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| --- | --- | --- | --- | --- | --- | --- |
| 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 (Worker) 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.
* The host researcher or the operation manager may submit an email attachment (no signature and seal of the employee or manager required) to the person in charge of budget management at the Research Office. The manager must receive the employee's attendance book, verify its contents, and submit it to the person in charge of budget management at the Research Office.

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| --- |
| Spending Budget |
| BCM budget code: |  |
| Name of BCM budget code: |  |
| Budget name (for non-research expenses only) |  |

[BCM budget code] 24 + three alphabetic characters + 6-digit numeric value

 Ex. 24AAO070000, 24DAB490000

<How to verify>

For students of the University: Please check the link in the email entitled “Notice regarding Working Conditions" sent at the time of employment.

For those other than the above: Please check with your host researcher/operation manager.

\* Write the name of the Principal Investigator (PI) below if the budget type is collaborative research, such as KAKENHI, or Advanced Research Programs at Ritsumeikan University.

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| Name of PI |  | 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) |
|  CategoryDD | Description of Work | Time WorkedExample: 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.

|  |  |  |  |  |
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| Hourly wage: yen | Payment category | Totaled with salary / Totaled with part-time salary | Total actual hours worked: | Total days: |
| Employment No. | Total sum | Identification (only at the counter) |
|  | Regular yen × h＝ | yen | Date and time/ID type | Checked by |
| Premium yen × h＝ | MM DD |  |
| Late night yen × h＝ |  |