




**Procedures for Project Personnel Reporting for Duty to Sponsored Projects**

No.	Item	Remarks	
1	Please read the listed regulations in detail.	Please read the following regulations in detail: (Available under “Laws and Regulations” section on the Personnel Office’s website ) 1. The University’s <i>Directives for Sponsored Projects</i> 2. The University’s <i>Directives for Services Provided by Contract Employees in Sponsored Projects</i> 3. The University’s List of Available Leave Types for Contract Employees in Sponsored Projects	
2	Retain a copy of the approved employee appointment register.	Please ask your principal investigator to keep a photocopy of the approved employee appointment register.	
3	Retain a copy of your contract after signing.	The approval contract shall be signed in duplicate with one copy retained by yourself and the other copy retained by your principal investigator.	
4	Apply for an email account.	1. In keeping with the University’s efforts to move its services online, and to safeguard your rights and interests, you are required to apply for an email address after you have applied for a faculty account with a photocopy of your contract at the Computer and Information Networking Center (see “Article 1—Contract Period” for your faculty ID number, which is printed to the right of your job title). Please do so at your earliest convenience in order to gain access to the various online resources provided by the University. 2. Application URL: <a href="https://apply.cc.ntu.edu.tw/index_en.html">https://apply.cc.ntu.edu.tw/index_en.html</a>	
5	Apply for an identification card	Please fill out an application form on the “Identification Card Application System for Full-Time Research Staff” webpage at <a href="https://my.ntu.edu.tw/ntuhrEService/hrApply/EmpCard.aspx?ct=4">https://my.ntu.edu.tw/ntuhrEService/hrApply/EmpCard.aspx?ct=4</a>	
6	Undergo a health examination and occupational safety and health training.	For details of the health examination and occupational safety and health training for new employees, please visit the Environmental Protection and Occupational Safety and Health Center’s website at <a href="https://esh.ntu.edu.tw/epc/e-index.php">https://esh.ntu.edu.tw/epc/e-index.php</a>	
7	Sign in and out every day.	1. Log into the “Attendance and Leave Application/Approval” system (which is also where staff members apply for leave) through the University’s myNTU portal. 2. If your faculty web account application is still pending, you will need to sign in and out on a physical sign-in sheet (available for download from the Personnel Office website > Procedures and Forms > Assessment Division) and indicate the actual time of your arrival at and departure from work each day. Once you are able to sign in and out online, please have the physical sign-in sheet stamped by your principal investigator and unit head and submit it to the Personnel Office’s Assessment Division for custody and future reference. You agree and understand	

		that you will be punished in accordance with NTU regulations for any misrepresentation, and that you and your principal investigator will be held jointly accountable for any and all legal liability arising therefrom. Your work hours shall be subject to the provisions set forth in the Directives for Services Provided by Contract Employees in Sponsored Projects.	
8	Request remuneration on a monthly basis.	You should sign in and out of work every day and request remuneration on a monthly basis as per NTU regulations. (Those who chronically fail to sign in and out of work or are absent from work without requesting leave for a specified number of days will be suspended from requesting remuneration by the system.)	
9	Apply for service certificates.	1. For current employees: You may apply for a certificate of current employment or a service certificate. 2. For former employees who have completed the resignation process: You may apply for a certificate of resignation and a service certificate. 3. Application URL: <a href="https://my.ntu.edu.tw/certificate/v2/index.aspx">https://my.ntu.edu.tw/certificate/v2/index.aspx</a> (Alternatively, you may access the system through the myNTU portal > Faculty & Staff > Service Certificate Application for Project Personnel.)	
10	Appeal Form for Contract Employees in Sponsored Projects	If you wish to file an appeal regarding your labor rights, you may fill out a Appeal Form for Contract Employees in Sponsored Projects within your employment period, have it stamped by your unit head, and submit it together with the necessary supporting documents to the Personnel Office's Integrated Affairs Division for processing. (Form available for download from the Personnel Office website > Procedures and Forms > Integrated Affairs Division.)	
11	Resignation procedures	1. Resignation upon contract expiry: Please complete the resignation procedures online prior to your resignation date. 2. Resignation before contract expiry for any reason: You must submit a resignation application and complete the resignation and health/labor insurance suspension process 30 days prior to your resignation date. If you fail to complete the insurance suspension process before resignation, your principal investigator shall be liable for seeking payment of insurance premiums payable by you and the employer. 3. If you were issued an identification card, you must return it to the Personnel Office's Integrated Affairs Division for revocation (if your card is lost, please apply for a replacement card in accordance with the applicable procedures and pay the necessary fees at the Cashier Division). 4. Application URL: <a href="https://my.ntu.edu.tw/resignationProcess/v2/index.aspx">https://my.ntu.edu.tw/resignationProcess/v2/index.aspx</a> (Alternatively, you may access the system through the myNTU portal > Faculty & Staff > Resignation Application for Project Personnel.)	
12	Miscellaneous	1. NTU Sexual Harassment Prevention Portal: <a href="http://www.personnel.ntu.edu.tw/News_n_202_sms_21511__CSN_1959.html">http://www.personnel.ntu.edu.tw/News_n_202_sms_21511__CSN_1959.html</a> If your contract contains special stipulations on attendance and leave, please notify the Personnel Office following the applicable approval procedures so that the settings of the Attendance Management System may be adjusted accordingly.	

