退休	>員工因故無法繼續服務或退休	母體:查核期間離職及退休作
時,需填具「 <b>離職申請單」</b> ,與「工	時,需填具「 <b>離職申請單」</b> ,與「工	業
作移交清單」。	作移交清單」。	Population: Separation and
Employees who are unable to	Employees who are unable to	retirement operations
continue their service or retire for any	continue their service or retire for	during the audit period
reason are required to fill out a	any reason are required to fill out a	樣本:離職移交清單
"Separation Application" and a	"Separation Application" and a	Sample: Separation handover
"Job Handover Checklist."	"Job Handover Checklist."	checklist
		結論:未發現重大異常情形,
		結果尚屬滿意。
		Conclusion: No major
		exceptions were found and the
		results were satisfactory.
十一、薪資作業		
Salary Operations		
● 人事單位計薪人員依據資訊編製	▶ 人事單位計薪人員依據資訊編	母體:查核期間薪資作業
「薪資明細表」及「薪資總表」經	製「薪資明細表」-會計審核	Population: Salary operations
權責單位簽核後,「 <b>薪資明細表」</b> 由		
人事單位留存,「 <b>薪資總表」</b> 交由會	<b>財務主管</b> 經權責單位簽核後	說明:該作業因會涉及個人資

## 薪工作業內稽查核明細表

### TCI Co., Ltd.

控制 點	查核方式	抽樣量/樣本/查核結論
Control Point	Audit Method	Sample Size/Sample/Audit
		Conclusion
計單位切立傳票入帳。	進行放款,「 <b>薪資明細表」</b> 由	料保密的問題,故改以檢
After the salary personnel of the HR	人事單位留存, <b>並</b> 由會計單位	查表的方式詢問人資單
unit prepares the "Salary Statement"	切立傳票入帳。	位確認。
and "Salary Summary" based on the	▶ 會計單位切立薪資傳票後,交	Description: Since this operation
information and the authorizing unit	由財務單位出納人員製作「 <b>銀</b>	involves personal
signs and approves them, the "Salary	<b>行取款條」</b> ,並依 <b>『印鑑使用</b>	information, a
Statement" is retained by the HR	<b>管理辦法』</b> 申請用印後,交予	confirmation list is used
unit and the "Salary Summary" is	人事單位至銀行辦理薪資匯	to have the HR unit
handed over to the accounting unit to	款事宜。	confirm.
create a voucher to be recorded in the	After the accounting unit	附件:薪資清冊1~2
accounts.	creates a salary voucher, the	Appendix: Payroll Register 1-2
● 會計單位切立薪資傳票後, 交由	cashier in the finance unit	結論:未發現重大異常情形,
財務單位出納人員製作「銀行取款	creates a "Bank Withdrawal	結果尚屬滿意。
條」 <sup>,</sup> 並依『印鑑使用管理辦法』申	Slip" and applies for the use of	Conclusion: No major
請用印後,交予人事單位至銀行辨	a seal in accordance with the	exceptions were found and
理薪資匯款事宜。	"Regulations for the Use of	the results were
After the accounting unit creates a	the Seal," and then hands it	satisfactory.
salary voucher, the cashier in the	over to the HR unit to handle	
finance unit creates a "Bank	salary remittances at the bank.	
Withdrawal Slip" and applies for the	▶ 人事單位均會製作清冊,依『印	
use of a seal in accordance with the	鑑使用管理辦法』申請用印	
"Regulations for the Use of the	後,連同 <b>「銀行取款條」</b> 至銀	
Seal," and then hands it over to the	行辦理轉帳事宜,並留存轉帳	
HR unit to handle salary remittances	證明。	
at the bank.	The HR unit formulates a	
● 人事單位應製作 <b>清冊</b> ,依『印鑑	register, applies for the use of	
使用管理辦法』申請用印後,連同	seal according to the	
「銀行取款條」至銀行辦理轉帳事	"Regulations on the Use of	
宜,並留存轉帳證明。	Seal," and then go to the bank	
The HR unit shall formulate a	with the "Bank Withdrawal	
register, apply for the use of seal	Slip" to handle the transfer of	
according to the "Regulations on the	funds and kept the proof of the	
Use of Seal," and then go to the bank	transfer of funds.	
with the "Bank Withdrawal Slip" to	▶ 人事單位於薪資轉帳後,會製	
handle the transfer of funds and keep	作「薪資條」並由系統以 email	
the proof of the transfer of funds.	的方試分發給薪資受領人。	

## 薪工作業內稽查核明細表

### TCI Co., Ltd.

控制點	查核方式	抽樣量/樣本/查核結論
Control Point	Audit Method	Sample Size/Sample/Audit
<ul> <li>●人事單位於薪資轉帳後,應製作</li> </ul>	After colony transform your	Conclusion
「薪資條」分發給薪資受領人。	, , , , , , , , , , , , , , , , , , ,	
After salary transfers are made, the	made, the HR unit creates	
HR unit shall create "paystubs" for	"paystubs" and the system	
distribution to salary recipients.	emails the paystubs to salary	
● 人事單位應於每月十日前,將上	recipients.	
一個月之薪資扣繳稅款向國庫繳		
清,並於次年一月底前將上一年度	上一個月之薪資扣繳稅款向	
清, 亚尔文平, 方瓜前府上, 平及 薪資扣繳稅款數額,開具扣繳憑		
新貝扣繳稅款數額,用共扣繳忍單,向所屬稽徵機關申報,並將「扣	將上一年度薪資扣繳稅款數	
繳憑單」發放予薪資受領人。 The LID write shall not the selent	徵機關申報,並將「扣繳憑單」	
The HR unit shall pay the salary	發放予薪資受領人。	
withholding tax of the previous	The HR unit pays the salary	
month to the National Treasury	withholding tax of the previous	
before the 10th day of each month,	month to the National Treasury	
issue a withholding tax statement for	before the 10th day of each month,	
the amount of tax withheld from the	issues a withholding tax statement	
previous year's salary before the end	for the amount of tax withheld from	
of January of the following year to	the previous year's salary before the	
report to respective tax authorities,	end of January of the following	
and issue the "withholding tax	year to report to respective tax	
statement" to the salary recipients.	authorities, and issues the	
● 人事單位於接獲勞保費及健保費		
帳單時,應填具「一般請款單」經	• •	
權責主管簽核後,交由會計單位切	▶ 人事單位於接獲勞保費及健保	
立傳票入帳,並於繳款期限內,由	費帳單時,會填具「一般請款	
財務單位進行付款作業。	單」經權責主管簽核後,交由	
When the HR unit receives the bill	會計單位切立傳票入帳,並於	
for labor and health insurance, the	繳款期限內,由財務單位進行	
HR unit shall fill out an "Expense	付款作業	
Reimbursement" and have it signed	When the HR unit receives the	
by the authorized and responsible	bill for labor and health	
supervisor. Then, submit it to the	insurance, the HR unit will fill	
accounting unit for creating a	out an "Expense	
voucher to be recorded in the	Reimbursement" and have it	
account, and the financial unit shall	signed by the authorized and	

薪工作業內稽查核明細表

### TCI Co., Ltd.

控制點	查核方式	抽樣量/樣本/查核結論
Control Point	Audit Method	Sample Size/Sample/Audit
		Conclusion
make the payment within the	responsible supervisor. Then,	
payment period.	submit it to the accounting unit	
● 個人薪資狀況嚴禁與其他人員討	for creating a voucher to be	
論,若有散布、偷竊、談論或影印	recorded in the account, and	
他人薪資、年終獎金等內容之事	the financial unit shall make	
實,請通知直屬主管與人事單位,	the payment within the	
經調查確實違反上述規定者,將予	payment period.	
以解職。	▶ 個人薪資狀況嚴禁與其他人員	
It is strictly prohibited to discuss	討論,若有散布、偷竊、談論	
one's salary status with other	或影印他人薪資、年終獎金等	
employees. If any person spreads,	內容之事實,請通知直屬主管	
steals, discusses, or photocopies	與人事單位,經調查確實違反	
another person's salary, year-end	上述規定者,將予以解職。	
bonuses, etc., please notify the	It is strictly prohibited to	
immediate supervisor and the HR	discuss one's salary status with	
unit. If the investigation confirms that	other employees. If any person	
the person has violated the above	spreads, steals, discusses, or	
regulations, he/she will be dismissed.	photocopies other people's	
	salaries, year-end bonuses,	
	etc., please notify the	
	immediate supervisor and the	
	HR unit. If the investigation	
	confirms that the person has	
	violated the above regulations,	
	he/she will be dismissed.	
十二、人權項目		
Human Rights		
<ul> <li>● 企業體內是否有強迫勞工、人口</li> </ul>	▶ 向人資/公司治理以及社會責任	母體:查核期間人權項目
販賣、童工、歧視等情形,稽核的	負責單位取得查核期間申訴案	Population: Human rights during
對象包含女性、孩童以及外籍工	件的處理明細。	the audit period
作者等。	Obtain details of the handling of	說明:查核期間無發生相關申
Whether there are cases of forced	complaints during the audit period	
labor, human trafficking, child labor,	from the human resources/corporate	Description: There were no
discrimination, etc., in the enterprise,	governance and social	relevant complaint cases
the audited targets include women,	responsibility units.	during the audit period.
children, and foreign workers.	▶ 取得相關的管理辦法	附件:性騷擾防治措施、申訴及

## 薪工作業內稽查核明細表

### TCI Co., Ltd.

控制點 Control Point	查 核 方 式 Audit Method	抽樣量/樣本/查核結論 Sample Size/Sample/Audit Conclusion
	Obtain the relevant management measures.	懲戒辦法 Appendix: Sexual harassment
		prevention measures, complaint, and
		punishment measures