From April 2026, TA/ES/TF (student assistants) work management will move to *kinmuu.*

Changes:

- Paper and Excel timesheets will no longer be used.
- The "Notification of Working Conditions", the "Application for Exemption for Dependents", the pay slips, and other documents will also be exchanged in digital form.

> *First, please watch the Kinmuu introduction video below:
> kinmuu Manual for Employees
> Study Support Site ->（Course Related Matters）-> What is a TF, TA, ES, and Orientation Coordinator?

Procedure:

Log in to kinmuu (click "SSO") as soon as you receive the initial setup guidance email.

Step 1 **Initial Setup & Registration**

Bank Registration / (for international students) Residence Card Uploads

*If you cannot find your bank or branch name in the drop-down menu, use the search function.

Step 2 **The Monthly Workflow**

Finalize "Waiting" Tasks and Aim for "Zero" Pending **by the END OF EVERY MONTH**.

You will not be able to finalize your working records next month.

*You need to contact your faculty office to complete the procedures and your salary payment may be delayed.

Kinmuu Essentials:
A Student & Staff Guide to Getting Paid

INITIAL SETUP & REGISTRATION

SSO Login & Bank Registration
Access Kinmuu via Single Sign-On and register a bank account in your own name.

Residence Card Uploads
International students must provide residence card details, including clear photos of both sides.

Profile Completion
Setup is complete only when you reach the "My Page" dashboard screen.

THE MONTHLY WORKFLOW

Aim for 'Zero' Pending
Ensure that the numbers in both the "Fixing" and "Revising" columns reach 0 by the fixed deadline shown on the HOME screen.

Dashboard — Fixing 0 — Revising 0

Finalize "Waiting" Tasks
Review pre-registered shifts or manually enter your actual working hours, then click "Fix" (Kakutei).

Respect the Hard Deadline
Failure to finalize your working records by the fixed deadline will delay your salary payment until the following month or later.

DASHBOARD STATUS ICONS & ACTIONS

Status	Description	Action
Waiting for Confirmation	Shifts are recorded but not yet finalized by you.	YES - Must confirm.
Waiting for Correction	A supervisor returned your entry due to an error.	YES - Must edit & re-confirm.
Waiting for Approval	Your entry is finalized and waiting for the approval by your approver.	NO - No action needed.

NotebookLM

Requests:

When working as a TA, ES, or TF, please make sure to review the relevant guidelines in advance.

*The guidelines are available on the "Study Support Site" titled "What is a TF, TA, ES, and Orientation Coordinator?" shown above.

（March 2026, Office of Academic Affairs at Kinugasa Campus）