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| 年範例 | 月 | 日 | 上班時間 | 下班時間 | 簽到 | 時數小計 |
| 103 | 09 | 30 | 8:00 | 12:00 | 王小明 | 4 |
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備註:1.簽到/退，請註明時間。2.本表如不敷使用，請自行增列。3.當年度1-11月工作者的請於工作當月25-30日繳交此單子，逾時繳交，下個月核發，12月工作者的請於當月10日前繳交，逾時視同放棄支領。。**聘請之教師或行政人員簽名：** | 企業管理學系　研究生助學金工作簽到/退單學制：□碩□博　學號：　　　　　學生姓名：　　　　　工作項目： 系所：

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