

教師報到系統流程

Registration procedure for new faculty

項目 Item	說明文字 Description	備註 Remarks
必辦事項 Matters must need to handle		
到職通知單 Confirmation of Employment	<p>本校係以教師親至系上報到日期為到職日期（如於聘期起日前到系上報到，則以聘期起日為到職日期。聘期起日如適逢假日，請提前於上班時間至系上報到。到職日期前另有專職者，至遲應於到職當日離職，並請檢附離職證明文件。）請列印「到職通知單」，本人簽章後，請任職單位系主任(或所長)簽章證明老師到校日期，再至人事室辦理報到手續。</p> <p>The school takes the teacher's registration date in their department as the employment date (if you arrive at the department before the start of the employment period, the start date of the employment period shall be the employment date. If the start date is a holiday, please arrive at the department in advance during the workday. If you have another full-time job before the date of employment, you should leave on the day of employment at the latest, and please attach the resignation certificate.) Please print out the "Confirmation of Employment" and sign it. Please ask the dean (or director) of the department sign to certify the teacher's arrival date, and then go to the personnel department to complete the registration procedures.</p>	<p>有表單輸出： 到職通知單</p> <p>There is form output: Confirmation of Employment</p>
填寫各項基本資料 Write down the personal information in the "Personnel Information Sheet"	<p>填妥個人基本資料，列印「人事資料簡表」後簽章，於報到時交由人事室審核無誤後收存。</p> <p>After finishing the "Personnel Information Sheet", print out it and sign on it. Then, bring it to the personnel department to check. If there are no mistakes, you will receive it.</p>	<p>有表單輸出： 人事資料簡表</p> <p>There is form output: Personnel Information Sheet</p>
繳驗證件 Submit certificates	<p>請見「報到時應攜證件表單_教師」檔案</p> <p>Please see the file "Certificates to bring during registration_Faculty"</p>	<p>報到時繳驗證件</p> <p>certificates inspection</p>
領取識別證 Receive ID card	<p>請在填寫基本資料時，上傳 2 吋半身正面相片 JPG 檔，或繳送相片 1 張至人事室第退撫保險組掃描製作識別證，於 3 個工作天內完成後再送請服務單位轉交或通知本人領取。</p> <p>When filling out your basic information, please upload a 2-inch half-length frontal photo as a .JPG file, or submit 1 photo to the Retirement, Pension, and Insurance Division of the Personnel Office to scan and create your ID card. Within 3 working days, the card will be given to the service unit to pass on to you, or you will be notified to collect it.</p>	<p>報到時收取照片</p> <p>Give your photo when check-in</p>
申請臺大網路帳號 Apply for an NTU online account	<ol style="list-style-type: none"> 請於報到完成後至本校計算機及資訊網路中心申請網路帳號，將帳號申請表列印簽名後，直接送至計中帳號室。(申請流程) 日後關於教師計畫相關事宜，將以學校 E-Mail 帳號通知。 <p>1. After registration, please go to the NTU Computer and Information Networking Center to apply for an online account. After printing out and signing the account application form, you can send it directly to the Account Room in the Computer Center. (Application Process)</p> <p>2. In the future, all matters related to the faculty program will be announced via the</p>	<p>報到時轉知訊息</p> <p>Inform message when you check-in</p>

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	school e-mail account.	
薪資免稅額申報表 Declaration form for salary tax exemption	<p>薪資受領人應填報免稅額申報表，出納組依填報配偶及受扶養親屬人數按月扣繳稅額；依 109 年度薪資所得扣繳稅額表，配偶及受扶養親屬人數 0 人者每月薪資逾 84,501 元起扣繳稅款。</p> <p>不論有無扶養親屬者均須列印出扶養親屬申報表簽名後，於報到時一併送交人事室。</p> <p>【應檢附證件】 薪轉戶存摺影本</p> <p>Salary recipient must fill in the declaration form for salary tax exemption. The Cashier Division will withhold the tax amount on a monthly basis according to the spouse and number of dependent relatives; according to the 2020 Annual Withholding Tax Table, if there are no spouses and dependent relatives, those with a monthly salary exceeding 84,501 NTD can start withholding tax payments. Regardless of whether there are dependent relatives, every person must print out the Dependent Relative Application Form, sign it, and bring it with all other documents to the Personnel Office during registration.</p> <p>(The certificate must be attached) Salary account passbook</p>	<p>有表單輸出： 免稅額申報表</p> <p>There is form output: Declaration form for salary tax exemption</p>
非必辦事項 matter non imperative		
健保(選擇依附加保之眷屬) Health insurance (select coverage for dependents)	<ol style="list-style-type: none"> 1. 全民健康保險係強制保險，編制內教職員工本人以到職日為加保日，離職日為轉出日。得選擇依附加保之眷屬係指本人之父、母、配偶及子女。 2. 新到職者應辦理事項：(本人及附依加保之眷屬應以個別狀況判斷辦理) <p>(1)在國內已加保且原加保單位之轉出日期與本校加保日期銜接者：直接於本系統申報健保加保。</p> <p>(2)由國外回來，有下列情形之一者，請逕洽人事單位承辦人：a.原出國時已辦停保 b.中斷加保 c.從未加保</p> <p>【應檢附證件】</p> <ol style="list-style-type: none"> 1. 外籍人士請附居留證正反面影本。 2. 子女年滿 20 歲請附學生證影本。 3. 如依附加保之眷屬為跨親投保，請附「跨親等投保聲明書」 <p>1. The National Health Insurance is compulsory insurance. Faculty and staff within the department will be enrolled in the NHI on their employment start date, and transferred out of the NHI on their resignation date. Dependents that can be selected for coverage under supplementary health insurance include the parents, spouse, or children of the insured.</p> <p>2. New hires must attend to the following matters: (The insured and their dependents must act according to their individual circumstances)</p> <p>(1) For those who have been insured within the country, the transfer out date of the original insurance will coincide with the enrollment date of the school health insurance: please immediately declare your enrollment into the NHI in the system.</p> <p>(2) If you have returned from abroad and one of the following circumstances applies to you, please contact the responsible agent: a.) Your insurance was suspended when you originally left the country; b.) Your insurance was discontinued; c.) You have never been insured</p> <p>(Please attach the following certificates)</p>	<p>有表單輸出： 眷屬依附加保明細簡表 或 跨親等投保聲明書</p> <p>There is form output: Details of insurance coverage for dependent or Declaration of Non-relative Insurance</p>

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	<ol style="list-style-type: none"> Foreign nationals must attach a front and back copy of their residence permit (ARC) For any children over 20 years old, please attach a copy of their student ID card If any dependents are covered under Non-Relative Insurance, please attach the "Declaration of Non-relative Insurance" 	
<p>退撫基金(購買服務年資併計退休年資)</p> <p>the Public Service Pension Fund (Calculation of retirement years according to length of service)</p>	<p>於 85 年 2 月 1 日退撫新制實施後，如具有曾任公營事業人員、公職、服義務役等相關年資者，得於到職之日起 3 個月，申請補繳退撫基金，俾於退休時併計年資。到職 3 個月內辦理者免繳遲延利息，逾 3 個月者須繳遲延利息，逾 10 年未購買者不得再提出申請。</p> <ol style="list-style-type: none"> 相關年資詳列於「退撫權益通知書」中，請詳閱勾填並簽名後，列印二份，一份送人事室存查，一份自存。 具有前述年資並願購買者，請於到職日起 3 個月內，請下載「補繳退撫基金年資申請書」，填妥並檢附相關證件送人事室辦理。 <p>【應檢附證件】 購買年資須檢附： <ol style="list-style-type: none"> 離職證明書。 教師證書。 本校聘書。 退伍令。 大專集訓證明。 </p> <p>After the implementation of the new pension system, on February 1, 1985, those with years of relevant experience in public enterprises, public office, or compulsory military service can apply for repayment of pension within 3 months from the date of employment, so that the years of service will be counted upon retirement.</p> <ol style="list-style-type: none"> The relevant seniority is listed in the " Notice of Retirement and Compensation Fund ". Please check and fill in and sign it, and then print two copies. One copy is sent to the personnel department for inspection, and the other is self-saved. Those who have the aforementioned seniority and are willing to purchase, please download the "Application for Supplementary Payment of Pension Fund Seniority 補繳退撫基金年資申請書" within 3 months from the date of employment, fill in and attach relevant documents to the personnel department for processing. <p>Certificates for Attachment <ol style="list-style-type: none"> Resignation certificate Teacher certificate Certificate of appointment (from this school) Military service discharge order Certificate of professional training </p>	<p>報到時填寫退撫基金補繳權益通知書</p> <p>Check in and fill in Notice of Retirement and Compensation Fund</p>
<p>公保(新加保人員如無直系血親卑親屬. 父母. 兄弟姊妹. 祖父母等法定繼承人，須指定公保受益人)</p> <p>Civil Servant Insurance (If the newly insured personnel have no</p>	<ol style="list-style-type: none"> 公教人員保險為強制保險，依規定本校編制內之有給專任教職員，自到職之日起至離職之日止一律參加。 公保法規定：被保險人之受益人為其本人或其繼承人；如無法定繼承人時始得指定受益人。(法定繼承人依民法繼承篇規定，除配偶外，依下列順序定之：一. 直系血親卑親屬 二. 父母 三. 兄弟姊妹 四. 祖父母辦理)，新加保人員如無前述法定繼承人者，請指定受益人。 公教人員保險現金給付包括殘廢、養老、死亡及眷屬喪葬等四項。詳細內容請至公教人員保險查閱。 <p>1. Civil Servant and Teacher Insurance is compulsory insurance. According to the regulations, every full-time faculty member in the school establishment will be insured from the date of employment to the date of resignation.</p>	

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direct blood relatives, parents, siblings, grandparents, or other legal heirs, they must designate the beneficiaries of the civil servant insurance)	<p>2. The Civil Servant and Teacher Insurance Act stipulates that the beneficiary of the insured person is himself or his heir; if the heir cannot be determined, the beneficiary must be designated. (Statutory heirs are determined in accordance with the provisions of the Succession Law of the Civil Code, with the exception of spouses, in the following order: 1.) Direct blood relatives; 2.) Parents; 3.) Siblings; 4.) Grandparents. If the newly insured personnel do not have the aforementioned legal heirs, please designate the beneficiary.</p> <p>3. Civil Servant Insurance cash benefits include: disability, pension, death, and funeral costs for family members. For details, please refer to the Civil Servants and Teachers Insurance procedure.</p>	
<p>申請改敘薪級</p> <p>Applying for pay scale reclassification</p>	<p>教師職前工作年資須為專任全時之年資，始得採計提敘薪級，且須依教育部所訂教師職前年資採計提敘辦法檢附相關資料辦理，並應於到職學期結束前辦理。</p> <p>【應檢附證件】</p> <p>一、曾任公立機構、公私立學校者： 繳驗離職證明正本（必須有服務職稱、起迄日期及離職時薪資資料）。</p> <p>二、曾任國內外私人機構者： 繳驗離職證明或服務證明正本（必須載有服務職稱及起迄日期）。</p> <p>New faculty members who have previously held teaching, research, or specialized positions, or have full-time work experience in private institutions may attach the original relevant experience certificates and apply for pay scale reclassification. This must be processed before the end of the semester.</p> <p>(Please attach the following certificates)</p> <ol style="list-style-type: none"> Former public school faculty: Submit the original certificate/proof of resignation (must include job title, start/end dates, and salary information at the time of resignation) Former private school faculty: Submit the original certificate/proof of resignation or proof of teaching service (must include job title and start/end dates) Former research assistants: Submit the original contract for inspection (including information on the amount of monetary compensation) 	<p>報到時填寫改敘薪級申請表</p> <p>Check in and fill Applying for pay scale reclassification</p>
<p>申請教師證書</p> <p>Applying for Teacher Certificate</p>	<p>已具有教育部核發聘任職稱同等級，或更高等級之教師證書者免再申請 新進教師如未具應聘等級之教師證書，應報請教育部核發聘任職稱等級之教師證書，請至教育部學審會大專教師送審通報系統辦理「教師資格審查履歷表」登打及列印作業，請逕由「教師申請作業」輸入相關資料，為免資料遺失請隨時存檔，於下次輸入時由「匯入履歷表」匯入原存檔案即可。完成後請列印正本 1 份及影本 2 份(貼上相片後再以 A4 紙影印)，於正、影本上簽章，併同存檔磁片（或 E-mail）及照片 1 張送人事室辦理。</p> <p>【應檢附證件】</p> <ol style="list-style-type: none"> 1. 身份證正反面影本一份。(外籍人士繳送護照基本資料頁) 2. 最高學歷證書影本 1 份 3. 現職聘書影本 1 份 4. 照片 1 張（背面書寫姓名、系所。） 5. 個人入出境記錄 1 份（最高學歷為國外學歷且未以該學位申請過教師證書者 <p>Those who already possess a Teacher Certificate of the same or higher level issued by the Ministry of Education are exempt from re-application New faculty members who do not have a Teacher Certificate corresponding to the level of the new job title should report to the Ministry of Education for issuance of the appropriate certificate. Please go to the Submission and Notification System</p>	<p>有表單輸出： 教師資格審查履歷表(但非報到系統輸出，是請老師自行至學審會登打資料並列印表單)</p> <p>There is form output: Teacher Qualification</p>

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	<p>for College Teachers” in the Department of Higher Education Teacher Qualification and Academic Review Division of the Ministry of Education to register and print the “Teacher Qualification Resume.” Please enter the relevant information from the “Teacher Application.” In order to avoid data loss, please save your work at any time, and the next time you are inputting information, you can simply click “Import Resume.” After completion, please print out one original and two copies (photocopy on A4 paper after pasting your photo), sign both the originals and photocopies, and send them to the Personnel Office along with a disk with the saved data (or e-mail) and 1 photo.</p> <p>(Please attach the following certificates)</p> <ol style="list-style-type: none"> 1. Copy of the front and back of the ID card (Foreign nationals must submit a copy of the passport data page) 2. 1 copy of the highest academic degree certificate 3. 1 copy of the current employment certificate 4. 1 photo (please write your full name and department on the back) 5. 1 copy of personal entry/exit records (the highest academic qualification is from a foreign institution and has never been used to apply for a Teacher Certificate) 	<p>Resume(Fill in the information on “Submission and Notification System for College Teachers” and print it)</p>
<p>申請新進教師研究經費</p> <p>Apply for new faculty research funding</p>	<p>國立臺灣大學為協助新進教師迅速建立獨立的研究環境，並鼓勵展開各項學術研究及執行邁向頂尖大學計畫，特訂定補助新進教師學術研究計畫作業要點，補助項目分兩類：（1）創始研究經費(到校 1 年內新進教師皆可提出申請)（2）專題研究計畫案補助(到校 1 年內助理教授於獲科技部補助專題計畫後 3 個月內提出申請)。</p> <p>補助作業要點及申請表單請至研發處企畫組網站查詢下載。</p> <p>Subsidy projects are divided into two categories: (1) Founded research funding (new teachers within one year after arrival can apply) (2) Special research topics funding (assistant professors within one year after arrival can apply within 3 month after received the special research funding from the MOST.</p> <p>Please go the Planning Group of the R&D Department website for downloading the funding work and application form.</p>	<p>報到時轉知訊息</p> <p>Inform message when you check-in</p>
<p>申請宿舍</p> <p>Apply for dormitory</p>	<p>一、依教職員單房間職務宿舍分配及收費辦法，申請單房間宿舍資格條件： 1.本校編制內支薪之專任教職員警(附設機構除外)。 2.無配偶或無眷屬隨同居住，有特殊情形且無眷屬隨同居住經專案簽准者。 3.未獲政府補助購置(建)住宅或貸款者。</p> <p>二、依新進教師職務宿舍分配及管理要點，申請新進教師宿舍資格條件： 1.本校編制內支薪之新聘回國專任助理教授自起聘 1 年內提出申請。 2.本人或配偶未獲政府補助購置(建)住宅或貸款者、配偶任公職未配有宿舍或非任職單一薪給單位者。 3.具有國外博士學位者優先分配。</p> <p>三、如欲在報到完成前先行申請宿舍，可至教職員住宿服務組網頁下載申請表單。</p> <p>四、如欲申請單房間、多房間宿舍，請至宿舍分配系統申請。</p> <p>I、Requirements for single-room dormitory: 1. Full-time faculty and police who are paid within the school institution (except for attached institutions). 2. Those who do not have a mate or dependents live with them, have special circumstances and have been approved by the project. 3. Those who have not obtained government assistance to purchase (build) a house or loan.</p> <p>II、Requirements for applying for new teacher dormitory:</p>	<p>報到時轉知訊息</p> <p>Inform message when you check-in</p> <p>Inform message when you check-in</p>

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	<p>1. Newly hired full-time assistant professors who are paid within our school's establishment and return from overseas should apply within one year from the beginning of their employment.</p> <p>2. Who or whose spouse has not been assisted by the government to purchase (build) a house or loan, or whose spouse is not given a dormitory by government agencies.</p> <p>3. Priority is given to those with a foreign Ph.D. degree.</p> <p>III、 If you want to apply for dormitory before you check-in , you can go to 教職員住宿服務組網頁 to download the application form.</p> <p>IV、 If you want to apply single-room or multiple-rooms, please go to 宿舍分配系統(application management system for dormitory) .</p>	
<p>申請汽車停車證</p> <p>Apply for the car parking permit</p>	<p>1. 本校汽機車停車區眾多請詳閱『校總區汽機車停車場區位圖』，費率請參閱事務組『汽(機)車停車收費費率』專區。</p> <p>2. 停車證之核發係依本校『國立臺灣大學校園交通管理要點』辦理。</p> <p>3. 詳細說明請參閱事務組網站『交通與停車相關資訊』。</p> <p>1. There are many car parking areas in school, please read carefully :Parking location map please refer to the general service division for rates : parking charge rate</p> <p>2. The parking permit issued according to: Essentials of Campus Traffic Management in National Taiwan University to get.</p> <p>3. For details, please refer to the general service division : Information for Traffic and parking</p>	<p>報到時轉知訊息</p> <p>Inform message when you check-in</p>
<p>加入合作社社員</p> <p>Application for the member of the NTU convenient store</p>	<p>成為「員生消費合作社」社員所擁有的權益：</p> <p>1.「交易權」：社員得享合作社批量進貨，較一般商店便宜的價格利益。</p> <p>2.「分配盈餘」：以百分之五以上作公益金，由社務會議決議作為辦理公益性活動或其他有益社會之事宜。以百分之七十以上作社員交易分配金，按照社員交易額比例分配。。</p> <p>The rights and interests of being a member of the "NTU convenient store":</p> <p>1. "Trading right": Members can enjoy the cheaper price than other stores.</p> <p>2. "Distribution of surplus": 5% or more is used as a public welfare fund, and the social affairs meeting decides to handle public welfare activities or other matters that are beneficial to the society. 70% or more shall be used as the distribution fund for member transactions, which shall be distributed in proportion to the transaction amount of members.</p>	<p>報到時轉知訊息</p> <p>Inform message when you check-in</p>
<p>辦理公教儲蓄存款</p> <p>Apply for savings deposit of Civil Servant and Teacher</p>	<p>可申請之金融機構：郵局、玉山銀行、華南銀行</p> <p>1.依據：各該銀行服務企劃書辦理，採自願參加。</p> <p>2.必備文件：職員證、聘任相關資料。</p> <p>3.條件：本校現職專任員工且為各該銀行薪資轉帳戶。</p> <p>4.每月最高儲蓄額：一萬元（除郵局外，首次撥薪前，開戶一次存入不限金額）。</p> <p>5.最高限額：七十萬元，超出限額部分，比照一般活期儲蓄存款牌告計息。</p> <p>6.利率：各該銀行牌告定期儲蓄存款二年期機動計息。</p> <p>辦理方式：</p> <p>1.如何開戶：</p> <p>(1)郵局：申請者請向出納組 12、13、14 櫃檯索取郵局開戶表單後，向郵局辦理開戶。</p>	<p>報到時轉知訊息</p> <p>Inform message when you check-in</p>

項目 Item	說明文字 Description	備註 Remarks
	<p>(2)玉山銀行：申請者請向玉山銀行古亭或和平分行辦理開戶。 (3)華南銀行：申請者請向華南銀行台大分行辦理開戶。</p> <p>2.開戶後，若俱有 myNTU 帳號密碼，可至 myNTU→帳務財物→薪資入帳變更申請→「帳號」及「密碼」→「登入」，登錄優利存款帳戶及每月代扣金額即可，俾利報帳單位辦理下次撥薪時代扣公教優惠存款。</p> <p>3.欲變更每月優利存款代扣金額者，亦請至上述網頁登錄變更後金額。</p> <p>Bank list: : post office、E.SUN bank、HUA NAN bank</p> <p>1. According to The bank's service proposal shall be handled by voluntary participation.</p> <p>2. Necessary documents: staff card, appointment-related materials.</p> <p>3. Conditions: The current full-time staff of the school and the bank's salary transfer account.</p> <p>4. The maximum monthly savings amount: 10,000 NTD. (except for the post office, before the first salary is paid, an unlimited amount can be deposited once an account is opened).</p> <p>5. Maximum limit: 700,000 yuan, the part exceeding the limit will be calculated according to the general current savings deposit card.</p> <p>6. Interest rate: according to each bank signifies the two-year floating-rate for time savings deposits.</p> <p>How to apply for this:</p> <p>1. How to open an account:</p> <p>(1) Post office: Applicants should obtain the post office account opening form at counters 12, 13, and 14 of the cashier group, and then open an account at the post office.</p> <p>(2) E.shan Bank: Applicants should open an account at the Guting or Heping branch of E.shan Bank.</p> <p>(3) HUA NAN Bank: Applicants should open an account at the Taiwan University Branch of HUA NAN Bank.</p>	