


National Tsing Hua University Online Customs Clearance Guide for Resignation and Retirement

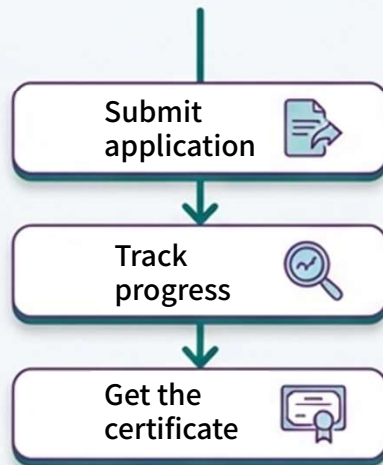
Full illustration of online system
operation at a glance




Applicant and Signatory

This guide is divided into two main lines, please proceed according to your role.

 Full-time personnel who are preparing to leave or retire, responsible for initiating the application and ensuring the information is correct.

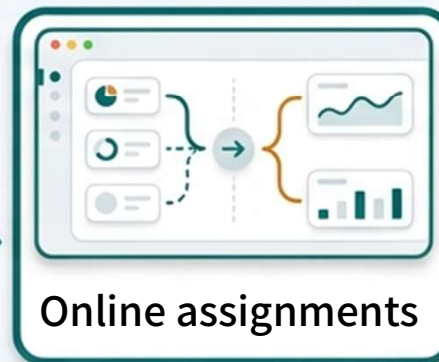


Applicant

 The undertaking personnel of each meeting and organizer are responsible for checking the status of business handover and financial settlement.

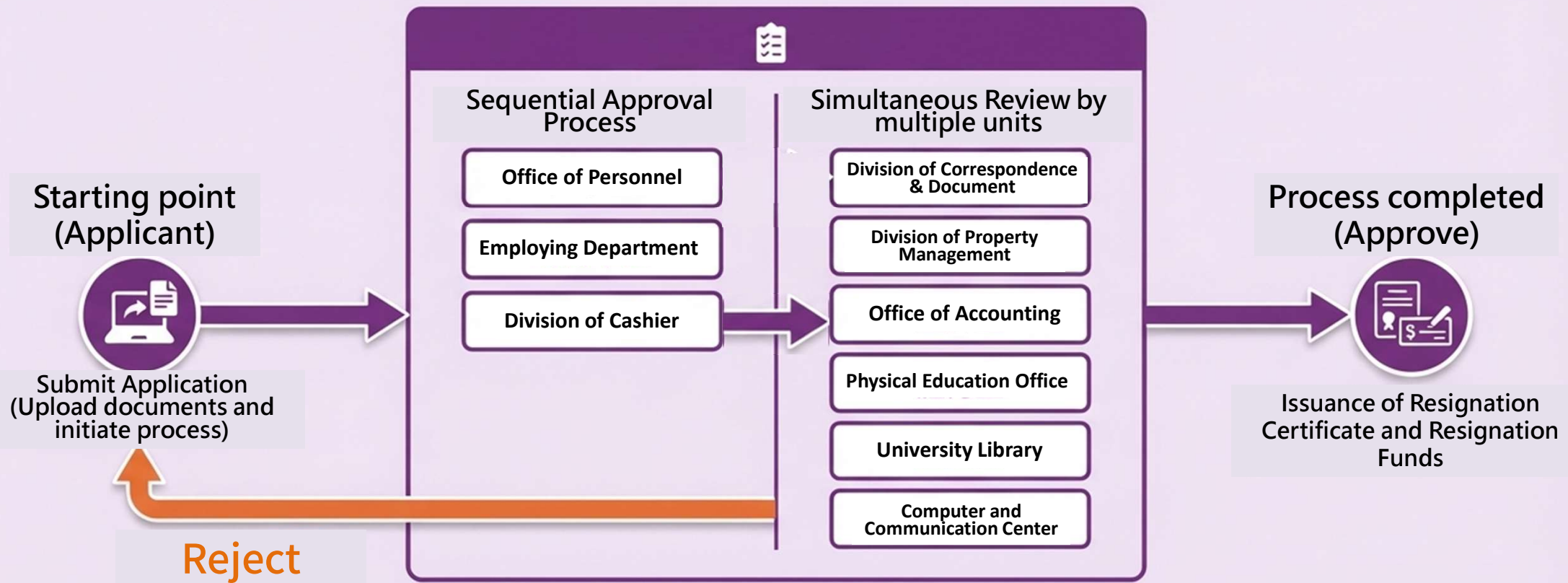


Signatory



Online Application, School-Wide Linkage

Resignation process: Online submission and multi-unit digital approval.

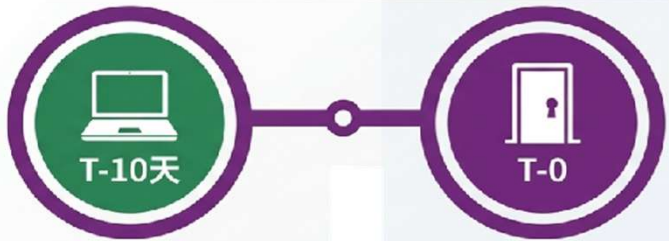


Applicant

Step 1: Start the application and log into the system

Start the application date

The system will automatically unlock the application permission 10 days before your official resignation date (the day you are not employed).



Open application day

Effective date of resignation
(the day you are not employed)

(Example)



Log in to the system

Whether you are an applicant or an endorsement, the entire process begins on the AIS website.

Step 1

Log in with your username and password.

Login 系統登入

Username

Password

Captcha 9 8 7 1 1 4 +

Login Clear

Step 2





Expand the menu on the left to enter the system.



Applicant

Step2: Documents to be submitted

Different identities and reasons for leaving school correspond to different document requirements. Please follow the table below to prepare the corresponding PDF file.

	General staff (Government Employees/contract teachers/skilled workers, etc.)	Researchers (Research Assistants/Postdoctoral Research Fellow, etc.)
Retirement	 No file upload required	
Regular contract expired	Internal approval; No upload required.	 contract  Resignation Application(or Labor Insurance Change Application Form)
Resignation	Internal approval; No upload required.	 Resignation Application(or Labor Insurance Change Application From).



Those who leave the company midway should apply for an adjustment of the appointment date first, and wait for the completion of the review by the personnel office before applying for the resignation procedure.



File names must be 5 characters or fewer (alphanumeric only). Do not use Chinese characters, space, or special symbols.

Applicant

Step3: Fill in the information and submit

1. Basic Information Confirmation:

Check that the employee number, name, department, job title, and departure date are correct.

3. Collection Method and Contact Number:

Select the method for collecting the certificate of termination of employment and fill in the telephone number.

1	人事編號 Employee No.	W00001	姓名 Name	
	單位 Department			
	職稱 Job Title	Administrative Assistant		
	離校日期 Resignation/Retirement date	1120101		
	備註 Remark	2		
		※僅限30個中文字(30 words only)。		
	離校證明領取方式 How to get your Resignation certification S.	3		
		<input type="radio"/> 自取/By yourself <input type="radio"/> 掛號郵寄/By mail		
	連絡電話 Telephone No.			
		4		
		送出Send		
		取消Cancel		

2. Remarks Section:

If the information is incorrect, please fill in the correction information here (limited to 30 Chinese characters).

4. Submission:

The case enters the review process.

Applicant

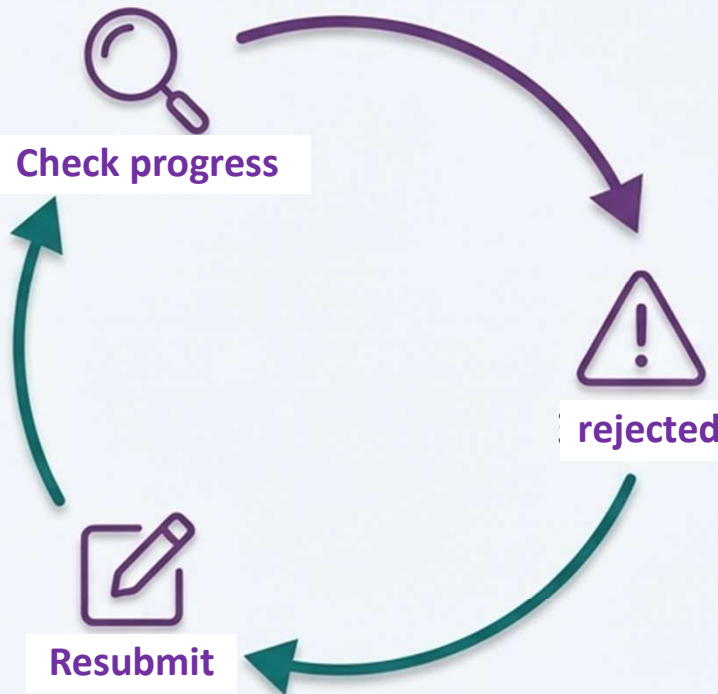
Step4: Track your progress

Check progress :

- Resignation/Retirement Process ongoing
- Detail View the approval status of each unit

Resubmit :

- Resignation/Retirement Process ongoing
- Resubmit the departure process



If your application is rejected :
The system will notify you via email. Follow the rejection instructions to complete the incomplete departure process.



If you do not receive notifications, you can change your email address in "Personal Basic Information".

Signatory

Step1: Searching for pending cases

When a colleague initiates the departure procedure, the system will automatically send an email notification to the relevant coordinating unit.

動作	人事編號 姓名	單位	職稱	人員類別	服務起迄日期	收件時間
詳細資料	W***** 黃○捷	人事室一組	行副助理	學校	1030520-1030819	1030914

System path

- Employment Affairs Functions
- Resignation/Retirement Process System
- Approvals

If personnel information appears in the list on the right, it means that there are cases pending review.

Completion of Handover and Departure Process.

The departure process is finalized once all relevant units have approved the application.



The application will proceed to the “Completed” stage. The personnel Office will then issue your Resignation Certificate.