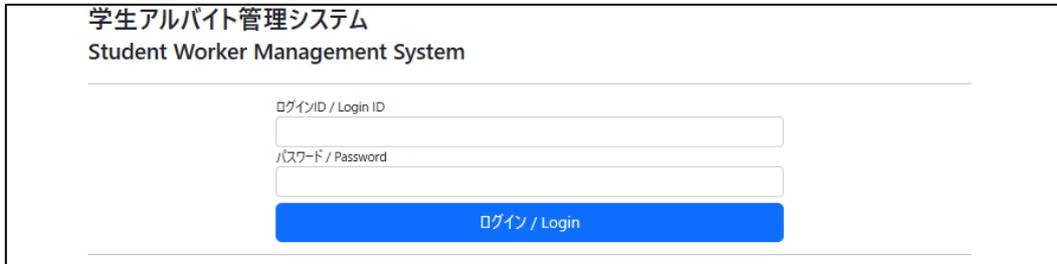


# How to use the Student Worker Management System (Student Version)

## 1. How to Login

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

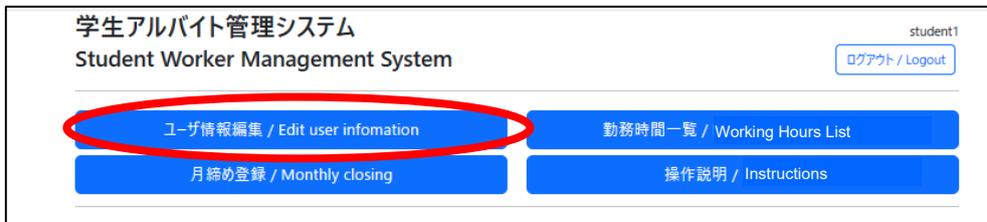
Use your AINS ID and password.



The screenshot shows the login page of the Student Worker Management System. The title is "学生アルバイト管理システム Student Worker Management System". There are two input fields: "ログインID / Login ID" and "パスワード / Password". Below the fields is a blue button labeled "ログイン / Login".

## 2. Edit User Information

To enter work hours, user information must be entered.



The screenshot shows the main menu of the Student Worker Management System. The title is "学生アルバイト管理システム Student Worker Management System". There is a "student1" user name and a "ログアウト / Logout" button. The menu items are: "ユーザ情報編集 / Edit user information" (circled in red), "勤務時間一覧 / Working Hours List", "月締め登録 / Monthly closing", and "操作説明 / Instructions".

Enter and save your gender, date of birth, phone number, postal code, and address information.

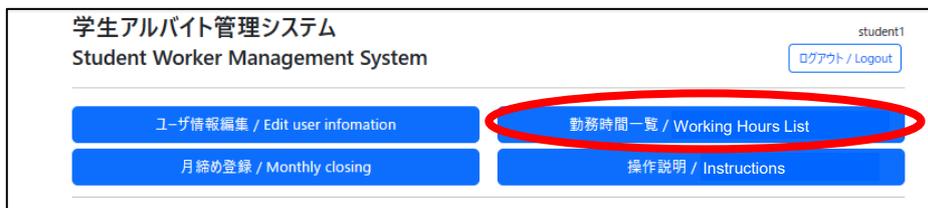
The information entered here will be used for reporting to the municipality and tax office, so please enter accurate information.



The screenshot shows the user information edit page of the Student Worker Management System. The title is "学生アルバイト管理システム Student Worker Management System". There is a "student1" user name and a "ログアウト / Logout" button. The form fields are: "性別 / Gender" (男 / man), "生年月日 / Birthday" (1992/09/01), "電話番号 (ハイフンなし) / Telephone number (no hyphen)" (0242372509), and "郵便番号 (ハイフンなし) / Postal code (no hyphen)" (9693301). The address field is "住所 / Address" (福島県郡山市登米町登米字中ノ橋1831-3). There is a "> 推測 / Infer" button and a "保存 / Save" button (circled in red). There is also a "< メニューへ戻る / Back to menu" button.

### 3. Working Hours List

You can enter your working hours here.

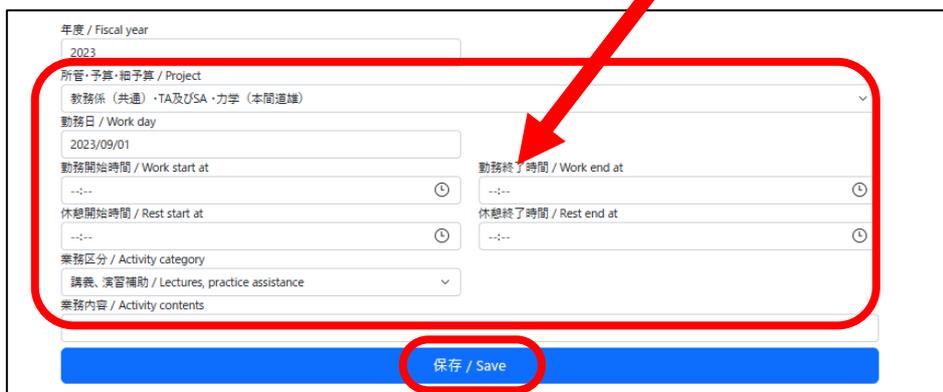
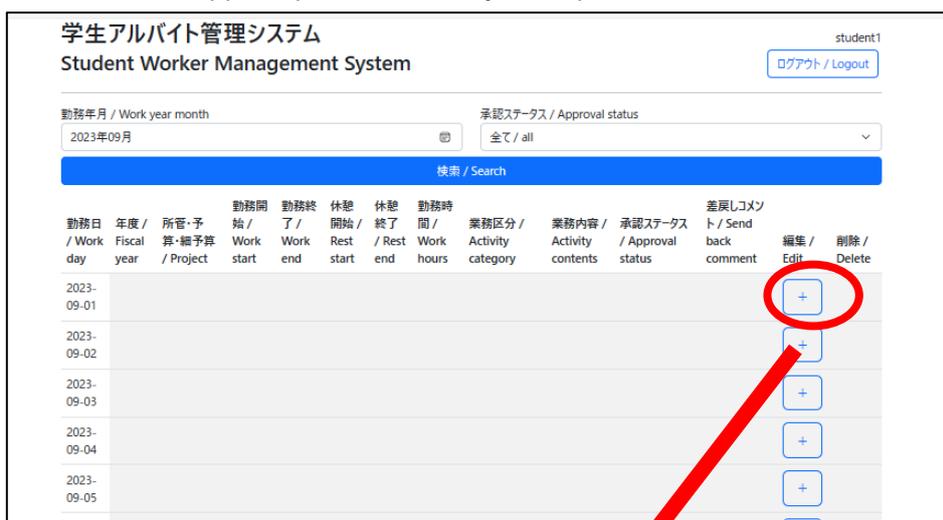


Click the "+" button for the date you wish to enter work information.

You can edit and delete the entered work information from the buttons on the right side of the screen.

\*If your student information has not been registered by your supervisor (the faculty member in charge of your student job, if you are paid using research funds, or the division in charge for all other student jobs), the "Project" will not be displayed.

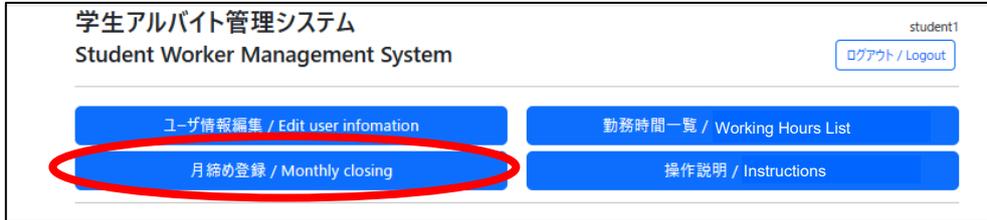
If it does not appear, please contact your supervisor.



\*Work information that does not comply with work rules (daily and weekly work hour limits, breaks, etc.) cannot be registered. Check the work rules carefully before performing your student job.

#### 4. Monthly Closing

Once all work hours for the month have been registered and approved by your supervisor, be sure to finalize the hours (close out the month) by the 5th of the following month. If you have not closed out the month by the deadline, you will not be paid for your work.



**\*Once your hours have been finalized, no further revisions can be made. Please make sure that all of your work hours have been submitted accurately before closing out the month.**



\*The check box for the monthly closing implementation will not appear until your supervisor has approved your reported hours.

If the check box does not appear, please contact your supervisor.

## 5. Documents to be Submitted

The first time you perform a student job, the following documents must be submitted by the 5th of the following month.

### [Documents]

(1) Bank account\* information (copy of bankbook, etc.)

\*Account must be in your own name

(2) Copies of documents showing your Individual Number ("My Number")

(My Number card, Certificate of Residence with your My Number, My Number notification card, etc.)

(3) Declaration of Dependent Exemption, Etc.\*

\*If you have not submitted an Application for (Change in) Exemption for Dependents of Employment Income Earner, your taxes will be automatically calculated based on the Otsu-ran category. In order to receive income tax deductions and refunds, you must file tax return at the tax office, even if the total amount of your wages is small.

\*An Application for (Change in) Exemption for Dependents of Employment Income Earner must be filed every calendar year. Even if you have submitted the form in the past, if you have not submitted the form in the year in which you perform a student job, the tax amount will be calculated based on the Otsu-ran category.

### [Submit to]

Student Jobs Funded with Research Funds: Administration Complex 1F, Planning and Collaboration Division (Collaboration and Assistance Section),

SAs/TAs/RAs: Student Hall 2F, Student Affairs Division (Academic Affairs Section)

Other Jobs: Administrative staff of the division in charge