National Taiwan Normal University Part-Time Faculty Supporting Document Checklist

Name: (signature/seal)

Hiring Unit: **Position:** **Date:** **(YYYY/MM/DD)**

Submitted		Document	Deadline	Subject	Receiving Unit	Instructions
Y	N					
		1. Part-time Faculty Pension/Labor/ National Health Insurance Transfer (with photocopy of work permit and ARC for foreigners)	Start of semester; overdue applications effective on the date of receipt	Pension /Labor /National Health Insurance	General Services Division, Office of General Affairs Processing Clerk Mei-Chih Lin (ext. 1919)	Please download this form from the Office of Human Resources website under the Related Forms/Insurance and Benefits (Division 3) section.
		2. Pension/Labor/ National Health Insurance Withdrawal (including dependents except when there is a separate application with the insured's information)	One week before resignation (to prevent overpayment)	Pension /Labor/ National Health Insurance	General Services Division, Office of General Affairs Processing Clerk Mei-Chih Lin (ext. 1919)	Please download this form from the Office of General Affairs website under the File Downloads section.
		3. Second-Generation National Health Insurance Non-Deductible Supplementary Premium Application Eligibility Overview	Within one week after completion of procedures	National Health Insurance	General Services Division, Office of General Affairs Processing Clerk Mei-Chih Lin (ext. 1919)	Low-Income Certificate, Labor Union Payment Proof of Financial Hardship Statement, Disability Card issued by a competent social welfare agency or Labor Insurance Certificate (for those below minimum wage), Enrollment Letter or student card with official seal received during income period or declaration indicating no full-time employment
		4. Part-time Faculty Profile (with bank account name and number; photocopy of passbook for banks other than Chunghwa POST)	Within one month after employment starting date	Hourly Wage Issuance	Cashier Division, Office of General Affairs Processing Clerk Ms. Chen (ext. 1342)	Please download this form from the File Downloads section under the Cashier Division tab on the Office of General Affairs website.
		5. Foreign residents must fill out the Resident Tax Rate Application for Foreigners (with photocopies of passport and ARC)	Within one month after employment starting date	Taxable Income	Cashier Division, Office of General Affairs Processing Clerk Man-Tzu Yang (ext. 5458)	Please download this form from the File Downloads section under the Cashier Division tab on the Office of General Affairs website.
		6. Photocopy of appointment letter	During term of appointment	Part-Time Faculty Library Card	Library Processing Clerk Wen-Lin Yan (ext. 5228)	
		7. Photocopy of appointment letter or documents	During term of appointment	Email, internet, iPortal account	Information Technology Center Processing Clerk Liang-Ku Li (ext. 3735)	
		8. Non-NTNU email account	During term of appointment	iPortal and Grade System (Office of Academic Affairs)	Information Technology Center Processing Clerk Shu-Chang Li (ext. 5567)	

Notes:

1. Part-time faculty must affix a signature/seal to this checklist as confirmation.
2. All documents shall be submitted to the hiring unit before the deadline for transfer and processing.
3. This checklist can be downloaded from the Office of Human Resources website under the **Related Forms/ Faculty and Research Fellow /Insurance section.**