## Student Manual for Online Attendance Record

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### Introduction

### - The online work attendance record system offers students the following benefits! -

 You had to submit your work attendance sheets to each office that hired you, but you can now enter and submit the work data of all (※) your on-campus part-time jobs via the online work attendance record system.
 ※Excluding some part-time jobs for the Research Office.
 (Students hired by the Research Office will use the same work attendance sheets as before.)

2. It will be easy to keep your work hours within 28 hours per week (※).
※Both domestic and international students are allowed to work part-time on campus up to 28 hours per week. (However, international students must keep a total of their on-campus and off-campus part-time work hours within 28 hours per week.) (up to 40 hours per week during long vacations)

3. It will be easy to correct data mistakes.

You will no longer need to erase errors with double lines and place an correction seal on them.

4. If you have a PC and internet connection, you can access the online work attendance record system from anywhere in the world.

5. You can check your payslips online.

You will no longer need to worry about misdelivery of your payslips when moving to a new place.

### 1. How to Login

Access the Online Attendance Record System to login.

You can access the Online Attendance Record System from the On-Campus Student Job Center's Web site. https://en.apu.ac.jp/secure students/s



### 2. Explanation of Menus



### 3. Basic Data Entry





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### 4. When Working Multiple Jobs/Shifts — How to Enter Second Work Data Below is an example of how to enter data when working two different jobs on July 1, as an Administration Office assistant from 12:30 to 14:00 (first work) and as a Student Office TSS from 15:00 to 16:30 (second work).

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**XExamples of Incorrect Data Entry** If you enter multiple job/shift work data, be sure to click the <u>"Add More Work"</u> button.

Select Part-Time Work Code No. Project Code APU > スチューデントオフィス/Student Office > [A_02001] TSS APU > アドミニストレーションオフィス/Administration Office > [A_02] APU > アドミニストレーションオフィス/Administration Office > [A_02] For Contemporation Applied For Contemporation For Con	Sta ☆ 15 07001】 業務補助/… 12 This is an i If you have the "Add P	+ - 10 art Time End Tim :00 16:30 :30 14:00 mcorrect way to entre e multiple jobs/shift	>> Reflect to Work Tir Me Work time 1:30 1:30 er work data. s a day, be sure to clic	ne
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### 5. Taking a Break during Work

If you take a break during work, you will need to enter the work data before and after the break separately, same as in the case of multiple jobs/shifts.

Below is an example of how to enter data when working 2 hours in the morning, taking a break and then working again in the afternoon on July 3.



2024,7,3(\	Wed) Wo	rk No.1			1						
Work Shi	ifts	Calcul	ated Value	es							
Work/Non-'	Work Days	Actual \	Work Hours	Statutory Ho	ours Non-St	atutory Hours	Late-Night Hours				
Work Days			3:00	3	::0C	0:00	0:00				
Remarks											
Remarks											
					÷ .						
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No. Proj	ect Code	ック オフィス//	Academic Offi	ce > 【A 010:	LO】 LA(講義)	/TA (Lecture)	09:00	End Time	3:00		
2		2.12.124				<u>, (,</u>					
3											
3						Charlett					
3 4 5						5. Check th	e data entered	and click the	'OK" button.		
3 4 5						5. Check th	e data entered	and click the	'OK" button.		
3 4 5						5. Check th	e data entered	and click the	'OK" button.		
3 4 5 Back to Pre	evious Page	Back to	b Daily Work	Data Entry		5. Check th	e data entered	and click the	'OK" button.		
3 4 5 Back to Pre	evious Page	Back to	) Daily Work	Data Entry	OK	5. Check th	e data entered	and click the	'OK" button.		
3 4 5 Back to Pre	evious Page	Back to	Daily Work	Data Entry	OK	5. Check th	e data entered	and click the	'OK" button.		
3 4 5 Back to Pre	evious Page	Back to Delete 1	o Daily Work	Data Entry aved Data	OK Submit Month	5. Check th	De data entered	and click the	'OK" button.		
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Work/Nor-Work Days Actual Work Hours Statutory Hours Non-Statutory Hours Late-Night Hours	
Work Dars ~ 3:00 3:00 0:00 0:00	
Back To Previous Page Calculation Results Next	
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2024,7,3(Wed) Work No.2	
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Work/ten-Work Days 8. Change the "Non-Work Day" to "Work Day."	
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2	
9. Select a Part-Time Wok Code, enter work hours and then click the "Next" button.	
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Back to Previous Page Calculation Results Next	
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### 6. Correction of Time Data Entry Errors

How to correct the work hour data of the second work on July 3 to 13:00-16:00.



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Work Shifts	Calcul	lated Value	es								
Work/Non-Work Da	ys Actual \	Work Hours	Statutory Hours	Non-Statutory Hour	s Late-Night Hour	rs					
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Remarks											
Remarks											
Transportation	Expenses										
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Shifts											
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3									-		
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				Sum	of ManHour	3	Hours (	00 Minutes			
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2024,7,3(Wed)	Vork No.2 Calcul	lated Value <sup>Work Hours</sup>	25 Statutory Hours	Non-Statutory Hour	s Late-Night Hour	rs					
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### 7. Correction of Part-Time Work Code Entry Errors

How to correct the part-time work code of the second work on July 3 from "TA (Lecture)" (13:00-16:00) to "Proctor" (13:00-16:00).



![](_page_17_Figure_0.jpeg)

### 8. Deletion of All Work Data for a Day

How to delete all the entered work data of July 3.

![](_page_18_Figure_2.jpeg)

## **XDeletion of Entered Data**

When you need to delete the data you entered, click the checkbox for the data or delete the data in the way described in "10. Deletion of Work Listed at the Bottom of Entered Work Data."

Daily Work Data Status > Temporarily Saved Data : [ ] **For Office Staff Use > [ ] [ ] [ ] [ ]         Monthly Work Data Status > Data Rejected : [ ]         Select All       Clear         Work Days       Day of the Week         Details       Work/Non-Work Days         7/1       Mont         Details       Work Days         15:00       16:30         17/2       Tue         Details       Non         0:00       -         7/3       Wed         Example)       If you want to delete the entered work data of July 1	
Select All       Clear         Work Days       Day of the Week       Details       Work/Non-Work Days       Work Hours       Transportation Expenses       Actual Work Hours       Part-Time Work Records         7/1       Mon       Details       Work Days       15:00 ~ 16:30       1:30       TSS15:00 - 16:30 (1:30)         7/2       Tue       Details       Non       0:00       -         7/3       Wed       Example) If you want to delete the entered work data of July 1	
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7/4 Thu	
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1         e.g. Project A > Project B > Project C         ☆         e.g. 09:00         e.g. 17:30	
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☐ 7/1 Mon Details Work Days 15:00 ~ 16:30 1:30 -	
7/2         Tue         Details         Non-Work Days         0:00         -           7/3         Wed         Details         Non-Work Days         0:00         -	

## The correct way is... You must click the checkbox!!

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	7/3	we Sa	wed Dat	a" button!!		ete rempo	rany			
C	7/4	Thu								

### 9. Deletion of Work Listed at the Bottom of Entered Work Data How to delete the last work data (second work) of March 1.

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5. The second work data of July 1 has been deleted.

If you enter multiple work data for the same day, you can only delete the one listed at the bottom. You cannot delete the work data you first entered alone.

Note that you can only delete work data one by one from the bottom of the list.

### 10. Submission of Monthly Work Data

Be sure to click the "Submit Monthly Data" button by the deadline (9AM of the 1st day of the month following your work) for the month you have worked.

![](_page_23_Picture_2.jpeg)

Save Data Temporarily Delete Temporarily ved Data Submit Monthly Data

### Monthly Work Data Summary:

Actual Work Hours: Hours actually worked per week

Late-Night Work Hours: Late-night (22:00-5:00 next day) work hours per week Total Hours Exceeding 28 hrs/Week: Hours worked exceeding 28 hours per week Total Hours Exceeding 40 hrs/Week: Hours worked exceeding 40 hours per week Total Hours Exceeding 8 hrs/Day: Hours worked exceeding 8 hours per day

![](_page_23_Figure_7.jpeg)

			he monthly work	data for	this period has	not vet been	submitted				
		-(/									
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aily Work Da	ata Status	> Temp	orarily Saved Data : [	] %F	or Office Staff Use	> [ ] [	] [	1			
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Work Days	the Week	Details	Work/Non-Work	Days	Work Hours	Expenses	Work Hours	Part-Time Work Records		Shifts	Remarks
7/1	Mon	Details	s Work Days		15:00 ~ 17:00		2:00	TSS15:00 - 17:00 (2:00)			
7/2	Tue	Details	Non-Work Days				0:00	-			
7/3	Wed	Details	s Work Days		$13:00 \sim 17:00$		4:00	TA (講義) /TA (Lecture)13:00 - 17:00	0 (4:00)		
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If you see any hours reflected in the "Total Hours Exceeding 28hrs/Week" column, it means that you work too much.

In that case, you must reduce your work hours from the following month.

However, if a week straddles 2 months, the work hours for the week will be added to the calculation of work hours for the latter month.

2024, 7	Previous	Month 2	024,7,1(Mon)~2024,7,3	B1(Wed) Next	Month				
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▲ 2024/7/1 ▲ 2024/7/3	(Mon)Work (Wed)Work	No.1 : The to No.1 : The to	otal hours of project records are otal hours of project records are	e longer than worki	ng hours				
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7/3	Wed	Details	Work Days	13:00 ~ 17:00		4:00	TA (講義) /TA (Lecture)13:00 - 17:00 (4:00)		
7/4	Thu	Details	Non-Work Days			0:00	-		

### 11. Data Rejected

After you submit the monthly work data, office staff in charge will check your work record entries. If there are any errors that need to be fixed, the data will be rejected. In that case, you must correct the errors and resubmit the monthly data.

![](_page_25_Picture_2.jpeg)

7/3       Wed       Details       Work Days       3:00 ~ 17:00         7/4       Thu       Details       Non-Work Days       0:00 -         7/5       Fri       Details       Non-Work Days       0:00 -         7/6       Sat       Details       Non-Work Days       0:00 -         7/7       Sun       Details       Non-Work Days       0:00 -         7/7       Sun       Details       Non-Work Days       0:00 -         7/7       Sun       Details       Non-Work Days       0:00 -         7/8       Mon       Details       Non-Work Days       0:00 -         7/31       Wed       Details       Work Days       0:00 -         7/31       Wed       Details       Work/Non-Work Days       0:00 -         7/31       Wed       Details       Work/Non-Work Days       0:00 -         7/31       Wed       Details       Work/Non-Work Days       Mork Hours         Transportation       Actual Work Hours       Transportation       Actual Work Hours       Part-Time Work Records       Shifts Remarks	
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2024,7,20(Sat) -2024,7,26(Fri) 0:00 0:00 0:00 0:00 0:00	00
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Norkener       Norkener <t< td=""><td>BY 300 300 300 300 300 300 300</td></t<>	BY 300 300 300 300 300 300 300

Go back to the monthly work data of the month. Go to the previous month's monthly work data. Go to the following month's monthly work data.

12.Work Shifts (Lecture TAs • SA Only) For Lecture TA • SAs only, their class-hour work shifts will be displayed in the work data. Enter data based on the shifts displayed in the work data.

XIf it does not appear, please enter it according to the shifts listed in the Lecture TA-SA Manual.

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
	Mon	Details	Non-Work Days			0:00	-	8:40-10:25	
	MOIT	Details	Non-Work Days			0:00	-	17:55-19:40	
7/2	Tue	Details	Non-Work Days			0:00	-	14:15-16:00	
7/3	Wed	Details	Non-Work Days			0:00	-		
7/4	Thu	Details	Non-Work Days			0:00	-		
7/5	Fri	Details	Non-Work Days			0:00	-		
7/6	Sat	Details	Non-Work Days			0:00	-		
7/7	Sun	Details	Non-Work Days			0:00	-		
- 7/9	Mon	Details	Non-Work Days			0:00	-	8:40-10:25	
1//0	MOIT	Details	Non-Work Days			0:00	-	17:55-19:40	
7/9	Tue	Details	Non-Work Days			0:00	-	14:15-16:00	
7/10	Wed	Details	Non-Work Days			0:00	-		

2024,	7,2(Tue) Work	No.1							
Datal	- M/	Marile Davia	Manha Harris						
Detai	IS Work/Non-	work Days	Work Hours						
Det	ails Work Days		$00:00 \sim 00:$	00					
Add	More Work								
Wor	k Shifts	Calcula	ated Values	Calculation	Results				
Work,	/Non-Work Days	Actual W	/ork Hours S	tatutory Hours	Non-Statutory	Hours	Late-Night Hours		
Wor	k Days 🗸 🗸		0:00	0:00		0:00	0:00		
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Sele	ct Part-Time Wo	ork Code						+ - 10 >> R	eflect to Work Time
No.	Project Code						Start Time	End Time	Work time
1	APU > アカデミック	フオフィス/A	cademic Office	> [A_01010] T	TA(講義)/TA (Leo	ture)	14:15	16:00	
2									
3									
4									
5									

**13. Transportation Expenses** Only in special cases, you will be reimbursed for transportation expenses. The office staff in charge will enter the amount of transportation expenses. You can check the amount to be paid in the monthly work data.

Save Dat	a Tempora	rily Del	lete Temporarily Saved Data	Submit Month	ly Data Disp	lay for Printir	ng		
Daily Work I Monthly Wo Select	Data Status rk Data Sta All	s > Temp itus > Di Clear	oorarily Saved Data : [] ata Rejected : []		ffUse > [	] [ ]			
Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
7/1	Mon	Details	Work Days	12:25 ~ 17:50	480	5:15	TA (講義) /TA (Lecture)12:25 - 17:50 (5:25)		
7/2	Tue	Details	Work Days	09:00 ~ 13:00	500	4:00	TA (講義) /TA (Lecture)09:00 - 13:00 (4:00)		
7/3	Wed	Details	Non-Work Days			0:00	9		
7/4	Thu	Details	Non-Work Days			0:00	-		

# **14. Registration of Part-Time Work Codes as Favorites** You can register part-time work codes you often use as favorites. Below is how to register [TA(lecture)] as a favorite.

elect Part-Time Work Code		+ - 10 >> Re	eflect to Work Time	
o. Project Code	Start Time	End Time	Work time	
. APU > アカデミック オフィス/Academic Office > 【A_01010】TA(講義)/TA (Lecture)	e.g. 09:00	e.g. 17:30		
1. When you enter the work data, select the part-time work code you and click the " $\star$ " button				
um of	IanHour	0 Hours	s 00 Minutes	
ack to Previous Page Calculation Results Next				
Register Favorite	2. Click	the "+Create	a favorite group"	button.
		7		
Favorite group *	rite group			
Project Code APUIN マカデミック オフィス Academic Office N	010101 TA	(護業) /TA		
(Lecture)	(_01010 <b>]</b> 1A	(調技)/18		
1				
<b>/</b>				
1	OK	CANCEL		
Create a new favorite group 🛛 🔰 🏋	o not chec	k "Projects to	be displayed by de	efault who
ope	ening the pi	oject panel".		
Name* favorite group				
Remarks				
Projects to be displayed by default when opening the project				
□ panel				
3. 5	et a name o	of your choice	and click the "OK"	button.

legister Favorite				×
Favorite group * f Project Code APU (Lec	favorite group > アカデミック オフィス/ ture)	<ul> <li>Create a fa</li> <li>Academic Office &gt;</li> </ul>	avorite group 【A_01010】TA	(講義) /TA
4. Confirm the conte	ents again and click th	e "OK" button.	ок	CANCEL

Select Part-Time Work Code	1	+	Rei	lect to Work Time
No. Project Code		Start Time	End Time	Work time
1	☆	e.g. 09:00	e.g. 17:30	
z ☆ APU > アカデミック オフィス/Academic Office > 【A_01010】TA(講義)/TA	(Lecture)			
QProject Selection	< 1/1 >			
4				
5 5. The part-time work code you selected has been				
added as a favorite.	Sum of M	anHour	0 Hours	00 Minutes
Select Part-Time Work Code			+ — 🖸 >> Re	eflect to Work Time
No. Project Code		Start Time	End Time	Work time
1 APU > アカデミック オフィス/Academic Office > 【A_01010】TA(講義)/T	A (Lecture) 🕁	e.g. 09:00	e.g. 17:30	
2				
2 3 6. Confirm the	e contents aga	ain and click	the "OK" butt	on.
2     3     4   6. Confirm the	e contents aga	ain and click	the "OK" butt	on.

Favorite group	Favorite group	
	Project Code	
	□ APU > アカデミック オフィス/Academic Office > 【A_01010】TA(講義)/TA (Lecture)	:
	APU > アドミニストレーション オフィス/Administration Office > 【A_07001】業務補助/Office Support Work	:
	★ It is possible to register multiple part-time work codes as favorites.	

### 15. FAQs

### Q1. Is it possible to enter data using smartphones?

A1. Entering data using smartphones or other portable devices is not eligible for system support. You can access the online work attendance record system via a Web browser on a smartphone. However, as entering data using a smartphone or any other portable device is not eligible for system suppo be sure to check if there is no entry error using a PC at a later time. Firefox ESR, Google Chrome, Microsoft Edge are the recommended browser for accessing the system fro

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- Q2. If I work as a TA•SA, would I need to have my teacher's confirmation seals on my work attendance record? Students were required to have their teachers' confirmation seals on their work attendance sheets befo
- A2. Teachers' confirmation seals will no longer be necessary. Office staff members in charge will check your work attendance record.
- Q3. I cannot enter my work records because I clicked on the monthly data submission button by mistake. What should I do?
- A3. Please ask the office staff member in charge to "reject" it. You can click the monthly data submission button only when you complete all the monthly record entry.
- Q4. I failed to enter my work records by the work record entry deadline. What should I do?
- A4. Please contact the office staff member in charge.