# YZU List of Exiting Procedures

Date：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Service Unit | |  | | | Name |  | | | Job Title | |  | Personnel  Code | | |  | | |
| Reason for Resignation | |  | | | | | | | | | | Date of Service Begin | | |  | | |
| Date of Resignation | | |  | | |
| Mail address ： | | | | | | | | | | | | Telephone number | | |  | | |
| Contact Address： | | | | | | | | | | | | | | | | | |
| Order | Offices | | | To Do List | | | | | | | | | | Signature/Seal | | | |
| Person in charge/ Project Director | | | Director |
| 1st | Service Unit | | | 1. hand over the possession of documents and seals, return borrowed books | | | | | | | | | |  | | |  |
| 2. hand over the possession of properties, bills, account books and money | | | | | | | | | |  | | |
| 3. other handover processes | | | | | | | | | |  | | |
| 4. submit the handover list | | | | | | | | | |  | | |
| 2nd | Office of Academic Affairs | | | （for faculties only）  1. students’ grades | | | | | | | | | |  | | |  |
| （for faculties only）  2. others | | | | | | | | | |  | | |
| 3nd | Office of Research & Development | | | 1.Complete the transfer process of MOST projects (including equipment). Proven document of position offered by future employment. | | | | | | | | | |  | | |  |
| 2.Complete the duty of overseas short-term research ponsored by MOST. | | | | | | | | | |  | | |
| 3.Complete the duty of awards and projects sponsored by YZU. | | | | | | | | | |  | | |
| 4.Complete the duty of industrial cooperation projects. | | | | | | | | | |  | | |
| 4rd | Office of General Affairs | | | Finance & Property Management Section | | | | 1. hand over the possession of properties | | | | | |  | | |  |
| Construction & Maintenance Section  Public Affairs  Section | | | | 2. confirm the act of lodging in the faculty & staff dormitory | | | | | |  | | |
| 3. tally out the properties of teacher’s research room and return the room key | | | | | |  | | |
| Security Guard | | | | 4. return the parking permit | | | | | |  | | |
|  | | | | 5. others | | | | | |  | | |
| 5th | Management Committee of Faculty Dormitory | | | （for lodgers only）  check out of the dormitory, return the room key, and tally out the room properties | | | | | | | | | |  | | |  |
| 6th | Library & Information Service Office | | | 1. return borrowed books and relevant ID cards | | | | | | | | | |  | | |  |
| 2. other things related to money | | | | | | | | | |  | | |
| 3. hand over the possessions of books and properties | | | | | | | | | |  | | |
| 4. delete the user account for outlook and portal system | | | | | | | | | |  | | |
| 7th | General Accounting Office | | | 1.confirm the possessions of properties | | | | | | | | | |  | | |  |
| 2.delete access rights of accounting system | | | | | | | | | |
| 3.complete the duty of project grants | | | | | | | | | |
| 8th | Personnel Office | | | 1. renew the personnel database and the retirement | | | | | | | | | |  | | |  |
| 2. Suspension from Civil Servant and Teacher Insurance, Labor Insurance, National Health Insurance | | | | | | | | | |  | | |
| 3. close salary account | | | | | | | | | |  | | |
| 4. pension fund database | | | | | | | | | |  | | |
| 5. check the act of taking any further studies outside School | | | | | | | | | |  | | |
| 6. return YZU Faculty & Staff ID Card | | | | | | | | | |  | | |
| Employee’s Signature | | |  | | | | Chief Secretary | | |  | | | President | | |  | |

Renewed on May 7th , 2018