

**國立臺灣大學到職通知單**  
**National Taiwan University arrival employment letter**

印表日期(Print date) :

任 職 單 位 Institution	
職 別 Job title	
姓 名 Name	
到 職 日 期 Arrival date	年(year)      月(Month)      日(Date)
聘 期 (職員免填) Work Period (staff free)	自 (From)    年(Year)    月(Month)    日(Date) 至(to)    年(Year)    月(Month)    日(Date)止
月 支 薪 額 Salary	
本 人 簽 章 Signature	
主 管 簽 章 證 明 Supervisor signature	

說明 (Description) :

一、到職日期之認定(The definition of Arrival date) :

1. 教師、研究人員、助教：以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。

**Teacher.Researcher.Teach Assistant:**

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.

2. **職員**：以實際至服務單位開始上班日期為到職日期，到職當日應至人事室簽到。

**Employee:**

The date of work until the beginning of the service unit is the date of employment, and the person should register at the Personnel Department on that day.

3. **約用工作人員**：以實際至服務單位開始上班日期為到職日期，請於到職日當天攜帶相關表單及文件至人事室辦理報到（醫學院由醫人組承辦）。

**Contract Employee :**

The date of work until the beginning of the service unit is the date of employment, and the person should register and bring related papers to the Personnel Department on that day.

- 二、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(無則免附)併同本到職通知單，送請單位主管簽章後，再至人事室辦理報到手續。

**For those who have another full-time before the job date, resigning before the employment date and attaching the resignation certificate (if you don't have it, you don't need to attach it) are required to submit to the unit supervisor. After getting the signature of the unit supervisor, going to the Personnel Office to go through the registration procedures.**