## R８年度 当初課税業務に係るスケジュール表（１－４月）

●･･･納品日　■･･･取込日

**1月**

| 業務名 | 処理時期 | 業務内容 | No. | 件数 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 | 日 |
| 給与支払報告書 | データ取込前 | 書面給報点検 | 1 | 1,000 | | | | | | | | | | | | | ● | | | | | | | | | | | | | | | | | | |
| | | | 2 | 8,000 | | | | | | | | | | | | | | | | | | | | ● | | | | | | | | | | | |
| | | | 3 | 12,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | ● | | | | |
| | データ取込後 | エラーチェック及び補記、解消等 | 1 | 180 | | | | | | | | | | | | | | | | | | | | | | | | | | | ■ | | | | |
| 不明資料 | データ取込前 | 書面給報の他市回送 | 随時 | 随時 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | データ取込後 | 個人特定エラー解消（給報） | 随時 | 随時 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**2月**

| 業務名 | 処理時期 | 業務内容 | No. | 件数 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 月 | 火 | 水 | 木 | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 | 日 |
| 給与支払報告書 | データ取込前 | 書面給報点検・補記 | 4 | 12,000 | | | ● | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 5 | 16,000 | | | | | | | | | | ● | | | | | | | | | | | | | | | | | | |
| | | | 6 | 15,000 | | | | | | | | | | | | | | | | | ● | | | | | | | | | | | |
| | | | 7 | 13,000 | | | | | | | | | | | | | | | | | | | | | | | | ● | | | | |
| | データ取込後 | エラーチェック及び補記、解消等 | 2 | 700 | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 3 | 1,400 | | | | | | | | | | ■ | | | | | | | | | | | | | | | | | | |
| | | | 4 | 1,300 | | | | | | | | | | | | | | | | | ■ | | | | | | | | | | | |
| | | | 5 | 980 | | | | | | | | | | | | | | | | | | | | | | | | ■ | | | | |
| 市申告書 | データ取込前 | 市申告書点検・補記 | 1 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | ● | | | | |
| 不明資料 | データ取込前 | 書面給報の他市回送 | 随時 | 随時 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | データ取込後 | 個人特定エラー解消（給報） | 随時 | 随時 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 電話対応 | 2027/2/16～3/15 | 申告に関する電話問い合わせへの対応 | 申告期間中 | ２回線 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**3月**

| 業務名 | 処理時期 | 業務内容 | No. | 件数 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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| | | | | | 月 | 火 | 水 | 木 | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 | 日 | 月 | 火 | 水 |
| 給与支払報告書 | データ取込前 | 書面給報点検・補記 | 8 | 2,000 | | | ● | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 9 | 2,000 | | | | | | | | | | ● | | | | | | | | | | | | | | | | | | | | | |
| | | | 10 | 1,000 | | | | | | | | | | | | | | | | | ● | | | | | | | | | | | | | | |
| | | | 11 | 1,500 | | | | | | | | | | | | | | | | | | | | | | | ● | | | | | | | | |
| | | | 12 | 1,500 | | | | | | | | | | | | | | | | | | | | | | | | | ● | | | | | | |
| | | | 13 | 2,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ● |
| | データ取込後 | エラーチェック及び補記、解消等 | 6 | 220 | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 7 | 40 | | | | | | | | | | ■ | | | | | | | | | | | | | | | | | | | | | |
| | | | 8 | 60 | | | | | | | | | | | | | | | | | ■ | | | | | | | | | | | | | | |
| | | | 9 | 100 | | | | | | | | | | | | | | | | | | | | | | | | ■ | | | | | | | |
| | | | 10 | 150 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ■ | | |
| 市申告書 | データ取込前 | 市申告書点検・補記 | 2 | 1,500 | | | ● | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 3 | 1,500 | | | | | | | | | | ● | | | | | | | | | | | | | | | | | | | | | |
| | | | 4 | 2,000 | | | | | | | | | | | | | | | | | ● | | | | | | | | | | | | | | |
| | | | 5 | 1,500 | | | | | | | | | | | | | | | | | | | | | | | ● | | | | | | | | |
| | | | 6 | 1,500 | | | | | | | | | | | | | | | | | | | | | | | | | ● | | | | | | |
| | | | 7 | 400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ● |
| 不明資料 | データ取込前 | 書面給報の他市回送 | 随時 | 随時 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | データ取込後 | 個人特定エラー処理（給報） | 随時 | 随時 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 電話対応 | 2027/2/16～3/15 | 申告に関する電話問い合わせへの対応 | 申告期間中 | ２回線 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**4月**

| 業務名 | 処理時期 | 業務内容 | No. | 件数 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 木 | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 | 日 | 月 | 火 | 水 | 木 | 金 | 土 |
| 給与支払報告書 | データ取込前 | 書面給報点検・補記 | 14 | 1,000 | | | | | | | ● | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 15 | 500 | | | | | | | | | | | | | | ● | | | | | | | | | | | | | | | | | |
| | | | 16 | 400 | | | | | | | | | | | | | | | | | | | | | ● | | | | | | | | | | |
| | | | 17 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | ● | | | |
| | データ取込後 | エラーチェック及び補記、解消等 | 11 | 200 | | | | | | | | | ■ | | | | | | | | | | | | | | | | | | | | | | |
| 市申告書 | データ取込前 | 市申告書点検・補記 | 8 | 40 | | | | | | | ● | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 9 | 30 | | | | | | | | | | | | | | ● | | | | | | | | | | | | | | | | | |
| | | | 10 | 20 | | | | | | | | | | | | | | | | | | | | | ● | | | | | | | | | | |
| | | | 11 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | ● | | | |
| 不明資料 | データ取込前 | 書面給報の他市回送 | 随時 | 随時 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | データ取込後 | 個人特定エラー処理（給報） | 随時 | 随時 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |