

國立臺灣大學教務處暨共同教育中心教學助理辦理離職手續單
Resignation Form for Teaching Assistant of the Office of Academic Affairs and the Center for General Education in National Taiwan University

※用人單位查該兼任教學助理業經核准離職(若離職原因非自願離職,請檢附核准簽文),獎勵金支領至 年 月 日止,該兼任教學助理對貴單位有無需要交代之處,敬請惠予查註。

※The resignation of the teaching assistant of this case has been approved by the employing unit. (If the resignation is not voluntary, please attach the relevant documents specifying the reasons). The grant paid to the resigning person will be ended on ___(year)___(month)___(day). Please examine the case to determine whether there is any matter required for the said person to make clear.

教學助理姓名 TA Name		國民身分證 統一編號 (統一證號) ID No. / ARC No.	
課程名稱/班次 Course Title/class		授課教師 (本人簽章) Instructor (signature)	
課號/課程識別碼 Curriculum Identity Number		開課單位 Offering Unit	學院 College 系 Department 所 Graduate Institute 學位學程 Degree program
原契約期間 Period of contract	自 年 月 日 From Yr. Mo. Day 至 年 月 日 To Yr. Mo. Day	離職日期 Date of Resignation (薪酬截止之後一日) (One day after remuneration ends)	年 月 日 Yr. Mo. Day
離職原因 Reason(s) of Resignation	<input type="checkbox"/> 聘期屆滿 <input type="checkbox"/> 自願離職 <input type="checkbox"/> 其他_____		
	<input type="checkbox"/> Expiry of Term <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Others 本人已確認未溢領獎勵金,若有不實或繼續報支,同意繳回相關費用。 I confirm that I did not receive an excessive amount of grant. If there is any dishonest or continual application for grant, I agree to return the relevant fees. 學生簽章: _____ TA signature		
業務單位審核流程 Review Procedure of the Concerned Units			
用人單位 Employing Unit	<input type="checkbox"/> 有管理使用財產並已移交予_____ Has transferred properties to..... 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)。 See attached forms (Property Management/Add or Change User Request Form, or Property/Item transfer List) <input type="checkbox"/> 無管理使用財產。 Not using or managing any property.		
	財產管理人核章: _____ 聯絡電話: _____ Property custodian signature / stamp Telephone number 本表所列人員已確認未溢領獎勵金,若有不實或繼續報支,用人單位及授課教師應負責追繳相關費用。 The person filling out this form has been checked not having received excessive grant. If there is dishonest or continual application for grant, the employing unit and the instructor shall be responsible for recovering relevant fees. 單位承辦人核章: _____ 聯絡電話: _____ Case Officer signature Telephone number (離職工作如為通識課程教學助理本欄無須核章) (Teaching assistants of General Education Courses need not seal this column)		
教學單位 管核章 Signature of the Unit Head		一級單位 主管核章 Signature of the First-level Authority	
審核單位 基礎暨專業課程-教務處; 通識課程-共同教育中心 Reviewing Unit Basic and specialize courses - the Office of Academic Affairs; General Education Courses - the Center for General Education	(修正聘期) (Revision of the employment period)	人事室 綜合業務組 Integrated Affairs Division of the Personnel Department	(辦理退保或調薪) (Withdraw of insurance or adjustment of salary)

注意事項：

Notes:

- 一、離職手續應於離職前一週內辦理完畢。

The resignation procedure needs to be completed one week before resigning.

- 二、辦理程序：請教學助理填妥離職手續單及「[退保申請書](#)」(如學生仍有兼任其他勞務型工作請改填「[勞健保異動申請書](#)」)，至相關單位核章後，再擲回審核單位(教務處或共同教育中心)存查，始完成離職手續。

Procedure: Teaching assistant shall complete the resignation form and the “[Application form for termination of labor/health insurance](#)” (The resigning person with other part-time labor service shall otherwise fill in the “[Application form for change of labor/health insurance status](#)”). S/he brings the relevant forms to concerned units for official seal, and then has it brought back to the reviewing unit (i.e. the Office of Academic Affairs or the Center for General Education) for future reference.

- 三、若有獎勵金溢領情形，請教學單位通知離職教學助理完成溢領獎勵金繳還手續。繳還溢領獎勵金作業流程如下：登入 e 化報帳系統→開立繳費單→B. 支出收回類→於收回類別點選「人事費收回」→填寫資料→列印繳費單→至出納組櫃檯繳費。

If the resigning person received an excessive amount of grant, the teaching unit shall inform the teaching assistant to complete the procedure of returning the excessive grant. The procedure is as follows: log into the E-expenses system→Issue the payment bill→click on B. Expenditure to return→click on “Return of personnel expenses”→fill in the basic information→print out the payment bill→pay the bill at the counter at the cashier section.

- 四、外籍生如有加保勞健保及提撥離職儲金者，請於辦理線上離校手續前，至出納組網頁下載「請領公自提儲金申請書」，資料填妥並蓋單位戳章及計劃主持人核同意章後，連同薪轉銀行存摺封面影本送至出納組辦理結清離職儲金。

Foreign students who are covered with labor/health insurance and have enrolled in Voluntary Contribution of Labor Pension, download the “Application Form for Mandatory Pension Contribution & Voluntary Pension Contribution Claim” at the website of cashier section before completing the online leave-school procedure checklist. After completion of the application form, please have it officially sealed by concerned units and program director, and then submit it along with a photocopy of your payroll transfers bankbook to the cashier section to settle the claim.

- 五、離職證明等相關文件請另填寫本校「教學助理服務各式證明申請書」依流程辦理。

Resigning person applying for resignation certificate and other relevant documents shall fill in the “Application Form for Certificates of Teaching Assistant” and follow the relevant procedure.