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

1. How to Login

https://ptjsv.u-aizu.ac.jp/

Use your AINS ID and Password.

2. Registration of Student Workers

(1) Here, you can register students eligible to perform student jobs funded with your research funds. Registering student as student workers will allow them to report their working hours, etc. in the system.
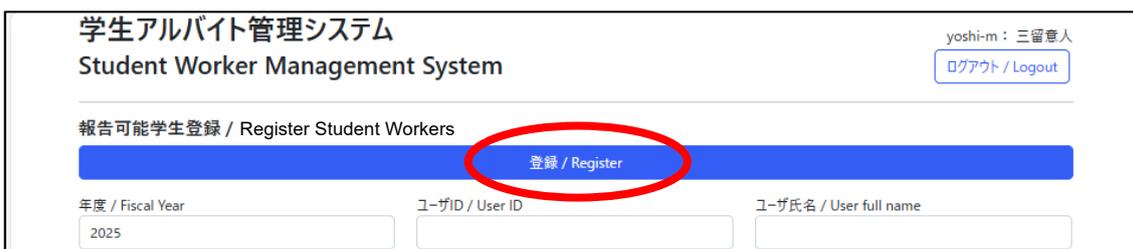
You are not required to register student workers paid with funds other than your UoA research funds (e.g. SAs, TAs, RAs, student jobs funded with grant funds) as registration of these students will be carried out by the section in charge of that funding source.

① Select "Register Student Workers"

② Click "Register" button

③ Select your name in the Supervisor field, enter the student ID number of the student you wish to register as a student worker, and click the "Save" button.

④ A list of registered student workers will be displayed.

*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 should select.

(2) Copying students from the previous fiscal year

① Select "Register Reportable Students "

② Select the previous fiscal year (e.g., 2024) in the Fiscal Year field and click "Search"

③ The student workers registered last fiscal year will be displayed.

Click "Copy to Next Year."

(Note: You can only bulk copy to the next year. Please delete any entries you do not wish

to register as student workers from the list after copying.

(3) If you wish to register student workers <u>only for specific research budgets</u>*, you can do so from the "Project List" screen.

*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."

*Student information registered from the "Project List" screen cannot be copied to the next fiscal year.

① Select "Project List"

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

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

3. Confirmation and Approval of Working Hours

When students register working hours in the system, hours and work details 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., tick the check boxes and click the "Approve" button.

If you have unapproved data from the previous day or earlier as of 8:50 a.m. each 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 "Send back," enter a comment describing the reason, and then click the "Save" button.

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.

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