

Student Worker Management System Q&A (for students)

No.	Item	Question	Answer
1	Accessibility	Can I only access the system from the campus network?	Although the system is available only from the campus network, it can be accessed from outside the campus by using a VPN. For details, please refer to Information Processing Center > Technical Information > How to use VPN. https://web-int.u-aizu.ac.jp/labs/istc/ipc/service/ains-vpn/vpn.html
2	Screen	I have submitted the documents for my account information and Personal Identification Number (“My Number”), but they are still listed as unsubmitted.	After submission, it will take some time for the information to be reflected on the screen. The information should be reflected around the middle of the month following the month in which you worked. Therefore, if the update is not made after that, please consult with the section staff in charge.
3	Working Hours List	I want to register work hours for the previous month, but only the current month’s calendar is displayed. What should I do?	Select the year and month you wish to register in the “Work Year and Month” section at the top left of the screen, and press the Search button to display the calendar for that month.
4	”	The option corresponding to the student job I performed is not displayed in the “Jurisdiction, Budget, and Budget Sub-category” drop-down list.	For student jobs funded with research funds, please contact the faculty member in charge. For students jobs funded with other types of funds, please contact the section in charge.
5	”	After entering work hours, I noticed that there is a mistake in the information I entered. What should I do?	Modifications to work hours and contents can be made from the edit section. When modifying the “Work Date” or “Jurisdiction, Budget, and Budget Sub-category,” please delete the registered data and enter new data.
6	Monthly Closing	I have completed the entry and approval of work hours, but I am unable to connect to the campus network to process the monthly closing because I am back home. What should I do?	If you will be away for an extended period of time, please set up a VPN as far in advance as possible. (See Q&A No. 1.) If you are unable to access the system, please contact the Budget and Accounting Section (cl-budget@u-aizu.ac.jp) with the following information, filling in the underlined sections. 1. I am unable to close out the month because <u>xxxxx</u> . 2. The work I want to close is <u>xxxxx</u> performed in <u>xxxxx</u> . In that case, the Budget and Accounting Section will check the work record in question and close the month.
7	”	I am unable to close out the month because the check box does not appear.	You cannot close the month until the work hours are approved. Please check again in a few days, and if the work hours are still not approved, please contact the faculty member in charge of your student job or the section staff in charge.
8	Other	I am about to graduate but am still scheduled to work in my final month. How long will the system be available?	You will not be able to log into the system once your university account expires on the day of your degree conferment ceremony. Therefore, please be sure to register your work hours and close out the month before then.