|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Submitted |  | MM |  | DD |  | YYYY |

**Part-Time Employee Attendance Book**

**(For / (MM/YYYY))**

* Number of hours worked are calculated by 15 minute increments (fractions rounded up). \* The initial date of calculation for the week is **Sunday**.
* In accordance with the Labor Standards Act, an employee is entitled to one break of 45 minutes or more if the work exceeds six hours in a single day. Breaks such as lunch are not included in actual working hours.
* This attendance book is submitted for each month. Employee must submit it to the affiliated Research Office on the last day of work of the month and no later than the 1st of the following month. Please present your personal identification (student ID card or similar) when you submit the form. Also, students at this university can work up to 28 hours per week and all other persons can work up to 40 hours.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Spending Budget |  | Research Environment Enhancement Funds |  | Delegated Research  ( ) | KAKENHI (Grants-in-Aid for Scientific Research) | | | | | |
| Ritsumeikan University Research Promotion Program | |  | Extramural Collaborative Research  ( ) |
|  | Program for Application of the Grants-in-Aid for Scientific Research (KAKENHI acquisition promotion) |  | Contributions for Encouraging Research  ( ) |  | Scientific Research on Innovative Areas |  | Challenging  Exploratory  Research  Challenging  Research ( ) |  | Young Scientists ( )  Early-Career Scientists |
|  | Program for International Dissemination of Research Results |  | Management of Carried-Over Research Funds  ( ) |  | JSPS Research Fellows |  | Research Activity Start-up |  | Scientific Research ( ) |
|  | Other Internal Programs  ( ) |  | Other External Funds  ( ) |  | Share of the Grant-in-Aid  (Affiliation of representative Item ) | | | | |
|  | Other ( ) | | | | |

\* Write in the name of the research representative below if the budget type is collaborative research, such as KAKENHI, or Advanced Research Programs at Ritsumeikan University.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Research Representative Name | |  | Notes to Executive Office |  | | | | | | | |
| \* The spaces enclosed inside the dashed lines are to be filled in by the employee (person engaging in the work) **in his/her own handwriting**. | | | | Employee’s Name (Signature): (Seal) | | | | | | | |
| Category  DD | | Description of Work | | | | Time Worked  Example: 09:00 to 15:00 | | | Break Time (h) | Actual Hours Worked(h) | Manager's Signature or Seal | |
| 1st | |  | | | |  | to |  |  |  |  | |
| 2nd | |  | | | |  | to |  |  |  |  | |
| 3rd | |  | | | |  | to |  |  |  |  | |
| 4th | |  | | | |  | to |  |  |  |  | |
| 5th | |  | | | |  | to |  |  |  |  | |
| 6th | |  | | | |  | to |  |  |  |  | |
| 7th | |  | | | |  | to |  |  |  |  | |
| 8th | |  | | | |  | to |  |  |  |  | |
| 9th | |  | | | |  | to |  |  |  |  | |
| 10th | |  | | | |  | to |  |  |  |  | |
| 11th | |  | | | |  | to |  |  |  |  | |
| 12th | |  | | | |  | to |  |  |  |  | |
| 13th | |  | | | |  | to |  |  |  |  | |
| 14th | |  | | | |  | to |  |  |  |  | |
| 15th | |  | | | |  | to |  |  |  |  | |
| 16th | |  | | | |  | to |  |  |  |  | |
| 17th | |  | | | |  | to |  |  |  |  | |
| 18th | |  | | | |  | to |  |  |  |  | |
| 19th | |  | | | |  | to |  |  |  |  | |
| 20th | |  | | | |  | to |  |  |  |  | |
| 21st | |  | | | |  | to |  |  |  |  | |
| 22nd | |  | | | |  | to |  |  |  |  | |
| 23rd | |  | | | |  | to |  |  |  |  | |
| 24th | |  | | | |  | to |  |  |  |  | |
| 25th | |  | | | |  | to |  |  |  |  | |
| 26th | |  | | | |  | to |  |  |  |  | |
| 27th | |  | | | |  | to |  |  |  |  | |
| 28th | |  | | | |  | to |  |  |  |  | |
| 29th | |  | | | |  | to |  |  |  |  | |
| 30th | |  | | | |  | to |  |  |  |  | |
| 31st | |  | | | |  | to |  |  |  |  | |

[For Executive Office Use Only] \* Personal information written on this form will not be used for any purpose other than for payment. The Research Office will destroy this form after a period of safekeeping.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hourly wage: yen | | Payment category | Totaled with salary / Totaled with part-time salary / Daily amount C | | | | Total actual  hours worked: | | | Total days: | |
| Notification No. | Total sum | | | | Withholding tax | Payment (Bank Transfer) Amount | | Approved by | Inspected/Checked by | | Received by |
|  | Regular yen × h＝ | | | yen | yen | yen | |  |  | |  |
| Premium yen × h＝ | | |
| Late night yen × h＝ | | |

Confirmed by Employee (MM/DD) / :