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

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| --- | --- | --- | --- | --- | --- |
| 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

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| 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) |
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| 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**

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| --- |
| 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 |  |  |  |  |  |  |