**馬偕醫學大學各類人員出勤紀錄及工作日誌表**

姓名： 出勤紀錄年月：民國＿＿＿年 ＿＿＿月

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| 計畫別 | 聘任別 | 計畫編號 | 計畫名稱 |
| 1 | □專任□兼任□臨時工 |  |  |
| 2 | □專任□兼任□臨時工 |  |  |
| 3 | □專任□兼任□臨時工 |  |  |

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| 計畫別 | 日期 | 到 勤 簽 名 欄 | 時數 | 工作內容或備註 |
| 簽到時間 | 簽 名 | 簽退時間 | 簽 名 |
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| 計畫別 | 時數總計 | 臨時工資**(專、兼任助理免填)** | 計畫主持人簽章 |
| 1 |  |  時薪 元 ╳ 小時 = 　 元 |  |
| 2 |  |  時薪 元 ╳ 小時 = 　 元 |  |
| 3 |  |  時薪 元 ╳ 小時 = 　 元 |  |

註：本表請計畫主持人簽章後，按月送人事室備查，併同薪資請領表件陳核，俾便帳務稽核查閱。