

國立臺灣大學到職通知單

NATIONAL TAIWAN UNIVERSITY

Confirmation of Employment

印表日期 (Print date):

任 職 單 位 Institution	
職 別 Job title	
姓 名 Name	
到 職 日 期 Employment date	年(Year) 月(Month) 日(Date)
聘 期 (職員免填) Term of appointment (Not applicable for staff)	自(From) 年(Year) 月(Month) 日(Date) 至(to) 年(Year) 月(Month) 日(Date)止
本 人 簽 章 Signature	
主 管 簽 章 證 明 Director's signature	

說明 (Explanations) :

一、到職日期之認定(Definition of employment 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。

For **teachers, researchers, and teaching assistants** who arrive at the department before the start date of appointment, the start date of

appointment shall be considered as the employment date. If the appointment date falls on a holiday, please arrive at the department in advance during office hours.

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。

For **employees**, the actual start date of work at the service unit shall be considered as the employment date. Please proceed to the Personnel Department for registration on the employment date.

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）。

For **contract employees**, the actual start date of work at the service unit shall be the employment date. Please bring relevant forms and documents to the Personnel Department (or to the personnel staff at the Personnel Division of the College of Medicine) for registration on the employment date.

- 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。

Those who have another full-time job before the employment date shall resign by the start date of employment. Please attach a resignation certificate (if not available, it is not required) along with this confirmation of employment form. After obtaining your unit head's signature, please proceed to the Personnel Department to complete the registration process.