

| 令和9年度課税                                    |                                   | 編入処理の時間   |            | (1月)週毎  |           |           |           |         | 1月合計  | (2月)週毎   |           |           |         | 2月合計  | (3月)週毎   |           |           |          | 3月合計  | (4月)週毎  |           |           |           |         |           | 4月合計  | (5月)週毎    |           |          |          | 5月合計  | (6月)週毎    |           |           |        |         |           | 6月合計        |         |       |      |  |
|--------------------------------------------|-----------------------------------|-----------|------------|---------|-----------|-----------|-----------|---------|-------|----------|-----------|-----------|---------|-------|----------|-----------|-----------|----------|-------|---------|-----------|-----------|-----------|---------|-----------|-------|-----------|-----------|----------|----------|-------|-----------|-----------|-----------|--------|---------|-----------|-------------|---------|-------|------|--|
|                                            |                                   | マニュアル作成担当 | 平均処理時間 (秒) | 1/4～1/8 | 1/11～1/15 | 1/18～1/22 | 1/25～1/29 | 2/1～2/5 |       | 2/8～2/12 | 2/15～2/19 | 2/22～2/26 | 3/1～3/5 |       | 3/8～3/12 | 3/15～3/19 | 3/22～3/26 | 3/29～4/2 |       | 4/5～4/9 | 4/12～4/16 | 4/19～4/23 | 4/26～4/30 | 5/3～5/7 | 5/10～5/14 |       | 5/17～5/21 | 5/24～5/28 | 5/31～6/4 | 6/7～6/11 |       | 6/14～6/18 | 6/21～6/25 | 6/28～6/30 |        |         |           |             |         |       |      |  |
| 大項目                                        | 小項目                               |           |            | 見込数     | 見込数       | 見込数       | 見込数       | 見込業務量   | 見込数   | 見込数      | 見込数       | 見込数       | 見込業務量   | 見込数   | 見込数      | 見込数       | 見込数       | 見込業務量    | 見込数   | 見込数     | 見込数       | 見込数       | 見込数       | 見込業務量   | 見込数       | 見込数   | 見込数       | 見込数       | 見込業務量    | 見込数      | 見込数   | 見込数       | 見込数       | 見込数       | 見込業務量  | 合計 (件数) | 処理時間 (秒数) | 合計処理時間 (時間) | 業務ごと    |       |      |  |
| 異動届処理                                      | 退職異動届<br>(宛名番号・指定番号の検索・修正処理)      |           | 40         | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 500       | 600     | 1,100 | 700      | 800       | 500       | 730      | 2,730 | 1,100   | 1,200     | 1,000     | 1,000     | 1,000   | 5,300     | 600   | 700       | 700       | 1,800    | 3,800    | 1,600 | 1,400     | 1,000     | 1,000     | 500    | 5,500   | 18,430    | 737,200     | 204.8   | 322.3 |      |  |
|                                            | 転勤異動届<br>(宛名番号・指定番号の検索・新規登録・修正処理) |           | 60         | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 30      | 60    | 90       | 200       | 200       | 300      | 300   | 1,000   | 300       | 300       | 300       | 100     | 100       | 1,100 | 60        | 100       | 50       | 80       | 290   | 90        | 80        | 80        | 70     | 40      | 360       | 2,840       | 170,400 |       | 47.3 |  |
|                                            | 就職異動届<br>(宛名番号・指定番号の検索・新規登録・修正処理) |           | 60         | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 50      | 50    | 100      | 80        | 80        | 80       | 80    | 320     | 200       | 200       | 200       | 200     | 200       | 1,000 | 120       | 120       | 120      | 130      | 490   | 200       | 300       | 600       | 900    | 300     | 2,300     | 4,210       | 252,600 |       | 70.2 |  |
| 市民税・県民税申告書処理                               | 申告書の内容補記<br>(添付台紙資料あり)            |           | 240        | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 300       | 2,270     | 1,800   | 4,370 | 1,500    | 1,050     | 1,000     | 900      | 4,450 | 150     | 150       | 100       | 50        | 30      | 480       | 0     | 0         | 0         | 0        | 0        | 0     | 0         | 0         | 0         | 0      | 9,300   | 2,232,000 | 620.0       | 1,053.1 |       |      |  |
|                                            | 申告書の内容補記<br>(添付台紙資料なし)            |           | 40         | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 200       | 770       | 720     | 1,690 | 290      | 320       | 220       | 250      | 1,080 | 50      | 50        | 60        | 25        | 20      | 205       | 0     | 0         | 0         | 0        | 0        | 0     | 0         | 0         | 0         | 0      | 0       | 2,975     | 119,000     |         | 33.1  |      |  |
|                                            | 全件チェック<br>(添付台紙資料あり)              |           | 180        | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0       | 0     | 0        | 1,000     | 1,000     | 1,500    | 3,500 | 1,000   | 1,000     | 1,000     | 1,000     | 0       | 4,000     | 0     | 0         | 0         | 0        | 0        | 0     | 0         | 0         | 0         | 0      | 7,500   | 1,350,000 | 375.0       |         |       |      |  |
|                                            | 全件チェック<br>(添付台紙資料なし)              |           | 30         | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0       | 0     | 0        | 0         | 400       | 400      | 1,000 | 1,800   | 400       | 300       | 300       | 200     | 0         | 1,200 | 0         | 0         | 0        | 0        | 0     | 0         | 0         | 0         | 0      | 0       | 3,000     | 90,000      |         | 25.0  |      |  |
| 確定申告書処理                                    | (現年度)宛名番号検索・徴収区分分け                |           | 20         | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0        | 0     | 0       | 0         | 0         | 0         | 1,000   | 1,000     | 0     | 2,000     | 0         | 0        | 2,000    | 0     | 0         | 2,000     | 0         | 0      | 2,000   | 5,000     | 100,000     | 27.8    |       |      |  |
|                                            | (現年度)他市回送準備                       |           | 230        | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0        | 0     | 0       | 0         | 0         | 30        | 30      | 0         | 0     | 30        | 0         | 0        | 30       | 0     | 0         | 30        | 0         | 0      | 30      | 90        | 20,700      | 5.8     |       |      |  |
|                                            | (過年度)宛名番号検索・徴収区分分け                |           | 20         | 0       | 0         | 0         | 0         | 0       | 0     | 500      | 0         | 0         | 0       | 500   | 0        | 0         | 0         | 800      | 800   | 0       | 0         | 0         | 0         | 0       | 0         | 0     | 0         | 2,300     | 0        | 2,300    | 0     | 0         | 500       | 0         | 0      | 500     | 4,100     | 82,000      | 22.8    |       |      |  |
|                                            | (過年度)他市回送準備                       |           | 230        | 0       | 0         | 0         | 0         | 0       | 0     | 50       | 0         | 0         | 0       | 50    | 0        | 0         | 0         | 50       | 50    | 0       | 0         | 0         | 0         | 0       | 0         | 0     | 0         | 150       | 0        | 150      | 0     | 0         | 30        | 0         | 0      | 30      | 280       | 64,400      | 17.9    |       |      |  |
| 給与支払報告書<br>(指定番号調査・作成及び修正)                 | 指定番号検索                            |           | 60         | 200     | 300       | 500       | 1,000     | 2,000   | 1,700 | 1,000    | 350       | 300       | 3,350   | 700   | 350      | 350       | 350       | 1,750    | 300   | 300     | 300       | 150       | 100       | 1,150   | 200       | 100   | 90        | 50        | 440      | 30       | 30    | 30        | 30        | 30        | 150    | 8,840   | 530,400   | 147.3       | 305.5   |       |      |  |
|                                            | 支払者の新規登録・修正処理                     |           | 110        | 50      | 200       | 400       | 700       | 1,350   | 850   | 700      | 180       | 100       | 1,830   | 50    | 200      | 200       | 50        | 500      | 50    | 100     | 20        | 20        | 20        | 210     | 20        | 10    | 10        | 10        | 50       | 10       | 10    | 10        | 10        | 10        | 50     | 3,990   | 438,900   | 121.9       |         |       |      |  |
| 給与支払報告書<br>・<br>年金支払報告書処理<br>(宛名番号検索・仕分処理) | 宛名番号検索 (給報)                       |           | 15         | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0        | 0     | 0       | 0         | 200       | 600       | 200     | 1,000     | 300   | 250       | 300       | 150      | 1,000    | 200   | 200       | 200       | 200       | 200    | 1,000   | 3,000     | 45,000      |         | 12.5  |      |  |
|                                            | 宛名番号検索 (年報)                       |           | 15         | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0        | 0     | 0       | 60        | 50        | 50        | 30      | 190       | 10    | 10        | 10        | 10       | 40       | 75    | 75        | 75        | 75        | 300    | 600     | 830       | 12,450      |         | 3.5   |      |  |
|                                            | 事前課税資料の有無確認 (給報・年報)               |           | 10         | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0        | 0     | 0       | 0         | 500       | 1,200     | 600     | 600       | 2,900 | 300       | 1,000     | 500      | 200      | 2,000 | 300       | 300       | 300       | 300    | 1,200   | 2,400     | 7,300       | 73,000  | 20.3  |      |  |
| eLTAX給報処理                                  | 指定番号検索・新規登録・名称・住所確認・修正処理等         |           | 12000      | 5       | 5         | 10        | 40        | 60      | 45    | 10       | 5         | 5         | 65      | 2     | 1        | 1         | 1         | 5        | 1     | 0       | 1         | 0         | 0         | 2       | 0         | 0     | 0         | 0         | 0        | 0        | 0     | 0         | 0         | 0         | 0      | 132     | 1,584,000 | 440.0       | 451.9   |       |      |  |
|                                            | 名称・住所確認・修正処理等                     |           | 8550       | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 1        | 1     | 1       | 1         | 1         | 0         | 4       | 0         | 0     | 0         | 0         | 0        | 0        | 0     | 0         | 0         | 0         | 0      | 5       | 42,750    | 11.9        |         |       |      |  |
| アンマッチ処理                                    | 処理事前準備 (IDごとに分割等)                 |           | 140        | 0       | 0         | 15        | 25        | 40      | 20    | 20       | 40        | 10        | 90      | 5     | 0        | 0         | 0         | 0        | 5     | 5       | 5         | 0         | 0         | 0       | 10        | 0     | 0         | 0         | 0        | 0        | 0     | 0         | 0         | 0         | 0      | 145     | 20,300    | 5.6         | 1,363.5 |       |      |  |
|                                            | 給報                                |           | 120        | 0       | 0         | 500       | 2,500     | 3,000   | 6,000 | 7,000    | 10,000    | 6,000     | 29,000  | 1,200 | 500      | 1,000     | 700       | 3,400    | 1,200 | 700     | 0         | 0         | 0         | 1,900   | 0         | 0     | 0         | 0         | 0        | 0        | 0     | 0         | 0         | 0         | 0      | 37,300  | 4,476,000 | 1,243.3     |         |       |      |  |
|                                            | 年報                                |           | 90         | 0       | 0         | 0         | 2,500     | 2,500   | 0     | 1,300    | 30        | 0         | 1,330   | 400   | 0        | 350       | 0         | 750      | 0     | 0       | 0         | 0         | 0         | 0       | 0         | 0     | 0         | 0         | 0        | 0        | 0     | 0         | 0         | 0         | 0      | 4,580   | 412,200   | 114.5       |         |       |      |  |
| 紙給報チェックと<br>アンマッチ特定者再点検                    | 紙給報チェック (※簿冊数に変更)                 |           | 5200       | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0       | 0     | 0        | 70        | 80        | 150      | 0     | 10      | 10        | 0         | 10        | 30      | 0         | 15    | 0         | 0         | 0        | 0        | 15    | 0         | 0         | 0         | 0      | 0       | 195       | 1,014,000   | 281.7   | 417.8 |      |  |
|                                            | アンマッチ特定者再点検                       |           | 20         | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0       | 0     | 0        | 9,000     | 5,000     | 14,000   | 2,000 | 3,000   | 3,000     | 2,000     | 500       | 10,500  | 0         | 0     | 0         | 0         | 0        | 0        | 0     | 0         | 0         | 0         | 24,500 | 490,000 | 136.1     |             |         |       |      |  |
| 確定申告書2表処理                                  | 確定申告の2表のデータ入力                     |           | 150        | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 3,000     | 4,500     | 7,500   | 3,500 | 6,000    | 1,500     | 4,000     | 15,000   | 7,000 | 12,000  | 0         | 0         | 0         | 0       | 19,000    | 0     | 0         | 0         | 0        | 0        | 0     | 0         | 0         | 0         | 0      | 41,500  | 6,225,000 | 1,729.2     | 1,729.2 |       |      |  |
| 税額決定通知書の返戻調査                               | 特徴税通                              |           | 280        | 0       | 0         | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0       | 0     | 0        | 0         | 0         | 0        | 0     | 0       | 0         | 0         | 0         | 0       | 0         | 0     | 0         | 0         | 140      | 140      | 120   | 50        | 20        | 0         | 0      | 190     | 330       | 92,400      | 25.7    | 25.7  |      |  |
| 週ごとの見込み時間 (h)                              |                                   |           |            | 21.5    | 27.8      | 71.1      | 318.2     | 438.6   | 411.1 | 360.2    | 655.4     | 549.1     | 1,975.8 | 331.6 | 422.4    | 405.3     | 514.6     | 1,673.8  | 439.7 | 651.4   | 126.1     | 92.4      | 47.9      | 1,357.5 | 15.7      | 50.1  | 39.4      | 36.8      | 141.9    | 34.7     | 28.6  | 44.5      | 30.1      | 17.4      | 155.3  |         | 合計        | 5,743.0     | 5,668.8 |       |      |  |