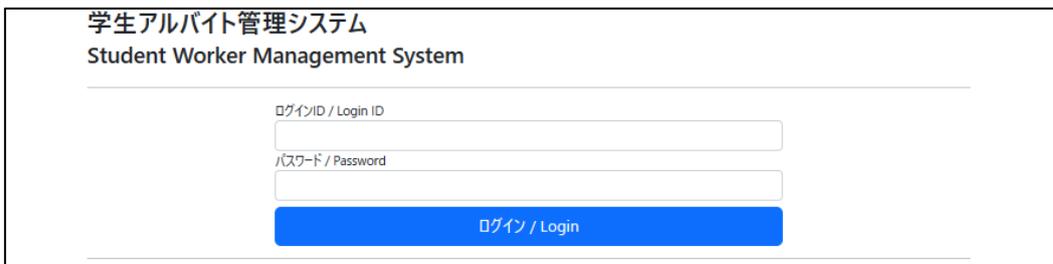


How to use the Student Worker Management System (Faculty Version)

1. How to Login

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

Use your AINS ID and Password.



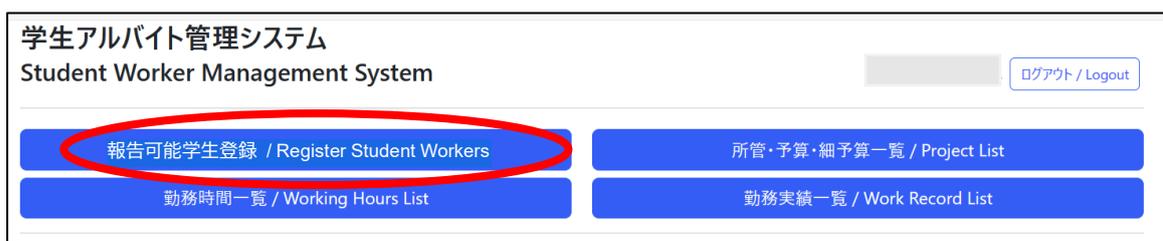
The screenshot shows the login interface for the Student Worker Management System. At the top, it says "学生アルバイト管理システム" and "Student Worker Management System". Below this, there are two input fields: "ログインID / Login ID" and "パスワード / Password". A blue button labeled "ログイン / Login" is positioned below the password field.

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.

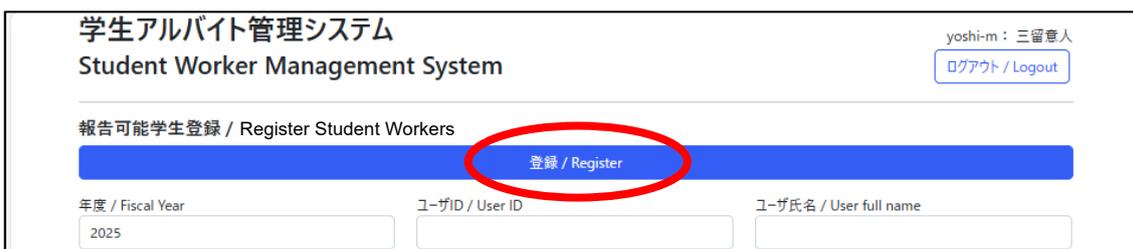
You are not required to register student workers paid with funds other than your UoA research funds (e.g. SAs, TAs, RAs, student jobs funded with grant funds) as registration of these students will be carried out by the section in charge of that funding source.

① Select "Register Student Workers"



The screenshot shows the main menu of the Student Worker Management System. The title "学生アルバイト管理システム" and "Student Worker Management System" is at the top. A "ログアウト / Logout" button is in the top right. The main menu consists of four blue buttons: "報告可能学生登録 / Register Student Workers" (circled in red), "所管・予算・細予算一覧 / Project List", "勤務時間一覧 / Working Hours List", and "勤務実績一覧 / Work Record List".

② Click "Register" button



The screenshot shows the registration page for the Student Worker Management System. The title "学生アルバイト管理システム" and "Student Worker Management System" is at the top. A "ログアウト / Logout" button is in the top right. The main heading is "報告可能学生登録 / Register Student Workers". Below this, there is a blue button labeled "登録 / Register" (circled in red). At the bottom, there are three input fields: "年度 / Fiscal Year" (with "2025" entered), "ユーザID / User ID", and "ユーザ氏名 / User full name".

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.

The screenshot shows the 'Student Worker Management System' registration page. At the top right, the user 'yoshi-m' is logged in as '三留意人' (Sanrei-jin) with a 'Logout' button. The main heading is '報告可能学生登録 / Register Student Workers'. Below this is a navigation bar with '< 保存せず一覧へ戻る / Return Without Saving'. The form includes a '年度 / Fiscal Year' dropdown set to '2024' and a '所管 / Supervisor' dropdown set to '設定なし'. Below these is a table with columns for 'ユーザID / User ID', 'ユーザ氏名 / User Name', and '削除 / Delete'. The 'ユーザID' field is empty and highlighted with a red box. Below the table is a 'ユーザ入力行追加 / Add User Input Field' button and a '保存 / Save' button, which is also highlighted with a red circle.

④ A list of registered student workers will be displayed.

The screenshot shows the 'Student Worker Management System' displaying a list of registered student workers. At the top right, the user 'yoshi-m' is logged in as '三留意人' (Sanrei-jin) with a 'Logout' button. The main heading is '報告可能学生登録 / Register Student Workers'. Below this is a blue bar with '登録 / Register'. The form includes a '年度 / Fiscal Year' dropdown set to '2025', a 'ユーザID / User ID' input field, and a 'ユーザ氏名 / User full name' input field. Below these is a '所管 / Supervisor' dropdown set to '全て / All' and a '検索 / Search' button. Below the search fields is a table with columns for '年度 / Fiscal Year', 'ユーザID / User ID', 'ユーザ氏名 / User Name', 'ユーザロール / User Role', '所管 / Supervisor', and '削除 / Delete'. The table contains one row with the following data: '2025', 'studentTest', 'studentTest', '学生 / Student', '教務係(共通)', and a delete button (x). The entire table is highlighted with a red box. Below the table is a '次年度へのコピー / Copy For The Next Year' button.

*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 "

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

ログアウト / Logout

報告可能学生登録 / Register Student Workers

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

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 Student Workers

登録 / Register

年度 / Fiscal Year
2024

ユーザID / User ID

ユーザ氏名 / User full name

所管 / Supervisor
全て / All

検索 / Search

年度 / Fiscal Year	ユーザID / User ID	ユーザ氏名 / User Name	ユーザロール / User Role	所管 / Supervisor	削除 / Delete
------------------	-----------------	-------------------	--------------------	-----------------	-------------

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.)

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 Student Workers

登録 / Register

年度 / Fiscal Year
2024

ユーザID / User ID

ユーザ氏名 / User full name

所管 / Supervisor
全て / All

検索 / Search

年度 / Fiscal Year	ユーザID / User ID	ユーザ氏名 / User Name	ユーザロール / User Role	所管 / Supervisor	削除 / Delete
2024	studentTest	studentTest	学生 / Student	教務係(共通)	x

次年度へのコピー / Copy to Next Year

(3) If you wish to register student workers only for specific research budgets*, 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"

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

ログアウト / Logout

報告可能学生登録 / Register Student Workers

所管・予算・細予算一覧 / Project List

勤務時間一覧 / Working Hours 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

ログアウト / Logout

所管・予算・細予算一覧 / Project List

年度 / Fiscal Year: 2024

所管 / Supervisor: 全て / All

予算 / Budget: 全て / All

細予算 / Budget Sub-category: 全て / All

担当課所管 / Section in Charge: 全て / All

監督者所管 / Supervisor: 全て / All

監督者ID / Supervisor ID:

学生ユーザID / Student User ID: studentTest

検索 / Search

年度 / Fiscal Year	所管・予算・細予算 / Project	担当課所管 / Section in Charge	監督者所管 / Supervisor	監督者ID / Supervisor ID	単価 / Wage	学生ユーザID / Student User ID	学生氏名 / Student Name	編集 / Edit
2024	予算経理係 (テスト) 予算経理係 (テスト)	予算経理係 (テスト)		yoshi-m		studentTest	studentTest	>

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 一般客附金事業	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	存在しません。 / not exist.	×
student1	存在しません。 / not exist.	×

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 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"

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

ログアウト / Logout

報告可能学生登録 / Register Student Workers	所管・予算・細予算一覧 / Project List
勤務時間一覧 / Working Hours List	勤務実績一覧 / Work Record List

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

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: 所管 / Supervisor: 全て / All 予算 / Budget: 全て / All

細予算 / Budget Sub-category: 全て / All 学生ユーザID / Student User ID: 学生ユーザ氏名 / Student User Name:

勤務開始日 / Work Start Date: yyyy/mm/dd 勤務終了日 / Work End Date: yyyy/mm/dd 承認ステータス / Approval Status: 全て / all

[検索 / Search](#)

年度 / Fiscal Year	所管 / Supervisor	学生ユーザID / Student User ID	学生氏名 / Student Name	勤務開始日 / Work Start Date	勤務終了日 / Work End Date	勤務時間 / Work Time	業務区分 / Activity Category	業務内容 / Activity contents	承認ステータス / Approval status	差戻コメント / Send back comment	編集 / Edit
<input checked="" type="checkbox"/>	2023	2023_	student1	学生	2023-09-15	09:00 - 10:00		01:00 講義、演習補助 / Lectures, practice assistance	未承認 / Unapproved		>
<input checked="" type="checkbox"/>	2023	テ	student1	学生	2023-06-02	13:00 - 14:00		01:00 講義、演習補助 / Lectures, practice assistance	未承認 / Unapproved		>

[承認 / Approve](#)

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.

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

勤務時間登録 / Working Hour Registration

< 保存せず一覧へ戻る / Return Without Saving

学生ユーザID / Student User ID
学生ユーザ名 / Student User Name

所管・予算・細予算 / Project
学生支援係(共通)・修学支援室運営費

勤務日 / Work Date
2025/04/09

年度 / Fiscal Year
2025

勤務開始時間 / Start Time
17:00

勤務終了時間 / End Time
19:00

休憩開始時間 / Start of Break
--:--

休憩終了時間 / End of Break
--:--

業務区分 / Work Category
講義、演習補助 / Lecture and Exercise Assistance

業務内容 / Work Contents
修学支援室SA

承認ステータス / Approval Status
差戻し / Send back

差戻しコメント / Comment

保存 / Save

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

勤務実績一覧 / Work Record List

年度 / Fiscal Year
2024

所管 / Supervisor
全て / All

予算 / Budget
全て / All

細予算 / Budget Sub-category
全て / All

担当課所管 / Section in Charge
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
2

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 / Work Record Approval Status
全て / All

未提出書類のある学生 / Students with Unsubmitted Documents

勤務実績承認年月 / Approved Year Month
.....年..月

検索 / Search

CSVダウンロード / CSV Download

支給額合計 / Total Payout : ¥4,976,350

選択 / Select	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 / Wage	勤務時間 / Work Hours	支給額 / Payment Amount	勤務時間承認ステータス / Working Hours Approval Status	月締めステータス / Monthly Closing Status	勤務実績承認ステータス / Work Record Approval Status	未提出書類 / Not Submitted Documents	編集 / Edit
<input type="checkbox"/>			2	1200	40.0	48000	済 / Approved	済 / Closed	済 / Approved	税区分 / Tax Class 乙 / O >	
<input type="checkbox"/>			2	1200	20.0	24000	済 / Approved	済 / Closed	済 / Approved	税区分有効年 / Valid Year 2025 税区分 / Tax Class 乙 / O >	

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