

# NATIONAL TAIWAN UNIVERSITY

## Sponsored Project

- Full-time Research Assistant  
 Technical Staff  
 Post-doctoral Fellow

## Resignation Procedure Checklist

The following employee has been approved for resignation, with their salary end date being \_\_\_\_\_ (mm/dd/yyyy). Please check if there are any pending actions or documents required of the following employee.

<b>Name</b> <small>(Personal Signature &amp; Seal)</small>		<b>National ID No.</b>	
<b>Project Title</b>			
<b>Employment Unit</b>	<b>College:</b> <b>Academic Program:</b>	<b>Last Day of Employment</b> <small>(Day after salary end date)</small>	_____ (mm/dd/yyyy)
<b>Reason for Resignation</b>	<input type="checkbox"/> Expiration of employment term <input type="checkbox"/> Voluntary resignation <input type="checkbox"/> Other _____		
<b>Processing Units</b> <b>(All units must affix their seal)</b>			
<b>Principal Investigator</b>		<b>Academic Program</b> <small>(Including the respective libraries)</small>	<input type="checkbox"/> Managed and used property; transfer procedures completed. <input type="checkbox"/> Managed and used property; transferred to _____ Please see the attached form (Application for the Addition or Change of Property Managers/Users; or Application for the Transfer of Property/Items) <input type="checkbox"/> No management or use of property <b>Property Manager's Seal</b> _____ <b>Academic Program Head's Seal</b> _____
<b>Main Library</b> <small>(Part-time assistants exempt from this requirement)</small>			
<b>Cashier Division, Office of General Affairs</b>	(Salary)	<b>Movable Property Section, Property Management Division</b> <small>(1<sup>st</sup> Floor, Jan Shu Hall)</small>	(Verification of management and use of property)
	(Pension Contributions)	<b>Documentation Division, Office of General Affairs</b> <small>(Part-time assistants exempt from this requirement)</small>	(Verification of pending documents)
※After every unit has affixed their seal, please submit the checklist with the employee's <b>staff ID</b> to the Integrated Affairs Division, Personnel Office			
Integrated Affairs Division, Personnel Office	(Labor and Health Insurance Affairs)  (Employment Affairs)		

Notes:

1. Please first confirm with the academic program's property management division that all property has been transferred before proceeding to the office of the Movable Property Section, Property Management Division (1<sup>st</sup> Floor, Jan Shu Hall).
2. Applicants possessing a staff ID card and who will not be employed in other projects must return their ID to the Integrated Affairs Division, Personnel Office for cancellation. If the ID has been lost, the applicant should pay the penalty at the Cashier Division and submit the proof of payment in accordance with the procedures for handling lost ID cards.
3. Foreign employees who are insured under national labor and health insurance and have made pension contributions, should download the Application to Withdraw Funds form on the Cashier Division's website before initiating the online resignation process. After filling in the information, obtaining the required official seals, and receiving the principal investigator's seal of approval, the applicant should submit the application with a copy of the cover page of their salary account passbook to Counter 13 at the Cashier Division to settle their pension contributions.
4. Resignation certificates and other relevant documents will be provided as needed. Applicants requiring said documents should submit the Application for Proof of Participation in Sponsored Projects in accordance with the relevant procedures.