**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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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  |
|  |  |  |  |
|  |  |

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.