

Work Management System User Guide (for Students/Staff)

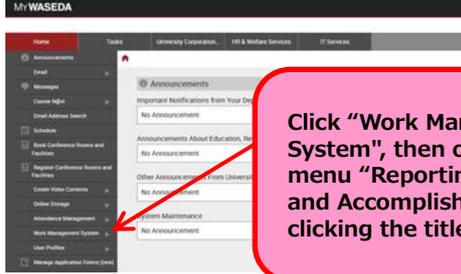
(Staff means persons who work for and receive salary from Waseda University as TA, RA, research assistant, and temporary staff.) Aug30, 2018

Please make sure that **you are required to make the daily entry of your working status every day when you finished your work.** Missing entries may cause delay or incorrect payments of your salary.

1. Log In ... Log in to the web system

For Waseda Students

Log in to "MyWaseda", click "Home" on the left menu, then open "Reporting Duties and Accomplishments" displayed.



Click "Work Management System", then open the menu "Reporting Duties and Accomplishments" by clicking the title.

For Non-Waseda Students

Access <https://www.wpte.waseda.jp/wkmgmt/wmgtServlet>. Enter your user ID and password indicated in your "User Registration Report", and click "Login" button.



3. Click "Login" button.

1. Enter your user ID.
2. Enter your password.

* "User Registration Report" is issued and sent to you at the time when your employment contract is registered after submission of your employment application.

2. Contract Selection ... Select the applicable contract for report entry

Search for the contract by selecting the year/month.

List of your contracts for the period will be shown, so select the one to enter your working status.

*Be sure to select the correct contract by confirming your position, affiliation, name of the research grants / course / part-time job, name of your manager, and contract period. **Filling the report of the wrong contract will cause a significant trouble (e.g. wrong salary calculation).**

* Until your employment application is registered in the system, you cannot enter your working data in the report. **Depending on the timing, there will be the case that you cannot select the specific contract even after you started working.** In that case, record your working status, and enter the same work history later.



1. Designate the contract month and click on "Display" button.

2. When you click "Display" button after selecting the month, you will find the list of your contracts for the period. For example, when you select "2013" as year and "1" as the month and click "Display" button, your contract with the period between December 2012 to March 2013 will be displayed as "2013" and "1" is included in the period.

3. To go on to the next page, then click the link of the contract to which you want to enter the working data; any link in "Position", "Affiliation", "Research Grants/Course/Part-time Job", "Manager", "Contract Period", and "Contract No."

3. Daily Entry of Your Working Status ... Fill the report whenever you go to office

After filling the columns with your working status, click "Register" button.

* This screenshot is for TA (Teaching Assistant). Contents of the screen may differ depending on your position. Fill the report according to the items on the screen.

* Please make sure that you are required to make the daily entry of your working status every day when you finished your work. Missing entries may cause delay or incorrect payment calculation of your salary.

1. Enter the time on the applicable columns.
1) In, 2) Out and 3) Hours off Duty (break)

2. Enter the 4) Name of the Course. If multiple, separate by comma(s). (Ex: Course A, B, C).

3. Referring to the explanatory note above, click the applicable one(s) for the 5) Descriptions of Jobs/Services Provided. If you select "Z" (Others), describe the task in detail.

4. Click on "Register" button.
* There is the same button on the lower screen.

4. Approval ... Manager will approve your report

You do not need to do anything for approval via "MyWASEDA". However, notify your manager (if you are TA, notify your faculty member, etc.) that you have finished filling the report and have him/her approve your working status.

5. Modification of Working Status ... In the case you made a wrong entry

■ For working status yet to be approved, you can directly modify the entry from the screen of "Reporting Duties and Accomplishments". Re-enter the correct information and click on "Register" button.

■ For working status already approved, you cannot directly modify the entry. Contact your manager and have him/her cancel the approval. Then, re-enter the correct information and close the screen after clicking the "Register" button. In case if the approval may not be cancelled, contact the office of your affiliation immediately.

6. Salary Statement ... You can confirm your salary on the screen

From the left menu of "MyWASEDA" top page, click a menu titled "Salary Statement".

When you designate the date of salary payment, you will find the salary detail of the month.

As the salary statement is updated around the date of salary payment, you may not be able to browse the latest statement depending on the period you access to this menu.



Manual For the operation manual in detail, please refer to the upper right link on each screen or <http://www.wnpspt.waseda.jp/student/kinmu/>

Point of Contact for System Operation / Work Management System

Email (for students/faculty members) : Go to "IT Services" > "Support and Application for the systems (Helpdesk)" in menu of MyWASEDA.

Email (for others) : itc-support@list.waseda.jp

Tel : 03-5286-9845 Academic Advising Office (Waseda Portal Office) <http://www.waseda.jp/wpo/e/contact/access.html>

Inquiry on other things related to work Please contact the office of your affiliation.