附件5

— 14 —

员工录用“一件事”批量办理表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 参保单位公积金编号 | |  | | 参保单位社保编号 | | |  | | 参保单位医保编号 | | |  | | |  | | | | | | | | | | | | | | | | | | |
| 序号 | 员工基本信息 | | | | | | | | | | | | | | | | | | 社保信息 | | | | | | | 医保信息 | | | 公积金信息 | | | | |
| 姓名 | 国家 | 证件类型 | | 证件号码 | 证件起止日期 | | 性别 | | 民族 | 婚姻状况 | | 现居住地址 | 学历 | | 联系电话 | 出生日期 | 参加工作时间 | 身份 | 险种类型 | 合同类型 | 就业类别 | 合同开始日期 | 缴费工资 | 参保开始日期 | 险种类型 | 医保缴费基数 | 参保日期 | 申报工资 | 公积金月缴存基数 | 参保时间 | 缴存比例（单位%） | 缴存比例（个人%） |
| 示例 | 张三 | 中国 | 身份证 | | 123456789012345678 | YYYYMMDD-YYYYMMDD | | 男 | | 汉 | 未婚 | | 南昌市南昌县 | 博士研究生毕业 | | 13600000000 | YYYYMMDD | YYYYMMDD | 职工 | 养老保险 | 职工 | 失业转就业 | YYYYMMDD | 50000 | YYYYMMDD | 职工基本医疗保险 | 50000 | YYYYMMDD | 50000 |  | YYYYMMDD |  |  |
| 1 |  |  |  | |  |  | |  | |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  | |  |  | |  | |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  | |  |  | |  | |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  | |  |  | |  | |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  | |  |  | |  | |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |