

To all hourly employees and part-time research staff

**Important Notice Regarding the Proper Execution of Research Funds**

In light of the situation surrounding research funds of late as well as based on guidance from the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and other agencies to research institutions nationwide, we request that those involved in research activities as research collaborators understand the following before engaging in such activities.

**Since research funds are provided for by taxes from the public, etc., their misuse is not an acceptable practice under any circumstances.**

**In particular, never get involved in any of the following:**

- Requesting or receiving pay for dates and times when you are not actually engaged in your job**
- Tolerating the act of collecting all or part of the paid salary by the laboratory, etc. (reflux)**

\*As part of our efforts to prevent the misuse of public research funds and ensure their proper execution, we request that you attend compliance training and submit a pledge. For details, please refer to the Division of Research website below.

[https://secure.ritsumei.ac.jp/research/member/research\\_expenses/05.html/](https://secure.ritsumei.ac.jp/research/member/research_expenses/05.html/)

\*If you are coerced into taking any of the above actions, or if you become aware of any fact of the above actions, please contact the following URL to report it.

<http://www.ritsumeikan-trust.jp/publicinfo/approach/compliance/> (In Japanese only)

- Please also check the back of this page for important notice regarding labor issues.

**\*As the actual working conditions, such as the employment period, working hours, and recess, vary depending on the individual working conditions notice and the employment contract, please check the details without fail.**

### **1. Salary and transportation expenses**

- If you have been employed for more than two months, your salary will be paid on the 25th of the month following your month of service. If you have been employed for two months or less, your salary will be paid on the first University payment date after the relevant Research Office has processed your payment.
- Transportation expenses (for cases where the working conditions notice or the employment contract states that transportation expenses will be provided) will be paid based on monthly work performance, either the actual cost or the amount of a monthly commuter pass, whichever is more inexpensive. However, this allowance will not be provided to those who live within an 800-meter radius of their place of work. Students of the University are eligible to receive transportation expenses only if their work location is not on their campus.

### **2. Submission of "Application for (Change in) Exemption for Dependents of Salaried Employees" \*For cases where the employment period exceeds two months**

- The salary is classified as "employment income" and is subject to income tax. Income tax is calculated and collected from your monthly salary according to the "Withholding Tax Table for Salaried Employees." This is called "withholding at source." The amount of tax withheld differs depending on whether or not you have submitted an Application for (Change in) Exemption for Dependents.
- Income tax is imposed on your salary between January 1 and December 31. An "Application for (Change in) Exemption for Dependents" is a document used to determine whether or not there are dependents, special exceptions, etc. and to calculate income tax. Accordingly, if you wish to submit this form, you only need to submit it once for each year (from January 1 to December 31).

**< Those eligible to submit the Application for (Change in) Exemption for Dependents to the Ritsumeikan Trust >**

- (i) Those who are not employed by any entity other than the Ritsumeikan Trust  
(If you have already submitted your form to another Ritsumeikan department, please let us know thereof.)
- (ii) Those who have other employers besides the Ritsumeikan Trust, but their income from Ritsumeikan is larger than that from other employers (the Application for (Change in) Exemption for Dependents is to be submitted to only one place of employment (you cannot submit it to more than one places of employment concurrently)).

### **3. Enrollment in the mutual aid system for private schools due to the expansion of social insurance coverage for short-term employees**

- From October 2022, the conditions for social insurance coverage will be expanded. If you satisfy all of the following, you will be required to join the Mutual Aid for Private Schools: (i) you work at least 20 hours per week, (ii) your monthly salary is at least 88,000 yen, (iii) your employment contract is for more than two consecutive months, and (iv) you are not a student.

**< [Please note!] It is stipulated in the Welfare Pension Insurance Law >**

Those who are already enrolled in other social insurance programs will also be given priority in enrolling in the Mutual Aid for Private Schools. Therefore, if you meet the requirements, you will be asked to disqualify yourself from your current social insurance.

### **4. Attendance sheet**

- The attendance sheet shall be prepared on a monthly basis, and each time the student works, he/she shall fill in the details of the day's work and the actual hours worked in his/her own handwriting, and submit it to the work manager or supervisor for his/her signature or seal.
- Please submit your attendance sheet to the relevant Research Office immediately after the end of the work period or on the last working day of each month, or on the first day of the following month (or on the following weekday if the day falls on a Saturday, Sunday, or national holiday) at the latest, along with your identification card (student ID, driver's license, insurance card, etc.).

**<< Inquiry >>**

If you have any questions, please contact the office below.

- For inquiries about working conditions, work, change of address, change of bank account, etc. ⇒ Relevant Research Office
- For inquiries about documents to be submitted (social insurance-related documents, year-end adjustment-related documents, etc.) ⇒ Office of Payroll and Employee Benefits