國立勤益科技大學新進人員單一窗口報到單

National Chin-Yi University of Technology New Employee Single Window Registration Form

1. **人事室承辦人：**

Personnel Office Contact Persons:

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| --- | --- | --- | --- |
| 承辦人Contact Persons | 工程、管理、電資學院：楊雅筑人文、通識學院：呂庭吟College of Engineering, College of Management, and College of Electrical Engineering and Computer Science: Ms. Yang College of Humanities and Creativities and College of General Education: Ms. Lu  | 張哲瑋 Chang Che-wei | 張哲瑋 Chang Che-wei |
| 聯絡電話 Telephone | 分機─2132、2139ext. 2132, 2139 | 分機─2133ext. 2133 | 分機─2133ext. 2133 |
| 服務對象 Service Personnel | 教育人員 Educational Personnel | 職員 Staff | 校務基金工作人員專任助理University Fund StaffFull-time Assistants |

1. **申辦事項及須繳交之證件資料：新進教職員本人請親自至人事室（行政大樓三樓）辦理**

**Applicants and Documents to be Submitted: Newly hired faculty members are required to go to the Personnel Office (3rd floor of the Administration Building) in person to handle the following matters.**

| 申辦事項Application Items | 須繳交證件資料 Required Documents | 注意事項 Notes | 承辦單位 Unit in Charge | 承辦人及聯絡電話 Contact Person and Tel No. |
| --- | --- | --- | --- | --- |
| ＊履歷等資料審查 Resume Review | 公務人員履歷表一份(紙本(請簽名)及電子檔請寄人事室承辦人)One copy of the civil service resume (paper version (please sign). Please send the electronic file to the undertaker of the Personnel Office).  | 公務人員履歷表請至人事室網站表單下載，經歷欄除填寫以往經歷(含國內私校任教經歷)外，新職亦請填入(編制內專任教師、公務人員)Please download the civil service resume form from the Personnel Office website. In addition to filling in previous experience (including teaching experience in domestic private schools), please also fill in the new job information (full-time teacher, civil servant). | 人事室 Personnel Office | 同上表承辦人及電話 The same as the contact information above. |
| 1. 國民身分證、退伍令、本校聘書及學歷證件正本並各影印乙份

One original of the national ID card, discharge certificate, university appointment letter, and original of academic degree certificates, each with a photocopy.1. 已取得之各職級教師證書影本

Copies of all teacher certification levels already obtained. | 1. 正本驗後發還

Originals will be returned after verification.1. 持國外學歷者，**學歷證件及成績單**須經我國外交部駐外管處驗證完成，並需繳交博士論文乙本

For those who hold foreign academic degrees, **academic degree certificates and transcripts** must be verified by an overseas office of the Ministry of Foreign Affairs and a copy of the doctoral dissertation must be submitted. |
| 離職或服務證明書（初任公、教職者免繳交）Resignation or Service Certificate (not required for first-time government or teaching positions) | 1. 公務人員履歷表中經歷欄所填之經歷(含國內私校任教經歷)，請檢附離職證明書或服務證明。

Please attach a resignation certificate or service certificate for the work experience column in a government employee resume (including domestic private school teaching experience).1. 教師博士後工作經歷得辦理薪級提敘。如任職單位為國內外私人企業或公司（非研究性私人機構），除須檢附離職或服務證明書（證明書需寫明各項工作職稱及起訖期間）外，並加註「服務成績優良」，尚需檢附該公司實收資本額及年營業額相關證件資料（依規定該公司需在主管機關登記有案，實收資本額在新台幣四千萬以上，且年營業額達新台幣一億五千萬元以上）。如任職單位為公、私立大專院校，請檢附初聘迄今之教師年資加薪(成績考核)證明文件。

Teachers with post-doctoral work experience can apply for an increased salary. If the employing unit is a private enterprise or company (non-research private institution), in addition to submitting a resignation or service certificate (which should state the job titles and start and end dates), it is also necessary to indicate "excellent service performance" and provide relevant documentary evidence of the company's paid-in capital and annual turnover (the company must be registered with the competent authority according to the regulations, with paid-in capital of over NTD 40 million, and an annual turnover of over NTD 150 million). If the employing unit is a public or private university or college, please provide proof of the teacher's seniority and salary increase (performance evaluation) from the initial appointment to the present. |
| 初任公務人員檢附下列證件First-time government employees must provide the following documents:1. 公務人員任用或俸給案審查需檢附相關證件確認表（一式二份）

Relevant certificate confirmation forms for government employee appointment or salary review (two copies).1. 公務人員服務誓言

Government employee service oath.1. 擬任人員具結書

Statement of intent from the proposed employee.1. 公務人員具結書

Government employee statement of intent. | 僅適用職員For employees only |
| 1. 專案工作人員履歷表二份

Two copies of the resume for project staff.1. 戶口名簿影本（全戶）一份

A copy of the household registration (entire household). | 1. 學經歷證明文件。

Proof of education and work experience.1. 曾經擔任政府、其他公營事業或政府立案之私立學校之經歷者，應檢附原任職資料（包括離職證明）、考核通知書。

(適用專案人員)If you have worked for the government, other public enterprises, or private schools registered with the government, please attach the relevant employment information (including the resignation certificate) and performance evaluation notice.(Applicable to project personnel) |
| ＊請領教師證書Request for Teacher Certificate | 教師資格審查履歷表二份（已取得教育部核發教師證書者免填）Please prepare two copies of the teacher qualification examination resume (teachers who have obtained a teaching certificate issued by the Ministry of Education are exempted from this form). | 1. 請至教育部「大專教師送審通報系統」網站註冊並填寫資料（網址[http://www.schprs.edu.tw](http://www.schpqs.edu.tw)）。

Please register and fill in the relevant information on the College Teacher Application Notification System website of the Ministry of Education (http://www.schprs.edu.tw).1. 教師不需登入系統，點選左側「教師申請作業」之線上填寫履歷表，即可填寫送審的履歷表資料。

Teachers do not need to log in to the system. Click on the "Teacher Application" on the left to fill in the resume form.1. 請參考網站上登載之填表說明，依式輸入資料後，按「儲存」並印出1份，(需簽名及貼上照片)，另再浮貼一吋照片一張(製作教師證書用)併送承辦單位。

Please refer to the instructions on the website to enter the information according on the form and click "Save." Print out one copy (with a signature and a photo attached) and attach one 1-inch photo (for the teacher certificate), then submit them to the responsible unit. |
| 外國學位送審教師資格修業情形一覽表一份One copy of the "List of Teacher Qualification Application Materials for Foreign Degrees" | * + - 1. 送審人外文姓名、國外畢業學校之外文名稱及送審學位或文憑外文名稱，需與國外學歷證件所載者同。

The applicant's name in foreign language, the name of the school abroad where they graduated, and the name of the degree or diploma being submitted for qualification review must be the same as those stated on the foreign academic credentials.* + - 1. 請詳實填寫「各學期修業起訖年月」與「修業前後及修業期間出入境年月」。

Please provide detailed information on the start and end dates of each semester of study and the dates of entry and exit before and during the period of study.* + - 1. 所得學位性質較特殊者，請於「送審人對送審學位之補充說明」簡要說明。

For degrees with unique properties, please briefly explain in the "Applicant's Supplementary Explanation for the Submitted Degree" section. |
| 修讀博士期間之入出境紀錄Record of entry and exit during the doctoral period of study | 持國外學歷者需檢附修讀博士期間之入出國證明書，請至入出境管理局及國內各地服務處辦理（請詳閱附件申請須知）Applicants holding foreign academic credentials must provide proof of entry and exit during their doctoral period of study. Please go to the National Immigration Agency and local service centers in Taiwan to apply (please refer to the attached application instructions). |
| ＊教職員差勤、職員證Attendance and Staff ID Card | 相片電子檔（可先e-mail至lch1978@ncut.edu.tw）（背面書寫中、英文姓名）Electronic photo file (can be sent via e-mail to lch1978@ncut.edu.tw)(Write name in Chinese and English on the back) | 領取教職員請假卡（行政人員）Obtain leave card for faculty and staff (administrative staff) | 人事室 Personnel Office | 林俊懷 Lin Chun-hui 2137 |
| ＊服務獎章及資深優良教師證明Service Medal and Senior Excellent Teacher Certificate | 領取服務獎章或資深優良教師獎勵調查表乙份One copy of the Service Medal or Senior Excellent Teacher Award investigation form. | 曾任教職或公職並已領服務獎章或資深優良教師者，應附相關證明文件Relevant documents should be attached for those who have held teaching or public positions and have received the Service Medal or Senior Excellent Teacher Award. | 人事室 Personnel Office | 周靜宜 Chou Jing-yi2138楊智媛 Yang Chi-yuan 2134 |
| ＊公（勞）健保及勞工退休金Public (Labor) Health Insurance and Labor Pension | 1. 原投保單位健保轉出表

Health insurance transfer form from the original insurance unit.1. 教職員及無職業眷屬參加全民健保承保資料調查表一份

Full participation data investigation form for faculty and staff and their dependents.1. 未申辦健保IC卡者，另填IC卡申請表、入戶後之戶籍謄本或戶口名簿影本

If an IC card for health insurance has not been applied for, an IC card application form, household registration transcript or household registration copy must be filled out separately.1. 初任人員填繳：勞保、健保轉入表

Newly appointed staff should fill out and submit the labor insurance and health insurance transfer form.1. 適用勞工退休金條例人員，填寫自願緹繳勞工退休金意願調查表

For those who are subject to the Labor Pension Act, please fill in the voluntary contribution to the labor pension willingness investigation form. | 未申辦健保IC卡之眷屬須入籍或核發居留證滿四個月後始得申辦，並請持IC卡申請表、戶籍謄本（戶口名簿影本）或居留證影本至人事室辦理。Dependents who have not applied for a health insurance IC card may apply after being naturalized or obtaining an Alien Residence Certificate (ARC) for four months. Please bring the IC card application form, household registration transcript (or household registration copy), or ARC copy to the Personnel Office for processing. | 公、健保人事室Public Insurance, National Health InsurancePersonnel Office | 周靜宜 Chou Jing-yi2138張哲瑋 Chang Che-wei2133 |
| 勞、健保總務處Labor Insurance, National Health InsuranceOffice of General Affairs | 廖尹嘉Liao Yin-chia2588 |
| ＊退撫基金Pension Fund | 1. 軍公教人員退休（伍）再任公教職聲明書

Declaration of Employment as a Public Servant after Retirement (Sergeants)1. 參加公務人員退休撫卹基金人員購買年資權益通知書

Notification of Purchasing Seniority Benefits for Participants in the Public Service Pension Fund  | (編制內專任教師、公務人員)(Full-time Teachers and Public Servants)1. 具有「購買年資權益通知書」所列之各項年資者，須依規定於到職日起三個月內申請補繳退撫基金費用，逾期需繳納遲延利息

Those who have various seniority listed in the "Notification of Purchasing Seniority Benefits" must apply to make up for the pension fund fees within three months from their date of employment in accordance with the regulations. If overdue, they are required to pay interest.1. 職前服義務役(替代役)年資，得折抵義務役(替代役)役期之大專學生集訓年資及軍訓課程年資，請附兵役證明文件、退伍令、大專集訓證書、替代役證明、成績單(具軍訓課程成績等)

The years of duty as a volunteer soldier (substitute service) before taking the job can be offset against the years of college student training and military training courses during the period of substitute service. Please attach military service certification, discharge orders, college training certificates, substitute service certification, and transcripts (including military training course grades, etc.).1. 公立學校懸（實）缺代課（理）教師、代用教師、試用教師及公立學校兵缺代課（理）教師，請附代課（理）教師聘書、敘薪通知書、合格教師證書、服務證明、離職證明等

For substitute teachers, probationary teachers, and substitute teachers for military vacancies in public schools, please attach the teacher's appointment letter, salary notification, qualified teacher certificate, service certificate, and resignation certificate, etc. | 人事室Personnel Office | 周靜宜Chou Jing-yi2138 |
| ＊離職儲金 Contribution Benefits | 外籍專案教師參加離職儲金 Foreign project teachers’ participation in contribution benefits | 1. 外國籍人士擔任本校專案教師，應由用人單位協助辦理相關入境許可與工作許可之申請；來校到職後，比照各機關學校聘僱人員離職儲金給與辦法提撥離職儲金。

Foreign nationals who serve as project teachers at this school should apply for relevant entry and work permits with the assistance of the employer. After joining the school, they will be entitled to contribution benefits according to the same regulations as other employees in government agencies and schools.1. 按月支報酬12%提存儲金，其中50%於專案計畫教學人員每月報酬中扣繳作為自提儲金；另50%由學校提撥作為公提儲金。

12% of the monthly salary will be deposited into a pension contribution, with 50% of that amount deducted from the project teacher's monthly pay and set aside as a voluntary pension contribution. The remaining 50% will be allocated by the school as a mandatory pension contribution. | 總務處出納組Office of General AffairsCashier Section | 賴麗雅Lai Li-ya2533 |
| ＊所得稅申報Income Tax Declaration | 薪資所得受領人資料及扶養親屬(免稅額)申報表 Salary recipient information and dependent (tax-free) declaration form | 1. 請提供第一銀行帳戶，已有該行存簿者請提供原帳戶號碼，如無該行存簿者，請先至總務處出納組辦理開戶。

Please provide your account number at First Bank. If you already have a passbook from that bank, please provide your account number. If you don't have a passbook from that bank, please go to the Cashier Section, Office of General Affairs, to open an account.1. 戶籍地址之區、里、鄰務必填寫。

The district, village, and neighborhood of your registered address must be filled in.1. 扶養人口之稱謂、身分證字號需填齊。

The relationship and ID number of your dependents must be filled in.1. 外籍人士之身分證字號請填居留證上之統一編號（前面２英文字母＋８位數字），並填寫護照字號。(檢附居留證及護照影本)

Foreign nationals must provide the ARC number (the first two English letters + eight digits) and your passport number. (Please attach copies of your ARC and passport).1. 大陸人士除統一證號外，另請提供「居民身分證號碼」及「居留證字號」。(檢附居留證及護照影本)

Mainland Chinese nationals, in addition to their ID number, must also provide their resident identity card number and ARC number (please attach copies of your ARC and passport). | 總務處出納組Office of General AffairsCashier Section | 賴麗雅Lai Li-ya2533 |
| ＊居住狀況申報Residential Status Declaration | 1. 新進教職員工居住房屋狀況自報表

Self-declaration form for the residential housing status of new faculty and staff.1. 本人戶籍謄本或戶口名簿

Household registration transcript of the individual.  | (僅公教人員適用)(Only applicable to public servants) | 總務處保管組Office of General AffairsProperty Management Section | 方榮傑Fang Rong-chie2523 |
| ＊公文系統帳號申請Application of an Official Document System Account | 聘書或合約書或職員證影本Copy of your appointment letter, contract, or staff ID card | 至本校網頁首頁/校務行政/電子化公文/表格下載/帳號申請，填妥申請表送文書組辦理。Visit NCUT's website: Homepage/Administration/E-Document/Download/Registration. Fill in and submit the application to the Documentation Section. | 總務處文書組Office of General AffairsDocumentation Section | 林怡君Lin Yi-chun2581 |
| * 公教優惠儲蓄存款
* Preferential Savings Deposit for Public Servants
 | * + - 1. 代轉存優惠存款申請單

Application form for transferring a preferential savings deposit | 填妥申請書送出納組憑辦。(編制內專任教師、公務人員)Fill in the application form and submit it to the Cashier Section for processing (applicable to full-time teachers and civil servants). | 總務處出納組Office of General AffairsCashier Section | 賴麗雅Lai Li-ya2533 |
| * 汽機車通行證
* Application for Motor Vehicle Pass
 | 1. 汽機車停車證申請表

Application form for a motor vehicle parking permit.1. 汽機車行照正反面影本

Copy of the front and back of the motor vehicle registration.1. 本人之駕照正反面影本

Copy of the front and back of the applicant's driver's license. | 至本校網頁首頁—＞校務行政—＞單簽E化平台—＞停車證申請系統NCUT homepage→ Administration→ SSO e-Portal→ Parking Permit Application System | 環安中心 Center of Environmental Protection and Occupational Health and Safety | 潘姚權祐Pan Yao Chuan-you2882 |
| * 申請E-mail帳戶
* E-mail Account Application
 | 至本校網頁首頁—＞校務行政—＞電子郵件帳號申請系統NCUT Homepage→ Administration→ E-mail Account Application System | 填寫完畢後送出並列印Fill in, print, and submit the application form. | 電算中心Computer Center | 黃喻翔Huang Yu-hsiang2235 |
| * 合作社入股
* Cooperative Membership Registration
 | 1. 到職人員資料表

New Employee Information Form1. 本社入社申請表

Cooperative Membership Application Form1. 身分證正反面影本

copy the front and back sides of ID card1. 繳入股金1180元

Payment of NT$1180you’re your share in the cooperative. | 參加合作社入股者每年可領分紅配股As a member of the cooperative, you are eligible for annual dividends and bonus shares. | 員生消費合作社Staff and Student Cooperative | 林雅芳Lin Ya-fang2891 |
| * 圖書館借書證
* Library Card Application
 | 1. 職員證

Staff ID Card1. 本校圖書館新進職員借書證申請表

NCUT Application Form for New Staff Member's Library Card | 以職員證條碼感應即可進入圖書館，填妥並繳交借書證申請表後可借閱書籍。You can enter the library by scanning the barcode on your staff ID card. You may borrow books from the library after filling in and submitting the library card application form. | 圖書館Library | 蕭郁慈Hsiao Yu-tzu2991柯莉雯Ke Li-wen2992 |
| * 運動場館使用
* Using Sports Facilities
 | 攜帶職員證Bring your staff ID card. | 憑職員證可免費於各場館無體育室時段進入使用。各學期場館開放時間請逕至體育室網站表單下載專區查詢(<https://opes.ncut.edu.tw/p/412-1005-203.php?Lang=zh-tw>)。You can enter various sports facilities for free with your staff ID when physical education classes are not on. Please check the opening hours for each semester at the Office of Physical Education website (https://opes.ncut.edu.tw/p/412-1005-203.php?Lang=zh-tw).  | 體育室 Office of Physical Education | 汪心如Wang hsin-ru5602曾婉萍Tseng Wan-ping5621 |
| * 新進人員體檢
* Medical Check-up for New Staff
 | 本校新進人員一般體格檢查表NCUT General Physical Examination Form for New Staff Members | (環安中心網頁/健康促進業務/新進人員一般體格檢查表/路徑下載)勞工體格及健康檢查認可醫療機構查詢：<https://hrpts.osha.gov.tw/asshp/hrpm1055.aspx>You can download the form at the website of the Center of Environmental Protection and Occupational Health and Safety / Health Promotion Services / General Physical Examination Form for New Staff MembersApproved medical institutions for labor physical and health examinations can be found at the following website: <https://hrpts.osha.gov.tw/asshp/hrpm1055.aspx> | 環安中心Center of Environmental Protection and Occupational Health and Safety | 陳香琴Chen Hsiang-chin2412 |
| □新進人員資安宣導□New Employee Cybersecurity Awareness |  | 請新進人員**填寫宣導表單**以確認了解本校之資安政策，資安相關作業規定、資安文件等。Please new employees fill out the awareness form to confirm your understanding of the school's information security policy, related operational regulations, and security-related documents. | 電算中心Computer center | 黃喻翔Mr.Huang2235 |

1. **附註：**

Notes:

* 1. 有＊者為必辦之項目，其餘項目請自行考量是否辦理，如欲辦理，請於□內打勾，並備齊相關證件資料。

Items marked with an asterisk (\*) are mandatory. For other items, please consider whether you need to handle submit information. If so, please check the box (□) and prepare the relevant documents.

* 1. 請將須繳交之各項證件資料直接送交各承辦單位**（人）**，審核結果將由各承辦單位**（人）**主動與您聯絡。**您對於申辦項目如有任何疑問，請向各承辦單位（人）聯絡洽詢。**

Please submit all necessary documents and information directly to the responsible units or persons. The results of the review will be communicated to you by the respective units or persons. **If you have any questions regarding the application items, please contact the responsible units or persons.**

* 1. 兼具醫事人員專業證照身分者，應依各該醫事人員法規規定，辦理執業異動或註銷事宜。

Those who hold professional medical licenses should handle changes or cancellations of their licenses according to the relevant laws and regulations.