|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **員工姓名**  **Employee Name** | : «=english\_name» «=chinese\_name» | | | | |
| **員工編號**  **Employee No.** | : | | **入職日期**  **Date of Joining** | | : |
| **場館**  **Location** | : | | **部門**  **Department** | | : |
| **職位**  **Position** | : | | | | |
| **員工類別**  **Nationality Division** | : | 本地員工  Local Employee |  | 外地員工  Non-Local Employee | |
| **歸屬類別**  **Division of Job** | : | 後勤  Back Office |  | 前線  Operations | |
|  | | | | | |
| **薪金架構Compensation Components** | | | | | |
| **底薪Basic Salary** | | | PHP | | |
| **津貼Allowance** | | | PHP | | |
| **職級津貼Rank Allowance** | | | PHP | | |
| **獎勵Bonus ( 固定Fixed/  浮動Variable)** | | | PHP | | |
| * **茶資份數Tips / Gratuity** | | |  | | |
| * **殺數分紅份數Win / Lose** | | |  | | |
| * **業績分紅份數Rolling** | | |  | | |
| * **佣金差額份數Commission** | | |  | | |
| * **刷卡份數Credit Card Commission** | | |  | | |
| * **尊華殿份數iPad Sales** | | |  | | |
| * **貴賓卡消費Card Sales** | | |  | | |
| * **注數佣金Commission Per Bit** | | |  | | |

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| **福利 Benefits** | | | | | | | | | | | | | |
| 年假  Annual Leaves |  | 7 | 日  Days |  | 12 | 日  Days | 工作時間  Working Hours |  | 固定  Regular |  | 輪班  On Shifts | | |
| 宿舍提供  Dormitory |  | 享有  Entitled | |  | 不適用  N/A | | 機票  Flight Ticket |  | 來回機票  Round-Trip Ticket |  | 回程機票  Return Ticket |  | 不適用  N/A |

|  |  |  |  |
| --- | --- | --- | --- |
| **其他Others** | | | |
|  | 簽證Visa |  | 制服Uniforms |

記錄人Handled By : 　HR負責同事

記錄日期Date of record :

本人已知悉及接受以上薪金架構內容及福利。

I acknowledge and agree the above information. 員工簽名Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_