

# Ming Chi University of Technology

## Campus Information System User Manual

(For Foreign Faculty and International Students)

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# Functions Commonly Used by Foreign Faculty and International Students

## I. School Regulations and Policies Search Page ([URL](#))



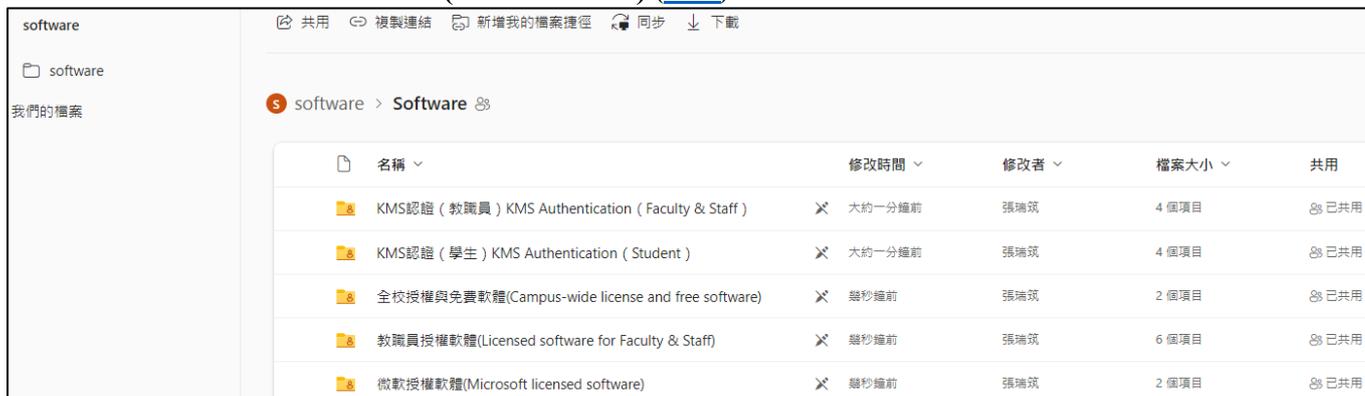
- (1) Click “Regulations Search”.
- (2) Choose the search method, and the English translation for the options: 規章名稱/Regulation Name, 規章編號/Regulation Number, 規章所屬單位/Regulation Responsible Department. Enter the regulation name you wish to search for.
- (3) Click “Download” to view this regulation.

## II. MCUT Portal ([URL](#))



You can change the language in the upper right corner of the login page on the MCUT Portal.

## III. Licensed Software Location (Cloud Folder) ([URL](#))



In order to provide an excellent teaching and academic research environment on campus and promote the use of legitimate software, the Computer Center centrally procures commonly used software for teaching, research, and administrative purposes. These software programs are made available for download and use by university faculty, staff, and students.

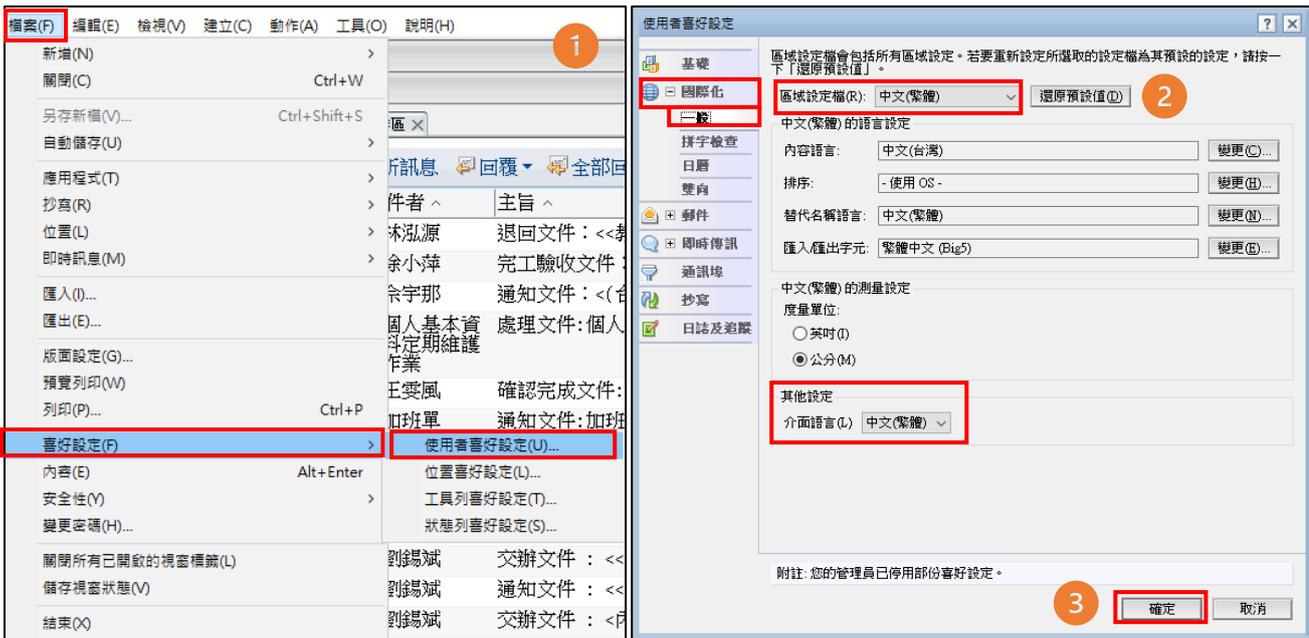
## IV. Outlook



(1) Click on the gear icon in the upper right corner.

(2) general → language and time → change the language, you must refresh the page for the selected language to take effect.

## V. Notes



(1) Click on the file in the top left corner → preferences → user preferences.

(2) Internationalization → general → regional profile, select language → interface language, change language.

(3) After clicking OK, please restart the system.

# Functions Commonly Used by Foreign Faculty

## I. Faculty Information Inquiry System

### 1. Salary Inquiry System

(4) Select the desired year and month for salary inquiry to view the salary details.

(5) English translation for relevant terms: 本俸/Base Salary, 健保費/Health Insurance Premium, 勞保費/Labor Insurance Premium, 福利金/Welfare Allowance, 補發/Retroactive Payment, 不休假獎金/Non-Leave Bonus, 所得稅/Income Tax, 缺勤扣減金額/Absence Deduction, 水電費/Utility Bill, 長庚就醫補助費/Chang Gung Medical Subsidy, 其他扣款/Other Deductions.

### 2. Part-Time Assistant Data Entry System

(1) This form must be completed one week before the start of the part-time job (foreign student workers must upload their foreign student work permits before filling out this form; local student workers can directly fill out this form).

(2) Click “Add Part-time Hours”.

(3) Select your identity type: “On-Campus Student” (left side) or “Off-Campus Individual” (right side), and choose the insurance method: “Monthly Insurance” (left side) or “Daily Insurance” (right side). If you select “Monthly Insurance”, you need to fill in the employment period and monthly salary. If

you choose “Daily Insurance”, you don’t need to fill in these details.

- (4) Enter the student worker’s ID number (for local students) or residence permit number (for foreign students). Click “Search” to retrieve their basic information.
- (5) Fill in the activity name or project number, and select the type of part-time work: 校內助學(研發處)/On-Campus Scholarship (Research and Development Office), 校內經費(非校內助學)/On-Campus Funds (Non-On-Campus Scholarship), 教育部經費/Ministry of Education Funds, 國科會經費/National Science and Technology Council Funds, 其他政府機關經費/Other Government Agency Funds, or 其他經費/Other Funds.
- (6) Click “Add Application and Fill in Hours”.
- (7) Fill in the part-time work date, start and end time, and the number of hours worked.
- (8) Click “Add Part-Time Hours” to complete the application.

## II. WorkFlow System ([URL](#))

### 1. Document Approval Form

- (1) Fill in the subject and description (these two fields are mandatory).
- (2) Click “Attachment” (left side) to upload a file from your computer.
- (3) Approval mode: This specifies the collaborating unit and the process for countersigning the document. The processor selects the collaborating units, and unit supervisors have the authority to make modifications and exercise discretion. You can choose between “Parallel Sign-off (left side)” or “Sequential Sign-off (right side)”. If the unit has designated a contact person, that person’s supervisor will handle the assignment (default option).
- (4) You can choose to send the document to the next approver defined in the process settings.

### III. ERP

#### 1. Data Entry for Overtime Request Form

機能別	制度名稱	適用範圍	作業帳號
人事管理	人事任用及薪資計發電腦作業(含保險、考核及晉級等)	明志科大	uenb021
財務管理	排班電腦作業	明志科大	uevba21
營業管理	總務及福利類電腦作業	台北廠區	u0abr21
資材管理	各類所得及股利憑單列印作業	台灣地區(不含三校, 賴商海運)	u0nbc01
工程管理	人事任用及薪資計發電腦作業(含保險、考核及晉升等)	台灣地區(不含三校, 賴商海運)	u0nbc21
資訊管理	服務證明書申請電腦作業	台灣地區(不含三校, 賴商海運)	u0nbcf1
保養管理	個人履歷管理電腦作業	台灣地區(不含三校及賴商海運)	u0nbcml
安衛環管理	從業人員子女獎學金發放電腦作業	台灣地區(不含三校, 賴商海運)	u0nbcf11
規範管理	訓練管理電腦作業	台灣地區	u0nbi11

目錄代號	目錄名稱	程式名稱	程式代號
FDNBAAQ5	排班管理電腦作業	新舊人員代號對照清單	KONENOT1
		加班單派工資料輸入螢幕	HDNBAA7GN
		人員資料查詢	HDNBAA22
		個人差假資料查詢	HDNBAA3Q
		個人年度請假加班資料查詢	HDNBAA3R
		班別及出勤資料查詢	HDNBAA40
		派工資料查詢	HDNBAA7F
		個人加班資料查詢	HDNBAA7Q

2 加班別 3 加班日期 4 加班內容		1 公司: <input type="text"/> 部門代號: <input type="text"/> 考勤週期: 1120821 - 1120920	5 OA傳簽	3 原因內容 A 請假代班 B 延長生產時間 C 定期檢修·大修 D 緊急入廠搶修 E 擴建工程 F 品檢·試驗 G 原物料成品收發·繳庫 H 帳戶處理·盤點·會點 J 文書·資料處理 K 其他 M 缺員代班 N 環境整理整頓 P 製造條件變更 R 臨時故障檢修 S 大宗材料裝卸
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加班別代號	加班別名稱
1	假日加班
2	臨時加班
3	緊急入校加班
8	國定假日加班
9	休息日加班

- Enter "UE" in the "Company" field and input your department code in the "Department Code".
- Choose the overtime type, and the English translation for the options: (1) 假日加班/Holiday Overtime, (2) 臨時加班/Temporary Overtime, (3) 臨時加班/Emergency Overtime, (8) 國定假日加班/National Holiday Overtime, (9) 休息日加班/Rest Day Overtime. Then, fill in the overtime date.
- Select the overtime reason, and the English translation for the options: (F) 品檢試驗/Quality Inspection and Testing, (G) 原物料成品收發繳庫/Receipt and Dispatch of Raw Materials and Finished Products, (H) 帳戶處理盤點會點/Account Handling and Inventory Check, (J) 文書資料處理/Document or Data Processing, (K) 其他/Other, (M) 缺員代班/Replacement for Absentees. Also, fill in the start time, end time, hours, and the employee code for overtime personnel.



### 3. Data Entry for General Expense and Reimbursement

The screenshot shows a software window titled "一般帳務電腦作業(一般費用報銷及暫借款還源輸入)(明志科大)". The main area contains several input fields for company, voucher, and payment details. A table at the bottom is used for entering cost department and voucher information. Red boxes highlight the following areas:

- 3:** The toolbar area.
- 4:** The menu bar area.
- 1:** The main data entry fields, including Company, Voucher Number, Processing Department, Employee Direct Deposit Reimbursement, Payment Method, Cashier Type, Temporary Loan Case Number, Offset Temporary Loan Amount, Voucher Date, Payee, Payment Recipient, Buyer, Approval Category, and Summary.
- 2:** The table for cost department and voucher information.

成本部門	相關號碼	摘要	環境代碼	憑證	憑證編號	憑證廠商	廠商國別	進項金額	進項稅額	扣款金額 (不含稅)	投抵註記	原幣金額

Explanation: You can enter details for general expenses, temporary loans, or domestic business travel expenses on this page, and click  next to the field to search further details.

- (1) Data entry for reimbursement related details: Fill in the fields for Company, Processing Department, Employee Direct Deposit Reimbursement, Payment Method (leave this column blank for non-payment data), Cashier Type (code for the affiliated plant area), Ledger Item (for accounting), Temporary Loan Case Number, Offset Temporary Loan Amount, Voucher Date, Payee (code for the payee, such as vendor tax ID, personal ID number, customer ID, or employee ID), Payment Recipient (recipient of the payment and the code the same as the Payee), Buyer, Approval Category, and Summary.
- (2) Data entry for cost department related Information: Cost Department (code of the expense-bearing department), Relevant Numbers (required for reconciliation), Summary, Voucher, Voucher Number (invoice or payment voucher number), Voucher Vendor, and Item Amount (invoice or payment voucher amount).
- (3) Save the data.
- (4) Print the attachment form.

#### 4. Data Entry for General Expense and Reimbursement (for Multiple Payees)

The screenshot shows a software window titled "一般帳務電腦作業(一般費用報銷及暫借款就源輸入)(明志科大)". The interface includes a menu bar (Action, Edit, Query, Block, Record, Field, Help, Window) and a toolbar. The main area is divided into several sections:

- Buttons:** "輸入摘要說明" (4) and "列印單據黏貼單" (5).
- Form Fields:**
  - Company: [ ]
  - 本單編號: [ ]
  - 經辦部門: [ ]
  - 買受人: [ ]
  - 暫借案號: [ ]
  - 憑證: [ ]
  - 摘要: [ ]
  - 成本部門: [ ]
  - 非正職人員報銷:  是
  - 選擇核決權限項目: [ ]
  - 發放年月: [ ]
- Table (3):**

項次	受款人	相關號碼	憑證編號	憑證廠商	金額	投保天數	勞保自付額

Explanation: You can enter details for general expenses, temporary loans, or domestic business travel expenses in this page and click  next to the field to search further details.

- (1) Data entry for reimbursement related details: Fill in the fields for **Company**, **Processing Department**, **Buyer**, **Temporary Loan Case Number**, **Voucher**, **Summary**, **Cost Department** (code of the expense-bearing department), **Employee Direct Deposit Reimbursement**, and **Approval Category**.
- (2) Summary: Please provide additional explanations or supplementary details.
- (3) Data entry for cost department related Information: **Payee** (code for the payee, such as vendor tax ID, personal ID number, customer ID, or employee ID), **Relevant Numbers** (required for reconciliation), **Voucher Number** (invoice or payment voucher number), **Voucher Vendor**, and **Amount**.
- (4) Save the data.
- (5) Print the attachment form.

## 5. Data Entry for Temporary Loan

一般帳務電腦作業(一般費用報銷及暫借款就源輸入)(明志科大)

4

5

HONFCMO2TW 暫借款資料輸入 (20230823) [MITAS01]

列印暫借款申請單 複製暫借款申請單 廠商資料查詢 摘要資料查詢

申請單OA傳簽

公司: [ ] 本單編號: [ ] 員工轉存:  是  否

成本負擔部門: [ ] 經辦部門: [ ] 支付方式: [ ] 出納別: [ ]

票據到期日: [ ] 票據條件: [ ] 指定付款銀行: [ ]

1 領款人: [ ] 受款人: [ ] 需款日: [ ]

保管人: [ ] 分機: [ ] 使用部門: [ ]

選擇核決權限項目: [ ] 選擇列印核簽主管

2 摘要說明: [ ]  
 (「預計報銷日」超過「需款日」15天以上請輸入原因, 以免遭會計退件。)  
 逾期報銷說明: [ ]

3

相關號碼	摘要	金額	預計銷帳日
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]

Explanation: This page is for the borrowing department for temporary borrowing (source data entry), print the temporary loan request form, and send it for accounting review. You can click  next to the field to search further details.

- (1) Data entry for payment related details: Fill in the fields for Company, Employee Direct Deposit Reimbursement, Cost Department (code of the expense-bearing department), Processing Department, Payment Method, Cashier Type (code for the affiliated plant area), Payment Recipient (code for the payee, such as vendor tax ID, personal ID number, customer ID, or employee ID), Payee (recipient of the payment and the code the same as the Payee), Approval Category, and Payment Due Date.
- (2) Data entry for Summary: Fill in the Description (explanation of the purpose of the temporary loan), Overdue Reimbursement Explanation (if the expected reimbursement date exceeds the payment due date by more than 15 days, provide a reason).
- (3) Data entry for temporary loan related details: fill in the fields for Relevant Numbers (used as reconciliation requirements), Summary, Amount, Expected Reconciliation Date.
- (4) Save the data.
- (5) Print the attachment form.

## 6. Data Entry for Temporary Loan (Multiple Entries)

The screenshot shows a software window titled "一般帳務電腦作業(一般費用報銷及暫借款就源輸入)(明志科大)". The main area contains the following fields:

- 4**: A toolbar with various icons for file operations and navigation.
- 5**: A menu bar with options: 列印暫借款申請單, 複製暫借款申請單, 廠商資料查詢, 摘要資料查詢.
- 1**: A form with fields for: 公司 (with a search icon), 本單編號, 員工轉存 (radio buttons for 是/否), 支付方式, 經辦部門, 經辦人, 出納別, 需款日, 預計銷帳日, 摘要, 領款人, 選擇核決權限項目, 票據到期日, 票據條件, 指定付款銀行.
- 2**: A text area for "摘要說明" (Summary Description) with a prompt: "逾期報銷說明: (「預計報銷日」超過「需款日」15天以上請輸入原因, 以免遭會計退件)".
- 3**: A table for loan details with columns: 項次, 成本部門, 相關號碼, 金額, 受款人. A "總金額" (Total Amount) field is at the bottom.

Explanation: You can enter payment details for multiple payees with the same type of temporary loans. Click  next to the field to search further details if needed.

- (1) Data entry for payment related details: Fill in the fields for **Company**, **Employee Direct Deposit Reimbursement**, **Processing Department**, **Payment Method**, **Cashier Type** (code for the affiliated plant area), **Payment Due Date**, **Expected Reconciliation Date**, **Summary**, **Payment Recipient** (code for the payee, such as vendor tax ID, personal ID number, customer ID, or employee ID), and "Approval Category".
- (2) Data entry for Summary: **Fill in the description** (explanation of the purpose of the temporary loan), **Overdue Reimbursement Explanation** (if the expected reimbursement date exceeds the payment due date by more than 15 days, provide a reason).
- (3) Data entry for temporary loan related details: Fill in the fields for **Cost Department**, **Relevant Numbers** (used as reconciliation requirements), **Amount**, and **Payee** (recipient of the payment and the code the same as the Payee).
- (4) Save the data.
- (5) Print the attachment form.

## 7. Data Entry for Application on Estimated Academic Year Expenses

Explanation: This page is for application on estimated academic year expenses (source data entry)

and click  next to the field to search further details if needed.

- (1) Data entry for payment method related details: Fill in the fields for Company, Processing Department, Ledger Item (for accounting), Payee, Approval Category, and Summary.
- (2) Data entry for cost department related details: Fill in the fields for Cost Department, Relevant Numbers, Summary, Voucher Vendor, and Item Amount.
- (3) Save the data.
- (4) Print the attachment form.

## 8. Data Entry for Estimated Reimbursement for Expenses of the Academic Year

Explanation: You can enter details on the estimated reimbursement for expense of the academic year and click  next to the field to search further details if needed.

- (1) Data entry for school related details: Fill in the fields for **School**, **Processing Department**, **Currency** (in TWD), and **Exchange Rate** (1.0000).
- (2) Data entry for the summary or supplementary details.
- (3) Data entry for the cost department related details: Fill in the fields for **Cost Department**, **Summary**, **Ledger Item** (for accounting), **Item Amount**, **Payee** (code for the payee, such as vendor tax ID, personal ID number, customer ID, or employee ID), **Expense Number**, and **Estimated Application Number**.
- (4) Save the data.
- (5) Print the attachment form.

## 9. Search Employee Advance Payment Direct Deposit Reimbursement

After entering the personnel code, simply press the F8 Key on the keyboard.

## IV. Notes

### 1. Leave Request Form

The screenshot displays the '請假單' (Leave Request Form) interface. The top navigation bar includes '全部展開', '全部收合', and '離開'. The main menu on the left lists various administrative functions, with '請假單' (Leave Request Form) highlighted. The form itself is titled '請假單' and contains the following fields and options:

- 本單編號: MUE00337A8
- 填單日期: 2023/09/15 08:35
- 填單人: [Redacted]
- 請假人: [Redacted]
- 人員代號: [Redacted]
- 職稱: [Redacted]
- 請假類別: [Redacted]
- 請假開始日期: 2023/09/15 08:00
- 請假結束日期: 2023/09/15 17:00
- 合計請假天數: 1日0時
- 委託核簽代理人: [Redacted]
- 備註: [Redacted]
- 附件: (可供附加證件傳送主管核閱，正本仍請以書面遞送考勤部門查驗留存)
- 核簽主管: [Redacted]

The form also includes a '傳送呈核' (Submit for Approval) button at the top. The bottom part of the screenshot shows the '請假單' (Leave Request Form) table with columns for '請假人', '狀態', and '填單日期'. The table lists various departments and their corresponding leave request forms, such as '明志科大行政部門教務處招生組' and '明志科大行政部門軍訓室'.

- (1) Click to open the “Leave Request Form”.
- (2) Select the type of leave from the dropdown menu, and the English translation for the options: (07) 事假/Personal Leave, (01)未住院病假/Non-Hospitalized Sick Leave, (02)住院病假/Hospitalized Sick Leave, (03)特別休假/Special Leave, (12)換休/Day In Lieu, (14)生理假/Menstrual Leave, (59)產檢假/Prenatal Checkup Leave, (05)產假/Maternity Leave, (29)安胎假/Tocolysis Leave, (15)陪產假/Paternity Leave, (10)喪假/Bereavement Leave, (06)婚假/Marriage Leave.
- (3) Choose the leave start and end dates and times and fill in the total leave days or hours.
- (4) Select a delegate.
- (5) Click “Submit for Approval” at the top of the form to send it for approval.

## 2. Overtime Record (Approval Process)

加班單				
填單人	填單日期	本單編號		
	1120830	0283032486		
預定加班時間			加班原因	
日期	起時	迄時	時數	
1120828	1730	1830	1	K 其他
公司部門	UE0200-明志科大 行政部門人事室	加班別	(2)臨時加班	
加班地點	1.本廠區			
內容	XXX請過檔截圖用			
<input type="checkbox"/> 點選下列文件並“快點滑鼠兩下”即可個別輸入實際加班時數 <input type="checkbox"/> 以下包含排休短休時數				
加班人員	實際加班起時間			

HCL Notes				
加班人員	實際加班時間		時數	是否換休
E0	起時 17:30	迄時 18:30		Y N
起迄時間大於時數說明				

傳送呈核 撤銷本案 預覽及列印 基本設定 離開

- (1) Follow the instructions in red text and double-click on the documents below to open a pop-up window.
- (2) Enter the actual overtime hours and select whether you want to take a day in lieu (click “Y” for leave, “N” for overtime pay).
- (3) If the actual overtime hours do not match the start and end times, provide an explanation.
- (4) After completing all fields, click "OK".
- (5) Click "Submit for Approval" at the top of the form.

## 3. Day Trip Authorization Form

辦公室自動化作業目錄

全文檢索找表單

- 人事管理
- 生產管理
- 財務管理
- 營業管理
- 資材管理
- 工程管理
- 資訊管理
- 保養管理
- 安衛環管理
- 土地管理
- 規範管理

薪資

考勤

- 請假單
- 加班單
- 加班單(短期國外出差)
- 公出單
- 計程車費報銷單
- 私車公用費用補貼單
- 出國申請及核定表
- 國外出差機票申請單

公出單

填寫公出單 重新整理 離開

公出人 部門

核簽中文件查詢  
個人待處理文件查詢  
暫存及退回文件查詢  
依公司部門  
依待核簽主管

核簽完成文件查詢  
依公司部門  
依公出人員

異常文件查詢  
考勤退回  
主管逾期未核簽  
歷史文件查詢  
離開

公出單				
填單人		填單日期	2023/08/30 16:18	
選擇	E0000	本單編號		
公出人		職稱		
公司部門	(UE0200)明志科大行政部門			
代理人		狀態	<input checked="" type="radio"/> A.建檔 <input type="radio"/> D.取消	
更改代理人				
1	公出類別	預定公出日期 時間(起)	預定公出日期 時間(迄)	合計天數
		2023/08/30 08:00	2023/08/30 17:00	0日0時
				此筆清除
4	到達地點	接洽公司部門	公出事由	
	註：企業內、 外地點可同時 輸入 *企業內： 選擇廠區 *企業外：		==事由代號== ==明細代號== ==說明==	
			5	
			31.因公延遲入廠 32.因公提早出廠 33.全天在外洽公 34.上班中公出入 35.非上班時段公出	
			A.參加會議 B.至外界機關團體洽公 C.廠商或客戶業務 D.查核、巡檢作業 E.參加教育訓練 F.至行政、福利大樓或企業內各單 G.工程現場作業 H.設備保養維修 K.載送人員、物品 M.購置用品 Z.其他	
			5	
暫存 呈核 更改核簽者 輸入意見 訂餐作業 基本設定 轉記工程履歷資料 離開				

- (1) Click to open the “Day Trip Authorization Form”.
- (2) Choose the trip category, and the English translation for the options: (31)因公延遲入廠/Delayed Entry to Company for Business Reasons, (32)因公提早出廠/Early Departure from Company for Business Reasons, (33)全天在外洽公/Whole-day Local Business Meetings, (34)上班中公出入/On-duty Business Trip In and Out, (35)非上班時段公出/Business Trip Outside of Regular Working Hours.
- (3) Fill in the scheduled day trip start and end times, along with the total number of days.
- (4) For the destination, choose “Within Company” from the dropdown menu for internal locations. If it's an external location, fill it in manually. Also, provide details of the public and private departments you will be in contact with.
- (5) In the “Trip Reason” field (dropdown menu), select “Z. Other” and explain the reason in the remarks field.
- (6) Click “Submit for Approval” at the top of the form.

## 4. Business Travel Authorization Form

辦公室自動化  
作業目錄

全文檢索列表單  
人事管理  
生產管理  
財務管理  
營業管理  
資材管理  
工程管理  
資訊管理  
保養管理  
安衛管理  
土地管理  
規範管理  
其他  
基本設定

▶ 跨海外公司表單  
跨公司填單  
離開

目前伺服器: MITAP01

全部展開 全部收合 離開

視圖 '01.人事' 中體字

搜尋目標

作業名稱

▼ 考勤

請假單  
加班單  
加班單(短期國外出差)  
公出單  
計程車費報銷單  
私車公用費用補貼單  
出國申請及核定表  
國外出差機票申請單  
國外出差機票報銷單  
國外出差機票退票申請單  
出差越南河靜人員辦理公司擔保及簽證申請單  
調班單  
調休單  
差假期間OA案件核簽代理人設定  
天然災害(未)出勤人員登記表  
有(無)法定投票權名單  
出入廠與考勤資料異常提示表  
員工下班逾時未出廠清查及處理提報表  
部門員工三(當)日內加班及請假異常查核表  
部門員工加班下班刷卡異常明細表  
廠內停留超時確認表  
廠內停留超時提示表(個人)  
廠內停留超時提示表(課室)  
廠內停留超時彙總表(廠處)  
廠內停留超時彙總表(公司)  
個人加班異常查核表  
加班稽核表  
屆退休人員加班提示表  
屆退休人員加班稽核表  
緊急入廠加班稽核表  
公出與出差稽核表  
上班時間前後前一小時公出稽核表  
上班時間前後前一小時請假稽核表  
出勤時間檢查清單  
健康關懷提示表  
明志出差管理系統

明志出差管理系統

填寫出差單 訂宿 重送目前處理者

出差人

出差單查詢  
處理中出差單  
主管待核簽出差單  
核簽完成出差單  
核簽完成依出差人員代號  
核簽完成依出差人姓名  
超過考勤週期未核簽  
費用報銷查詢  
出差費用報銷  
會計已核銷黏貼單  
暫借款資料查詢  
出納暫借款  
歷史文件查詢

出差單

注意!  
全程取消、延後出差或提前返差,應以取消功能辦理;提前出差或延後返差,應全程取消後,再重填寫出差單。

目前狀態 暫存文件

填單日期 2023/08/30

填單人

出差人

狀態  申請  取消出差

人員代號 E0000

部門 行政部門

代理人

更改代理人

職稱

出差目的

出差地點 (備註:洽公地點未及50公里者(有住宿者除外)請改填寫公出單)

私車公用  是  否 (私車公用於返差後以OA「私車公用費用補貼單」申請補貼)

暫支旅費  是  否

單獨出差  是  否

是否攜帶 Notes ID 至出差地點使用 (出差期間超過1日(含)以上,除出差期間有攜帶個人Notes id至出差地點使用,得免設OA委託核簽代理人之外,其餘皆需設定)

搭飛機往返  是  否

出差開始時間 2023/08/30 08:00

出差結束時間 2023/08/30 17:00

合計天數 1日 0時

備註

暫存 更改核簽者 傳送呈核 離開

- (1) Click to open the “Business Travel Authorization Form”.
- (2) Fill in the purpose of the business trip.
- (3) Provide the travel destination and indicate whether you will be using a private vehicle (left for yes, right for no).
- (4) Indicate whether you will be taking a round-trip flight (left for yes, right for no).
- (5) Fill in the start and end dates of the business trip, along with the total number of days.
- (6) Click “Submit for Approval” at the top of the form.

## 5. Plant Overstay Reminder Form (Individual)

廠內停留超時提示表(個人)			
本單編號	s1120817EV100049040	出表日期	2023/08/17
查核期間	2023/08/07-2023/08/13	公司	(UE)明志科大
廠區	(F)泰山	部門代號	0200
部門名稱	行政部門人事室	人員代號	
姓名		職務名稱	
項次			
1	異常日期: 2023/08/07 班別: GJ	應出勤時數: 9 廠內停留時數: 11.1 加班時數: 差假時數:	
備註: a.如無必要,請盡量避免在廠內逗留,以維紀律。 b.出表條件:廠內停留時數超出應出勤時數2小時。 c.廠內停留時數為各段刷卡時間起迄差異之加總。 d.應出勤時數=正常出勤時數(依排班資料,含用餐休息時間,常日班中午刷卡下、上班者,減1小時)+加班時數-差假時數。			

- (1) This form tracks the hours you stay in the plant premises beyond scheduled work hours.
- (2) English translation for the options: 異常日期/Abnormal Date, 應出勤時數/Scheduled Work Hours.
- (3) If you receive this notification, please pay attention to whether you need to report overtime. If it's unnecessary, please avoid staying within the plant premises.
- (4) To confirm, simply double-click your mouse, and a pop-up window will appear. Select "OK".

## 6. Set up Approval Supervisors and Delegates

辦公室自動化  
作業目錄

全文檢索找表單  
人事管理  
生產管理  
財務管理  
營業管理  
資材管理  
工程管理  
資訊管理  
保養管理  
安衛環管理  
土地管理  
規範管理  
其他

基本設定

跨海外公司表單  
跨公司填單  
離開

全部展開 全部收合 離開

視圖 '11.基本設定' 中搜尋

搜尋目標

作業名稱
組織資料庫/人員基本資料設定
作業專人
員工OA作業簽核主管及代理人名單設定(進度查詢)
表單核簽流程設定
差假期間OA案件核簽代理人設定
部門核簽流程設定

組織資料庫\_人員

撰寫郵件 (可輸入姓名快速查詢, 例: 王小明) 離開

姓名	部門代號	電話
戴光璋	1HC0	412-2622
戴光學	1200	478-3505
戴吉知	RG6A	424-2145;424-2151
戴吉知	RGY0	424-2145
戴名錫	RB21	400-5212
戴在佑	8927	434-747
戴如育	W1B1	431-5771
戴宇志	GD31	434-680

(以下人員基本資料建檔維護,請與各公司人事單位連絡協助確認)

### 人員基本資料

人員代號	E0000	姓名	
性別	<input type="radio"/> 男 <input type="radio"/> 女	英文姓名	
公司	UE-明志科大	廠區	泰山
(兼任行政主管) 職務代號		(兼任行政主管) 職務名稱	
職務代號		職務名稱	
部門	0200-行政部門人 事室		
企業分機	410-5000-		
手機號碼	1.	住宅電話	
	2.		
傳真電話	區碼 號碼 分機		
外線電話	區碼 號碼 分機		

2 設定審核主管或職務代理人

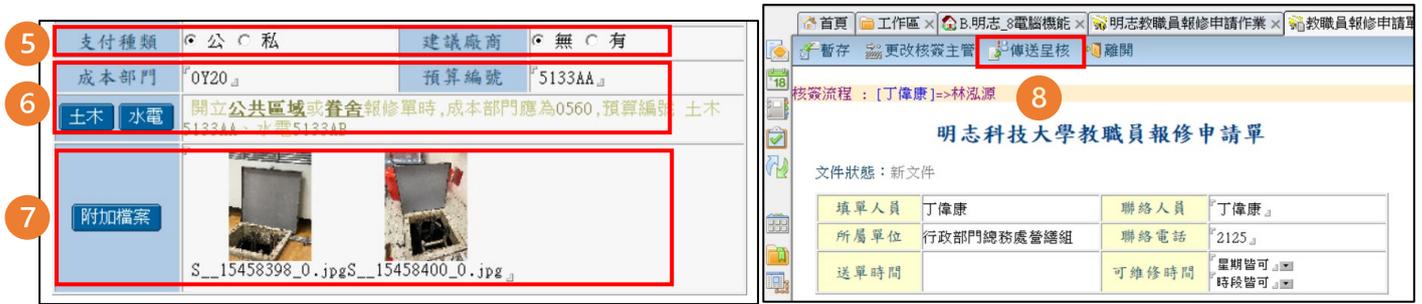
5 暫停 傳送呈核 撤銷本案 作業說明 基本設定 離開

本單編號	2300085026	填單日期	2023/08/31
填單人		填單人電話	410-5000-
申請人		申請人公司部門	UE0200 明志科大行政部門 人事室
申請人Notes編號	E0000-	申請人職務名稱	
原設定審核主管	E0000-	UE/Fpg	
原設定第一職務代理人	E0000-	UE/Fpg	
原設定第二職務代理人	E0000-	UE/Fpg	
原設定第三職務代理人			
原設定第四職務代理人			
原設定第五職務代理人			
修改後資料(預設為上方原設定資料)			
審核主管	選擇	刪除	3 000- UE/Fpg
1.第一職務代理人	選擇	刪除	E0000- UE/Fpg
2.第二職務代理人	選擇	刪除	E0000- UE/Fpg
3.第三職務代理人	選擇	刪除	
4.第四職務代理人	選擇	刪除	
5.第五職務代理人	選擇	刪除	

- (1) In the basic personnel information search page, select the second option “By Name”, and the individual’s data will automatically appear in the first row.
- (2) Click “Set Approval Supervisor or Delegate”.
- (3) Choose the approval supervisor.
- (4) Select the first delegate and then the second delegate.
- (5) Submit it for approval.

### 7. Faculty and Staff Repair Request Procedure

填單人員	丁偉康	聯絡人員	丁偉康
所屬單位	行政部門總務處營繕組	聯絡電話	2125
送單時間		1 可維修時間	2 星期皆可 時段皆可
維修類別	總務類 <input type="radio"/> 電腦類 <input checked="" type="radio"/> 2	維修地點	行政區 <input type="radio"/> 眷舍區 <input checked="" type="radio"/> 第一餐廳廚房
設備名稱	廢水池人孔蓋	損壞數量	1 式
異常說明	第一餐廳廚房廢水池人孔蓋密封改善		



- (1) Use the dropdown menu to select the available repair time.
- (2) Fill in the repair location. For administrative areas (left side): “Applicant” → “Unit Supervisor” → “General Affairs”/ “Computer Center”. For residential areas (right side): “Applicant” → “Residential Area Manager” → “General Affairs”/ “Computer Center”.
- (3) Provide the equipment name (if it’s for equipment maintenance, please provide photos or images and additional details) and specify the quantity of damaged items.
- (4) Describe the issue or damage.
- (5) Choose the payment type (left side for public, right side for private; for residential area repairs, it’s private). Select the suggested vendor (left side for none, right side if there’s a suggested vendor, and attach a price quote if available).
- (6) Indicate whether it’s for civil or electrical work. The cost department and budget number will be automatically filled in. If it’s not in a public area or residential area, you’ll need to modify the unit department code.
- (7) Attach files (photos of the damaged items and price quotes). When submitting a repair request, please include photos to help assess the repair method, which can also expedite the repair schedule.
- (8) Click “Submit for Approval” to send the repair request form.

## 8. Public Meal Box Request Procedure

電腦類  
: mitap02

行政區 | 電算中心 | 資源區

- 教職員報修申請傳簽系統
- 系統開發申請傳簽電腦作業
- 系統開發(驗收)傳簽電腦作業
- 工讀實習輔導訪視紀錄表
- 毒性及關注化學物質管理系統
- 校園環安衛改善系統
- 實驗室廢液管理系統
- 學生學習評估電腦作業系統
- 網頁更新異動申請作業
- 電話分機異動申請傳簽作業
- 校園保全夜間巡檢異常回報作業
- 多媒體數位看板申請作業
- 教職員停車通行證申請作業
- 公餐便當申請作業
- 貴賓車輛通行與折扣卷領用申請作業
- 收發室郵件申請作業

以下為測試作業

電算OA系統  
在 mitap02

暫存 更改核簽主管 傳送呈核 離開

核簽流程 : [樊柔遠] => 孟魁

### 明志科技大學 公餐便當申請單

文件狀態：新文件 申請類型： 單次  週期

填單人員	樊柔遠	送單時間	
所屬單位	行政部門總務處保管組	聯絡電話	分機：『2113』 手機：『09XX-111XXX』
1 用餐時間	日期：2023/08/29	時間：	
2 經費來源	<input type="radio"/> 校內經費 <input checked="" type="radio"/> 校外經費	經費來源	<input checked="" type="radio"/> 校內經費 <input type="radio"/> 校外經費
3 需另開立發票	<input checked="" type="radio"/> 是 <input type="radio"/> 否 發票抬頭：『請輸入發票抬頭』 發票統編：『請輸入發票統編』	費用分攤 部門代號	
4 事由	請詳細填寫。		
5 送達地點	大樓：『教學大樓』 樓層：『2』 室間：『簡報室』		
6 數量	ABS：『0』葷 『0』素 學校：『0』葷 『0』素		『』（餐廳廠商）

- (1) Fill in the desired meal delivery time.
- (2) Please check whether you are using MCUT funds or funds from other sources.
- (3) If you select MCUT funds, please enter the cost department code. If you are using funds from other sources, please specify whether an invoice needs to be issued and provide the invoice recipient's tax ID.
- (4) Provide a reason for the public meal request, such as the name of the meeting or event.
- (5) Fill in the delivery location for the public meal box (including building name, floor, and room name or number).
- (6) Select the type of meal box you wish to order and specify the quantity for each (vegetarian or non-vegetarian).
- (7) Click "Submit for Approval". The request will be routed to personnel responsible for processing public meal box requests after being approved by supervisors at the second level or higher.

## 9. Public Facility and Equipment Reservation Procedure

The screenshot shows the reservation system interface. On the left is a sidebar with icons and a folder labeled '辦公室自動化作業目錄在mitap01'. The main area is divided into three sections:

- Navigation Menu:** Includes '辦公室自動化作業目錄', '全文檢查找表單', '人事管理' (highlighted with a red box), '生產管理', '財務管理', '營業管理', '資材管理', '工程管理', '資訊管理', '保養管理', '安衛環境管理', '土地管理', '規範管理', '其他', '基本設定', '跨海外公司表單', '跨公司填單', and '離開'.
- Job List:** Shows a list of jobs under '全部展開', '全部收合', and '離開'. The '總務及福利' category is expanded, showing items like '名片申請單', '大陸及越南招待所訂宿申請單', and '公用設施設備使用預約作業(臺北、二三、三校)' (highlighted with a red box).
- Reservation Form:** Titled '公用設施設備使用預約申請單', it contains fields for '填單人' (張瑞宏), '申請狀態' (擬稿中), '使用部門' (UE 0740), '申請人' (張瑞宏), '申請資源' (UE0740-002), '設備管理部門' (UE0740), '預約時間' (2023/08/30, 10:07-11:07), and '使用目的' (highlighted with a red box).

- (1) Select “Reservation” and choose the meeting room you wish to book.
- (2) Enter the number of attendees.
- (3) Select your preferred date and time slot.
- (4) Provide a description of the event or activity.
- (5) After completing the information, click “Submit Reservation”.

## V. EIP System(Edit and Publish)

### 1. Add Event

The screenshot shows the '活動管理編輯' (Event Management Edit) interface. On the left sidebar, under '發布狀態' (Publish Status), the '新增' (Add) button is highlighted with a red box and labeled '1'. The main form area has a red box around the '\*名稱' (Name) and '\*內容' (Content) fields, labeled '2'. Below that, the '\*引導模式' (Guidance Mode) section is highlighted with a red box and labeled '3', showing options like 'A1. 活動報名' (Event Registration) and 'B1. 問卷調查' (Survey). The '\*活動類別' (Event Category) dropdown is highlighted with a red box and labeled '4', showing '一般活動' (General Event). At the bottom right, the '儲存' (Save) button is highlighted with a red box and labeled '5'. The '取消' (Cancel) button is also visible next to it.

- (1) Start by clicking “Add”.
- (2) Enter the event name and provide a brief description of the event.
- (3) Set up the event workflow, which may include options such as “Event Registration”, “QR Code Check-In (including raffles)”, “Survey”, and “Meeting Notifications”.
- (4) Choose the event category from the list (一般活動/General Event, 會議/Meeting, 社團活動/Club Activity, 資安/Cybersecurity, 公文/Document, 輔導知能活動/Counseling and Skill-building Activity).
- (5) Finally, click “Save”.

## 2. Add Event Registration Form

新增活動報名表

1 活動標題

2 活動地點  
 自行輸入活動地點(不預約)  
 從預約清單挑選(自動預約) 會議室

活動日期

3 活動內容

4 報名期限  
起: 2023/08/24 16:15  
迄: 2023/09/23 16:15 (預設期限:「30」天)

發布人單位 教職員/行政部門/圖書資訊處/系統開發組/系統開發組群組  
發布人姓名 張瑞宏  
電子郵件 shield0805@mail.mcut.edu.tw

5 聯絡電話

人數上限 (請輸入數字,若不填表示無上限。)  
註:輸入資料後,請點選「下一步」繼續編輯。

6 下一步 取消

- (1) Enter the event title.
- (2) Enter the event location.
- (3) Provide a brief description of the event.
- (4) Set the registration deadline; the default is 30 days.
- (5) Enter a contact phone number.
- (6) Click “Next”.

▼編輯活動題目 新增題目 匯出題目 匯入題目

問題01: (必填) 是否參加此活動?  
 是  
 否

▼選擇使用者資料 新增使用者資料

2 帳號: 刪除  
姓名: 刪除  
電子郵件: 刪除  
單位: 刪除

3 ▼選擇發布對象 新增發布對象  
目前尚無任何發布對象。

4 ▼選擇通知方式  
 待辦事項  電子郵件  使用者填寫後以電子郵件通知我

5 ▼活動發布  
發布 返回

- (1) Add questions for the registration form; the default question is “Will you attend this event?”
- (2) After a user answers all the questions, user information will be displayed, including “Account”, “Name”, “Email”, and “Unit”. If not needed, you can delete them using the blue buttons on the right.
- (3) Add recipients for the registration form.
- (4) Select notification methods, including “Tasks”, “Email”, and “Notify me via Email after Users Fill out the Form”.
- (5) Finally, select “Publish”.

### 3. Add QR Code Check-In

- (1) Enter the event name and provide a brief description of the event.
- (2) Enter the check-in location and set the check-in start and end times.
- (3) Choose whether you want to offer a raffle. Select “Yes” (top) or “No” (bottom).
- (4) After filling in the details, click “Publish” (the middle button).

### 4. Add Survey

- (1) Set the survey type to either “General” (left side) or “Poll” (right side).
- (2) Enter the survey title and provide a brief description of the survey content.
- (3) Set the survey deadline; the default duration is 30 days.

- (4) Enter your contact phone number.
- (5) Click “Next”.

The screenshot shows a survey configuration page with the following elements:

- 1:** A dropdown menu for "編輯問卷題目" (Edit Questionnaire Items) with options "新增題目" (Add Question), "匯出題目" (Export Question), and "匯入題目" (Import Question). Below it is the text "目前尚無任何題目" (No questions currently).
- 2:** A form for user information with fields for "帳號:" (Account), "姓名:" (Name), "電子郵件:" (Email), and "單位:" (Unit). Each field has a "刪除" (Delete) button on the right.
- 3:** A dropdown menu for "選擇發布對象" (Select Recipients) with the option "新增發布對象" (Add Recipient). Below it is the text "目前尚無任何發布對象" (No recipients currently).
- 4:** A section for "選擇通知方式" (Select Notification Method) with checkboxes for "待辦事項" (To-do List Items), "電子郵件" (Email), and "使用者填寫後以電子郵件通知我" (Notify me via Email after Users Complete the Survey).
- 5:** A "開始發布" (Start Publishing) section with "發布" (Publish) and "返回" (Return) buttons.

- (1) Add survey questions, enter them, and click the left button at the bottom to save.
- (2) After users answer all the questions, user information will be displayed, including “Account”, “Name”, “Email”, and “Unit”. If not needed, you can delete them using the blue buttons on the right.
- (3) Add recipients for the survey.
- (4) Select notification methods, including “To-do List Items”, “Email”, and “Notify me via Email after Users Complete the Survey”.
- (5) Finally, click “Publish”.

## 5. Add Meeting Notification

The screenshot shows a meeting notification form titled "編輯會議邀請單" (Edit Meeting Invitation) with the following elements:

- 1:** A text input field for the meeting title, marked with a red asterisk (\*).
- 2:** A section for time and location. It includes a date and time selector (2023/08/22 星期二, 09:40 to 09:40), a dropdown for "會議室" (Meeting Room), and a radio button for "請自行輸入地點" (Please enter location manually).
- 3:** A section for participants, including fields for "主席" (Chairman), "紀錄" (Recorder), "出列席人員" (Attendees), "聯絡人" (Contact Person), and "電話" (Phone Number).
- 4:** A text input field for the deadline, marked with a red asterisk (\*).
- 5:** A "發布" (Publish) button, highlighted with a red box.

Additional form details include a "希望達成目的" (Purpose) field, a "會前準備事項" (Pre-meeting preparation) field, and a "通知" (Notification) section with checkboxes for "行事曆" (Calendar), "電子郵件" (Email), and "使用者回覆需Mail通知我" (Notify me via email when users reply). A red note at the bottom states "\*欄位為必填(發布時檢查)" (Required fields checked at publishing time).

- (1) Enter the meeting title.
- (2) Set the time and enter the meeting location.
- (3) Set the chairman, recorder, attendees, and fill in the contact person and phone number.
- (4) Set the deadline.
- (5) After filling out the above details, click “Publish” (the button on the right).

# Functions Commonly Used by International Students

## I. Student Information System

### 1. Student Grade



- (1) Select the language.
- (2) Click “Grade”.
- (3) Select the item.
- (4) After selecting the desired academic year and semester, click “Select Academic Year/Semester”.

### 2. Disciplinary Record

The English translation for the options: 申誡/Warning, 嘉獎/Commendation, 小功/Minor Merit, 大功/Major Merit, 小過/Minor Demerit, 大過/Major Demerit.

### 3. Attendance Record

The English translation for the options: 公假/Official Leave, 事假/Personal Leave, 病假/Sick Leave, 住院病假/Hospitalized Sick Leave, 喪假/Bereavement Leave, 生理假/Menstrual Leave.

### 4. Student Conduct

- (1) Log into the campus portal.
- (2) Click “Application” (Student Information System).
- (3) Click “Student Information”.
- (4) Click “Student Conduct”: Conduct grades will be presented in scores.

### 5. Payment Notification

- (1) Log into the campus portal.
- (2) Click “Application” (Student Information System).
- (3) Click “System Management”.
- (4) Click “Payment Notification”.

## 6. Mail



- (1) Log into the campus portal.
- (2) Click “Application” (Student Information System).
- (3) Click “Student Information”.
- (4) Click “Mail”: Access the mail receipt and delivery system to check your registered mail and packages.

## II. Course Schedule List ([URL](#))



- (1) Choose your admission year.
- (2) Select the college to which your department belongs.
- (3) Choose your student status: “Undergraduate”/ “Master's”/ “Ph.D”.
- (4) Select your department.
- (5) Click “Search”.

### III. Graduation Eligibility

畢業資格查詢(Graduation Requirements)

畢業資格查詢(Graduation Requirements) > 畢業資格查詢(Graduation Requirements)

\*此畢業資格為系統試算結果，僅供參考，請以歷年成績單登錄為準。  
(The above trial results are for reference only.)

畢業資格試算結果				未通過細項	
未通過 (Fail)				<ul style="list-style-type: none"> <li>畢業學分尚未完成</li> <li>修課指引尚未完成</li> </ul>	
畢業學分 ▼					
模組名稱	已修畢學分	應修學分	備註	試算結果	
總學分	30	27		通過 (Pass)	
系專業必修	3	3		通過 (Pass)	
專業選修	21	18	供研究所使用	通過 (Pass)	
核心專業選修	3	6	供研究所使用	未通過 (Fail)	
一般選修	3	0		通過 (Pass)	
上修	0			此欄位供判斷上修學分是否還有列註	
下修	0			下修學分不得抵畢業學分	
修課指引 ▼					
畢業門檻 ▼					
學分學程 ▼					
未申請學分學程 ▼					

(1) Click to expand for details.

(2) Click “Completed Credits” for each module to search about the course details and your grades for that module.