

# Student Manual for Online Attendance Record

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## Introduction

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

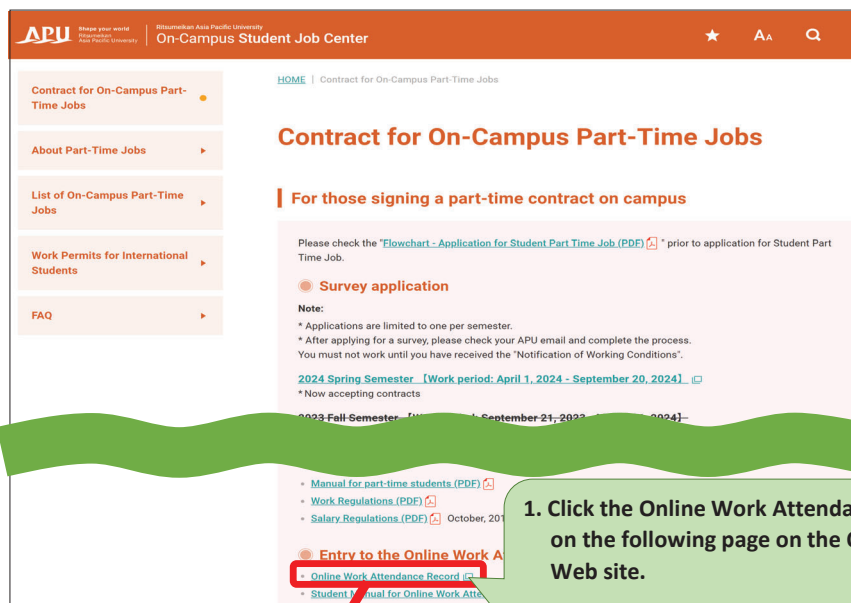
1. You had to submit your work attendance sheets to each office that hired you, but you can now enter and submit the work data of all (※) your on-campus part-time jobs via the online work attendance record system.  
※Excluding some part-time jobs for the Research Office.  
(Students hired by the Research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

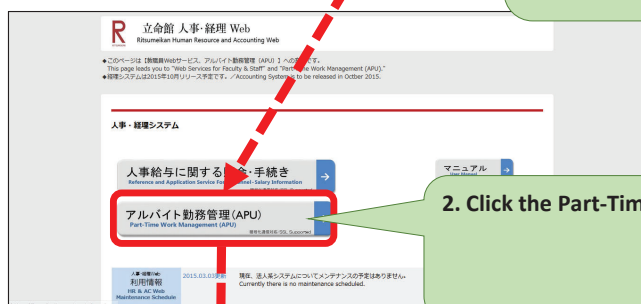
Access the Online Attendance Record System to login.

You can access the Online Attendance Record System from the On-Campus Student Job Center's Web site.

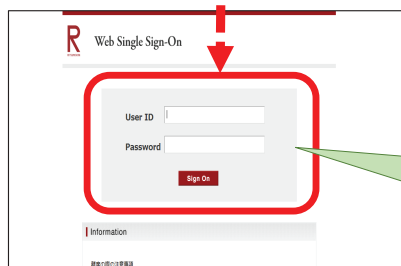
[https://en.apu.ac.jp/secure\\_students/studentsupport/part-time/on-campus-job/](https://en.apu.ac.jp/secure_students/studentsupport/part-time/on-campus-job/)



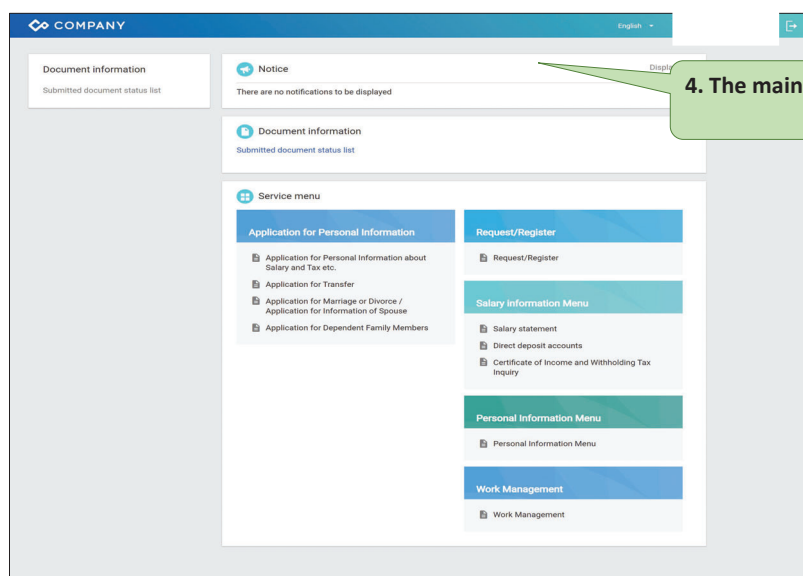
1. Click the Online Work Attendance Record on the following page on the On-Campus Student Job Center's Web site.



2. Click the Part-Time Work Management (APU).



3. Enter your user ID and password.



4. The main page is displayed.

## 2. Explanation of Menus

The screenshot shows a company portal interface with a blue header bar labeled "COMPANY". In the top right corner, a red box highlights four numbered callouts: ① "english" (language switch), ② a text input field (employee number), ③ a text input field (name), and ④ a "Logout" button. The main content area is divided into several sections: "Document information" (Submitted document status list), "Notice" (There are no notifications to be displayed), "Document information" (Submitted document status list), and "Service menu". The "Service menu" is further divided into four categories: "Application for Personal Information" (Application for Personal Information about Salary and Tax etc., Application for Transfer, Application for Marriage or Divorce / Application for Information of Spouse, Application for Dependent Family Members), "Request/Register" (Request/Register), "Salary information Menu" (Salary statement, Direct deposit accounts, Certificate of Income and Withholding Tax Inquiry), "Personal Information Menu" (Personal Information Menu), and "Work Management" (Work Management). Red boxes highlight the "Salary statement" link in the "Salary information Menu" and the "Personal Information Menu" and "Work Management" links. Green callout boxes provide additional information: "You can enter your Online Attendance Record from here. ⇒For details, refer to '3' onwards." points to the "Work Management" link; "You can check your payslips and information on your bank account for salaries from here." points to the "Salary statement" link; "You can check your registered personal information from here. Your personal information available online is different from the one registered in the campus mate." points to the "Personal Information Menu" link.

① Switch of languages:  
You can switch between Japanese and English.

② Employee number: Your employee number

③ Name: Your name

④ Logout button: Click here to logout.

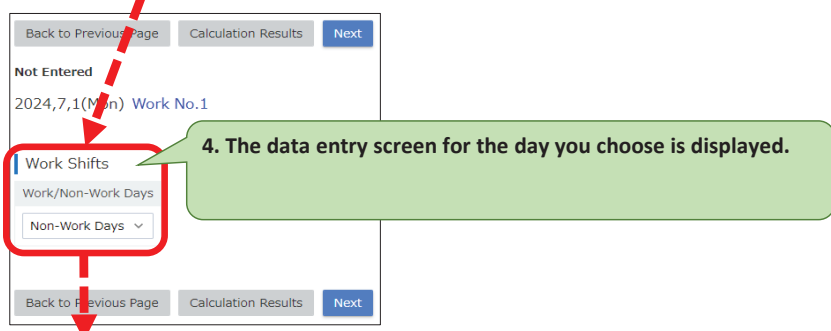
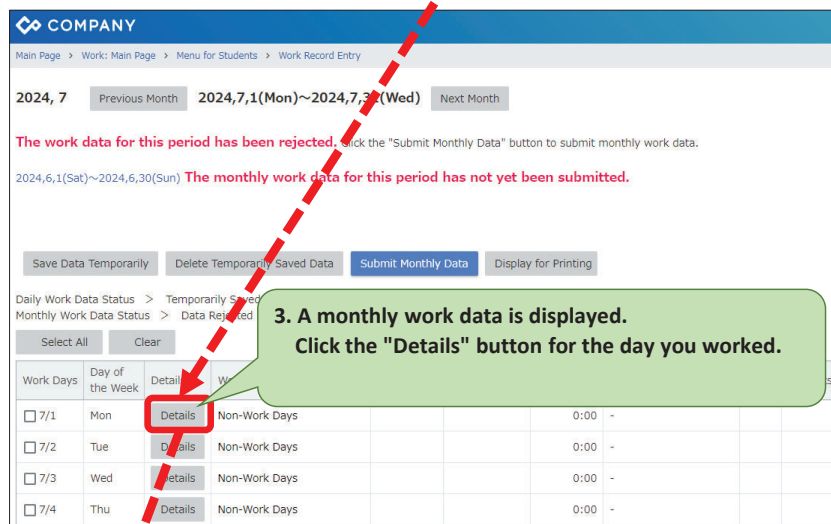
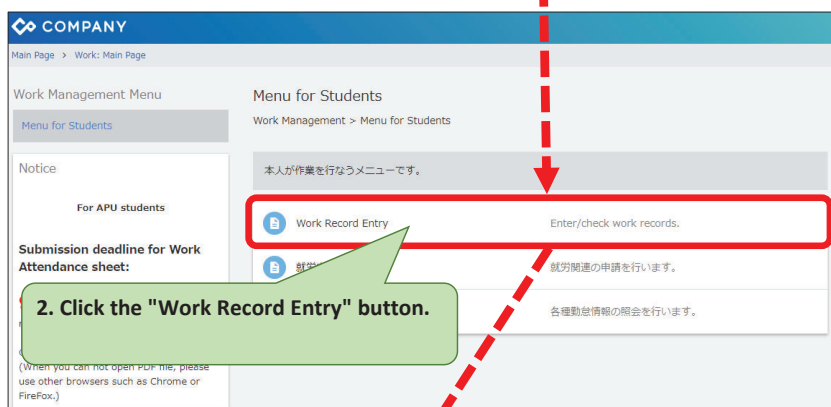
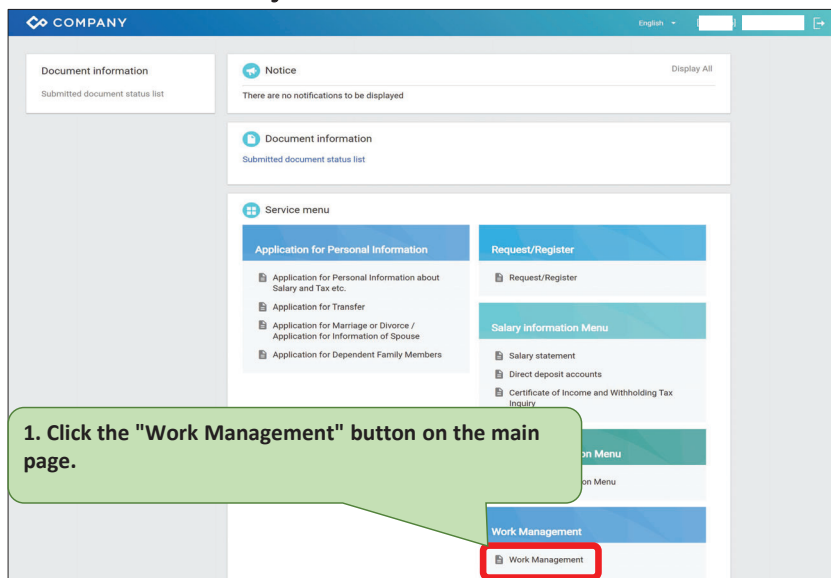
You can enter your Online Attendance Record from here.  
⇒For details, refer to "3" onwards.

You can check your payslips and information on your bank account for salaries from here.

You can check your registered personal information from here.  
Your personal information available online is different from the one registered in the campus mate.



### 3. Basic Data Entry



Details Work/Non-Work Days Work Hours

Details Work Days 00:00 ~ 00:00

Add More Work

Work Shifts

Work/Non-Work Days

Work Days 0:00 0:00 0:00 0:00

5. Select the "Work Days" from here.

Select Part-Time Work Code

+ - >> Reflect to Work Time

No.	Project Code	Start Time	End Time	Work time
1		e.g. 09:00	e.g. 17:30	
2	There is no matched project. Please try different keywords.			
3	<a href="#">Project Selection</a> <a href="#">Manage Favorite</a> <span>&lt; 0/0 &gt;</span>			
4				
5				

Sum of ManHour 0 Hours 00 Minutes

6. Click the "Project Selection" button.

Select from project tree

Type to filter group code or name

Selected Path:

Group Code	Group Name
A_APU1000	APU

7. Click the "A\_APU1000 APU" button.

Select from project tree

Type to filter project code or name

Selected Path: APU >

Project Code	Project Name
A_01	アカデミック オフィス/Academic Office
A_02	スチューデント オフィス/Student Office
A_03	アドミニストレーション オフィス/Administration Office

8. Select a part-time code.

Select "A\_01 アカデミックオフィス/  
Academic Office" → "A\_01010 TA(講義)/  
TA(Lecture)" for lecture TA.

Select Part-Time Work Code

9. To enter the start time of the workday, enter the time directly or select from the pull-down menu.

Start Time	End Time	Work time
09:00	e.g. 17:30	
09:30		
10:00		
10:30		
11:00		
11:30		

Sum of M... 0 Hours 00 Minutes

Select Part-Time Work Code

10. To enter the end time of the workday, enter the time directly or select from the pull-down menu. Work hours can be registered on a 5-minute basis. ※At APU, salaries are calculated on a 15-minute basis.

11. Click the "Reflect Work Time" button.

>> Reflect to Work Time

End Time	Work time
10:30	
11:00	
11:30	
12:00	
12:30	
13:00	

Sum of Mainhour... 00 Minutes

Back to Previous Page Calculation Results Next

Details Work/Non-Work Days Work Hours

1 Work Days 00:00 ~ 00:00

[EmptyKey:tasv\_d\_dtl\_add\_kinmu]

Work Shifts Calculated Values 1

Work/Non-Work Days

Work Days

Actual Work Hours	Statutory Hours	Non-St...
0:00	0:00	

Remarks

Remarks

12. Please go back to the top of the screen and fill in the remarks field.

What to enter in the Remarks field

- (1)For in-class work: enter the lecture code of the course in which you will work.
- (2)For work outside of class: Enter the lecture code of (1) with an "A" prefixed to it.

※Do not enter any characters other than those listed above (e.g., "make-up work").

※An example is also provided in the Lecture TA Manual.

When you have finished entering your remarks, return to the bottom of the screen and press the "Next" button.

If the information you entered is correct, please click the "OK" button.

2024, 7 Previous Month 2024,7,1(Mon)~2024,7,31(Wed) Next Month

The work data for this period has been rejected. Click the "Submit Monthly Data" button to submit monthly work data.

The work data for 2024,7,1(Mon) has been saved temporarily.

2024,6,1(Sat)~2024,6,30(Sun) The monthly work data for this period has not yet been submitted.

▲ 2024/7/1 (Mon)Work No.1 : The total hours of project records are longer than working hours

Save Data Temporarily Delete Temporarily Saved Data Submit Monthly Data Display for Printing

Daily Work Data Status > Temporarily Saved Data : [ ] ※For Office Staff Use > [ ] [ ] [ ]

Monthly Work Data Status > Data Rejected [ ]

Select All Clear

Work Date	Day of the week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Remarks
7/1	Mon	Details	Work Days	08:40 ~ 10:25		1:45	TA (講義) /TA (Lecture)08:40 - 10:25 (1:45)	
7/2	Tue	Details	Non-Work Days			0:00	-	
7/3	Wed	Details	Non-Work Days			0:00	-	
7/4	Thu	Details	Non-Work Days			0:00	-	

13. The data you have entered is reflected on the monthly work data. The background color of the temporarily saved data turns yellow.

## 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).

2024, 7   Previous Month   2024,7,1(Mon)~2024,7,31(Wed)   Next Month

The work data for this period has been rejected. Click the "Submit Monthly Data" button to submit monthly work data.

2024,6,1(Sat)~2024,6,30(Sun) The monthly work data for this period has not yet been submitted.

▲ 2024/7/1 (Mon)Work No.1 : The total hours of project records are longer than working hours

Save Data Temporarily   Delete Temporarily Saved Data   Submit Monthly Data   Display for Printing

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	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	08:40 ~ 10:25		1:45	TA (講義) /TA (Lecture)08:40 - 10:25 (1:45)		
<input type="checkbox"/> 7/2	Tue	Details							
<input type="checkbox"/> 7/3	Wed	Details							
<input type="checkbox"/> 7/4	Thu	Details							

1. Click the "Details" button for the day you want to enter the data of your second work.

Back to Previous Page   Calculation Results   Next

Not Submitted

2024,7,1(Mon) Work No.1

Details   Work/Non-Work Days   Work Hours

Details   Work Days

Add More Work

2. Click the "Add More Work" button.

Back to Previous Page   Calculation Results   Next

Not Submitted

2024,7,1(Mon) Work No.2

Work Shifts

Work/Non-Work Days

Non-Work Days

Back to Previous Page   Calculation Results   Next

2. The input screen for the second workday will appear.

Back to Previous Page   Calculation Results   Next   Previous Data

Not Submitted

2024,7,1(Mon) Work No.2

Details   Work/Non-Work Days   Work Hours

Details   Work Days   12:30 ~ 14:00

Details   Work Days   00:00 ~ 00:00

Add More Work   Delete Work Listed At Bottom

Work Shifts   Calculated Values   Calculation Results

Work/Non-Work Days

Work Days

3. Select "Work Days."

Select Part Time Work Code

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) /TA (Lecture)	08:40	10:25	1:45
2				
3				
4				
5				

4. Select a Part-Time Work Code and enter work hours.

5. Click the "Reflect Work Time" button. As you did for the first workday, return to the top of the screen to enter the remarks field.

6. Check the data you have entered and click the "Next" button.

Back to Previous Page   Calculation Results   Next

2024,7,1(Mon) **Work No.1**

Work Shifts

Calculated Values

Work/Non-Work Days	Actual Work Hours	Statutory Hours	Non-Statutory Hours	Late-Night Hours
Work Days	1:45	1:45	0:00	0:00

Remarks

Remarks

Transportation Expenses

Remarks

Shifts

Shifts

Select Part-Time Work Code

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) /TA (Lecture)	08:40	10:25	1:45
2				
3				
4				
5				

Sum of ManHour 1 Hours 45 Minutes

2024,7,1(Mon) **Work No.2**

Work Shifts

Calculated Values

Back to Previous Page
Back to Daily Work Data Entry
OK

6. All the work data for the day is displayed.  
Click the "OK" button to finish.

Save Data Temporarily		Delete Temporarily Saved Data	Submit Monthly Data	Display for Printing
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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	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	08:40 ~ 10:25		1:45	TA (講義) /TA (Lecture)08:40 - 10:25 (1:45)		
		Details	Work Days	10:30 ~ 12:15		1:45	TA (講義) /TA (Lecture)10:30 - 12:15 (1:45)		
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days			0:00 ~			
<input type="checkbox"/> 7/3	Wed	Details	Non-Work Days			0:00 ~			

7. Your second work data is displayed on the monthly work data.

If you have three or more jobs/shifts on the same day, you will need to add them in the same way and enter all the data.  
You can enter the data of up to five jobs/shifts a day.

If you work multiple part-time jobs/shifts a day, enter work data in chronological order with the earliest on top.

## ※Examples of Incorrect Data Entry

If you enter multiple job/shift work data, be sure to click the "Add More Work" button.

Select Part-Time Work Code + - >> Reflect to Work Time

No.	Project Code	Start Time	End Time	Work time
1	APU > スチューデント オフィス/Student Office > 【A_02001】 TSS ☆	15:00	16:30	1:30
2	APU > アドミニストレーション オフィス/Administration Office > 【A_07001】 業務補助/...	12:30	14:00	1:30
3				
4				
5				

Su

Back to Previous Page   Calculation Results   Next

# Error Example

This is an incorrect way to enter work data.  
If you have multiple jobs/shifts a day, be sure to click the "Add More Work" button and then enter the data.

Save Data Temporarily   Delete Temporarily Saved Data   Submit Monthly Data   Display for Printing

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	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	12:30 ~ 16:30		4:00	業務補助/Office Support Work12:30 - 14:00 (1:30) 15:00 - 16:30 (1:30)		
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days						
<input type="checkbox"/> 7/3	Wed	Details	Non-Work Days						

# Error Example

If you enter data without clicking the "Add More Work" button, actual work hours for each work will not be reflected correctly.  
Make sure you first click the "Add More Work" button if you worked multiple jobs/shifts on the same day.

## 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.

Save Data Temporarily   Delete Temporarily Saved Data   Submit Monthly Data   Display for Printing

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	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work	TA (講義) /TA (Lecture)10:30 - 12:15 (1:45)		
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days	0:00 -		
<input type="checkbox"/> 7/3	Wed	Details	Non-Work Days	0:00 -		
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days	0:00 -		
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days	0:00 -		

1. You first need to enter the morning work data.  
Click the "Details" button of July 3.

Not Entered

2024,7,3(Wed) Work No.1

Work Shifts

Work/Non-Work Days

Non-Work Days

Back to Previous Page   Calculation Results   Next

2. Change the "Non-Work Days" to "Work Days."

Select Part-Time Work Code

+ - >> Reflect 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) /TA (Lecture)	09:00	12:00	
2				
3				
4				
5				

Back to Previous Page   Calculation Results   Next

3. Select a Part-Time Work Code,  
enter the work hours and then click the "Next" button.

2024,7,3(Wed) Work No.1

Work Shifts

Calculated Values

Work/Non-Work Days	Actual Work Hours	Statutory Hours	Non-Statutory Hours	Late-Night Hours
Work Days	3:00	3:00	0:00	0:00

Remarks

Remarks

Transportation Expenses

Remarks

Shifts

Shifts

Select Part-Time Work Code

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) /TA (Lecture)	09:00	12:00	3:00
2				
3				
4				
5				

Back to Previous Page
Back to Daily Work Data Entry

OK

5. Check the data entered and click the "OK" button.

Save Data Temporarily
Delete Temporarily Saved Data
Submit Monthly Data
Display for Printing

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	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days		
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days	0:00 ~	
<input type="checkbox"/> 7/3	Wed	Details	Work Days	09:00 ~ 12:00	3:00 TA (講義) /TA (Lecture)09:00 - 12:00 (3:00)
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days	0:00 ~	
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days	0:00 ~	
<input type="checkbox"/> 7/6	Sat	Details	Non-Work Days	0:00 ~	

6. Make sure that the morning work data is correctly reflected in the monthly work data and click the "Details" button to enter the afternoon work data.



Back to Previous Page Calculation Results **Next** Previous Day's Work Data Next Day's Work Data

**Not Submitted**

2024,7,3 (Wed) Work No.1

Details Work/Non-Work Days Work Hours

Details Work Days 09:00

**Add More Work**

**7. Click the "Add More Work" button.**

Work Shifts Calculated Values Calculation Results

Work/Non-Work Days	Actual Work Hours	Statutory Hours	Non-Statutory Hours	Late-Night Hours
Work Days	3:00	3:00	0:00	0:00

Back to Previous Page Calculation Results **Next**

**Not Submitted**

2024,7,3 (Wed) **Work No.2**

Work Shifts

Work/Non-Work Days

**Non-Work Days**

**8. Change the "Non-Work Day" to "Work Day."**

Back to Previous Page Calculation Results **Next**

Select Part-Time Work Code + - >> Reflect 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) /TA (Lecture) ☆	13:00	15:00	2:00
2				
3				
4				
5				

**9. Select a Part-Time Wok Code, enter work hours and then click the "Next" button.**

Back to Previous Page Calculation Results **Next**

2024,7,3(Wed) **Work No.1**

#### Work Shifts

#### Calculated Values

Work/Non-Work Days	Actual Work Hours	Statutory Hours	Non-Statutory Hours	Late-Night Hours
Work Days	3:00	3:00	0:00	0:00

#### Remarks

Remarks

#### Transportation Expenses

Remarks

#### Shifts

Shifts

#### Select Part-Time Work Code

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) /TA (Lecture)	09:00	12:00	3:00
2				
3				
4				
5				

Sum of ManHour

3 Hours 00 Minutes

2024,7,3(Wed) **Work No.2**

#### Work Shifts

#### Calculated Values

Work/Non-Work Days	Actual Work Hours	Statutory Hours	Non-Statutory Hours	Late-Night Hours
Work Days	2:00	2:00	0:00	0:00

11. Lastly, click the "OK" button.

Back to Previous Page

Back to Daily Work Data Entry

OK

Save Data Temporarily

Delete Temporarily Saved Data

Submit Monthly Data

Display for Printing

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	Work Hours	Transportation Expenses	Work
<input type="checkbox"/> 7/1	Mon	Details	Work Days	15:00 ~ 16:30		SS15:00 - 16:30 (1:30)
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days			0:00 ~
<input type="checkbox"/> 7/3	Wed	Details	Work Days	09:00 ~ 12:00		3:00 TA (講義) /TA (Lecture)09:00 - 12:00 (3:00)
		Details	Work Days	13:00 ~ 15:00		2:00 TA (講義) /TA (Lecture)13:00 - 15:00 (2:00)
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days			0:00 ~
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days			0:00 ~

12. As shown here, you need to enter work data separately before and after a break, as if you worked 2 different shifts.

## 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.

Save Data Temporarily   Delete Temporarily Saved Data   **Submit Monthly Data**   Display for Printing

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		Shifts	Remarks
<input type="checkbox"/> 7/1	Mon			
<input type="checkbox"/> 7/2	Tue	Details Non-Work Days	0:00 -	
<input type="checkbox"/> 7/3	Wed	Details Work Days	09:00 ~ 12:00 3:00 TA (講義) / TA (Lecture)09:00 - 12:00 (3:00)	
<input type="checkbox"/> 7/4	Thu	Details Non-Work Days	0:00 -	
<input type="checkbox"/> 7/5	Fri	Details Non-Work Days	0:00 -	

1. Click the "Details" button of the work data you want to correct.

Select Part-Time Work Code

+ - >> Reflect 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) / TA (Lecture)	13:00	16:00	2:00
2				
3				
4				
5				

Sum of Mar

Back to Previous Page   Calculation Results   **Next**

4. Enter the correct work time and click the "Next" button.

2024,7,3(Wed) Work No.1

#### Work Shifts

#### Calculated Values

Work/Non-Work Days	Actual Work Hours	Statutory Hours	Non-Statutory Hours	Late-Night Hours
Work Days	3:00	3:00	0:00	0:00

#### Remarks

#### Transportation Expenses

#### Shifts

#### Select Part-Time Work Code

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) /TA (Lecture)	09:00	12:00	3:00
2				
3				
4				
5				

Sum of ManHour 3 Hours 00 Minutes

2024,7,3(Wed) Work No.2

#### Work Shifts

#### Calculated Values

Work/Non-Work Days	Actual Work Hours	Statutory Hours	Non-Statutory Hours	Late-Night Hours
Work Days	3:00	3:00	0:00	0:00

#### Select Part-Time Work Code

5. Check the data you have entered and click the "OK" button.

Back to Previous Page Back to Daily Work Data Entry

OK

Save Data Temporarily Delete Temporarily Saved Data Submit Monthly Data Display for Printing

Daily Work Data Status > Temporarily Saved Data : [ ] \*For Office Staff Use > [ ] [ ] [ ]

Monthly Work Data Status > Data Rejected : [ ]

Select All Clear

6. Make sure that the corrected data is reflected in the monthly work data.

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	15:00 ~ 16:30			
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days				
<input type="checkbox"/> 7/3	Wed	Details	Work Days	09:00 ~ 12:00	3:00	TA (講義) /TA (Lecture)	09:00 - 12:00 (3:00)
		Details	Work Days	13:00 ~ 16:00	3:00	TA (講義) /TA (Lecture)	13:00 - 16:00 (3:00)
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days		0:00	-	
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days		0:00	-	
<input type="checkbox"/> 7/6	Sat	Details	Non-Work Days		0:00	-	

## 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).

Save Data Temporarily   Delete Temporarily Saved Data   Submit Monthly Data   Display for Printing

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	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details		
<input type="checkbox"/> 7/2	Tue	Details		
<input type="checkbox"/> 7/3	Wed	Details	Work Days 09:00 ~ 12:00 3:00 TA (講義) /TA (Lecture)09:00 - 12:00 (3:00)	
		Details	Work Days 13:00 ~ 16:00 3:00 TA (講義) /TA (Lecture)13:00 - 16:00 (3:00)	
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days 0:00 -	
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days 0:00 -	

1. Click the "Details" button of the work data you want to correct.

Select Part-Time Work Code

+ - >> Reflect 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) /TA (Lecture) ☆	13:00	16:00	3:00
2	There is no matched project. Please try different words.			
3	QProject Selection   Manage Favorite	< 0/0 >		
4				
5				

Back to Previous Page   Calculation Results   Next

2. Delete data entered with the wrong part-time work code.  
Select the part-time work code and press the "delete" key on your keyboard.

Select Part-Time Work Code

+ - >> Reflect to Work Time

No.	Project Code	Start Time	End Time	Work time
1		13:00	16:00	3:00
2				
3				
4				
5				

3 Hours 00 Minutes

Back to Previous Page   Calculation Results   Next

3. The data has been deleted.

Select Part-Time Work Code

+ - >> Reflect 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_01500】 試験監督/Proctor	13:00	16:00	
2			16:00	
3				
4				
5				

Back to Previous Page   Calculation Results   Next

4. Select the correct part-time work code, enter the work hours and click the "Next" button.

2024,7,3(Wed) **Work No.1**

#### Work Shifts

#### Calculated Values

Work/Non-Work Days	Actual Work Hours	Statutory Hours	Non-Statutory Hours	Late-Night Hours
Work Days	3:00	3:00	0:00	0:00

#### Remarks

#### Transportation Expenses

#### Shifts

#### Select Part-Time Work Code

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) /TA (Lecture)	09:00	12:00	3:00
2				
3				
4				
5				

Sum of ManHour 3 Hours 00 Minutes

2024,7,3(Wed) **Work No.2**

#### Work Shifts

#### Calculated Values

Work/Non-Work Days	Actual Work Hours	Statutory Hours	Non-Statutory Hours	Late-Night Hours
Work Days	3:00	3:00	0:00	0:00

7. Lastly, check all the entered work data for the day and click the "OK" button.

[Back to Previous Page](#)

[Back to Daily Work Data Entry](#)

**OK**

[Save Data Temporarily](#) [Delete Temporarily Saved Data](#) [Submit Monthly Data](#) [Display for Printing](#)

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	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	<a href="#">Details</a>	Work Days	15:00 ~ 16:30		1:30	TSS15:00 - 16:30 (1:30)		
<input type="checkbox"/> 7/2	Tue	<a href="#">Details</a>	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/3	Wed	<a href="#">Details</a>	Work Days	09:00 ~ 12:00		3:00	TA (講義) /TA (Lecture)09:00 - 12:00 (3:00)		
		<a href="#">Details</a>	Work Days	13:00 ~ 16:00		3:00	試験監督/Proctor13:00 - 16:00 (3:00)		
<input type="checkbox"/> 7/4	Thu	<a href="#">Details</a>	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/5	Fri	<a href="#">Details</a>	Non-Work Days						

8. Make sure that the corrected data has been reflected in the monthly work data.

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

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

Save Data Temporarily Delete Temporarily Saved Data Submit Monthly Data Display for Printing

Daily Work Data Status > Temporarily Saved Data : [ ] ※For Office Staff Use > [ ] [ ] [ ]

Monthly Work Data Status > Data Rejected : [ ]

Select All

1. Select the day you want to delete by check-marking the box.

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	09:00 ~ 12:00		3:00	TA (講義) / TA (Lecture)09:00 - 12:00 (3:00)		
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days						
<input checked="" type="checkbox"/> 7/3	Wed	Details	Work Days	09:00 ~ 12:00		3:00	TA (講義) / TA (Lecture)09:00 - 12:00 (3:00)		
		Details	Work Days	13:00 ~ 16:00		3:00	試験監督/Proctor13:00 - 16:00 (3:00)		
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days			0:00	-		

Save Data Temporarily Delete Temporarily Saved Data Submit Monthly Data Display for Printing

Daily Work Data Status > Temporarily Saved Data : [ ] ※For Office Staff Use > [ ] [ ] [ ]

Monthly Work Data Status > Data Rejected : [ ]

Select All Clear

2. Click the "Delete Temporarily Saved Data" button.

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	09:00 ~ 12:00		3:00	TA (講義) / TA (Lecture)09:00 - 12:00 (3:00)		
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days						
<input checked="" type="checkbox"/> 7/3	Wed	Details	Work Days	09:00 ~ 12:00		3:00	TA (講義) / TA (Lecture)09:00 - 12:00 (3:00)		
		Details	Work Days	13:00 ~ 16:00		3:00	試験監督/Proctor13:00 - 16:00 (3:00)		
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days			0:00	-		

Back to Previous Page OK

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input checked="" type="checkbox"/> 7/3	Wed	Details	Work Days	09:00 ~ 12:00		3:00	TA (講義) / TA (Lecture)09:00 - 12:00 (3:00)		
		Details	Work Days	13:00 ~ 16:00		3:00	試験監督/Proctor13:00 - 16:00 (3:00)		

Term Actual Work Hours Late-Night Work Hours

2024,6,29(Sat) -2024,7,5(Fri)	7:30	
2024,7,6(Sat) -2024,7,12(Fri)	0:00	
2024,7,13(Sat) -2024,7,19(Fri)	0:00	
2024,7,20(Sat) -2024,7,26(Fri)	0:00	
2024,7,27(Sat) -2024,8,2(Fri)	0:00	

Back to Previous Page OK

3. The data ready to be deleted is displayed.  
If multiple work data are entered for the day, all the data will be deleted.  
Check the data ready to be deleted and click the "OK" button.

Save Data Temporarily Delete Temporarily Saved Data Submit Monthly Data Display for Printing

Daily Work Data Status > Temporarily Saved Data : [ ] ※For Office Staff Use > [ ] [ ] [ ]

Monthly Work Data Status > Data Rejected : [ ]

Select All Clear

4. Make sure that the data has been deleted from the monthly work data.

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	09:00 ~ 12:00		3:00	TA (講義) / TA (Lecture)09:00 - 12:00 (3:00)		
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/3	Wed	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/6	Sat	Details	Non-Work Days			0:00	-		

# ❌ Deletion 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."

Save Data Temporarily   Delete Temporarily Saved Data   **Submit Monthly Data**   Display for Printing

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	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	15:00 ~ 16:30		1:30	TSS15:00 - 16:30 (1:30)		
<input type="checkbox"/> 7/2	Tue	Details	Non-			0:00	-		
<input type="checkbox"/> 7/3	Wed								
<input type="checkbox"/> 7/4	Thu								

Example) If you want to delete the entered work data of July 1

Delete by clicking the checkbox!

Select Part-Time Work Code   + - >> Reflect to Work Time

No.	Project Code	Start Time	End Time	Work time
1	e.g. Project A > Project B > Project C	e.g. 09:00	e.g. 17:30	
2				

**Error**

You cannot delete the work data completely by deleting entries on this daily data page.

When you click the "Next" button, the confirmation screen for the day will appear.

Back to Previous Page   Calculation Results   **Next**



2024,7,1(Mon) Work No.1

**Work Shifts**

Work/Non-Work Days	Actual Work Hours	Statutory Hours	Non-Statutory Hours	Late-Night Hours
Work Days	1:30	1:30	0:00	0:00

**Remarks**

Remarks

**Transportation Expenses**

Remarks

**Shifts**

Shifts

**Select Part-Time Work Code**

No.	Project Code
1	e.g. Project A > Project B > Project C
2	
3	
4	
5	

Sum of ManHour 0 Hours 00 Minutes

Back to Previous Page Back to Daily Work Data Entry **OK**

The work hours in the "Calculated Values" box cannot be deleted.

**Error**

You can return to the monthly work data page by clicking the "OK" button, but you cannot delete the entered data completely in this way.

Save Data Temporarily Delete Temporarily Saved Data Submit Monthly Data Display for Printing

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	Work Hours	Transportation Expenses	Work Hours
<input type="checkbox"/> 7/1	Mon	Details	Work Days	15:00 ~ 16:30		1:30 -
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days			0:00 -
<input type="checkbox"/> 7/3	Wed	Details	Non-Work Days			0:00 -

The work time zone and actual work hours cannot be deleted.

**Error**

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

Save Data Temporarily Delete Temporarily Saved Data Submit Monthly Data Display for Printing

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	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input checked="" type="checkbox"/> 7/1	Mon	Details	Work Days	15:00 ~ 16:30		1:30 -			
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days			0:00 -			
<input type="checkbox"/> 7/3	Wed	Details	Non-Work Days			0:00 -			
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days						

Click the checkbox and then click the "Delete Temporarily Saved Data" button!!

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

Save Data TemporarilyDelete Temporarily Saved DataSubmit Monthly DataDisplay for Printing

Daily Work Data Status > Temporarily Saved Data  
Monthly Work Data Status > Data Rejected

Select AllClear

Work Days	Day of the Week	Details	Work/Non-Work Days	Expenses	Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days		15:00 ~ 17:00	2:00 TSS15:00 - 17:00 (2:00)		
		Details	Work Days		18:00 ~ 19:00	1:00 TA (講義) / TA (Lecture)18:00 - 19:00 (1:00)		
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days			0:00 -		
<input type="checkbox"/> 7/3	Wed	Details	Non-Work Days			0:00 -		

Not Submitted

2024,7,1(Mon) Work No.2

DetailsWork/Non-Work DaysWork Hours

DetailsWork Days15:00 ~ 17:00

DetailsWork Days18:00 ~ 19:00

Add More WorkDelete Work Listed At Bottom

Work ShiftsCalculated ValuesCalculation Results

Work/Non-Work DaysActual Work HoursStatutory HoursNon-Statutory HoursLate-Night Hours

Work Days0:001:000:000:00

Back to Previous PageCalculation ResultsNextPrevious Day's Work DataNext Day's Work Data

Not Submitted

2024,7,1(Mon) Work No.1

DetailsWork/Non-Work DaysWork Hours

DetailsWork Days15:00 ~ 17:00

Add More Work

Work ShiftsCalculated ValuesCalculation Results

Work/Non-Work DaysActual Work HoursStatutory HoursNon-Statutory HoursLate-Night Hours

Work Days2:002:000:000:00

Back to Previous Page Back to Daily Work Data Entry **OK**

**Not Submitted** Select the next step after 画面画面に戻る

2024,7,1(Mon) Work No.1

**Work Shifts** **Calculated Values**

Work/Non-Work Days	Actual Work Hours	Statutory Hours	Non-Statutory Hours	Late-Night Hours
Work Days	2:00	2:00	0:00	0:00

**Remarks**

Remarks

**Transportation Expenses**

Remarks

**Shifts**

Shifts

**Select Part-Time Work Code**

No.	Project Code
1	APU > スチューデント オフィス/Student Office > [A_02001] TSS
2	
3	
4	
5	

Sum of ManHour 2 Hours 00 Minutes

Back to Previous Page Back to Daily Work Data Entry **OK**

4. Make sure again that the data is no longer displayed and then click the "OK" button.

Save Data Temporarily Delete Temporarily Saved Data Submit Monthly Data Display for Printing

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	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	15:00 ~ 17:00		2:00	TSS15:00 - 17:00 (2:00)		
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/3	Wed	Details	Non-Work Days			0:00	-		

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.

Save Data Temporarily Delete Temporarily Saved Data **Submit Monthly Data** Display for Printing

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	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	15:00 ~ 17:00		2:00	TSS15:00 - 17:00 (2:00)		
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/3	Wed	Details	Work Days	13:00 ~ 17:00		4:00	TA (講義) / TA (Lecture)13:00 - 17:00 (4:00)		
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/6	Sat	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/30	Tue	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/31	Wed	Details	Non-Work Days			0:00	-		
Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
-	-	-	Work Days : 2day[s] Non-Work Days : 29day[s]	-	-	6:00		6:00	-

Select All Clear

Term	Actual Work Hours	Late-Night Work Hours	Total Hours Exceeding 28 hrs/Week	Total Hours Exceeding 40 hrs/Week	Total Hours Exceeding 8 hrs/Day
2024,6,29(Sat) -2024,7,5(Fri)	6:00	0:00	0:00	0:00	0:00
2024,7,6(Sat) -2024,7,12(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,13(Sat) -2024,7,19(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,20(Sat) -2024,7,26(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,27(Sat) -2024,8,2(Fri)	0:00	0:00	0:00	0:00	0:00

Save Data Temporarily Delete Temporarily Saved Data **Submit Monthly Data**

1. When you finish entering all the work data for the month, click the "Submit Monthly Data" button.  
 Make sure that you click the "Submit Monthly Data" button by the designated deadline.

### 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

Back to Previous Page OK

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	15:00 ~ 17:00		2:00	TSS15:00 - 17:00 (2:00)		
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/3	Wed	Details	Work Days	13:00 ~ 17:00		4:00	TA (講義) / TA (Lecture)13:00 - 17:00 (4:00)		
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/30	Tue	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/31	Wed	Details	Non-Work Days			0:00	-		
Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
-	-	-	Work Days : 2day[s] Non-Work Days : 29day[s]	-	-	6:00		6:00	-

Back to Previous Page OK

Term	Actual Work Hours	Late-Night Work Hours	Total Hours Exceeding 28 hrs/Week	Total Hours Exceeding 40 hrs/Week	Total Hours Exceeding 8 hrs/Day
2024,6,29(Sat) -2024,7,5(Fri)	6:00	0:00	0:00	0:00	0:00
2024,7,6(Sat) -2024,7,12(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,13(Sat) -2024,7,19(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,20(Sat) -2024,7,26(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,27(Sat) -2024,8,2(Fri)	0:00	0:00	0:00	0:00	0:00

Back to Previous Page **OK**

2. Make sure that there are no entry errors and click the "OK" button.

The monthly work data from 2024,7,1(Mon) - 2024,7,31(Wed) has been submitted.

3. The monthly work data has been submitted.

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.

2024, 7

Previous Month

2024,7,1(Mon)~2024,7,31(Wed)

Next Month

The work data for this period has already been submitted.

2024,6,1(Sat)~2024,6,30(Sun) The monthly work data for this period has not yet been submitted.

Display for Printing

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	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
7/1	Mon	Details	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	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	-		
7/5	Fri	Details	Non-Work Days			0:00	-		
7/30	Tue	Details	Work Days			0:00	-		
7/31	Wed	Details	Non-Work Days			0:00	-		
Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
-	-	-	Work Days : 2day[s] Non-Work Days : 29day[s]	-	-	6:00		6:00	-

Select All

Clear

Term	Actual Work Hours	Late-Night Work Hours	Total Hours Exceeding 28 hrs/Week	Total Hours Exceeding 40 hrs/Week	Total Hours Exceeding 8 hrs/Day
2024,6,29(Sat) -2024,7,5(Fri)	6:00	0:00	0:00	0:00	0:00
2024,7,6(Sat) -2024,7,12(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,13(Sat) -2024,7,19(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,20(Sat) -2024,7,26(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,27(Sat) -2024,8,2(Fri)	0:00	0:00	0:00	0:00	0:00

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

2024,7,1(Mon)~2024,7,31(Wed)

Next Month

The work data for this period has already been submitted.

2024,6,1(Sat)~2024,6,30(Sun) The monthly work data for this period has not yet been submitted.

Display for Printing

Daily Work Data Status > Temporarily Saved Data : [ ] ※For Office Staff Use > [ ] [ ] [ ]

Monthly Work Data Status > Data Rejected : [ ]

Select All

Clear

7/1	Mon	Details	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	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	-		

To check the previous work data, click the "Previous Month" button.

▲ 2024/7/1 (Mon)Work No.1 : The total hours of project records are longer than working hours  
▲ 2024/7/3 (Wed)Work No.1 : The total hours of project records are longer than working hours

## 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.

Save Data Temporarily Delete Temporarily Saved Data Submit Monthly Data Display for Printing

Daily Work Data Status > Temporarily Saved Data : [ ] \*  
Monthly Work Data Status > Data Rejected : [ ]

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	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	15:00 ~ 17:00			2:00 TSS15:00 - 17:00 (2:00)		
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/3	Wed	Details	Work Days	13:00 ~ 17:00			4:00 TA (講義) / TA (Lecture)13:00 - 17:00 (4:00)		
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/6	Sat	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/7	Sun	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/8	Mon	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/9	Tue	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/10	Wed	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/11	Thu	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/12	Fri	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/13	Sat	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/14	Sun	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/15	Mon	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/16	Tue	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/17	Wed	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/18	Thu	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/19	Fri	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/20	Sat	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/21	Sun	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/22	Mon	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/23	Tue	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/24	Wed	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/25	Thu	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/26	Fri	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/27	Sat	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/28	Sun	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/29	Mon	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/30	Tue	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/31	Wed	Details	Non-Work Days				0:00 -		

Select All Clear

Term Actual Work Hours Late-Night Work Hours Total Hours Exceeding 28 hrs/Week Total Hours Exceeding 40 hrs/Week Total Hours Exceeding 8 hrs/Day

2024,6,29(Sat) -2024,7,5(Fri)	6:00	0:00	0:00	0:00	0:00
2024,7,6(Sat) -2024,7,12(Fri)	3:00	0:00	0:00	0:00	0:00
2024,7,13(Sat) -2024,7,19(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,20(Sat) -2024,7,26(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,27(Sat) -2024,8,2(Fri)	0:00	0:00	0:00	0:00	0:00

Save Data Temporarily Delete Temporarily Saved Data Submit Monthly Data

When your work data is rejected, the background color will turn pink.

If the work data for July 8 is missing:

1. Click the "Details" button and enter the work data.

Save Data Temporarily Delete Temporarily Saved Data Submit Monthly Data Display for Printing

Daily Work Data Status > Temporarily Saved Data : [ ] \*  
Monthly Work Data Status > Data Rejected : [ ]

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	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	15:00 ~ 17:00					
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days						
<input type="checkbox"/> 7/3	Wed	Details	Work Days	13:00 ~ 17:00					
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days						
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days						
<input type="checkbox"/> 7/6	Sat	Details	Non-Work Days						
<input type="checkbox"/> 7/7	Sun	Details	Non-Work Days						
<input type="checkbox"/> 7/8	Mon	Details	Work Days	10:00 ~ 13:00			3:00 TA (講義) / TA (Lecture)10:00 - 13:00 (3:00)		
<input type="checkbox"/> 7/9	Tue	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/10	Wed	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/11	Thu	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/12	Fri	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/13	Sat	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/14	Sun	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/15	Mon	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/16	Tue	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/17	Wed	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/18	Thu	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/19	Fri	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/20	Sat	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/21	Sun	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/22	Mon	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/23	Tue	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/24	Wed	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/25	Thu	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/26	Fri	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/27	Sat	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/28	Sun	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/29	Mon	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/30	Tue	Details	Non-Work Days				0:00 -		
<input type="checkbox"/> 7/31	Wed	Details	Non-Work Days				0:00 -		

Select All Clear

Term Actual Work Hours Late-Night Work Hours Total Hours Exceeding 28 hrs/Week Total Hours Exceeding 40 hrs/Week Total Hours Exceeding 8 hrs/Day

2024,6,29(Sat) -2024,7,5(Fri)	6:00	0:00	0:00	0:00	0:00
2024,7,6(Sat) -2024,7,12(Fri)	3:00	0:00	0:00	0:00	0:00
2024,7,13(Sat) -2024,7,19(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,20(Sat) -2024,7,26(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,27(Sat) -2024,8,2(Fri)	0:00	0:00	0:00	0:00	0:00

Save Data Temporarily Delete Temporarily Saved Data Submit Monthly Data

2. When you enter the work data and click the "OK" button, the background color turns yellow.

Save Data Temporarily Delete Temporarily Saved Data **Submit Monthly Data** Display for Printing

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	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	15:00 ~ 17:00					
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days						
<input type="checkbox"/> 7/3	Wed	Details	Work Days	13:00 ~ 17:00					
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days						
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days						
<input type="checkbox"/> 7/6	Sat	Details	Non-Work Days						
<input type="checkbox"/> 7/7	Sun	Details	Non-Work Days						
<input type="checkbox"/> 7/8	Mon	Details	Work Days	10:00 ~ 13:00		3:00	TA (講義) / TA (Lecture)10:00 - 13:00 (3:00)		
<input type="checkbox"/> 7/9	Tue	Details	Non-Work Days						
<input type="checkbox"/> 7/10	Wed	Details	Work Days	13:00 ~ 17:00		4:00	TA (講義) / TA (Lecture)13:00 - 17:00 (4:00)		
<input type="checkbox"/> 7/11	Thu	Details	Non-Work Days						
<input type="checkbox"/> 7/12	Fri	Details	Non-Work Days						
<input type="checkbox"/> 7/13	Sat	Details	Non-Work Days						
<input type="checkbox"/> 7/14	Sun	Details	Non-Work Days						
<input type="checkbox"/> 7/15	Mon	Details	Work Days	10:00 ~ 13:00		3:00	TA (講義) / TA (Lecture)10:00 - 13:00 (3:00)		
<input type="checkbox"/> 7/16	Tue	Details	Non-Work Days						
<input type="checkbox"/> 7/17	Wed	Details	Work Days	13:00 ~ 17:00		4:00	TA (講義) / TA (Lecture)13:00 - 17:00 (4:00)		
<input type="checkbox"/> 7/18	Thu	Details	Non-Work Days						
<input type="checkbox"/> 7/19	Fri	Details	Non-Work Days						
<input type="checkbox"/> 7/20	Sat	Details	Non-Work Days						
<input type="checkbox"/> 7/21	Sun	Details	Non-Work Days						
<input type="checkbox"/> 7/22	Mon	Details	Work Days	10:00 ~ 13:00		3:00	TA (講義) / TA (Lecture)10:00 - 13:00 (3:00)		
<input type="checkbox"/> 7/23	Tue	Details	Non-Work Days						
<input type="checkbox"/> 7/24	Wed	Details	Work Days	13:00 ~ 17:00		4:00	TA (講義) / TA (Lecture)13:00 - 17:00 (4:00)		
<input type="checkbox"/> 7/25	Thu	Details	Non-Work Days						
<input type="checkbox"/> 7/26	Fri	Details	Non-Work Days						
<input type="checkbox"/> 7/27	Sat	Details	Non-Work Days						
<input type="checkbox"/> 7/28	Sun	Details	Non-Work Days						
<input type="checkbox"/> 7/29	Mon	Details	Work Days	10:00 ~ 13:00		3:00	TA (講義) / TA (Lecture)10:00 - 13:00 (3:00)		
<input type="checkbox"/> 7/30	Tue	Details	Non-Work Days						
<input type="checkbox"/> 7/31	Wed	Details	Work Days	13:00 ~ 17:00		4:00	TA (講義) / TA (Lecture)13:00 - 17:00 (4:00)		
Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
-	-	-	Work Days : 3day[s] Non-Work Days : 28day[s]	-	-	9:00		9:00	-

Select All Clear

Term	Actual Work Hours	Late-Night Work Hours	Total Hours Exceeding 28 hrs/Week	Total Hours Exceeding 40 hrs/Week	Total Hours Exceeding 8 hrs/Day
2024,6,29(Sat) -2024,7,5(Fri)	6:00	0:00	0:00	0:00	0:00
2024,7,6(Sat) -2024,7,12(Fri)	3:00	0:00	0:00	0:00	0:00
2024,7,13(Sat) -2024,7,19(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,20(Sat) -2024,7,26(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,27(Sat) -2024,8,2(Fri)	0:00	0:00	0:00	0:00	0:00

Save Data Temporarily Delete Temporarily Saved Data **Submit Monthly Data**

3. When you finish correcting the data, click the "Submit Monthly Data" button.

Back to Previous Page **OK**

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	Details	Work Days	15:00 ~ 17:00					
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days						
<input type="checkbox"/> 7/3	Wed	Details	Work Days	13:00 ~ 17:00		4:00	TA (講義) / TA (Lecture)13:00 - 17:00 (4:00)		
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days						
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days						
<input type="checkbox"/> 7/6	Sat	Details	Non-Work Days						
<input type="checkbox"/> 7/7	Sun	Details	Non-Work Days						
<input type="checkbox"/> 7/8	Mon	Details	Work Days	10:00 ~ 13:00		3:00	TA (講義) / TA (Lecture)10:00 - 13:00 (3:00)		
<input type="checkbox"/> 7/9	Tue	Details	Non-Work Days						
<input type="checkbox"/> 7/10	Wed	Details	Work Days	13:00 ~ 17:00		4:00	TA (講義) / TA (Lecture)13:00 - 17:00 (4:00)		
<input type="checkbox"/> 7/11	Thu	Details	Non-Work Days						
<input type="checkbox"/> 7/12	Fri	Details	Non-Work Days						
<input type="checkbox"/> 7/13	Sat	Details	Non-Work Days						
<input type="checkbox"/> 7/14	Sun	Details	Non-Work Days						
<input type="checkbox"/> 7/15	Mon	Details	Work Days	10:00 ~ 13:00		3:00	TA (講義) / TA (Lecture)10:00 - 13:00 (3:00)		
<input type="checkbox"/> 7/16	Tue	Details	Non-Work Days						
<input type="checkbox"/> 7/17	Wed	Details	Work Days	13:00 ~ 17:00		4:00	TA (講義) / TA (Lecture)13:00 - 17:00 (4:00)		
<input type="checkbox"/> 7/18	Thu	Details	Non-Work Days						
<input type="checkbox"/> 7/19	Fri	Details	Non-Work Days						
<input type="checkbox"/> 7/20	Sat	Details	Non-Work Days						
<input type="checkbox"/> 7/21	Sun	Details	Non-Work Days						
<input type="checkbox"/> 7/22	Mon	Details	Work Days	10:00 ~ 13:00		3:00	TA (講義) / TA (Lecture)10:00 - 13:00 (3:00)		
<input type="checkbox"/> 7/23	Tue	Details	Non-Work Days						
<input type="checkbox"/> 7/24	Wed	Details	Work Days	13:00 ~ 17:00		4:00	TA (講義) / TA (Lecture)13:00 - 17:00 (4:00)		
<input type="checkbox"/> 7/25	Thu	Details	Non-Work Days						
<input type="checkbox"/> 7/26	Fri	Details	Non-Work Days						
<input type="checkbox"/> 7/27	Sat	Details	Non-Work Days						
<input type="checkbox"/> 7/28	Sun	Details	Non-Work Days						
<input type="checkbox"/> 7/29	Mon	Details	Work Days	10:00 ~ 13:00		3:00	TA (講義) / TA (Lecture)10:00 - 13:00 (3:00)		
<input type="checkbox"/> 7/30	Tue	Details	Non-Work Days						
<input type="checkbox"/> 7/31	Wed	Details	Work Days	13:00 ~ 17:00		4:00	TA (講義) / TA (Lecture)13:00 - 17:00 (4:00)		
Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
-	-	-	Work Days : 3day[s] Non-Work Days : 28day[s]	-	-	9:00		9:00	-

Back to Previous Page **OK**

Term	Actual Work Hours	Late-Night Work Hours	Total Hours Exceeding 28 hrs/Week	Total Hours Exceeding 40 hrs/Week	Total Hours Exceeding 8 hrs/Day
2024,6,29(Sat) -2024,7,5(Fri)	6:00	0:00	0:00	0:00	0:00
2024,7,6(Sat) -2024,7,12(Fri)	3:00	0:00	0:00	0:00	0:00
2024,7,13(Sat) -2024,7,19(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,20(Sat) -2024,7,26(Fri)	0:00	0:00	0:00	0:00	0:00
2024,7,27(Sat) -2024,8,2(Fri)	0:00	0:00	0:00	0:00	0:00

Back to Previous Page **OK**

4. Make sure that there are no more errors and click the "OK" button.

The monthly work data from 2024,7,1(Mon) - 2024,7,31(Wed) has been submitted.

5. The monthly data submission is complete.

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 Only)

For Lecture TAs only, their class-hour work shifts will be displayed in the work data.

Enter data based on the shifts displayed in the work data.

※If it does not appear, please enter it according to the shifts listed in the Lecture TA 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
<input type="checkbox"/> 7/1	Mon	Details	Non-Work Days			0:00	-	8:40-10:25	
		Details	Non-Work Days			0:00	-	17:55-19:40	
<input type="checkbox"/> 7/2	Tue	Details	Non-Work Days			0:00	-	14:15-16:00	
<input type="checkbox"/> 7/3	Wed	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/4	Thu	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/5	Fri	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/6	Sat	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/7	Sun	Details	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/8	Mon	Details	Non-Work Days			0:00	-	8:40-10:25	
		Details	Non-Work Days			0:00	-	17:55-19:40	
<input type="checkbox"/> 7/9	Tue	Details	Non-Work Days			0:00	-	14:15-16:00	
<input type="checkbox"/> 7/10	Wed	Details	Non-Work Days			0:00	-		

2024,7,2(Tue) Work No.1

Details
Work/Non-Work Days
Work Hours

Details
Work Days
00:00 ~ 00:00

Add More Work

Work Shifts
Calculated Values
Calculation Results

Work/Non-Work Days
Actual Work Hours
Statutory Hours
Non-Statutory Hours
Late-Night Hours

Work Days
0:00
0:00
0:00
0:00

Remarks

Remarks

Transportation Expenses

Remarks

Shifts

Shifts

14:15-16:00

Select Part-Time Work Code

+ - >> Reflect 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) /TA (Lecture)	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.

Daily Work Data Status > Temporarily Saved Data : [ ] ※For Office Staff Use > [ ] [ ] [ ]  
 Monthly Work Data Status > Data Rejected : [ ]

Work Days	Day of the Week	Details	Work/Non-Work Days	Work Hours	Transportation Expenses	Actual Work Hours	Part-Time Work Records	Shifts	Remarks
<input type="checkbox"/> 7/1	Mon	<input type="button" value="Details"/>	Work Days	12:25 ~ 17:50	480	5:15	TA (講義) /TA (Lecture)12:25 - 17:50 (5:25)		
<input type="checkbox"/> 7/2	Tue	<input type="button" value="Details"/>	Work Days	09:00 ~ 13:00	500	4:00	TA (講義) /TA (Lecture)09:00 - 13:00 (4:00)		
<input type="checkbox"/> 7/3	Wed	<input type="button" value="Details"/>	Non-Work Days			0:00	-		
<input type="checkbox"/> 7/4	Thu	<input type="button" value="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.

Select Part-Time Work Code

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) /TA (Lecture)	e.g. 09:00	e.g. 17:30	
2				

Sum of ManHour 0 Hours 00 Minutes

Back to Previous Page Calculation Results Next

1. When you enter the work data, select the part-time work code you and click the "☆" button.

Register Favorite

Favorite group \*

Project Code APU > アカデミック オフィス/Academic Office > 【A\_01010】 TA (講義) /TA (Lecture)

OK CANCEL

2. Click the "+Create a favorite group" button.

Create a new favorite group

Name \*

Remarks

☐ Projects to be displayed by default when opening the project panel

OK

※Do not check "Projects to be displayed by default when opening the project panel".

3. Set a name of your choice and click the "OK" button.

**Register Favorite** [X]

Favorite group \*  + Create a favorite group

Project Code APU > アカデミック オフィス/Academic Office > 【A\_01010】 TA (講義) /TA (Lecture)

**4. Confirm the contents again and click the "OK" button.**

**OK** CANCEL

**Select Part-Time Work Code** + - >> Reflect 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) /TA (Lecture)	e.g. 09:00	e.g. 17:30	
2				
3				
4				
5				

Project Selection Manage Favorite < 1/1 >

**5. The part-time work code you selected has been added as a favorite.**

Sum of ManHour 0 Hours 00 Minutes

**Select Part-Time Work Code** + - >> Reflect 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) /TA (Lecture)	e.g. 09:00	e.g. 17:30	
2				
3				
4				
5				

**6. Confirm the contents again and click the "OK" button.**

**Manage Favorite** [X]

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.**

+ Create a favorite group

OK CANCEL

## 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 support, 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 from

### **Q2. If I work as a TA, 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 before**

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.