**Chemical Materials Department Labor Type Part-time Assistant Insurance Information Form**

Name：　　　　 　 student ID： Total hours：

Work content： (Course Title) year month

|  |  |  |  |
| --- | --- | --- | --- |
| Insured date | Insurance hours | Insured date | Insurance hours |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. No insurance is allowed on the 1st of each month; the maximum number of hours per month is 47 hours.

2. The maximum number of hours per day shall not exceed 8 hours; the maximum number of consecutive working days shall be 5 days.

3. Fill in one box every day, do not fill in separately on the same day; no time is required.

4. The insurance application time may be different from the work log time, but the total number of hours on the day is the same, and it does not matter if the working hours are different.

5. After the work is completed, remember to go to the single portal website to fill in the work log within 7 days, and print out the work log record form every month to the supervisor for verification and then send it to the department office.