



備註 (Notes) :

1. 本表經計畫主持人、單位主管核定後，請自行保存備相關單位查核。  
(The employee should keep the sheet for future inspection by the authorities concerned after it is checked by the Project Director and the Head of the Unit.)
2. 請依照實際工作時間確實辦理簽到(退)，如有不實依本校規定懲處，並與計畫主持人負一切法律責任。  
(The employee should sign in and out according to actual working hours; the employee and the Project Director shall bear all liability for any untrue records, as stipulated in NTU regulations.)
3. 因請假未記錄簽到(退)部分，請填寫原約定工作日期及請假假別與原因。  
(The employee should fill in the date when s/he is supposed to work and the type of and the reason for a leave of absence if s/he fails to sign in and out due to the leave of absence.)

