

Time sheet and invoice

勤務実績報告書 兼 請求書

事務主管	受付年月日
	(確認書あり <input type="checkbox"/>)

- 特定個人研究費 (Special individual research funds) 科研費 (Grants-in-Aid for Scientific Research (KAKENHI)) (研究 () 研究代表者氏名 ())
- 私立大学戦略的研究基盤形成支援事業<大型研究> (研究代表者:) (Project to support formation of a strategic research base for private universities <Large-scale research> (Name of Principal investigator:))
- 研究所研究費等 (総合・重点・特別・個人・共同・大学院共同・新領域創成型・若手) (Research institute funds (General/Priority/Special/Individual/Collaboration with graduate school/Creation of new area/Young researchers))
- 受託研究 (Commissioned research) 共同研究 (Collaborative research) 学術研究奨励寄付 (企業名等:) (Academic research incentive donations (Name of corporation, etc.:))
- 研究助成 (助成団体:) (Research grant (Name of providing organization:)) その他 () (Other ())

研究課題: Title of research project

YYYY 年 MM 月分

管理者 Your supervisor

所属 Affiliation

氏名 Your Supervisor's Name (手書き) (Please write by hand) (印)

フリガナ 従事者(手書き) Full Name Seal (印) Date of birth YYYY 年 MM 月 DD 日

住所: 〒 Zip Code and Home address

電話・携帯電話番号: Tel / Mobile phone

勤務先・大学名・学部等・学年: Affiliation / Undergraduate or Graduate School / Year

勤務日時・授業時間との重複の有無 ⇒ 重複なし

RA TA Temporary staff (Please check it after confirming that your working time does not overlap classes you should attend or other job.)

※Please attach your time sheet as RA, TA or Temporary Staff. (only on Surugadai, Izumi, and Nakano)
 ※RA・TA・嘱託(短期・特別)の該当者は勤務表の写しを添付してください。[生田は不要です]

日	曜日	従事時間帯	休憩等除外の時間数	8時間までの従事時間数	8時間を超えた時間数	22時間以降の従事時間数	当該研究課題に関する補助業務の具体的な作業内容を記入のこと Please indicate the details on your job.
e.g.	Mon.	8:30~18:30	1:00	8:00	1:00	1:00	Assisting the experiment of XXX
1		~					
2		~					
3		~					
4		~					
5		~					
6		~					
7		~					
8		~					
9		~					
10		~					
11		~					
12		~					
13		~					
14		~					
15		~					
16		~					
17		~					
18		~					
19		~					
20		~					
21		~					
22		~					
23		~					
24		~					
25		~					
26		~					
27		~					
28		~					
29		~					
30		~					
31		~					
合計	Sum						

Bank account for wire transfer 振込先	(支店フリガナ)		※必須	
	Bank Name 銀行	支店番号(Branch No.)	Branch Name 支店	Reading of Japanese name (KATAKANA)
	<input type="checkbox"/> 普通 Ordinary account	<input type="checkbox"/> 当座 Current account	口座番号 Bank account No.	口座名義: Name of account holder
計算 (従事時間数)	Working hours 時間	× (時給)	Hourly wage 円 = 計 Sum Yen 円	
(8時間超及び22時以降)	時間	× (時給×1.25)	円 = 割増額の計 円	
			【端数】切上げ 支給額合計 円 四捨五入	
事務記入欄 (記入不要)	乙 欄	税額 -	円	
		振込み額	円	

※初回の場合、従事者は事前に研究推進部に入室のこと。注意事項記載文書を配布します。 ※記入にあたっての注意事項【裏面参照】。

◆Notes: Please be sure to read the following.

【Researchers】

- 1 Please confirm the "Hiring a part-time worker."
- 2 When this form has been submitted by a part-time worker, please confirm that all of the content has been filled in correctly. Please write your affiliation and name next to 管理者所属 and 氏名 sections by hand, affix your seal, and give instructions for it to be submitted to the office in charge. (Refer to the examples for filling in information.)
 - In order to prevent duplication, please write name section by hand.
 - Please affix a seal with vermilion ink or signature by hand. Pre-inked seals such as Shachihata cannot be used.
- 3 Working days, working hours, and specific details of assistance work related to the research project are to be filled in by the part-time worker. Revisions also can only be made by the part-time worker.

【Part-time workers】

- 1 Please submit it to the researcher promptly after finishing work on the last working day in every month.
- 2 When filling it in, please refer to the examples and make sure that you do not leave information out.
- 3 Please take sufficient care, because an error may be deemed a false application.
- 4 Working days, working hours, and specific details of assistance work related to the research project are to be filled in by the part-time worker. Revisions also can only be made by the part-time worker.
- 5 In order to prevent duplication, please fill in the "従事者 (part-time worker section)" by hand, and affix a seal with vermilion ink (pre-inked seals such as Shachihata cannot be used).
- 6 For revisions, please cross out mistakes with double lines, affix a revision seal, and then fill in the correct information. Correction tape and correction fluid cannot be used. Please also use a seal with vermilion ink for revisions.
- 7 A claim for payment can be made for the project regarding the research stated in the "研究課題" section. Requests for other project cannot be made. Please make such requests separately.
- 8 Assistance with classes or seminars is not for a research. Therefore requests cannot be made.
- 9 For telephone/mobile phone number, please fill in the number next to the "電話・携帯電話番号" that can be reached at any time. It will only be used for confirmation related to this form.
- 10 For undergraduate students, graduate students, RAs, TAs, post-doctoral fellow, and temporary staffs, please confirm "whether or not there are overlaps with working dates or times or class hours," and check "重複なし (no overlaps)".
- 11 If you are an RA, TA, post-doctoral fellow, or temporary staff, please check the box that applies to you, and attach your time sheet (not necessary for part-time workers on the Ikuta Campus).
- 12 Please refer to the examples for how to fill in times and number of hours.
- 13 For "休憩等除外時間数," please fill in the total number of hours for the break and hours you did not work.
- 14 Please fill in specifically what you have done in "当該研究課題に関する補助業務の具体的な作業内容" section since this sheet is also recognized as a working record. Do not omit the work you have done as to say "same as above" in the section. For example, "created a report" is not enough for the explanation of the work. A good example is "created an investigative report about XXX."
- 15 Meiji university will pay wages directly into the part-time worker's bank account. Please accurately fill in the name of the bank, the name of the branch, the account number, and the account holder's name.
- 16 The amount of wages will be paid after deducting tax.

Chart of tax amounts withheld from employment income (for January 2019 and afterward) (Chart of monthly amounts)

	Monthly amount of salary, etc. after deductions for social insurance premiums, etc.		Z(B)
	That amount or more	Less than	Tax amount
	JPY	JPY	JPY
	Less than JPY 88,000		The amount equivalent to 3.063% of monthly amount of salary, etc. after deductions for social insurance premiums, etc. (including spacial income tax for reconstruction)
1	88,000	89,000	3,200
2	89,000	90,000	3,200
3	90,000	91,000	3,200
4	91,000	92,000	3,200
5	92,000	93,000	3,300
6	93,000	94,000	3,300
7	94,000	95,000	3,300
8	95,000	96,000	3,400
9	96,000	97,000	3,400
10	97,000	98,000	3,500
11	98,000	99,000	3,500
12	99,000	101,000	3,600
13	101,000	103,000	3,600
14	103,000	105,000	3,700
15	105,000	107,000	3,800

	Monthly amount of salary, etc. after deductions for social insurance premiums, etc.		Z(B)
	That amount or more	Less than	Tax amount
16	107,000	109,000	3,800
17	109,000	111,000	3,900
18	111,000	113,000	4,000
19	113,000	115,000	4,100
20	115,000	117,000	4,100
21	117,000	119,000	4,200
22	119,000	121,000	4,300
23	121,000	123,000	4,500
24	123,000	125,000	4,800
25	125,000	127,000	5,100
26	127,000	129,000	5,400
27	129,000	131,000	5,700
28	131,000	133,000	6,000
29	133,000	135,000	6,300
30	135,000	137,000	6,600
31	137,000	139,000	6,800
32	139,000	141,000	7,100
33	141,000	143,000	7,500
34	143,000	145,000	7,800
35	145,000	147,000	8,100
36	147,000	149,000	8,400

* A certificate of income and withholding tax for the payment of the previous year will be given to you in January each year. When you change your residences, please notify the post office of a forwarding address so that you will be able to receive