

臨時人員退保單產製操作流程

1. 本校行政資訊入口網登入



2. 點選行政系統→人事管理系統(若無權限請通知人事室)

3. 點選臨時人員管理→臨時人員進用作業

The screenshot shows the 'Human Resource Management' system interface. The left sidebar has a tree structure with 'Temporary Personnel Management' expanded, and 'Temporary Personnel Admission Work' is selected. The main area is titled '人事資料維護' (Human Resource Data Maintenance) and shows a search form with fields for 'Employment Status' (在职), 'Search Conditions' (搜尋條件), 'Unit/Name' (單位/姓名), and 'Employee Name' (人員名稱). Below the search form is a '查詢' (Search) button. The results table is titled '所属单位' (Department) and lists multiple entries for '人事室' (Personnel Office).

4. 設定搜尋條件後點擊「查詢」，找到欲退保人員點擊「編輯投保資料」

The screenshot shows the 'Temporary Personnel Admission Work' page. The search conditions (1) include fields for 'Employment Date' (履用日期), 'Plan Name' (計畫名稱), 'Service Unit' (服務單位), 'Employee Name' (員工姓名), 'Employee Number or Name' (員工帳號或姓名), and 'Employment Type' (雇用類別). The '查詢' (Search) button is highlighted with a red circle (2). The results table (3) displays a single row for a test employee named 'TEST12***' with details: 帳號 (Account Number) TEST12***, 員工姓名 (Employee Name) 測試人員 (Test Person), 計畫名稱 (Plan Name) 運動與健康科學學院建教合作計畫結餘款及行政管理費分配 (Sports and Health Science College Industry Cooperation Plan Remaining Funds and Administrative Management Fee Allocation), 服務單位 (Service Unit) 人事室 (Personnel Office), 雇用期間 (Employment Period) 114/09/01~114/09/30, 雇用狀態 (Employment Status) 推薦 (Recommended), 投保狀態 (Insurance Status) 申請中 (Pending Application), 加保中 (Guaranteed Insurance), 已退保 (Terminated). A red box highlights the '編輯投保資料' (Edit Insurance Data) button in the last column of the results table.

5. 直接點擊新增

This screenshot shows the 'Temporary Staff Employment Application' page. On the left, there's a navigation menu with various links like '人事資料管理', '臨時人員管理', and '臨時人員進用作業'. The main area displays employee information: 員工姓名 (Employee Name) is '測試人員'; 員工姓名 (Employee Name) is '測試人員'; 員工姓名 (Employee Name) is '測試人員'; 計畫名稱 (Plan Name) is '運動與健康科學學院建教合作計畫結餘款及行政管理費分配'. Below this, there's a table with columns: 最後異動日期 (Last Change Date), 異動項目 (Change Item), 說明 (Description), 填寫人員 (Filling Person), and 審核狀態 (Review Status). A row shows '114/08/06 加保 待核定'. At the bottom, there are buttons for 'New Add' and 'Print Application Form', and a status bar indicating 'HM60T02B'.

6. 點選「退保」，輸入「預計退保日」後點擊新增

This screenshot shows the same application page as above, but with specific fields highlighted. In the 'Change Item' section, the 'Retirement' option is selected. In the 'Expected Retirement Date' field, the date 'YYYYMMDD' is entered. The 'New Add' button at the bottom is also highlighted with a red box.

7. 將退保單直式列印後，蓋章完畢送至人事室辦理