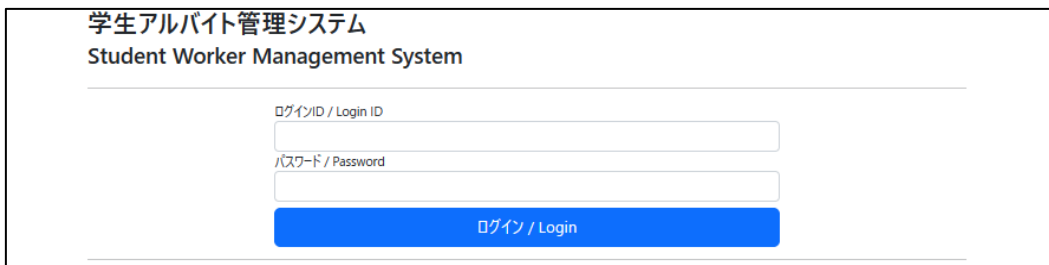


How to use the Student Worker Management System (Faculty Version)

1. How to Login

<https://ptjstv.u-aizu.ac.jp/>

Use your AINS ID and Password

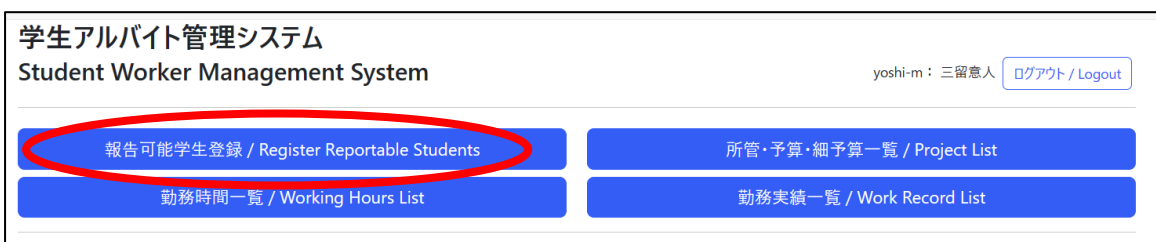


2. Registration of Reportable Students

(1) Here, you can register students eligible to perform student jobs funded with your research funds.

Registration is not required for student workers paid with funds other than faculty research funds (e.g. SAs, TAs, RAs, student jobs funded with grant funds) as registration of these students will be carried out by the section in charge.

① Select "Register Reportable Students"



② Click "Register" button



③ Select your name in the Supervisor, enter the student ID number of the student who will be performing the student job, and click the “Save” button.

学生アルバイト管理システム
Student Worker Management System

yoshi-m : 三留意人
ログアウト / Logout

報告可能学生登録 / Register Reportable Students

< 保存せず一覧へ戻る / Return Without Saving

年度 / Fiscal Year: 2024

所管 / Supervisor: Teacher 1

ユーザID / User ID: [Empty]

ユーザ氏名 / User Name: [Empty]

削除 / Delete

ユーザ入力行追加 / Add User Input Field

保存 / Save

④ A list of registered students will be displayed.

学生アルバイト管理システム
Student Worker Management System

supervision
ログアウト / Logout

登録 / Register

年度 / Fiscal year: 2023

ユーザID / User id: [Empty]

ユーザ氏名 / User full name: [Empty]

所管 / Jurisdiction: 全て / All

検索 / Search

CSVダウンロード / CSV download

アップロードファイル / Upload file

ファイルの選択: ファイルが選択されていません

CSVアップロード / CSV upload

年度 / Fiscal year	ユーザID / User id	ユーザ氏名 / User full name	所管 / Jurisdiction	削除 / Delete
2023	s1200001	会津 太郎	2023_所管1	×
2023	student1	学生	2023_所管1	×

*When requesting a student to perform a student job funded with research funds, please be sure to communicate to the student in advance which research budgets (e.g. L: laboratory management funds, G: graduate school research advising fund, P: competitive research fund and project code) they can select.

(2) If you wish to register students only for specific research budgets*, you can do so from research fund from the "Project List".

*For example, if you wish to limit the research funds that will be used to finance a student job to “L: Laboratory Management Funds only” or “external funds for a specific project code only.”

① Select "Project List"

学生アルバイト管理システム
Student Worker Management System

yoshi-m : 三留意人 [ログアウト / Logout](#)

報告可能学生登録 / Register Reportable Students

勤務時間一覧 / Working Hours List

所管・予算・細予算一覧 / Project List

勤務実績一覧 / Work Record List

② Select the ">" button for the research fund for which you wish to register students.

学生アルバイト管理システム
Student Worker Management System

supervision [ログアウト / Logout](#)

年度 / Fiscal year: 2023

所管 / Jurisdiction: 全て / All

予算 / Budget: 全て / All

細予算 / Detailed budget: 全て / All

担当課所管 / Charge jurisdiction: 全て / All

監督者所管 / Supervision jurisdiction: 全て / All

監督者ID / Supervision user id:

検索 / Search

年度 / Fiscal year	所管・予算・細予算 / Project	担当課所管 / Charge jurisdiction	監督者所管 / Supervision jurisdiction	監督者ID / Supervision user id	単価 / Unit price	学生ユーザID / Student user id	学生氏名 / Student name	編集 / Edit	削除 / Delete
2023	2023_所管1・2023_予算1・2023_細予算1	2023_所管1	2023_所管1			student2 student1	学生2 学生	>	×
2023	2023_所管1・L研 研究室運営費	研究支援	2023_所管1					>	×

③ When the registration screen appears, enter the student's ID number and click the "Save" button.

所管・予算・細予算登録 / Project Registration

< 保存せず一覧へ戻る / Return Without Saving

年度 / Fiscal Year: 2023

所管 / Supervisor: 総務係

予算 / Budget: 一般寄附金事業

細予算 / Budget Sub-category: 開学30周年記念事業・大学運営等奨励支援寄付金 (会津産学懇話会)

担当課所管 / Section in Charge: 総務係

監督者所管 / Supervisor: 設定なし

監督者ID / Supervisor ID: yoshi-m

単価 / Wage:

表示期日 / Display Date: yyyy/mm/dd

学生ユーザID / Student User ID	学生ユーザ氏名 / Student User Name	削除 / Delete
student1		×
student1		×

学生入力行追加 / Add Student Input Field

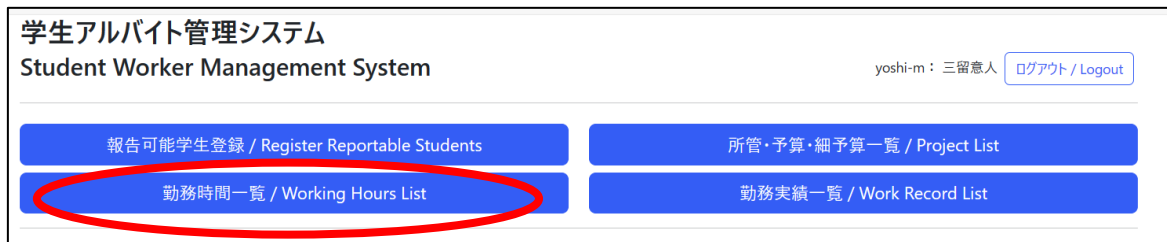
保存 / Save

3. Confirmation and Approval of Working Hours

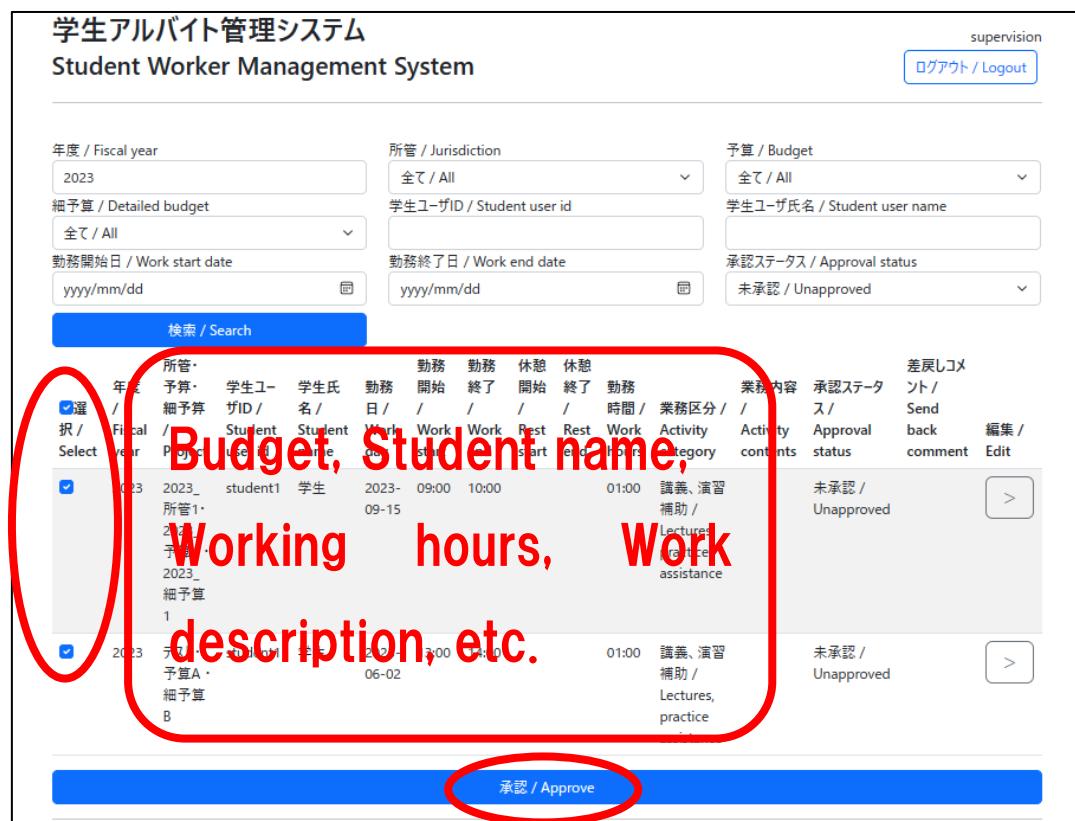
When students register working hours, this and other information will be reflected on this screen.

Please review the information and approve it if there are no problems.

① Select "Working Hours List"



② If there are no problems with the budget, student name, work hours, etc., select the check boxes and click the "Approve" button.



If you have unapproved data for the previous day or earlier as of 8:50 a.m. on Monday, you will receive an approval request e-mail from which you can access and approve the data.

Students are required to close out the previous month's work hour reports by the 5th of

each month, but if there is unapproved data, the closing process cannot be completed. If you have unapproved data for the previous month or earlier, you will receive an approval request e-mail at the same time each day, so please check and approve the data as soon as possible.

③ If there is an error in the data and you cannot approve it, click the ">" button, set the "Approval Status" to "Return for Corrections," enter a comment describing the reason, and then click the "Save" button.

The screenshot displays the 'Student Worker Management System' interface. At the top, it shows the user 'yoshi-m: 三留意人' and a 'Logout' button. Below this is a navigation bar with a link '< 保存せず一覧へ戻る / Back to list without save'. The main form contains several input fields: 'Student user id', 'Student user name', 'Project' (with a dropdown menu), 'Work day' (2023/12/06), 'Fiscal year' (2023), 'Work start at' (10:00), 'Work end at' (15:00), 'Rest start at' (---), and 'Rest end at' (---). Below these are 'Activity category' (Lectures, practice assistance) and 'Activity contents'. At the bottom, the 'Approval status' dropdown is set to 'Return for Corrections', and the 'Send back comment' field is empty. A blue 'Save / 保存' button is highlighted with a red circle.

4. Work Record List

You can check from the "Work Record List" to see if the student has already finalized (closed out) their reported working hours.

You can also check the amount paid per student and per budget for the relevant month in the same manner.

学生アルバイト管理システム Student Worker Management System

yoshi-m : 三留章人 [ログアウト / Logout](#)

年度 / Fiscal year: 2023
 所管 / Jurisdiction: 全て / All
 予算 / Budget: 全て / All
 細予算 / Detailed budget: 全て / All
 学生ユーザID / Student user id:
 学生ユーザ氏名 / Student user name:
 勤務月 / Work month:
 月締めステータス / Monthly closing status: 全て / All
 勤務実績承認ステータス / Implementation result approval status: 全て / All
 未提出書類のある学生 / Students with unsubmitted documents:

[検索 / Search](#) [CSVダウンロード / CSV download](#)

所管・予算・細予算	学生ユーザID / Student user id	学生ユーザ氏名 / Student user name	勤務月 / Work month	単価 / Unit price	勤務時間 / Work hours	支給額 / Payment amount	勤務時間承認ステータス / Implementation approval status	月締めステータス / Monthly closing status	勤務実績承認ステータス / Implementation result approval status	未提出書類 / Not submitted documents
研究支援・月経経探査 アーカイブサイエンス事業			12	1000	15.0	15000	未 / Not approved	未 / Not closed	未 / Not approved	税区分 / Tax class 甲 / A 税区分有効年 / Valid year 2024
計画広報係・大学開放 事業			12	900	3.5	3150	未 / Not approved	未 / Not closed	未 / Not approved	税区分 / Tax class 甲 / A 税区分有効年 / Valid year

5. Other

- Fractions of less than 30 minutes in the total hours worked per student, per budget, or per month will be rounded up to the nearest 30 minutes.

*This system will only replace the preparation, approval, and submission of Implementation Report Forms for SAs, TAs, RAs, and student workers paid with university funds (e.g. research funds) or external funds (e.g. grant funds). Other documents must continue to be prepared and submitted in the same manner as before.

Examples of documents that must be prepared and submitted as before:

[TAs / SAs]

(Form No. 2) SA/TA Confirmation Form

[Student jobs funded with research funds]

(Form No. 7-4) Details Regarding Student Job Funded with Research Funds