Kaohsiung Medical University Faculty & Staff Exit Procedure Form

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| --- | --- | --- | --- | --- | --- |
|  Service Unit | Applicant Name | Employee ID | Job Title | Reason for Exit | End Date for Salary and Allowance  |
|    |  |  |  | [ ]  Resignation [ ]  Retirement  |  |

Reminders for Processing Unit: Upon receiving this form, if there are any outstanding borrowed items or handled funds, the respective unit may refuse to sign off.

|  |  |  |
| --- | --- | --- |
|  Processing Unit | Stamp by Person in Charge | Date |
| Secretariat | Modification of document access permissions |  |  |
| Apply for: [ ]  Alumni Card [ ]  KMU Friends Card (Non-Alumni) (Limited to Retired Faculty and Staff) |  |  |
| Office of Research & Development(For Faculty Only) |  |  |
| Office for Industry-Academic Collaboration (For Faculty Only) |  |  |
| Registration and Curriculum Division, Office of Academic Affairs (For Faculty Only) |  |  |
| Office of General Affairs  | Cashier Division |  |  |
| Division of Property Management |  |  |
| Division of General Affairs (Including Vehicle Management Committee) |  |  |
| Office of Environmental Protection and Occupational Safety and Health |  |  |
| Office of Library & Information Services  | Readers’ Services Division (Library Front Desk) |  |  |
| Digital Resource Division (International Academic Research Building, 6F) |  |  |
| Human Resource Office  | Payroll/Attendance Deduction or wages paid for unused compensatory leaves or annual paid leaves |  |  |
| Employee ID Card  |  |  |
| Name Chop  |  |  |
| Applicant’s Supervisor | The supervisor shall confirm that the applicant has completed the transfer of duties and documents per KMU policies before signing off. |  |  |

Notes：

1. Faculty and staff with joint appointments or additional employment at the affiliated hospital must contact the hospital’s HR office separately to complete the resignation (retirement) process.

2. Before returning the iPASS ID, please apply for a refund at the Kaohsiung Metro if there is a stored value balance.

3. This form should be stamped by all required units and then submitted to the university's Human Resources Office for record-keeping.

4. After leaving, access to the KMU information service system will be revoked. Personal data (including the E-portfolio) in the system should be exported to a PDF file if needed.

5. Before the exit date, employees must complete asset transfer, document access permission modifications (downloadable from the Secretariat website), and other exit procedures.

Human Resources Office
Revised: March 2025