AY 2022 TA Working Hour Management Procedure

Deadline
Spring Semester:
By the end of February
Fall Semester:
By the end of July

Submit TA work schedule
(Class instructor/TA student ➡ Graduate Support, Academic Service Office)

Students who work at the University	**Students who work from home and <u>can come to school</u> within the application period**	**Students who work from home and <u>cannot come to school</u> within the application period**

Period of work
Spring term: Starts April
Fall term: Starts October

Students who work at the University

Start working as TA

Put the seal on the attendance book *before the start of work* on each working day
(TA student)

Students who work from home and can come to school / cannot come to school

Get permission to work from home
(TA student ➡ Class instructor)

Submit the documents required to work from home
(TA student ➡ Graduate Support, Academic Service Office)

[Required documents]

(1) Application form to work from home for TA	Required to be submitted for every month to be worked from home
(2) Written confirmation of PC settings to be used at home	Required to be submitted once within the academic year

Start working as TA

Deadline at the end of each work month

Students who work at the University

Confirm that the attendance book is stamped correctly
(TA student)

Put the class instructor's seal on the attendance book as a proof of confirmation
(Class instructor)

Students who work from home and can come to school

1. Write "在宅勤務 (work from home)" in the work day column of the attendance book.
2. Check the 【在宅勤務者確認欄】 field at the bottom of the sheet.

(TA student)

Put the class instructor's seal on the attendance book as a proof of confirmation
(Class instructor)

Students who work from home and cannot come to school

1. Receive an attendance report format (electronic file) and write "在宅勤務 (work from home)" in the work day column.
2. Check the 【在宅勤務者確認欄】 field at the bottom of the sheet.

(TA student)

Put the class instructor's seal on the attendance report as a proof of confirmation and submit it to the Academic Support Office from the class instructor or TA student