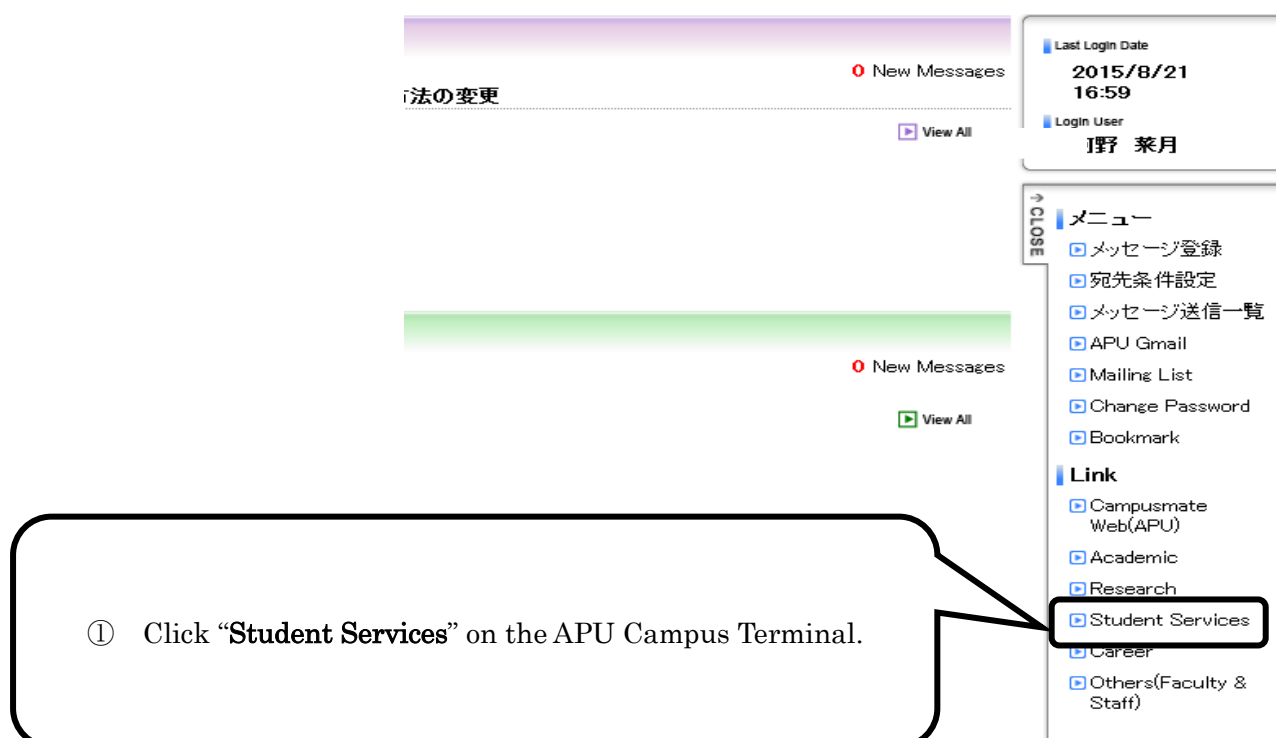


How to Report your Attendance at Work

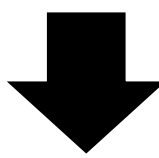
内容

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1. Login



The screenshot shows a web interface with a purple header bar containing a search box and a 'New Messages' notification. Below the header is a green bar with another 'New Messages' notification. On the right side, there is a user profile box showing 'Last Login Date: 2015/8/21 16:59' and 'Login User: 野 菜月'. Below the profile is a 'メニュー' (Menu) dropdown with the following items: 'メッセージ登録', '宛先条件設定', 'メッセージ送信一覧', 'APU Gmail', 'Mailing List', 'Change Password', 'Bookmark', 'Link', 'Campusmate Web(APU)', 'Academic', 'Research', 'Student Services', 'Career', and 'Others(Faculty & Staff)'. The 'Student Services' item is highlighted with a black box. A callout box with a black border and a white background points to this item, containing the text: '① Click "Student Services" on the APU Campus Terminal.'





スチューデント・サービス / Student Services

Home / スチューデント・サービス / Student Services

Japanese/日本語

- スチューデント・オフィスのページ
- ハラスメントに関する相談について
- 立命館のコンプライアンス
- 学内アルバイトセンターのページへ

② Click "On-Campus Job Center Website".

English/英語

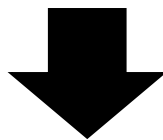
- Student Office Website
- Harassment Related consultations
- Compliance of Ritsumeikan Trust (Available in Japanese only)
- **On-Campus Job Center Website**



立命館アジア太平洋大学
〒874-8577 大分県別府市十文字原1-1

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▶ APU Official Homepage ▶ Campus Terminal



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On-Campus Student Job Center

▶ Language: 日本語

▶ About Part-Time Jobs

▶ Contract for On-Campus Part-Time Jobs

▶ On Campus Student Job Center Opening Schedule

▶ List of On-Campus Part-Time Jobs

▶ Work Permits for International Students (Applying for a "Permit to Engage in Activity Other than that Permitted by the Status of Residence Previously Granted")

▶ FAQ

HOME > About Part-Time Jobs

About Part-Time Jobs

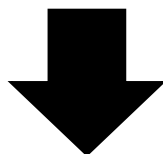
APU's Views on Part-Time Jobs

The requirements and undertakings of a part-time job can be instrumental in forming a valuable social experience that can build one's character. However, as an APU student, it is essential that you remain focused on your studies in your daily routine. Even if you engage in a part-time job to pay for your tuition and/or living expenses, we ask that you do so insofar that it does not affect your studies.

Important Points to Keep in Mind When Doing Part-Time Jobs

Points to check before starting a part-time job:

- Will it affect your studies?
- Is the nature of the part-time job beyond your physical capacity?
- Has a detailed job description been provided?
- [Have you obtained a Permit to Engage in Activities other than Permitted by the Status of Residence Previously Granted \(i.e. work permit\)? \(only applies to international students\)](#)





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On-Campus Student Job Center

HOME > Contract for On-Campus Part-Time Job

Language: [日本語] [English] > Google! Center Search

- About Part-Time Jobs
- Contract for On-Campus Part-Time Jobs**
- On-Campus Student Job Center Opening Schedule
- List of On-Campus Part-Time Jobs
- Work Permits for International Students (Applying for a "Permit to Engage in Activity Other than that Permitted by the Status of Residence, Previously Granted")
- FAQ

Contract for On-Campus Part-Time Jobs

For those signing a part-time contract on campus

Please check the "[Flowchart - Application for Student Part-Time Job \(PDF\)](#)" prior to application for Student Part-Time Job.

Survey application

Note: * Applications are limited to one per semester.
* After applying for a survey, please check your APU email and complete the process. You must not work until you have received the "Notification of Working Conditions".

[2021 Fall Semester \(Work period: September 21, 2021 - March 31, 2022\)](#)
*Now accepting contracts.

[2022 Spring Semester \(Work period: April 1, 2022 - September 20, 2022\)](#)
*Now accepting contracts.

To whom the contract is completed

2021 Fall Semester Information on the Provision of a Commuting Allowance

2021 Fall Semester

*Commuting Allowance for Spring Semester 2022 will be announced as soon as details are finalized.
[2021 Fall Semester Provision of a Commuting Allowance for Student Part-time Job \(PDF\)](#)
[Application Survey for Commuting Allowance For On-campus Part-time Job](#)

*Students who have entered a contract must apply for a commuting allowance using this survey.
*Students who have applied for this survey for the Spring 2021 semester contract should also be sure to apply, as the amount of the commuting allowance payment has been changed.
*Please note that you will not receive the commuting allowance if you do not apply.
[Online Work Attendance Record Input Manual for Commuting Allowance \(PDF\)](#)

2022 Spring Semester

The commuting allowance will not be paid after the 2022 Spring Semester.

Confirmation

[Manual for part-time students \(PDF\)](#)
[Work Regulations \(PDF\)](#)



The commuting allowance will not be paid after the 2022 Spring Semester.

Confirmation

[Manual for part-time students \(PDF\)](#)
[Work Regulations \(PDF\)](#)
[Salary Regulations \(PDF\)](#), October, 2019 Salary Regulations was revised.

Entry to the Online Work Attendance Record

Online Work Attendance Record
[Student Manual for Online Work Attendance Record \(PDF\)](#)

Change Registration Information

Note: *Only students who have a semester employment contract now can change information.

[Changes notification for Bank Account Transfer and Current Address](#)
When you would like to change your bank account or current address, update the information with this survey and attach the necessary data.

[Renewal of permission for activities outside the status of qualification \(On-campus part-time contractor only\)](#)
When you have extended your period for permission for activities outside the status of qualification, update the information with this survey and attach the necessary data.



人事・経理システム

⑤ Click "Part-Time Work Management (APU)".

人事給与に関する照会・手続き
Reference and Application Service For Personnel - Salary Information
暗号化通信対応/SSL Supported

アルバイト勤務管理 (APU)
Part-Time Work Management (APU)
暗号化通信対応/SSL Supported

人事・経理Web
利用情報
HR & AC Web
Maintenance Schedule

2015.08.12更新

現在、メンテナンスの予定はありません。
Currently there is no maintenance scheduled.

Web Single Sign-On

⑥ Enter your "User ID" and "Password".

User ID

Password

Sign On

Information

2. How to Enter Your Work

Service menu

> [Application](#)

> [Consent form about electronic delivery of Salary statements and others](#)

> [Salary information Menu](#)

> [Salary statement](#)

> [Direct deposit accounts](#)

⑦ Click "Work Management" on the main page.

> [Work Management](#)

Work Management Menu

> **Menu for Students**

Show Menu Description

Work Record Entry

Enter/Check work records.

⑧ Click "Work Record Entry".

Announcements for All Students Working Part-Time on Campus

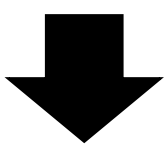
The submission deadline for your August Work Attendance Sheet is **Tuesday, September 1, at AM9:00**

Check the manual (When you can not open PDF file, please use other browsers such as Chrome or FireFox.)

※The submission deadline is displayed.

[Notes]

Be sure to submit your Online Work Attendance Record as soon as you complete your last duties for the month.



Work Record Entry

Today is 2015,8,26(Wed).

▶ 2015, 8 2015,8,1(Sat)~2015,8,31(Mon)

The monthly work data for this period has not yet been submitted. Click the "Submit Monthly Data" button to submit monthly work data.

[2015,7,1\(Wed\)~2015,7,31\(Fri\)](#) **The monthly work data for this period has not yet been submitted.**

⑨ "Monthly Work Data" is displayed.

Daily Work Data Status > Temporarily Saved Data
 Monthly Work Data Status > Data Rejected: 0

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts
<input type="checkbox"/> 8/1	Sat	Details	Non-Work Day			0:00-		
<input type="checkbox"/> 8/2	Sun	Details	Non-Work Day			0:00-		
<input type="checkbox"/> 8/3	Mon	Details	Non-Work Day			0:00-		
<input type="checkbox"/> 8/4	Tue	Details	Non-Work Day			0:00-		
<input type="checkbox"/> 8/5	Wed	Details	Non-Work Day			0:00-		
<input type="checkbox"/> 8/6	Thu	Details	Non-Work Day			0:00-		



Work Days	Day of the Week	Details	Work/Non-Work	Start	End	Hours	Shifts
<input type="checkbox"/>	8/1 Sat	Details	Non-Work Day				
<input type="checkbox"/>	8/2 Sun	Details	Non-Work Day				
<input type="checkbox"/>	8/3 Mon	Details	Non-Work Day			0:00-	
<input type="checkbox"/>	8/4 Tue	Details	Non-Work Day			0:00-	

⑩ Click the "Details" for the day you worked.



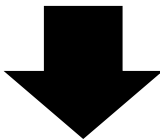
Back to Previous Page Calculation Results Next

Not Entered
2015,8,3(Mon) Work No.1

Work Shifts

Work/Non-Work Days
Non-Work Day

⑪ Select "Work Days" from here.



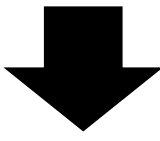
Select the "Search by Office Name" tab

Part-Time Work
Code:

Select Part-Time Work
【8 of 8 Results Displayed】

Code	Name
A_01	アカデミック オフィス / Academic Office
A_02	学生サポート オフィス / Student Office
A_03	アドミッシ ョン オフィス (国内) / Admissions Office (Domestic)
A_04	
A_05	
A_06	学長室 / Office of the President
A_07	アドミニ ストレーション オフィス / Administration Office

⑫ Select "A_01 アカデミックオフィス / Academic Office"



Select Part-Time Work
【7 of 7 Results Displayed】

Code	Name	Narrow Results	Clear
Part-Time Work Code	Part-Time Work Name		
A_01100			
A_01200			
A_01300			
A_01400	ート / Learning Support		
A_01600	イベントサポート / Event Support		
A_01010	TA(講義) / TA (Lecture)		
A_01500	講義サポート		

⑬ Select "A_01010 TA(講義) / TA (Lecture)"

A_01010 TA(講義) / TA (Lecture)



← 8 9 10 11 12

Starting Time on: The Day -- : :

↓ Add to Edit → Add to Favorites

⑭ Please make sure that "アカデミック・オフィス / Academic Office > TA (講義) / TA (Lecture) is displayed.

Regular Class Hours

Not Submitted
2015,12,3(Thu) Work No.1

Details	Work/Non-Work Days	
Details	Work Day	1
Details	Work Day	1

Add More Work Del

Work Shifts

Work/Non-Work Days	Calculate
Work Day	Actual

Remarks

Remarks
037113JA

Shifts

Shifts
12:20~14:05

<Notes>..
Please enter the "Lecture CD" in the remarks field.
If you work out of class hours, enter "A" at the beginning of the lecture CD.
◎Work in class hours: (e.g.) "037113JA"
◎Work out of class hours: (e.g.) "A037113JA"
*This has been changed since AY 2022SP.
Students with previous TA experience need to check!

⑯ Please make sure to enter the time shown here in "Starting Time" and "Ending Time".



[Notes]

- Please make sure you enter your work after each workday.
- Work hours per class are 105 minutes in total; [100 minutes of class time + 5 minutes before and after class]. In order to avoid confusion when entering work hours, please enter the work hours in the form of [from 5 minutes before the start of class to the end of the class]. (See table below)
- If your employment is confirmed within a week of the end of the month, your work hours will not appear in the 'Shift' column for the following month's work. If this is the case, please enter your working hours according to the table below.

Example: If you work 3rd period (12:30-14:10); you should enter 12:25-14:10.

	Regular		Make-up Class Day	
	Start	End	Start	End
1 st Period	8:40	10:25	8:40	10:25
2 nd Period	10:30	12:15	10:30	12:15
3 rd Period	12:25	14:10	13:00	14:45
4 th Period	14:15	16:00	14:50	16:35
5 th Period	16:05	17:50	16:40	18:25
6 th Period	17:55	19:40	18:30	20:15

Part-Time Work Code: アカデミックオフィス/Acad

⑰ Click the pull-down arrow to enter your work hours.

← 8 9 10 11 12 13 14 17 18 19 20 21 →

Starting Time on: The Day 08 : 40 Ending Time on: The Day 10 : 25

Rema

↓ Add to Edit → Add to Favorites

⑱ Click the “Add to Edit” button.



【APU】【A_01010】TA(講義)/TA (Lecture)(TA (Lecture)) Delete

8	9	10	11	12	13	14	15	16	17	18	19	20	21
---	---	----	----	----	----	----	----	----	----	----	----	----	----

Starting Time on: The Day [v] 12 [v] : 20 [v] Ending Time on: [v] [v] [v] [v]

Total 1hrs45mins

■ Check >> Reflect Data in Work Hours

Back to Previous Page Calculation Results **Next**

⑱ If there are no entry errors, click the "Next" button.



【APU】【A_01010】TA(講義)/TA (Lecture)(TA (Lecture))

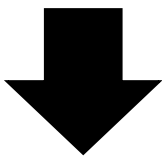
8	9	10	11	12	13	14	15	16	17	18	19	20	21
---	---	----	----	----	----	----	----	----	----	----	----	----	----

Starting Time on: 14:10 Ending Time on: 15:55 (Hours Engaged: 1hrs45mins)

Total 1hrs45mins

Back to Previous Page Back to Daily Work Data Entry **OK**

⑲ Lastly, check the data entered one more time and click the "OK" button.



⑳ Make sure that the work hours you entered and the hours displayed in "Shifts" are the same.

12:20 ~ 14:05	1:45 TA(講義)/TA (Lecture) 12:20 - 14:05 (1:45)	12:20~14:05	Subject name, Instructor's name, Class Support
---------------	---	-------------	--

<Note>You should enter your work record as soon as you finish your shift.

3. Entry for Work Outside of Class Hours

Work Outside of Class Hours

- a) Enter the actual hours worked in the line for the day you worked.
- b) Be sure to enter "A+Lecture CD" in the remarks field.

**This has been changed since AY 2022SP.Students with previous TA experience need to check!*

c)

Remarks
A037113JA

[Notes]

We ask that you manage your workload so that you work within the maximum time limit (90 minutes outside of class work for 1 koma of class). If you feel that it is impossible to avoid working exceeding the maximum time limit, please come to the office to discuss this with the TA Team beforehand.

4. Class Cancellations and Make-up Classes

If a make-up class was offered, enter the work on the day of the make-up class and enter **"Lecture CD"** in the remarks field.

*This has been changed since AY 2022SP. Students with previous TA experience need to check!

Remarks
037113JA

[Notes]

When a class is canceled or you are absent from work, please do not enter anything.

Please note that make-up classes have different working hours to regular classes.

Please take care when entering working hours for make-up classes.

5. When Working Multiple Jobs/Shifts on 1 Day

If you enter work data for multiple jobs/shifts, be sure to click the "Add More Work" button.

② Click the **"Details"** button for the day you want to enter the data for your second job/shift.

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records
<input type="checkbox"/>	7/1	Wed	Details	Work Day	08:40 ~ 10:25	1:45	TA(講義)/TA (Lecture) 08:40 - 10:25 (1:45)



2015,7,1(Wed) Work No.1

Details Work/Non-Work Days Work Hour
Details Work Day 08:40 ~ 11:40

Add More Work

② Click the "Add More Work" button.



2015,7,1(Wed) Work No.2

Work Shifts
Work/Non-Work Days
Non-Work Day

③ Select "Work Days".



Part-Time Work Code:

④ Select "アカデミック・オフィス/Academic Office >TA (講義) /TA (Lecture)"

←	8	9	10	11	12	13	14	15	16	17	18	19	20	21
---	---	---	----	----	----	----	----	----	----	----	----	----	----	----

Start Time: 15:00 The Day: 15:00 End Time: 17:00

Remarks: International Comparative M

↓ Add to Edit → Add to

⑤ Please make sure that "アカデミック・オフィス/Academic Office >TA (講義) /TA (Lecture)" is displayed and enter your work hours, fill in the remarks column and then click the "Add to Edit" button.

No part-time work is registered in the
>> [Copy the part-time work code that you used last time.](#)
>> [Copy the part-time work record that you used last time.](#)

Total 0hrs00mins

■ Check >> Reflect Data in Work Hours

Back to Previous Page Calculation Results **Next**

⑥ Check your entries and click the "Next" button.



2015,12,3(Thu) **Work No.1**

Work Shifts	Calculated Values			
Work/Non-Work Days	Actual Work Hours	Statutory Hours	Non-Statutory Hours	Late-Night Hours
Work Day	1:45	1:45	0:00	0:00

Remarks
 Remarks
 Subject name, Instructor's name, Class Support

Shifts
 Shifts
 12:20~14:05

Select Part-Time Work Code

[APU][A_01010]TA(講義)

8	9	10	11	12	13	14	15	16	17	18	19	20	21
Starting Time on: 12:20							Ending Time on: 14:05						
Total							1hrs45mins						

(Hours Engaged: 1hrs45mins)

⑦ Check to be sure that both your "Work No. 1" and your "Work No. 2" are displayed.

2015,12,3(Thu) **Work No.2**

Work Shifts	Calculated Values			
Work/Non-Work Days	Actual Work Hours	Statutory Hours	Non-Statutory Hours	Late-Night Hours
Work Day	1:45	1:45	0:00	0:00

Remarks
 Remarks
 Subject name, Instructor's name, Class Support

Shifts
 Shifts
 14:10~15:55

Select Part-Time Work Code

[APU][A_01010]TA(講義)/TA (Lecture)(TA (Lecture))

8	9	10	11	12	13	14	15	16	17	18	19	20	21
Starting Time on: 14:10							Ending Time on: 15:55						
Total							1hrs45mins						

⑧ All your work data for the day is displayed. Click the "OK" button to finish.

Back to Previous Page

Back to Daily Work Data Entry

OK

⑨ Your second set of work data is displayed on the monthly work data screen. If you have three or more jobs/shifts on the same day, you will need to add them in the same way and enter all the data. You can enter data for up to five jobs/shifts per day. If you work multiple part-time jobs/shifts per day, enter your work data in chronological order with the earliest data on top.

Details	Work Day	12:20 ~ 14:05	1:45	TA(講義)/TA (Lecture)	12:20 - 14:05 (1:45)	12:20~14:05	Subject name, Instructor's name, Class Support
Details	Work Day	14:10 ~ 15:55	1:45	TA(講義)/TA (Lecture)	14:10 - 15:55 (1:45)	14:10~15:55	Subject name, Instructor's name, Class Support

Note: Be sure to confirm that "Work No.1" and "Work No.2" are displayed as above.

Example of Incorrect Data Entry

This is the wrong way to enter work data.

If you have multiple jobs/shifts per day, be sure to click the “Add More Work” button and then enter the data.

【APU】【A_01010】TA(講義)/TA (Lecture)(TA (Lecture))

← 8 9 10 11 12 13 14 15 16 17 18 19 20 21 →

Starting Time on: The Day 10 : 30 Ending Time on: The Day 12 : 15 (Hours Engaged: 1hrs45mins)

【APU】【A_01010】TA(講義)/TA (Lecture)(TA (Lecture))

← 8 9 10 11 12 13 14 15 16 17 18 19 20 21 →

Starting Time on: The Day 15 : 00 Ending Time on: The Day 17 : 00 (Hours Engaged: 2hrs00mins)

Total 3hrs45mins

If you enter your data without clicking the "Add More Work" button, your actual work hours for each job/shift will not be reflected correctly.

Make sure you first click the “Add More Work” button if you have worked multiple jobs/shifts on the same day.

【Screen in which the actual working hours is not reflected.】 (incorrect example)

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records
<input type="checkbox"/>	3/1 Sun	Details Work Days		09:00 ~ 17:00		8:00	業務補助/Office Support Work 09:00 - 12:00 (3:00) SAS 15:00 - 17:00 (2:00)

【Screen in which the actual working hours is reflected.】 (correct example)

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records
<input type="checkbox"/>	3/1 Sun	Details Work Days		09:00 ~ 12:00		3:00	業務補助/Office Support Work 09:00 - 12:00 (3:00)
		Details Work Days		15:00 ~ 17:00		2:00	TSS 15:00 - 17:00 (2:00)

[Notes]

If you mistakenly enter multiple jobs/shifts, the time for “Actual Hours Worked” shown on the lower part of the month screen and the time for your “Part-time Work Records” will not match. If the times displayed do not match, please re-enter your data and check again to make sure that you have entered the correct information..

Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records
Work Day: 1day[s]	-	-	6:30	3:45-
Non-Work Day: 30day[s]	-	-		

6. Deletion of All Work Data for a Day

Note:

Please note that if you use the “Delete” button that is found within “Details”, it will not delete all your work data for the day.

① Select the day you want to delete by placing a **checkmark** in the box.

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records
<input type="checkbox"/>	3/1	Sun	Details Work Days	09:00 ~ 12:00		3:00	業務補助/Office Support Work 09:00 - 12:00 (3:00)
			Details Work Days	15:00 ~ 17:00		2:00	TSS 15:00 - 17:00 (2:00)

Save Data Temporarily

Daily Work Data Status > Temporarily Saved Data: []
 Monthly Work Data Status > Data Rejected: []

② Click the “Delete Temporarily Saved Data” button.

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records
<input type="checkbox"/>	3/1	Sun	Details Work Days				
			Details Work Days				

③ The data ready to be deleted is displayed.

Check the data to be deleted and click the "OK button.

*If multiple work data has been entered for the day, all the data will be deleted.

Please note that you cannot delete one work data only out of multiple work data.

You have to enter the required work data again.

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records
<input type="checkbox"/>	3/1	Sun	Details Work Days	09:00 ~ 12:00		3:00	業務補助/Office Support Work 09:00 - 12:00 (3:00)
			Details Work Days	15:00 ~ 17:00		2:00	TSS 15:00 - 17:00 (2:00)

Make sure that the data has been deleted from the monthly work data.

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work R
<input type="checkbox"/>	7/1	Wed	Details Non-Work Day			0:00-	

④Note: Please note that if you use the “Delete” button that is found within “Details”, it will not delete all your work data for the day.

7. Submission of Monthly Work Data

Be sure to click the “Submit Monthly Data” button as soon as you complete your last duties for the month.

2015, 8

The monthly work data for this month is displayed.
The work data for 2015,8,1
[2015,7,1\(Wed\)~2015,7,31\(Fri\)](#)

① When you finish entering all the work data for the month, click the “**Submit Monthly Data**” button. Make sure that you click the “**Submit Monthly Data**” button by the designated deadline.

Monthly Work Data Status > Temporarily Saved Data:[]
Monthly Work Data Status > Data Rejected:[]

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records
<input type="checkbox"/>	8/1 Sat	Details	Work Day	10:30 ~ 12:15		1:45	TA(講義)/TA (Lecture) 10:30 - 12:15 (1:45)



Work Record Entry

The monthly work data for this period is displayed.

② Make sure that there are no entry errors and click the “**OK**” button.

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records
<input type="checkbox"/>	8/1 Sat	Details	Work Day	10:30 ~ 12:15		1:45	TA(講義)/TA (Lecture) 10:30 - 12:15 (1:45)

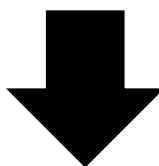


Work Record Entry

③ The monthly work data has been submitted.

The monthly work data from 2015,8,1(Sat) - 2015,8,31(Mon) has been submitted.

[Go back to the monthly work data of the month.](#)
[Go to the following month's monthly work data.](#)
[Go to the previous month's monthly work data.](#)



Work Record Entry

Today is 2015,11,4(Wed).

▶2015, 8 2015,8,1(Sat)~2015,8,31(Mon)

The work data for this period has already been submitted.

2015,7,1(Wed)~2015,7,31(Fri) **The monthly work data for this period has not yet been submitted.**

Once the submission of the monthly data is complete, you will no longer be able to edit the work data. To print out the monthly data, click the "Display for Printing."

Daily Work Data Status > Temporarily S
Monthly Work Data Status > Data Rejected-1

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time
8/1	Sat	Details	Work Day	10:30 ~ 12:15		1:45	TA(講義)/TA (Lectu

8. Tardiness and Absences

Late arrivals and absences are strictly forbidden, but if you are late or absent for unavoidable reasons, you are responsible for informing your instructor and the TA team in advance.

【How to Email the Academic Office】

*Email address: ta-jobs@apu.ac.jp

Subject: Lecture TA – Tardy / Absent

Text of the message:

1. Your name and student ID number
2. The date and time and class period that you will be absent
3. Subject name and instructor's name
4. The reason you will be tardy or absent

If you will be absent from work for mid-term exams or will ask to swap shifts with another TA, please be sure to notify the TA team in the Academic Office TA Team.

※ If you are absent from work, arrive late or leave early but have entered your work hours as normal, or if you have seriously failed to contact us by email in advance, your TA status may be revoked.

9. Requests at the End or the Beginning of the Month

The Academic Office checks the work data entered into the Online Work Attendance Record between the end of the month and the beginning of the following month.

If there are any inaccuracies or doubts in the information submitted, we will send back your web attendance entry and contact you by phone, by important notices (Action Required) addressed to you in the Campus Terminal, or by email, so that you can respond promptly.

SAMPLE

Work Record Entry

Today is 2016,2,10(Wed).

▶2015, 12 Previous Month 2015,12,1(Tue)~2015,12,31(Thu) Next Month

When you finish entering all the work data for the month, click the “Submit Monty Data” button.

Save Data Temporarily Delete Temporarily Saved Data **Submit Monthly Data** Display for Printing

Daily Work Data Status > Temporarily Saved Data:[]
 Monthly Work Data Status > Data Rejected:[]

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/>	12/1	Tue	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/2	Wed	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/3	Thu	Details	Work Day	12:20 ~ 14:05	1:45	TA(講義)/TA (Lecture) 12:20 - 14:05 (1:45)	12:20~14:05	Subject name, Instructor's name, Class Support
			Details	Work Day	14:10 ~ 15:55	1:45	TA(講義)/TA (Lecture) 14:10 - 15:55 (1:45)	14:10~15:55	Subject name, Instructor's name, Class Support
<input type="checkbox"/>	12/4	Fri	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/5	Sat	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/6	Sun	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/7	Mon	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/8	Tue	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/9	Wed	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/10	Thu	Details	Work Day	12:20 ~ 14:05	1:45	TA(講義)/TA (Lecture) 12:20 - 14:05 (1:45)	12:20~14:05	Subject name, Instructor's name, Class Support
			Details	Work Day	14:10 ~ 15:55	1:45	TA(講義)/TA (Lecture) 14:10 - 15:55 (1:45)	14:10~15:55	Subject name, Instructor's name, Class Support
<input type="checkbox"/>	12/11	Fri	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/12	Sat	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/13	Sun	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/14	Mon	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/15	Tue	Details	Non-Work Day				0:00-	

Enter the time which is shown in the “Shift” column.

Example of correct data

<input type="checkbox"/>	12/16	Wed	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/17	Thu	Details	Work Day	12:20 ~ 14:05	1:45	TA(講義)/TA (Lecture) 12:20 - 14:05 (1:45)	12:20~14:05	Subject name, Instructor's name, Class Support
			Details	Work Day	14:10 ~ 15:55	1:45	TA(講義)/TA (Lecture) 14:10 - 15:55 (1:45)	14:10~15:55	Subject name, Instructor's name, Class Support
<input type="checkbox"/>	12/18	Fri	Details	Non-work Day				0:00-	
<input type="checkbox"/>	12/19	Sat	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/20	Sun	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/21	Mon	Details	Work Day	10:00 ~ 15:00	5:00	TA(講義)/TA (Lecture) 10:00 - 12:00 (2:00) TA(講義)/TA (Lecture) 13:00 - 15:00 (2:00)		Subject name, Instructor's name, Preparing Class Materials
<input type="checkbox"/>	12/22	Tue	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/23	Wed	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/24	Thu	Details	Non-Work				0:00-	
<input type="checkbox"/>	12/25	Fri	Details	Non-Work				0:00-	
<input type="checkbox"/>	12/26	Sat	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/27	Sun	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/28	Mon	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/29	Tue	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/30	Wed	Details	Non-Work Day				0:00-	
<input type="checkbox"/>	12/31	Thu	Details	Non-Work Day				0:00-	
Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
-	-	-	Work Day: 7day[s] Non-Work Day: 27day[s]	-	-	15:30	-	14:30	-

Example of incorrect data

Actual Work Hours: 15:30 Part-Time Work Records: 14:30

If the time for “Actual Hours Worked” shown on the lower part of the month screen and the time for your “Part-time Work Records” will not match, please re-enter your data and check to make sure there are not any mistakes.

2015,12,26(Sat)~2016,1,1(Fri) 0:00 0:00 0:00 0:00 0:00

Save Data Temporarily Delete Temporarily Saved Data Submit Monthly Data