

高雄醫學大學專任計畫人員辦理聘任/離職應繳資料

Documents to be submitted for applying for employment/termination of full-time project personnel

新聘 Initial Employment

1. 報到檢核表 1 份 (體格檢查報告須先繳至環境保護暨職業安全衛生室) Checklist for reporting for duty (pre-employment physical examination report must be submitted to Office of Environmental Protection, Occupational Safety and Health first)
2. 聘用申請書 2 份 Employment Application (two copies required)
3. 契約書 2 份 (1 份自行留存) Employment contract (two copies required, one for your record-keeping)
4. 勞退金退休金個人自願提繳意願徵詢表 1 份 (限本國籍) Letter of Intent for the Selection of and the Contribution to the Labor Pension Fund System (only for nationals of ROC)
5. 薪資所得受領人免稅額申請書 1 份 (有無撫養者均需繳交) Salary Income Recipient's Tax Allowance Declaration Form (no matter whether you have anyone to support or not)
6. 存摺封面影本, 需填上身份證/居留證字號 (自行繳至出納組) Passbook cover with ID card/ARC number written (to be submitted to Cashiers Section separately)
7. 需上傳至系統資料: Documents to be uploaded to KMU Information System:
 - (1) 身份證/居留證正、反正影本 Photocopy of both sides of the ID card/ARC
 - (2) 存摺封面影本 (限彰銀及郵局存摺) Photocopy of the cover of passbook issued by Chang Hwa Bank or a Chunghwa Post Office.
 - (3) 畢業證書 (持國外學歷者需上傳完成驗證之畢業證書) Photocopy of the highest education diploma (Original copy required for verification only. Foreign academic credentials must be verified by overseas embassies.)
 - (4) 科技部計畫需上傳完成 6 小時之學術倫理教育課程證書 Proof of receiving 6-hour academic ethics training from "Taiwan Academic Ethics Education Resource Center" (first-time MOST research assistants only)

續聘 Renewed Employment

1. 聘用申請書 2 份 Employment Application (two copies required)
2. 契約書 2 份 (1 份自行留存) Employment contract (two copies required, one for your record-keeping)

離職 Termination/Resignation

1. 專題(案)計畫人員辭職(離職)書 1 份 (主持人核章後, 再至圖書館核章, 完成後送至人資室)。Application for Resignation (respectively stamped by PI and librarian before submitting to HR Office)

注意事項 Reminders

1. 資料受理時間為每日上午 10-12 時, 逾時恕不受理。The service hours for processing full-time assistants' employment and resignation fall between 10:00 and 12:00 am every morning.
2. 新聘人員至遲須於到職日前 3 天完成聘任程序。Employment Application must be completed at the latest three days before the date of employment.
3. 每位專任計畫人員聘任前完成性別平等職前教育訓練 (觀看性別平等職前教育影片, 請至專區導覽→計畫人員專區→常用表單(含操作說明)→性別平等職前教育影片)。It is a must to watch KMU pre-service training film on gender equality (only in Mandarin) before employment.
4. 辭職書須於聘約到期前 1 個月送至人資室辦理離職手續。Application for Resignation should be submitted to HR Office for the latest one month before the date of termination of employment.
5. 服務證明(離職或服務證明)請至人資室網站提出申請。Application for Certificate of Service (Employment or Termination) is to be done via HR Office website.