基因體研究中心新進人員服務簡介 G.R.C. Checklist for New Employee

Welcome to G.R.C.. Please refer the following information. Do not hesitate to contact appropriate person from each office if you need any assistance.

辦公室 Office	連絡人 Person	內　容 Checklist	功能簡介 A brief of function
人事組(2F) Personnel Office	胡嘉玲 Katie Hu ext. 1225	聘用契約書 Employment Agreement (完成報到程序後一個月內發給) Inform via email within one month after completing appointment process.	契約書內容列有聘僱員工之權利、義務及福利等相關內容。雇主、受雇者雙方各執一份。 The contract includes employee's duties, rights, and benefits. Each agreement is kept by G.R.C. and employee.
	施錦娥 Jean Shih ext. 1226	服務證 A.S. ID card	提供全院通行識別用，另可用於全院圖書館借書、進出體育館及可享院區餐廳折扣等。 Identified by any facilities in G.R.C. and Academia Sinica.
		總辦差勤系統帳號 Account for Attendance Management System (完成報到程序後一個星期內通知) Inform via email within one week after completing appointment process.	請假應徵得所屬主管同意後再進差勤系統請假。 G.R.C. members need to get permission from your supervisor and to apply for a leave of absence to Attendance Management System.
資訊組(5F) Information Office	梁翠文 Wendy Liang ext. 1296	基因體研究中心資訊服務簡介。	資訊相關服務及提醒。
總務組(1F) General Affair Office	邱翊淳 Yi-Chun Chiu ext. 1213	門禁卡 Building Access card (報到當日領取) Receive the card after completing appointment process.	本中心進出通行及出勤紀錄 For employee to access G.R.C. Building and attendance records.
建議或申訴管道 Proposals and complaint	人事組組長 王玫婷 Libra Wang ext. 1224	主任「意見箱」 Suggestions to Director 約聘僱人員事務委員會 Commission of Contract-based Employee Affairs	有關個人身心適應、工作績效認定、人際互動爭議需調解、工作環境產生意外需調解、其他事件足以影響當事人及本中心聲譽等，對本中心有任何建議，均可提出。 You can share your thoughts and comments with us via email or suggestion box located on 1st floor of GRC. As such, whenever you have anything to bring to our attention, simply write us an e-mail or a letter and furnish us with your name, telephone and e-mail address. We will handle your issue as soon as possible.
薪資調整 Pay Raise	106年度起調薪日為每年1月、5月、8月及12月1日，但仍以計畫主持人經費額度內調整為原則。 New staff's monthly pay may raise from next 1st of January, May, August or December and also depends on employee's performance and PI's budget.		