# YZU List of Exiting Procedures

Date：

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  Service Unit |  | Name |  | Job Title |  | PersonnelCode  |  |
| 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 SectionPublic AffairsSection | 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