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

**Attendance Book for Part-Time Research Staff (For / (MM/YYYY))**

\* Number of hours worked are calculated by 15 minute increments　. \* This attendance book is due at the end of each month and must be submitted to the Research Office on the last day of work of the month and no later than the 1st of the following month. \*Working hours must be five days or less and less than 20 hours per week with the actual working time never exceeding seven and a half hours in a single day. In accordance with the Labor Standards Act, an employee is entitled to one break of 45 minutes or less if the work exceeds six hours in a single day. Breaks such as lunch are not included in actual working hours. The initial date of calculation for the week is Saturday. Be sure to always check the amount of days worked per week according to the individual employment contract as they are stipulated individually. \* Indicate the taking of annual paid vacation days in the work contents area. \*Items surrounded by double lines are for the employer to fill in and those surrounded by bold lines are for the employee. **\* Fill in the areas in the dotted lines yourself.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID Number of Faculty / Administrative Staff |  | Affiliation | Research Organization/Research Institute/Center | |
| Job Title | Assistant Researcher/  Research Assistant | Name | Seal | (Name/Seal or Signature) |
| Host Researcher or Principal Investigator | | Name | Seal | (Name/Seal or Signature) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Amount of annual paid vacation days  days | Days remaining at end of previous month | days | Remaining days |  | Spending  budget |  |
| Days taken this month | days | days |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |  |

[The Following is for Executive Office Use Only]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hourly wage: yen | | Total actual hours worked: Total days: | | Approved by | Inspected/  Checked by | Received by |
| Payment Amount (Pretax) | Regular yen × h= | | yen |  |  |  |

Confirmed by Employee (MM/DD) / :

□ I have confirmed that the amount of hours worked did not exceed seven and a half.