

\* Please read the document carefully before start working as TA.

## Instructions on Teaching Assistant (TA) Attendance Book

- ◆ The attendance books are placed at the Graduate Support counter in 3A201, the Academic Service Office for SIE Area.
- ◆ The salary as TA will be paid on the 17th day of the month following the working month, based on the records in the attendance book (the payday may change depending on the day of the week). Please pay attention to the following two points.

### 1) Please put your seal on the attendance book before the start of work on each working day.

Please report when and how you worked by putting a seal or filling in the work day column of the attendance book as follows.

- When you worked at the university..... Put a seal
- When you worked from home..... "在宅勤務 (Work from home)"  
\*Prior application is required to begin working from home (see end of this document).
- If you cannot work because the class is canceled... "休講 (No class)"
- If you are absent from work for personal reasons..... " / " (Draw a diagonal line in the field)

If you cannot put your seal before the start of work for some reason, please do so immediately after work. If there is no seal, it is considered that the day's work has been canceled or you have been absent from work, and you will not be paid for that day.

Please notify the Academic Service Office for SIE Area (Graduate Support) immediately if the work schedule changes.

**The final deadline for putting seal on the TA attendance book:  
Noon on the last day of each work month**

(If the last day of the month is a Saturday, Sunday, or holiday,  
the deadline will be the last opening day of the office.)

- \* Due to office closure, the deadline may not be the last day depending on the month. Please make sure to check the monthly deadline stated in the attendance book.
- \* If there is no seal by the final deadline, you cannot put a seal later and you will not be paid for that month.

### 2) Always use the same stamp for putting a seal on the attendance book.

As proof that the same person is working, please use the same stamp for sealing the attendance book during the TA employment period (i.e. within the academic year).

\* If you want to change the stamp in the middle of the year due to loss or other reasons, please report the Academic Service Office for SIE Area (Graduate Support) in advance.

[When working from home]

1) Submit the following documents to the Academic Service Office for SIE Area (Graduate Support) by the day before work with the permission of the class instructor.

- (1) Application form to work from home for TA
- (2) Written confirmation of PC settings to be used at home

\* If you do not submit the above two documents before the start of work, you will not be allowed to work from home.

2) Instead of putting your seal, write "在宅勤務 (work from home)" in the work day column of the attendance book by noon on the last day of month when you worked from home. (If the last day of the month is a Saturday, Sunday, or holiday, the deadline will be the last opening day of the office.) If you cannot come to the office by the deadline and received an attendance report format (electronic file), ask the class instructor to confirm it and submit it by the deadline.

### Contact

Graduate Support, Academic Service Office for the Systems and Information Engineering Area (3A201)  
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