

NATIONAL TAIWAN UNIVERSITY

Labor (Health) Insurance and Labor Pension Quarterly Insurance Salary Adjustment Application

(Limited to applications including overtime pay and compensation for unused leave)

Version 2018.05

Unit: _____ Processing Clerk: _____ Office Number: _____ Mobile Number: _____

Name of Insured Person	National ID No. (New UI No.)	Job Title	Month of Application (Please select)		Salary Information (Please attach personal income statement)		Adjusted Average Salary $(A) + (B)$	Applicant's Signature or Seal (Not required if stamped by the employing unit)	Remarks
			Month	Salary Information Taken Into Account:	Monthly Salary (A)	Overtime pay and compensation for unused leave (3-month average) (B)			
			<input type="checkbox"/> Mar	Nov-Jan					
			<input type="checkbox"/> Jun	Feb-Apr					
			<input type="checkbox"/> Sep	May-Jul					
			<input type="checkbox"/> Dec	Aug-Oct					

Notes

1. In accordance with the *Labor Pension Act*, **overtime pay and compensation for unused leave shall be considered part of the salary, and shall be added to the monthly salary when declaring the total salary for labor insurance purposes. The University processes adjustments every three months (quarterly):** in March (salary calculated from Nov-Jan of the previous year), June (salary calculated Feb-Apr), September (salary calculated May-Jul), and December (salary calculated Aug-Oct).
2. Since the **Insured Salary Grade Adjustment Application takes effect on the first day of the month following the notification to the Bureau of Labor Insurance, applicants must submit this form to the Integrated Affairs Division, Personnel Office along with their personal income statement** (to obtain your income statement, go to MyNTU → Account & Finances → Payment Lookup & Notification → Print, click “Print Labor (Health) Insurance Salary Adjustment Slip”) **by the end of the month before the adjustment processing month** (i.e., by the end of Feb, May, Aug, and Nov; e.g., those who wish to have their pay grade adjusted in March shall submit the form in February, etc.). Late submissions will not be accepted. Impacts on personal interests and rights due to failure to follow directions shall be borne by the employing unit and the insured person.
3. **After an adjustment is made, if the applicant does not apply for another adjustment in three months, the Personnel Office will revert the insurance to the original grade** (e.g., if an applicant who applied for a September adjustment does not apply again in December, the Personnel

Office will revert the adjusted insurance to the original grade in December).

4. Adjustments for contract personnel, technical workers, messengers, and custodians under the management of the Personnel Office will be processed by the Personnel Office. Please do not fill out this form.
5. Expenses incurred by the employer during the application process shall be funded by their hiring funds. **If the funds are insufficient or cannot be used to cover expenses, the employing unit (or the principal investigator) shall find another source of funding.**

**Signature or Seal of the Unit Head
(Principal Investigator) :**

(Research project personnel shall have the application form signed or stamped by their principal investigator)

Please submit this form to the Integrated Affairs Division, Personnel Office after approval.

Any questions, please call 3366-9941/42/43 or 3366-1888/89