**國立勤益科技大學教職員到職(返校)報告單**

**National Chin-Yi University of Technology Faculty and Staff Reporting Arrival (Return to Campus) Form**

填表日期： 年 月 日

Date: Year/Month/Date

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 任 職 單 位 Employing Unit | 職 級 Rank/Position | | 姓 名  Name | | 身分證字號  ID No. | | 出生年月日 Date of Birth |
|  |  | |  | |  | |  |
| 原 任 職 機 關 ( 學 校 )  Previous Employing Organization (School) | | | | | 官職等級 Rank/Position | | 俸(薪)點  Salary Scale |
|  | | | | |  | |  |
| 原 因  Reason for Reporting | | 核定(派令)生效日/留職停薪(公假登記) 起、迄日Effective Date of Employment/Leave without Pay (Public Leave Registration), Starting and Ending Dates | | 派令(聘書)字號  Dispatch (Appointment) Order Number | | 實際到職(返校)日  Actual Date of Arrival to Position/Return to Campus | |
| * **新進人員報到** * **留職停薪期滿回職復薪** * **公假登記留職留薪校外全時進修、研究結束** * **New Employee Reporting Arrival** * **Return to Work after Leave without Pay** * **Return to Work after Off-campus Full-Time Study or Research** | |  | |  | | 年 月 日 Year/Month/Date | |
| 報告人簽章 Signature of the Applicant | | 任職單位  主管簽章  Signature of Employing Unit Supervisor | | 人事室  Personnel Office | | 校長核章  Seal of the University President | |
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註：本報到單經陳核後由人事室列入當事人之個人資料保存

Note: After completion, this form will be stored in the personal information file of the reporting party at the Personnel Office.