附件

**劳动用工年审报告书**

**单位：**

**年度：**

**第十师北屯市人力资源和社会保障局制**

书 面 审 查 须 知

一、用人单位应认真填写年审报告书，按要求准备材料，并在规定期限内将书面审查材料报送第十师北屯市城市管理综合行政执法支队进行审核。（北屯博望西街242号3楼，联系电话：0906-3370786）

二、劳动用工书面审查时需提供以下材料：

1.营业执照、法定代表人身份证复印件(A4纸)；

2.制定的内部劳动保障规章制度(A4纸)（上年度年审合格的无须提供）；

3.上年度执行劳动法律法规情况自查报告；

4.与劳动者订立的书面劳动合同复印件（抽取3份）；

5.上年度2月、10月、12月职工花名册、考勤记录、工资发放表及支付凭证复印件；

6.上年度社会保险费缴纳凭证的复印件（全年）；

7.劳动用工年审报告书即：《报告书封皮》、《书面审查须知》、《用人单位基本信息表》、《劳动用工审查表》、《劳动用工备案登记表》、《劳动用工备案登记花名册》、《劳动用工备案登记汇总表》和《企业欠薪报告单》。

三、年审报告书作为用人单位劳动保障守法诚信评价的主要依据之一。报告书一式两份同时上报，经审核后，一份由劳动保障监察机构存档，另一份由用人单位留存。

四、劳动用工年审报告书必须如实逐项填写，不得弄虚作假，妥善保管，以备检查；各种数据及材料填制时间以上年度年末在册人数为准。

五、如原单位变更或注销，必须在变更或注销完成后一个月内到师市劳动保障监察支队办理劳动用工书面审查变更或注销手续。

六、对无故不参加或不按时报送劳动用工书面审查的用人单位，依照《劳动保障监察条例》有关规定处理。

用人单位基本信息表

（　 　　 年度）

编 号：

单位全称（印章）：

统一社会信用代码：

单位性质：机关□ 事业□ 社会团体□ 企业□（国有□ 民营□）民办非企业 □个体经济组织□ 其它□

法定代表或负责人：姓名 　　 电话

人力资源部门负责人：姓名　　 电话

人力资源部门经办人：姓名 电话

主要生产经营范围：

一般经营项目：

开户银行及账号：

单位地址及邮编：

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| （　　 年度）劳动用工审查表 | | | | | | | | | | | | | | |
| 劳动用工 | 职工  总数 | | 其中 | | | | 特殊用工形式 | | | | | | | |
| 民族职工 | | 女职工 | | 非全  日制 | 退休  返聘 | 兼职 | | 使用劳务派遣的单位及人数 | | 其他用工 | |
|  | |  | |  | |  |  |  | |  | |  | |
| 劳动合同 | 签订  人数 | | 文本交付本人数 | | 未签 人数 | | 年末解除终止数： 证明书送达数： | | | | | | | |
| 是否签订集体劳动合同 | | | | | |  | |
|  | |  | |  | | 是否收取了押金、保证金 | | | | | |  | |
| 劳动报酬 | 全年工资总额（万元） | | | | | |  | | 是否按时足额支付工资 | | | |  | |
| 是否按规定支付加班工资 | | | | | |  | | 是否拖欠工资 | | | |  | |
| 工时制度 | 是否执行非标准工时制 | | | | | |  | | 审批机关（文号） | | | |  | |
| 执行标准工时制人数 | | | | | |  | | 执行不定时工时制人数 | | | |  | |
| 执行综合计算工时制人数 | | | | | |  | | 带薪年休假人数 | | | |  | |
| 规章制度 | 是否依法制定了劳动保障规章制度，内容是否符合法律规定 | | | | | | | | | | | |  | |
| 制定劳动保障规章制度及程序是否符合法律规定 | | | | | | | | | | | |  | |
| 制定的劳动保障制度是否告知了劳动者或者进行了公示 | | | | | | | | | | | |  | |
| 劳动保护 | 是否遵守禁止使用童工规定 | | | | | | | | | | | |  | |
| 是否遵守女职工、未成年工特殊劳动保护规定 | | | | | | | | | | | |  | |
| 注：此表各项目如需加注内容，填写不下的事项可另附说明 | | | | | | | | | | | | | | |
| 社会 保险 | | 本年度单位缴纳社会保险费情况 | | | | | | | | | | | | |
| 类别 | | 应参保人数 | | 实际参保人数 | | | | 应参保金额 | | 实际参保金额 | | 欠缴金额 |
| 养老保险 | |  | |  | | | |  | |  | |  |
| 失业保险 | |  | |  | | | |  | |  | |  |
| 医疗保险 | |  | |  | | | |  | |  | |  |
| 工伤保险 | |  | |  | | | |  | |  | |  |
| 生育保险 | |  | |  | | | |  | |  | |  |
| 社保经办机构核定基数： 元 | | | | | | | | | | | | |
| 单位自查情况  及  工会组织意见 | | 单位盖章    年 月 日 | | | | | | | | | | | | |
| 审查中 存在的 问题 | | 初审： 复审：     年 月 日 | | | | | | | | | | | | |
| 审核 意见 | | 审批： 劳动监察机构盖章   年 月 日 | | | | | | | | | | | | |
| 说明：此表只填在兵团缴费数据，非兵团缴费提供缴费单据。 | | | | | | | | | | | | | | |

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| （　　 年度）劳动用工备案登记表 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **单位名称(盖章)：** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **社会保险编号：** | | | | | | | | | | | | | | | | | | | | | | | | |
| **产业类别** | | | | | | | □第一产业 □第二产业 □第三产业 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工商登记情况** | | | | | | | 发证机关 | | | |  | | | | | | | | | | | | | 执照号码 | | | | |  | | | | | | | | | | 发证日期 | | | | |  | | | | 有效期限 | | | | | | |  | | | | |
| **批准成立情况** | | | | | | | 批准单位 | | | |  | | | | | | | | | | | | | 批准日期 | | | | |  | | | | | | | | | | 批准文号和批件名称 | | | | | | | | |  | | | | | | | | | | | |
| **劳动用工管理** | | | | | | | 签订合同 人数 | | | | 1-2年 人数 | | | | | | 3-4年 人数 | | | | | | | 5年以上 人数 | | | | | 无固定期限人数 | | | | | | 年末解除或  终止人数 | | | | 解除合同人数 | | | | | 终止合同人数 | | | | 年末续签  合同人数 | | | | | | | 聘用协议 人数 | | | | |
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| **建立劳动合同台帐** | | | | | | | 是否 建立台帐 | | | | 是 | | | | | | 实行 微机管理 | | | | | | | 是 | | | | | 制定 规章制度 | | | | | | 是 | | | | 建立 统计制度 | | | | | 是 | | | | 建立预警 预报制度 | | | | | | | 是 | | | | |
| 否 | | | | | | 否 | | | | | 否 | | | | 否 | | | | 否 | | | | |
| **签订集体合同** | | | | | | | 是 | | | | 是否报人力资源和社会  保障行政部门审批 | | | | | | | | | | | | | 是 | | | | | 合同期限 | | | | | | 自 年 月 日至 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | |
| 否 | | | | 否 | | | | |
| **签订工资集体 协商合同** | | | | | | | 是 | | | | 是否报人力资源和社会  保障行政部门审批 | | | | | | | | | | | | | 是 | | | | | 合同期限 | | | | | | 自 年 月 日至 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | |
| 否 | | | | 否 | | | | |
| **法定代表(负责人)签名** | | 年 月 日 | | | | | | | | | | | | | | | **人力资源和社会保障行政部门备案意见** | | | | | | | | | | | | 初审: 复审: 备案机构(公章) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 说明：1、单位名称填写工商登记或有关机关批准文件的单位名称；2、产业类别一栏，在相应的□内打“**√**”；3、工商登记一栏，领取工商执照的单位填写；4、批准成立一栏，不经工商登记设立的单位填写；5、建立劳动合同台账一栏、签订集体合同一栏和签订工资集体协商合同一栏均打**“√”**选择。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| （　　 年度）劳动用工备案登记花名册 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **单位名称(盖章)：** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序 号 | 身份证号码 | | | | 姓名 | | | 性 别 | | 族 别 | | | | 用工形式 （全日制或非全日制） | | 岗位 | | | 进入单位或第一次签订合同时间 | | | | 本次签订合同时间 | | | 合同约定期限 | | | | | | | | | | | 合同解除、终止、变更 | | | | | | | | | | | | 劳动合同约定 | | | | | | | 社会保障 号码 | | | | | |
| 无固定期限起始日期 | | | | 有固定期限起止日期 | | | 以完成一定工作的期限起止日期 | | | | 解除 日期 | | | | 终止 日期 | | 变更 日期 | | | 续签 日期 | | | 工资 金额（元） | | | | 发放 时间 | | |
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| **法定代表人姓名：** | | | | | | | |  | |  | | | | **联系方式：** | | | | | | | | |  | | |  | | | | **人力资源部门负责人姓名：** | | | | | | | | | | | | |  | | |  | | | **联系方式：** | | | | | | |  | | | | | |
| 说明：1.此表只填制与单位建立劳动关系（劳动合同）的人员信息；  2.本次签订合同时间是指最后一次合同签订的时间；  3.工资金额一栏反映本年度月平均工资。  4.此表各项目如填写不下，可另附表格。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| （　　 年度）劳动用工备案登记汇总表 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 单位名称(盖章)**：** | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | 单位：人、户 | | | | | | | | | | | | | | | | | | |
| **单位名称** | | | **户**  **数** | 职工人数 | | | | | | | | | | | | | | | | | 劳动合同管理 | | | | | | | | | | | | | | | | | | | | | 劳动合同台帐 | | | | | | | | | | 集体合同 | | | | | 工资集体协商合同 | | | |
| 职工总数 | | | | | | | | | | | | | | | | | 签定人数 | | | | | | | | | | | | | | | | | | | | | 建立劳动合同台帐户数 | | | 实行微机管理户数 | | 制定规章制度户数 | | | 建立预警预报制度户数 | | 签订集体合同户数 | | | | | 签订工资集体协商合同户数 | | | |
| 合计 | | | 少数民族职工 | | 劳务派遣员工 | | | | 退休返聘人员 | | 兼职人员 | | | 其他形式用工人员 | | | 合计 | 1-2年 | | | 3-4年 | | | 5年以上 | | | 无固定期限 | 终止人数 | | | | 解除人数 | | 变更人数 | | 续签人数 | |  | | 劳动部门审核户数 | | |  | 劳动部门审核户数 | | |
| 合计 | | |  |  | | |  | |  | | | |  | |  | | |  | | |  |  | | |  | | |  | | |  |  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | | |  |  | | |
| 国家机关 | | |  |  | | |  | |  | | | |  | |  | | |  | | |  |  | | |  | | |  | | |  |  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | | |  |  | | |
| 事业单位 | | |  |  | | |  | |  | | | |  | |  | | |  | | |  |  | | |  | | |  | | |  |  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | | |  |  | | |
| 社会团体 | | |  |  | | |  | |  | | | |  | |  | | |  | | |  |  | | |  | | |  | | |  |  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | | |  |  | | |
| 国有企业 | | |  |  | | |  | |  | | | |  | |  | | |  | | |  |  | | |  | | |  | | |  |  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | | |  |  | | |
| 农牧团场 | | |  |  | | |  | |  | | | |  | |  | | |  | | |  |  | | |  | | |  | | |  |  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | | |  |  | | |
| 集体企业 | | |  |  | | |  | |  | | | |  | |  | | |  | | |  |  | | |  | | |  | | |  |  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | | |  |  | | |
| 有限责任公司 | | |  |  | | |  | |  | | | |  | |  | | |  | | |  |  | | |  | | |  | | |  |  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | | |  |  | | |
| 股份有限公司 | | |  |  | | |  | |  | | | |  | |  | | |  | | |  |  | | |  | | |  | | |  |  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | | |  |  | | |
| 外商及港澳台投资企业 | | |  |  | | |  | |  | | | |  | |  | | |  | | |  |  | | |  | | |  | | |  |  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | | |  |  | | |
| 私营企业 | | |  |  | | |  | |  | | | |  | |  | | |  | | |  |  | | |  | | |  | | |  |  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | | |  |  | | |
| 个体工商户 | | |  |  | | |  | |  | | | |  | |  | | |  | | |  |  | | |  | | |  | | |  |  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | | |  |  | | |
| 其他 | | |  |  | | |  | |  | | | |  | |  | | |  | | |  |  | | |  | | |  | | |  |  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | | |  |  | | |
| （　　 年度）企业欠薪报告单 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 单位名称(盖章)： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 单位：人、元 | | | | | | | | | | | | | | | | | | | | | | | | |
| 欠薪企业名称 | | | | | | 欠薪时间 | | | | | | 涉及职工 人数（人） | | | | | | | | 欠薪金额（元） | | | | | | | 欠薪原因 | | | | | | | 企业欠薪偿还计划 | | | | | | | | | | | | | | | | | 是否通过与企业 工会协商一致 （具体协商时间） | | | | | | | |
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| 单位负责人（签章）： | | | | | | | | | | | | 填报人： | | | | | | | | | | | | | | | | | | | | | | 填报时间： | | | | | | | | | | | | | | | | | | | | | | | | |

说明：1.企业在欠薪发生后5日内向企业主管部门上报，企业主管部门收到所属企业欠薪报告单后5日内，对所属企业欠薪情况进行汇总后，

及时上报第十师北屯市城市管理综合行政执法支队。

2.欠薪时间指从何时开始欠薪，欠薪多长时间（几个月）。

3.企业欠薪偿还计划为：采取什么方法、多长时间。