

	RESOURCE LIBRARY – HUMAN RESOURCES Personnel Report	<i>CODE:</i> 04.01.073 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 2
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OBJECTIVE:目的:

- To have a systematic way of communicating and recording the Human Resources activities and events every month.
具有系统的沟通方式，并记录人力资源活动和每月发生的事件。

APPLICATION:应用:

Each H.R./Personnel Manager must prepare this report by the 10th of each month for the previous month.
每个人力资源/人事经理均须在每月第10个工作日之前编制上个月的人事报告。

The report should be compiled accurately because the statistics and events included will be the basis for further discussion/decision-making and will be referred back to in the future.

人事报告应准确编制，因为所纳入的统计资料和事件将作为进一步讨论/决策的依据，并会在将来重新参考。

The report is to be copied to the General Manager and where relevant the Resident Manager / executive Assistant Manager, Department Heads and Area Director of Human Resources.

人事报告将抄送总经理、相关的驻店经理/总经理行政助理、各部门主管及区域人力资源总监。

This will form the basis of a basis of a discussion between the General Manager HR/Personnel Manager and Department Heads.

这将形成总经理、人力资源/人事经理和部门主管之间讨论的基础。

STATEMENT OF POLICY
政策声明

1. Each H.R./Personnel Manager will produce a monthly report, which records the relevant Personnel statistics for the previous month.

每个人力资源/人事经理都要编制一份月度报告，记录相关人员上个月的统计数据。

2. The completed report is to be sent to the General Manager by the 10th of each month and presented to Department Heads during a Department Heads Meeting that same month.

完成的报告要在每月第10个工作日之前送交总经理，并在同月举行的部门主管会议期间提交给部门主管。

3. The format to be used is given in appendix 31 and includes:

要采用的格式如附录31所示，其内容包括：

- Turnover information 营业额信息
- Payroll statistics 薪金总额统计
- Manning report 人员配备报告
- Accident report 事故报告
- Sickness report 疾病报告
- Starters & Leavers 新员工与离职员工

- Transfers & Promotions 换岗与晋升
- Nationality Breakdown 国籍分类
- Visa Reconciliation 签证调解
- ANY OTHER CONCERNS THAT NEEDS TO BE ADDRESSED
任何其他需要解决的事项