國立臺灣大學教務處主政深耕計畫(L3、L6)

【勞僱型】兼任行政助理/臨時工/工讀生簽到退表 Sign-in / Sign-out Sheet for Employee-Based Administrative Assistants / Temporary Workers for the Higher Education Sprout Project (L3, L6) Administered by NTU Office of Academic Affairs

任職單位/執行計			然到退日 於			年	月	
畫名稱及編號 Unit / Project Title and Number				簽到退月份 Year / Month			Year	Month
人員姓名			職稱					
Name 毎月約定工時				Job Title				
Mutually-Agreed Number of Working Hours Per Month				計畫主持人簽章 Project Director Signature				
本月實際工時				單位主	單位主管簽章			
	mber of Working This Month			Head of Uni	Signature			
	簽到時間	簽退時間	nt #	,	簽章	到時間	簽退時間	nt #/
日期	Sign-in Time	Sign-out Time	時婁 Workii	日耳	Sign	-in Time	Sign-out Time	時數 - Working Hours
Date	簽名	簽名	Hour	Date	1	簽名	簽名	
	Signature	Signature	Hour	8	Sig	gnature	Signature	
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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.)