

# NATIONAL TAIWAN UNIVERSITY

Academic Year \_\_\_\_\_

## Application for Part-time Faculty Members Enrolling in the Labor/Health Insurance and Contribution to the Labor Pension and Separation Fund

Version 2021.04

College (office/center)		Academic program	Chinese name
Job title	<input type="checkbox"/> Part-time professor <input type="checkbox"/> Part-time associate professor <input type="checkbox"/> Part-time assistant professor <input type="checkbox"/> Part-time instructor <input type="checkbox"/> Other _____		National ID Number <small>(For foreign faculty members, please provide your New UI No.)</small>
Start and end date of insurance enrollment	From _____ (yyyy/mm/dd) to _____ (yyyy/mm/dd) Please attach a photocopy of your <b>certificate of appointment</b> (if you have not yet received your certificate of appointment, please submit a photocopy of the certificate once it has been received).		
Primary nationality	(Please fill in your primary nationality)	Application type	<input type="checkbox"/> New enrollment in the insurance <input type="checkbox"/> Continuing enrollment in the insurance <small>(please check one)</small>
Labor insurance	<input type="checkbox"/> <b>Enroll in the labor insurance and the occupational accident insurance:</b> the applicant is currently not covered by civil servant's insurance and meets one of the following criteria: 1. Is over 65 years of age, was previously covered by labor insurance, and has not begun receiving the Welfare Benefit for the Elderly under the Labor Insurance program. 2. Is less than 65 years of age and has not received the Welfare Benefit for the Elderly under the Labor Insurance program. <input type="checkbox"/> <b>Only enroll in the occupational accident insurance:</b> the applicant has already begun receiving the <u>Welfare Benefit for the Elderly under the Labor Insurance program</u> or <u>is over 65 years of age and has already begun receiving the Welfare Benefit for the Elderly under another program</u> . <input type="checkbox"/> <b>Not enroll in the labor insurance:</b> the applicant is currently covered by civil servant's insurance, or is over 65 years of age and has never been covered by labor insurance.		
Health insurance	<input type="checkbox"/> <b>Enroll in the health insurance:</b> The applicant has not been enrolled in the health insurance by other units. <input type="checkbox"/> <b>Not enroll in the health insurance:</b> The applicant has already been enrolled in the health insurance by another unit.		
Contribution to Labor Pension and Separation Fund	<input type="checkbox"/> <b>Join the contribution:</b> The applicant does not have full-time status, has not received related pension/occupation/military payments, and is currently not covered by the Insurance of the Military Personnel or the Farmer Health Insurance (please see Matters of Attention Item 1) <input type="checkbox"/> <b>1. Labor pension:</b> Applicable to Taiwanese nationals, foreigners married to Taiwanese nationals, or foreigners who have obtained an Alien Permanent Resident Certificate. A fixed 6% to be contributed by the employer, and the applicant <b>voluntarily contributes</b> ____% (0% - 6%). <input type="checkbox"/> <b>2. Separation fund:</b> Applicable to <b>foreigners</b> who are married to Taiwanese nationals or those who have not received an Alien Permanent Resident Certificate. <input type="checkbox"/> <b>Do not need to join the contribution:</b> For applicants with full-time status, who are receiving relevant pension/resignation/military discharge payments, or who are enrolled in Insurance of the Military Personnel or the Farmer Health Insurance (please refer to Matters of Attention Item 1), the applicant does not meet the conditions for NTU to contribute to their labor pension as stipulated in Article 20 of the <i>Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education</i> .		
Average monthly salary	NT\$ _____ (please see Matters of Attention Item 2) (i.e., the average monthly salary during the employment). <small>Calculation formula: hourly rate × number of teaching hours per week × 4 (weeks/month)</small>		Number of teaching hours per week <div style="text-align: right;">hours</div>
	<b>According to the <i>Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education</i> promulgated by the Ministry of Education, because part-time faculty members do not receive a salary during winter and summer vacations, the amount of money contributed by NTU to their labor insurance, health insurance, and labor pension shall be calculated according to the lowest grade of the monthly contribution classification. However, if the applicant does teach during winter and summer vacations, please check one of the</b>		

	<b>following:</b> <input type="checkbox"/> I teach during winter and summer vacations and do not wish to change the grade of the monthly contribution classification. <input type="checkbox"/> I teach during winter and summer vacations, please change the grade of the monthly contribution classification to NT\$ _____.		
Employer's funding sources	Fall semester	Fund code _____; Fund name _____	
	Spring semester	Fund code _____; Fund name _____	
Applicant	Signature or seal: _____		Contact number
	Date: _____ (yyyy/mm/dd)		
Opinion of the academic program	Processing clerk (include extension number): _____ Signature or seal of the head of academic program: _____ Date: _____ (yyyy/mm/dd)		
Opinion of College (office/center)	Request approval. Signature or seal of the Senior Administrator: _____ Date: _____ (yyyy/mm/dd)		
Opinion of the Personnel Office	We agree to accept the applicant's labor insurance, health insurance, and labor pension/ separation fund collection application. Once the application has been approved, please submit a photocopy of the application to the _____ academic program, the Accounting Office (or the Accounting Division, College of Medicine), the Cashier Division (or the Cashier Section, College of Medicine), the Retirement, Pension and Insurance Division and the Integrated Affairs Division of the Personnel Office (or the Personnel Division and the Branch Office of Research and Development, College of Medicine) for reference.  Processing clerk (the Integrated Affairs Division of the Personnel Office, or the Branch Office of Research and Development, College of Medicine)  Processing clerk (Section 3 of the Personnel Office, or the Personnel Division, College of Medicine) Senior executive officer: _____ Director: _____ Division director: _____ Division director: _____		
Accounting Office	The funding sources listed can cover the payments to be made by the employer.  Processing clerk: _____ Division director: _____ Senior executive officer: _____ Director: _____		

Notes	<p>1. According to Article 20 of the <i>Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education</i>, NTU shall contribute to labor pensions of part-time faculty members without full-time status who meet the criteria defined in the <i>Labor Pension Act</i>, on a monthly basis during their appointment period.</p> <p>The term “without full-time status” in the preceding paragraph refers to part-time faculty members who do not have the following status:</p> <ol style="list-style-type: none"> <li>(1) Enrolled in the Insurance of the Military Personnel.</li> <li>(2) Enrolled in the Civil Servant and Teacher Insurance.</li> <li>(3) Enrolled in the Farmer Health Insurance.</li> <li>(4) Employed full-time with enrollment in the labor insurance:       <ol style="list-style-type: none"> <li>a. The insured unit is an agency or school: paid full-time employee working in the agency or school.</li> <li>b. The insured unit is not an agency or school:           <ol style="list-style-type: none"> <li>(a) Employed full-time by a public or private enterprise or institution.</li> <li>(b) Is an employer or self-employed.</li> <li>(c) Is a self-employed specialist or technician.</li> </ol> </li> </ol> </li> <li>(5) Has received/is receiving full/partial pension/resignation/military discharge payments in a lump sum or on a monthly basis in accordance with relevant pension/resignation/military discharge laws.</li> </ol> <p>2. The term “average monthly salary” refers to the average lecture fee that a part-time faculty member earns per month during their actual employment period, and shall serve as the basis for determining the amount of money contributed to their individual labor insurance, health insurance, and labor pension. Assuming that the number of weeks per month is four weeks, the formula for calculating part-time faculty members’ monthly salary is as follows: <b>hourly rate × number of teaching hours per week × 4</b>.</p> <p>4. According to the <i>Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education</i> promulgated by the Ministry of Education, because part-time faculty members do not receive a salary during winter and summer vacations, the amount of money contributed by NTU to their labor insurance, health insurance, and labor pension shall be calculated according to the lowest grade of the monthly contribution classification. However, if a part-time faculty member does teach during winter and summer vacations, they shall notify responsible units to have the amount of money contributed by NTU adjusted.</p> <p>3. The start and end dates of the labor and health insurance enrollment and labor pension/separation fund contribution shall be based on the start and end dates of the part-time faculty members’ appointment, as indicated in the certificate of appointment. If a part-time faculty member fails to submit an application prior to their start date, the insurance shall take effect on the date when relevant documents are submitted to the Personnel Office. Additionally, if a part-time faculty member does not submit an application to extend their labor and health insurance and contribute to their labor pension and separation fund by the end of their appointment term, NTU will transfer the insurance and stop contributing to their labor pension.</p> <p>4. Please attach the following when applying for the labor insurance, health insurance, and labor pension contribution:</p> <ol style="list-style-type: none"> <li>(1) <b>A photocopy of your certificate of appointment</b> (if you have not yet received your certificate of appointment, please submit a photocopy of the certificate once it has been received).</li> <li>(2) A photocopy of the Application for Part-time Faculty Members Enrolling in the Labor/Health Insurance and Contribution to the Labor Pension and Separation Fund.</li> <li>(3) Those who are newly enrolled in the labor and health insurance shall attach a photocopy of the front and back of their national ID card. (Foreign residents shall attach a photocopy of their <b>work permit letter</b> and <b>Alien Resident Certificate</b>).</li> </ol> <p>5. Please submit the following to the Cashier Division for contribution to your separation fund:</p> <ol style="list-style-type: none"> <li>(1) A photocopy of the Application for Part-time Faculty Members Enrolling in the Labor/Health Insurance and Contribution to the Labor Pension and Separation Fund.</li> <li>(2) A photocopy of your Resident Certificate and work permit letter.</li> </ol> <p>6. For the labor insurance, health insurance, labor pension, and separation fund contributions to be contributed by the part-time faculty member, the principles are as follows:</p> <ol style="list-style-type: none"> <li>(1) Contribute to the labor insurance, health insurance, and labor pension: (Please contact the Integrated Affairs Division of the Personnel Office should you have any questions)       <ol style="list-style-type: none"> <li>a. For the part-time faculty member whose salary is declared by the hiring unit on NTU’s e-declaration system, the insurance contribution will be deducted directly from the faculty member’s salary every month when the salary is declared.</li> </ol> </li> </ol>
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- b. For the part-time faculty member whose salary is declared by the Personnel Office Insurance, the contribution payments shall be made as follows:
  - (a) Contribution made by the faculty member: Bring the payment slip issued by the Personnel Office and make the payment at the related cashier unit, and then take the payment receipt to the Personnel Office.
  - (b) Contribution made by NTU: The Personnel Office shall submit the application to the Accounting Office.
- (2) Separation fund: (For questions, please contact the Cashier Division)
  - a. Once the application is approved, submit related documents to the Cashier Division.
  - b. Visit NTU's e-declaration system to create a payment slip.
  - c. Visit NTU's e-declaration system (bulk list) to submit an application to have the NTU-covered and deductible payments transferred to the separation fund account of the part-time faculty member.

7. Matters of attention for part-time faculty members resigning from NTU:

- (1) Part-time faculty members resigning from NTU shall visit the Integrated the Affairs Division of the Personnel Office (or the Branch Office of Research and Development, National Taiwan University College of Medicine) to withdraw from the insurance coverage.
- (2) For labor pension saved in the pension account created via the Bureau of Labor Insurance for the part-time faculty member, years of service in all jobs may be counted towards labor pension calculations. Part-time faculty members may submit a request to the bureau to receive pension payments once they reach 60 years of age.
- (3) If a foreign part-time faculty member who has contributed to the separation fund resigns or dies, the said faculty member or their academic program shall fill out a **Resignation Report Form of Visiting Scholars, or Project-appointed Teaching and Research Personnel** (please download the report from the Personnel Office Page/Procedures and Forms/Employment Division). Once approved, the resignation report shall be submitted to the Cashier Division, so that the accumulated principal and accrued dividends of the separation fund may be granted. The report shall be submitted within five years of retirement/resignation. Afterwards, the payment shall be cancelled and deposited into the public treasury.