

國立臺灣大學建教合作計畫

Separation Checklist for
Industrial-Academic Cooperation Projects
in National Taiwan University

- 專任研究助理
Full-time Research Assistant
- 博士後(級)研究
Postdoctoral Fellow
- 研究技術人員
Research Associate
- 其他 Others

辦理離職手續清單

查下列人員業經核准離職，薪酬截至 年 月 日止，該員對貴單位有無需要交代之處，敬請惠予查註。

The application for separation from the Industrial-Academic Cooperation Project has been approved for the following person. Remuneration paid to the following person will be ended on (year) (month) (day). Please examine the case whether there is any matter required for the person to make clear.

姓名(本人簽章) Name (Signature)	身分證字號 Identification Card Number	
計畫名稱 Project Title		
任職單位 Name of Employer	學院 College 系所 Department	離職日期 Date of Separation (薪酬截止之後一日) (One day after remuneration ends) 年 月 日 Year Month day
離職原因 Reasons for Leaving	<input type="checkbox"/> 聘期屆滿 Expiry of Term <input type="checkbox"/> 自願離職 Voluntary Separation <input type="checkbox"/> 其他 Others _____	
會 辦 單 位 Seal must be affixed with All Related Units		
計畫主持人 Project Director		<input type="checkbox"/> 有管理使用財產並已辦妥移交手續。 Has completed handing over procedures on managed and used properties <input type="checkbox"/> 有管理使用財產並已移交予 _____ 如附表單(財產管理/使用人新增異動申請單或財產/物品移動單)。 Has handed over used and managed properties to _____ See attached lists (Property Management/Add or Change User Request Form, or Property/Item Move List) <input type="checkbox"/> 無管理使用財產。 No use or management of any property 財產管理人核章 Seal of Property Manager _____ 系所核章 Department Seal _____
總圖書館 Main Library	系所 Department (含系所圖書館) (Including Department Library)	
總務處 Office of General Affairs 出納組 Cashier Division	(薪資部分) (Salary) (離職儲金部分) (Contribution Benefit)	保管組動產股 Property Management Division, Movable Property Section (展書樓一樓) (Jan Shu Hall 1F) 經管財產 Administered property (管理使用財產查核) (Verification of management and use of property)

<p>總務處 Office of General Affairs 文書組 Documentation Division</p>	<p>(公文結案查核) (Finalized Document Verification)</p>
<p>※ 各單位核完章後，請將識別證一併繳至人事室綜合業務組。 ※ Please return this checklist and ID badge to.,Personnel Department Integrated Affairs Division.</p>	
<p>人事室 Personnel Department 綜合業務組 Integrated Affairs Division</p>	

附註(Notes)：

- 一、請先至系所財產管理人處確認財產移交後再至保管組動產股(展書樓一樓)。
 1. Please report to Department Property Manager to hand over used or managed property first, and then report to Movable Property Section of Property Management Division (first floor of Jan Shu Hall).
- 二、持有識別證者，請將識別證一併繳回至人事室綜合業務組註銷。若遺失者，請依識別證遺失办理流程至出納組繳費後繳交收據。
 2. For ID badge holder, please return ID badge to Personnel Department Integrated Affairs for nullification. If lost the ID badge, please make a payment at Cashier Division and hang out the receipt to Personnel Department Integrated Affairs Division,.
- 三、以上各單位核完章後，再繳回人事室綜合業務組。
 3. After Separation checklist is examined and seal affixed by all the above-listed units, this checklist should be submitted to the Personnel Department Integrated Affairs Division by the applicant.