## 高雄醫學大學外籍專任計畫人員/博士後研究員聘用及報到流程 KMU Hiring and reporting procedures for foreign full-time assistants/postdoctoral research fellows



- 1. Please go to the KMU Campus Information System, access by "Assistant". For newcomers, please first go to "T.D.0.02. Project Personnel ID No. Application and Deletion" to apply for an employee ID No., and then go to "T.D.0.01. Inquiry of Project Personnel's Individual No." to inquire about the number generated.
- 2. After obtaining employee ID No, go to "T.D.0.03. Personal Information Maintenance" to complete basic personal information maintenance
- 3. Upon watching the Gender Equality Pre-Service Education Video (Chinese version), please fill in the date of video watching in the Date of Gender Equality Pre-Service Education field of the basic personal information.
- 4. It's a must to complete the hiring process at the HR Office no later than 3 days before their arrival date, and the related salary, pension, and health insurance shall be calculated on the arrival date. If the arrival date is later than the starting date of the project, the related salary, pension, and health insurance shall not be retroactively calculated.
- 1. When maintaining personal information in the program "T.D.0.03.", please email the scanned copy of the physical examination report and the "KMU Pre-employment Physical Examinations Consent Form" to Ms. Li or Ms. Tseng of the Office of EPOSH for review. (For more information, please contact Ms. Li or Ms. Tseng at ext. 2278).
- 2. After receiving an approval response from the Office of EPOSH, please proceed to complete the information required in the program "T.D.0.03.".
- 1. The assistant should complete "T.D.0.03." and receive an approval response from the Office of EPOSH before continuing with the following steps.
- 2. The assistant is to complete "T.D.0.04. Thematic Program Maintenance", and "T.D.0.07. eDocument Upload", then generate the contract number.
- 3. After the assistant completes the above system maintenance, it's the PI's turn to login to "T.G.1.01. Contract (Offer of Employment) Data Maintenance" to maintain and confirm the budget and print the employment application and contract in the system.
- 1. Documents to be submitted for applying for employment:
- (1)Employment application (two copies required)
- (2) Employment contract (two copies required)
- (3) Checklist for reporting for duty (one copy required)
- 2. Documents to be uploaded to "T.D.0.07. eDocument Upload":
  - (1)Scanned copy of the highest education diploma (Foreign academic credentials must be verified by overseas embassies.)
  - (2) Scanned copy of both sides of the ARC
  - (3)Scanned copy of the cover of the passbook issued by Chang Hwa Bank or Post Office
  - (4)Proof of receiving 6-hour academic ethics training from "Taiwan Academic Ethics Education Resource Center" (first-time MOST research assistants only)
- 3. The HR Office takes care of the reporting procedures and completes the labor and national health insurance coverage.
- Note: Reporting procedures should be completed no later than 3 days before the arrival date, after which the arrival date should be postponed.

Check-in Time:
Monday to Friday,
10:00 AM to 12:00
PM. Please arrive for check-in during the designated time. Late arrivals will not be accepted.

Important Note:
Please submit the required documents when checking in.
Failure to comply with the regulations or failure to upload the necessary files will result in the HR
Office being unable to process the

check-in.

