Work Management System Quick Guide

Temporary Staff, RA(Research Assistant) or RS(Research Support Staff)

This quick guide is a simplified guide regarding how to enter working status (Reporting Duties and Accomplishments) of Staff.*

For details and questions, please check the online manual at http://www.wnpspt.waseda.jp/student/kinmu/.

*Staff means persons who are themselves employed and receive salary as TAs, course administrative assistant, temporary staff, RA (Research Assistant), or RS (Research Support Staff).

１．Log In to Work Management System

（１）Waseda regular students　Note: Non-degree students, research students, and special research students follow the steps listed in (2) below.

　Log in to MyWASEDA（https://my.waseda.jp/login/login）

　　⇒ "Home" tab　⇒ "Work Management System" on the left menu　⇒ "Reporting Duties and Accomplishments"

（２）Persons other than the above

　Access Work Management System（https://www.wpte.waseda.jp/wkmgt/wmgtServlet）, and enter your user ID and password indicated in your "ユーザー登録報告書." Your employment affiliation will issue your "ユーザー登録報告書" together with your contract of employment (notification of employment terms) after employment registration has been completed.

　Note: If your user ID and password were issued for a different contract in the past, you can use the same ID even if your position or employment affiliation has changed. Therefore, in that case, your "ユーザー登録報告書" will not be issued when you make a new contract.

２．Contract Search and Selection to Enter Your Working Status

　Search and display contract information for which you will enter your working status on the screen, "Report of Contents of Tasks Performed." Select the year and month from which you were employed from the drop-down menu, and click "Display." If you have multiple contracts, all applicable contracts will be displayed. Please be sure to select the correct contract by confirming your "position," "affiliation," and other items.

３．Entering Your Working Status

　The following (1) through (4) are required items.

　A "定時(Regular Working Hours)" button will be displayed for predetermined workdays provided in a contract. If you click the "定時" button for "開始時刻," "終了時刻," and "Hours Off-Duty," values based on the contract terms will be entered automatically.

承認	勤務日		開始時刻 (例: 0930)	終了時刻 (例: 1200)		Hours off Duty (Ex: 0000)	Net Working Hours	Regular Working Hours	具体的な従事内容・作業内容	事務 使用欄
☐	01	Sat	（1）	（2）	[+]	（3）			（4）	01
☐	02	Sun			[+]					01
☐	03	Mon			[+]			定時		01
☐	04	Tue			[+]					01

登録　勤務実績無　前画面へ戻る

"定時" button

Continue to the reverse side

No.	Item	Description
(1)	開始時刻（In）	You cannot enter a time after 0:00 a.m. Please enter the time so as not to overlap with the late-night shift of the previous day or other contracts.
(2)	終了時刻（Out）	Enter a time later than the "開始時刻" time.
(3)	Hours off Duty	Enter the hours that you do not include in your working hours, such as a break.
(4)	具体的な従事内容・作業内容 (Descriptions of Jobs/Services Provided)	Enter descriptions of jobs/services you provided.

【Examples of how to enter time and hours】

Enter the time and minutes with a four-digit number using 24-hour notation. For the minutes, enter them "**per minute."**

Note: Minutes used to be entered "per 10 minutes," but, starting from June, 2019, it will be required to enter them "per minute".

Time	Entry
9:00 a.m.	0 9 0 0
2:18 p.m.	1 4 1 8
0:00 a.m.	0 0 0 0
3:34 a.m.	0 3 3 4

Time	Entry
45-minute break	0 0 4 5
1-hour break	0 1 0 0
Hour-and-a-half break	0 1 3 0
No break	0 0 0 0

【Warning】

If you enter working hours violating contract terms or Waseda's employment rules, "warning*" will be displayed. Please modify the entry or "Register" again after confirming the working hours you entered are permitted by your manager.*

　*Examples of work cases for which a warning will be displayed

　　・Late-night shifts after 10:00 p.m.

　　・Working hours exceeding legal working hours (8 hours a day, 40 hours a week)

　　・Work outside of the period of contract

　*Manager means faculty and Administrative Staff who are in charge of managing Staff's working status, and they issue work-related instructions and orders for Staff.

４．Approval by Manager

Managers approve an entry of working status made by Staff. Note: No action is required by Staff.

５．Modification of Working Status

If you need to modify your working status after you have made an entry, you can follow the steps below:

■Working status which is **not yet approved** by your manager: You can modify the entry from the screen, "Reporting Duties and Accomplishments."

■Working status already **approved**: Contact your manager and have him/her cancel the approval. Then modify the entry.

６．Confirmation of Salary Statement

After logging in to MyWASEDA, click "Salary Statement" from the left menu (in the left pane) on the screen.

The salary statement will become available to view on and after the date of salary payment. When you select the date of salary payment, you will find the salary detail for the month.

７．Inquiry

・For questions regarding system use, please check the online manual at http://www.wnpspt.waseda.jp/student/kinmu/.

・If you still have questions, please make inquiries to the points of contact below:

【Waseda regular students】Please make inquiries to the IT Help Desk.

Log in to MyWASEDA ⇒ "IT Services" tab ⇒ "Support and Application for the systems (Helpdesk)" on the left menu

【Outside personnel】Please contact itc-support@list.waseda.jp.

・Regarding inquiries on other matters related to contracts/work, please contact the office of your employment affiliation for the relevant contract.