

## Notification of Working Conditions: Registration of Information on Prospective Employees

RU/APU students and graduate students who are scheduled to be employed part-time based on a request from a researcher of the University are required to submit the “Notification of Working Conditions: Registration of Information on Prospective Employees” in advance if this is the first time you are employed by RU/APU .

**1** Click “Register information” on the right or use the QR code to display the [(i) Registration Form for Notification of Working Conditions: Registration of Information on Prospective Employees] screen.

[\[Register information\]](#)



▼ [(i) Registration Form for Notification of Working Conditions: Registration of Information on Prospective Employees] screen

①労働条件通知書 雇用予定者情報登録フォーム

申請日: 2026年03月11日

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**1** Enter [Date of application], [Furigana], and [Affiliation].

生年月日:

性別:

住所:

勤務番号:

勤務開始日:

勤務終了日:

マンション名・アパート名と部屋番号等を入力してください

**2** Enter [Year of employment], [Date of birth], and [Contact phone number].

**3** Click on the [Register] button.

**Note!**  
The [Register] button alone does not start the workflow. Be sure to click on the [Submit] button to start the workflow.

**2** The [Submit] button appears at the top of the screen.

文書登録/Document registration

一覧/List 編集/Edit 再利用/Reuse 更新履歴/Update history **業務開始(提出)/Submit** 再利用 削除/Delete

文書の登録が完了しました。

文書タイトル: 立替私申請書23L02510000004

文書番号: 343 更新 12:34 【検証用】教員A・学部長A

「登録」ボタンを押した後に、必ず「業務開始」ボタンを押してください。  
「業務開始」ボタンを押すことで、次の承認者に提出されます。

**1** Click on the [Submit] button

Click on the [OK] button in the confirmation message to start the application workflow.

Done

Once prospective employees have been registered and the hiring process has been completed, a notice of employment terms will be issued. Once you have started work, enter your work information using the “Kinmuu” attendance management system.

Click here to log in to  
kinmuu→

**kinmuu**

※Employee Manual is available [here](#)

FYI 

### Regarding the Registration of Planned Hires for the Fiscal Year Following New Registration

- Once registered, the "Prospective Employee Information" is valid for subsequent years. If the information remains the same, re-registration is not required.
- Even when advancing from undergraduate to graduate school, the "prospective employee information" will carry over to the new student ID number.