Reporting and Verification Form for Newly Hired Full-Time Foreign Project Personnel of Kaohsiung Medical University

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| Name |  | EIN |  | Reporting Date | |  | |
| Unit |  | Title |  | Mobile  No. | |  | |
| Order and Unit | Required documents and procedures | | | | Self  Check | | Verification by Unit |
| Office of Environmental Protection, Occupational Safety and Health  (Office of EPOH) | 1. Physical examination report (within 5 years if under 40 years old, within 3 years if between 40 and 65 years old, within 1 year if over 65 years old).   1. 2. Fill out the "Physical and Health Examination Consent Form for New Hires at Kaohsiung Medical University". 2. Prepare the above documents and scan them for review by emailing them to the persons in charge: Ms. Hsuan-Jung Lee ([vickyli@kmu.edu.tw](mailto:vickyli@kmu.edu.tw)) or Ms. Chia-Chi Tseng ([cindy@kmu.edu.tw](mailto:cindy@kmu.edu.tw)).   Please include the following information in the email: Employee ID Number(EIN), Unit, Title, and Mobile Number. | | | |  | | Report to the HR Office only after receiving an email of approval from the Office of EPOH. |
| Human Resources Office | 1. Two copies of the employment application (print from the T.G.1.01 Contract (Employment Letter) Data Maintenance). | | | |  | |  |
| 2. Two copies of the contract (print from the T.G.1.01 Contract (Employment Letter) Data Maintenance, confirm that the second page is stamped with the university's official seal). | | | |  | |  |
| 4. Application for annual wage tax exemption declaration (if you need to declare dependents, please fill out the application in the T.D.2.4. Annual Wage Tax Exemption Declaration System. Ignore if not applicable to you). | | | |  | |  |
| 5. Data of dependents who join the National Health Insurance as dependents of this new hire should be maintained in the T.1.7.09. National Health Insurance Enrollment, Withdrawal (Suspension) Application System. | | | |  | |  |
| 6. Application for campus IC card (serves as employee ID card, apply online on the HR Office website only if necessary). | | | |  | |  |
| 7. Upload a copy of the front and back of your ID card (crop the image to the size of the document, rotate it back to normal, and upload it). | | | |  | |  |
| 8. Upload a copy of the cover of your passbook (Changhua Bank or Post Office, crop the image to the size of the document, rotate it back to normal, and upload it). | | | |  | |  |
| 9. Upload the highest academic degree graduation certificate (foreign academic qualifications must be verified by the overseas missions). | | | |  | |  |
| 10. Gender equality pre-employment training. | | | |  | |  |
| 11. Upload proof of completion of academic ethics education and training courses (research personnel conducting National Science and Technology Council research projects for the first time must complete six hours of academic ethics education and training courses before registration). | | | |  | |  |
| 12. Upload a copy of the passbook (Changhua Bank or Post Office) and submit a copy of the passbook cover directly to the Cashier Division, Office of General Affairs. | | | |  | |  |
| 13. I have read and understood the university's Work Rules for Personnel Subject to the Labor Standards Act. | | | | Sign to confirm | |  |
| Office of General Affairs | Parking permit application (submit to the Division of General Affairs, not required if not needed). | | | |  | |  |

1. The Office of Environmental Protection, Occupational Safety and Health is located on the 8th floor of the International Academic Research Building (Room 841). Please contact Ms. Hsuan-Jung Lee or Ms. Chia-Chi Tseng at ext. 2278.

2. The Human Resources Office is located on the 4th floor of the Li-Hsueh Building. Please contact Ms. Ya-Ling Yang at ext. 2069.

3. The Cashier Division and Division of General Affairs of the Office of General Affairs are located on the 1st floor of the Li-Hsueh Building. Please contact Ms. Chia-ping Huang at ext. 2416 or Ms. Yu-Shan Yu at ext. 2125 for the Cashier Division, and contact Ms. Pei-Shan Lee at ext. 2406 for the Division of General Affairs.

Revised as of April 19, 2024