

# 編制外人員(含刷卡之專任助理)五一勞動節補休說明

★注意事項：勞動節補休須於 107 年 5 月 31 日前休畢，一次至少須請 4 小時，煩請同仁留意，謝謝。

操作方式：

1. 請至差勤作業→加班申請【如 5/1 有出勤之同仁】

The screenshot displays a web-based HR system interface. On the left is a vertical navigation menu with categories: 簽核通知, 差勤作業, 費用作業, 個人資料, 差勤管理, 輪班作業, 值班作業, 機關建置, 系統維護, and 機關改制. The '差勤作業' menu is expanded, showing sub-items: 請假申請, 公出差申請, 加班申請, 忘刷卡申請, 其它所屬差勤資料, 差勤資料查詢, and 差假加班撤銷修改. The main content area features a '最新公告' (Latest Announcements) section with several notices, including '現操作叮嚀 105-08-24', '差(假)附簽公告 105-05-27', '出差新增功能說明 105-04-08', and '差勤規定 為避免批核流程錯誤, 公假及公差跨假日請依附件填寫假日時... 105-03-07'. To the right, there is an '出勤異常' (Attendance Abnormality) section indicating '近一個月內無異常' (No abnormalities in the last month). Below the announcements, there are three summary boxes: '刷卡紀錄' (Card Record) for '今日' (Today) showing '08:04 (上班)', '表單批核' (Form Approval) for '昨日' (Yesterday) showing '專案加班' and '加班補休' records, and '未來一周差假' (Next Week Leave) showing '加班補休 106-04-28 13:30~106-04-28 17:30'. A '班表通知' (Shift Schedule Notice) section is also visible at the bottom right.

2. 依步驟填寫完畢後，送出加班申請，之後如要補休，將比照申請加班補休方式申請補休即可。

【加班時數之核給，會在當系統取得 5/1 當日上、下班刷卡時間後才會核算。】

The screenshot shows the '加班申請' (Overtime Application) form. The left sidebar contains a navigation menu with items: 簽核通知, 差勤作業, 費用作業, 個人資料, 差勤管理, 輪班作業, 值班作業, 機關建置, 系統維護, 機關改制, 管理工具.

The main form area is titled '加班申請' and includes the following fields and annotations:

- 申請人:** Radio buttons for '單人' (selected), '多人', and '群組'. Two dropdown menus are present.
- 日期時間:** A red box highlights the date '107-05-01', a dropdown for '假日(國定假日、停班)', the time '08:00 ~ 17:30', and a green '+' button. A red annotation reads: "1. 日期選擇5/1，時間為0800-1730".
- 事由:** A dropdown menu is highlighted with a red box, showing '奉准專案加班: 107年度五一勞動節'. A red annotation reads: "2. 勾選奉准專案加班的方框，選擇【107年度五一勞動節】".
- 事由列表:** A dropdown menu is open, showing options like '編制外人員及工友5/1勞動節出勤', '趕辦公文', '準備會議資料', etc. A red box highlights the selected option, with a red annotation: "3. 選擇事由".
- 註記:** A checkbox for '免刷卡'.
- 附件:** A '+' button and '(總上限10MB)'. A red annotation reads: "4. 附件: + (總上限10MB)".
- Buttons:** '送出' (Submit) and '清空重填' (Clear and Re-enter) buttons are highlighted with red boxes.

The right sidebar contains a pink box titled '申請說明' (Application Notes) with the following text:

申請說明

- 五一勞動節補休
- 加班申請依規定需事先申請，為符合彈性措施，系統可彈性放寬申請至加班次日止，遇假日順延，但逾期無法送出申請

【提醒】您所選擇的加班月份有專案登記，可於『事由』勾選奉准專案加班後申請，並可點選下方的『注意事項』得知本月份提升的加班上限時數。

注意事項