文藻外語大學 臨時人力出缺勤紀錄表

Wenzao Ursuline University of Languages Attendance Register

1. **類型Job Type**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| □專任助理FT .Asst. | □兼任助理PT .Asst | □課程教學助理TA | □課輔教學助理TU | □臨時工(工讀生)PT |

1. **工作人員資料** Assistant Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 姓名  Name | |  | 所屬班級  Class |  | 學號  Student ID |  |
| 計畫名稱  Title of roject | | 生活學習工讀助學金 | 計畫單位ProjectUnit |  | 計畫編號  ProjectCode |  |
| 工作內容  Job Content | □庶務協助 □文書處理 □傳遞公文 □其他: | | | | | |

1. **工時紀錄** Attendance Register

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 月/日  mm/dd | 上班  Clock-in | 簽到  Sign- in | 下班  Clock-out | 簽退Sign-out | 時數Hour(s) | 月/日  mm/dd | 上班  Clock-in | 簽到  Sign- in | 下班  Clock-out | 簽退Sign-out | 時數Hour(s) |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 計酬標準Total □日薪或時薪 ＄ /小時(h) × 小時(h)＝ 元 □月薪 元 | | | | | | | | | | | |
| 受款人簽名: 指導老師/計畫主持人簽名Instructor Sign: | | | | | | | | | | | |

1. **匯款資料 Account Information**

|  |  |
| --- | --- |
| 受款人Account Name：電話 Phone： 電子郵件e-mail： | |
| 戶籍地址Permanent Address： | |
| 受款行Receiving Bank： | 分行Branch： |
| 帳號Account No.： (銀行：10~14碼/郵局：局號7碼+帳號7碼共14碼) | |

1. **保險費明細暨支出分攤表**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 學生填寫 | | 用人單位填寫(請參考當月份請領表金額填寫) | | | | | | |
| 當月份於本校同時兼職之單位數(請勾選) | 用人單位/經費來源  (請詳細填寫以便查核) | 分攤  比例 | **雇主負擔額** | | | **自負額** | | |
| 勞保費 | 勞退金 | 健保費 | 勞保費 | 健保費 | 自提儲金 |
| □一個單位 |  | 1/1 |  |  |  |  |  |  |
| □二個單位 |  | 1/2 |  |  |  |  |  |  |
|  | 1/2 |  |  |  |  |  |  |
| □三個單位 |  | 1/3 |  |  |  |  |  |  |
|  | 1/3 |  |  |  |  |  |  |
|  | 1/3 |  |  |  |  |  |  |