

## ※教師「1.5 倍差額」差勤系統申請步驟

### 1. 請先填寫加班補休時數差額申請表(範例)

(路徑：中正高工校網>行政單位>人事室>差勤請假>1.5 倍差額申請表)

★**先累計上月**符合非上班時間執行職務時數，並於**次月**第一個禮拜六或日於差勤系統**申請加班**。

高雄市立中正高級工業職業學校教師加乘加班補休時數差額申請表(範例)

|                                                                   |           |        |                   |        |
|-------------------------------------------------------------------|-----------|--------|-------------------|--------|
| 加班年月：114 年 11 月                                                   |           | 單位：學務處 | 職稱：導師             | 姓名：○○○ |
| 實際加班日期                                                            | 實際加班起訖時間  | 加班事由   | 實際時數<br>(未滿1小時不計) | 備註     |
| 如已有紙本可附於後，逕寫總時數                                                   |           |        |                   |        |
| 1141005                                                           | 0800~1200 | 研習     | 4                 |        |
| 1141017                                                           | 0900~1500 | 帶隊比賽   | 6                 |        |
|                                                                   |           |        |                   |        |
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|                                                                   |           |        |                   |        |
| 以上合計實際總時數                                                         |           |        | 10 小時             | 單位主管   |
| 加乘 1.5 倍後總時數(未滿1小時以1小時計)                                          |           |        | 15 小時             | 單位主官核章 |
| 1.5 倍差額時數                                                         |           |        | 5 小時              |        |
| 上述實際加班時數應登錄於實際加班日期，差額加班時數請登錄於次月依序之例假日，均於所登記日起2年內休畢(代理教師應於聘期結束前休畢) |           |        |                   |        |

## 2. 1.5 倍差額差勤系統申請步驟

(點選差勤>選擇加班)

The screenshot shows the WebITR system interface. At the top, there is a navigation bar with 'WebITR' logo and links for '首頁', '差勤', '費用', and '系統管理'. Below this is a secondary navigation bar with various menu items. The main content area displays a grid of buttons for different types of leave and overtime. The '加班' (Overtime) button is highlighted with a red box. Other buttons include '出國或赴大陸', '出差', '公出', '加班補休', '休假', '公假', '病假', and '忘打卡'. The '加班補休' button shows a remaining balance of 1 day 3 hours, and the '休假' button shows 8 days 0 hours.

## 3. 加班(1.5 倍差額)申請步驟

(依據下方範例填寫完畢，送出後即完成申請。)

The screenshot shows the '加班' (Overtime) application form. The form includes a header with '回上頁' and '加班'. Below this, there are fields for '單人' (Selected) and '多人' (Group), a dropdown for '人事室' (Department), and a dropdown for '賴俊錡' (Employee Name). A red box highlights the '日期時間' (Date and Time) field, which contains the date '114-10-31' and the time '08:00 ~ 12:00'. A red box also highlights the '事由' (Reason) field, which contains the text '填寫：(上)月1.5倍差額時數'. Another red box highlights the '註記' (Remarks) field, which contains the text '免刷卡' (No card required) and '務必(勾選)' (Must be checked). A red box highlights the '附件' (Attachment) field, which contains the text '增加' (Add) and '移除' (Remove). The form also includes a '送出表單' (Submit Form) button and a '清空重填' (Clear and Refill) button. Red text annotations provide additional instructions: '(登錄差額時數，如果計4小時，可填0800~1200)' for the date and time field, and '(請將核章後申請表夾帶於附件)' for the attachment field.