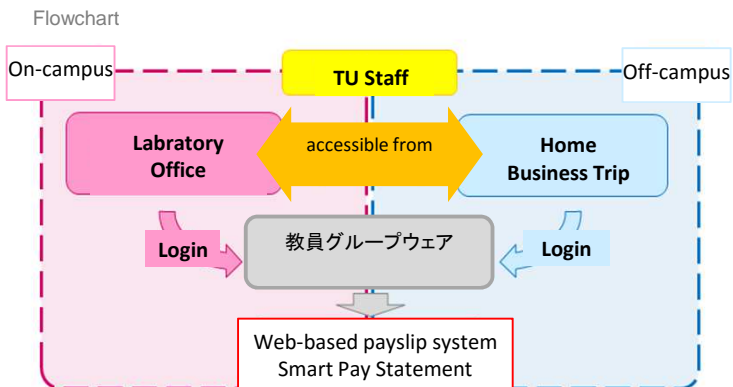


All Instructors:

Adoption of Smart 給与明細 (Smart Pay Statement) Web-based payslip system

The Smart Pay Statements Web-based payslip system will be adopted as part of our effort to improve

By offering digitally distributed payslips, instead of printed ones, we will improve service for the instructors, and reduce office processing and costs associated with printed pay statements.



Improved services

Enables instructors to view their pay statements when they want, even at home or while on business trips. A list showing their salary payments for the year can also be viewed. Instructors will be able to view up to three years of pay statements (as of current plans), starting from

Reduced office processing and cost

The office staff will no longer need to spend time sorting and distributing (printed) pay statements, and will be able to use that time for other tasks. Reduces cost through adoption of paperless office.

In order to maximize reductions in office processing and cost, please cooperate by consenting to receive payslips via digital distribution, and canceling your

Screenshot

① 教職員グループウェア

② 承諾画面

③ 年間給与の一覧表 (暦年1月～12月分)

支給年月日	基本給	手当	時間外	費与	所得税	住民税	社会保険料	その他控除	差引支給額
年度合計	2,999,997	299,997	299,997	999,999	299,997	299,997	299,997	299,997	2,999,997
平成21年06月25日	999,999	99,999	99,999	999,999	99,999	99,999	99,999	99,999	999,999
平成21年07月25日	999,999	99,999	99,999	999,999	99,999	99,999	99,999	99,999	999,999
平成21年08月25日	999,999	99,999	99,999	999,999	99,999	99,999	99,999	99,999	999,999

④ 給与明細

ブラウザの印刷機能で印刷も可能です。

Smart Pay Statements will be added as a new item on the Instructor Groupware menu. Please follow the below instructions to log in.

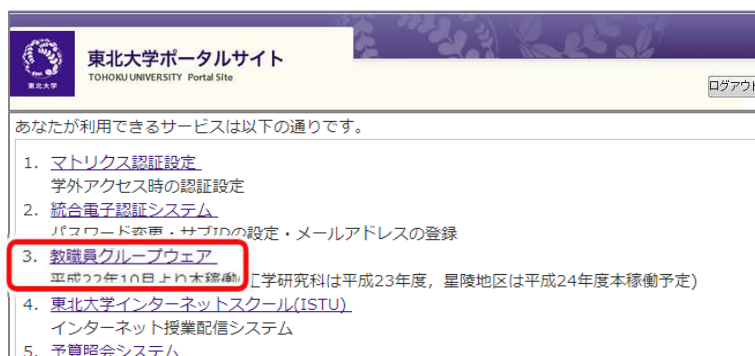
I. Logging in



(1) On the Tohoku University website, click Faculty and Staff.



(2) Enter your Tohoku University ID and login



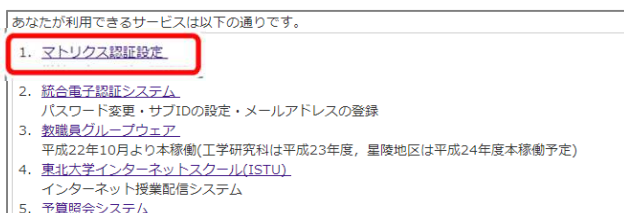
(3) Click on 教職員グループウェア (Instructor Groupware).

Instructor Groupware will start in a separate screen.

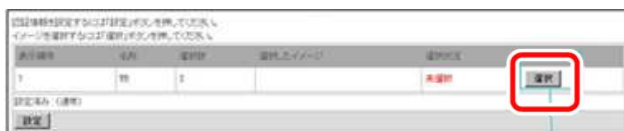
Connecting from off-campus

Set up マトリクス認証設定 (Matrix Authentication) in advance.

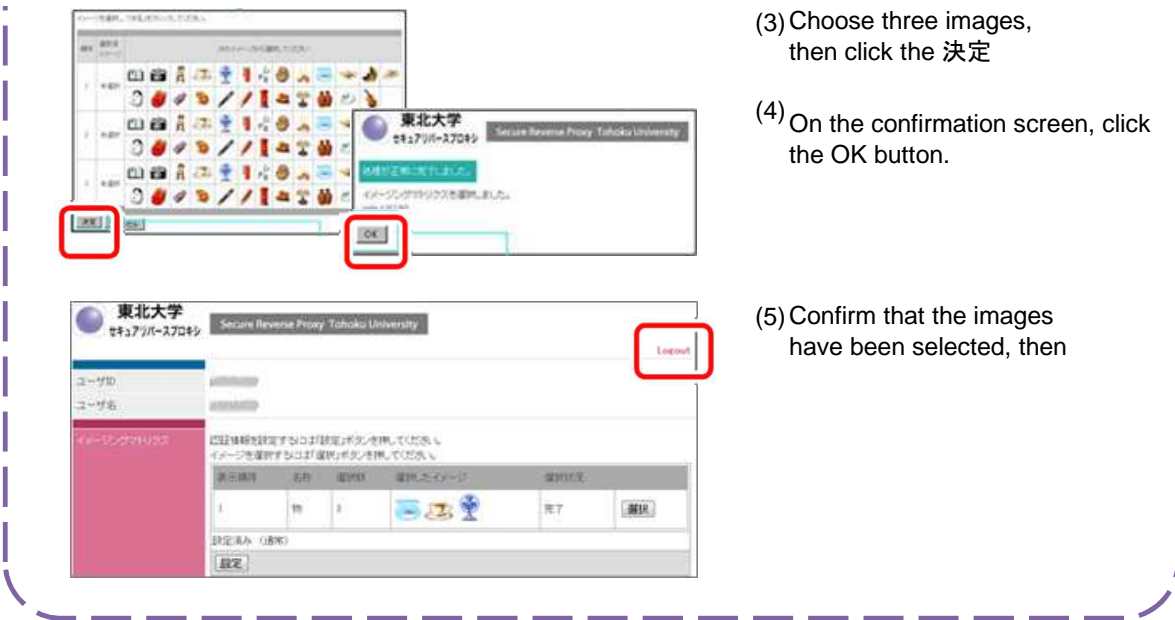
For details, see: <http://www.bureau.tohoku.ac.jp/portal/tu-portal.html#onepas>



(1) Log in to the Tohoku University Portal Site from on campus, and click マトリクス認証設定 (Matrix Authentication).



(2) Click the 選択 (Select) button.



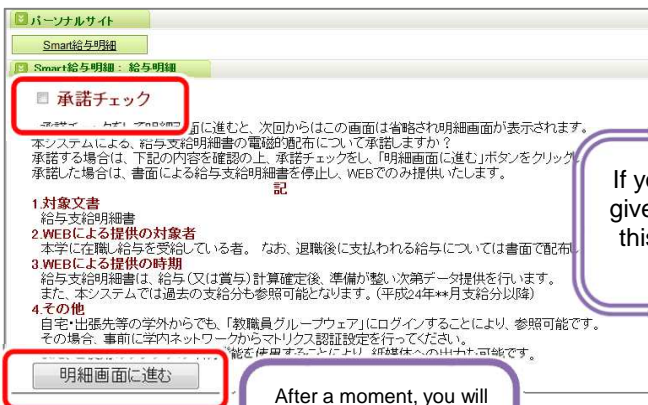
- (3) Choose three images, then click the 決定
- (4) On the confirmation screen, click the OK button.
- (5) Confirm that the images have been selected, then



The Instructor Groupware screen will be displayed.

- (4) On the 全学用 (University-wide) tab, a section titled Smart給与明細 (Smart Pay Statements) will be

Click the "ログインする" button in the Smart Pay Statements area.



- (5) To cancel your printed pay statement, and authorize web-based pay statements, check the 承諾チェック (Authorize) box, then click 明細画面に進む

After a moment, you will be able to proceed to the pay statement screen without having to check

対象年	基本給	手当	時間外	賞与	所得税	住民税	社会保険料	その他控除	差引支給額
年間合計	900,000	150,000	180,000	0	60,000	30,000	90,000	270,000	780,000
支給年月日	基本給	手当	時間外	賞与	所得税	住民税	社会保険料	その他控除	差引支給額
平成24年11月19日	300,000	50,000	60,000	0	20,000	10,000	30,000	90,000	260,000
平成24年10月19日	300,000	50,000	60,000	0	20,000	10,000	30,000	90,000	260,000
平成24年09月19日	300,000	50,000	60,000	0	20,000	10,000	30,000	90,000	260,000

A list of pay statements will be displayed.

- (6) Set the 対象年 (year) and click the dates of the relevant

The pay statement will be shown in a separate screen.

給 与

給与計算期間 平成24年10月1日 ~ 10月31日

機 関	所 属	氏 名
国立大学法人東北大学	総務部人事課	
	011285	

給与与明細 支給年月日 平成24年10月19日 国立大学法人東北大学

個人番号	氏 名	本給表 級 号	控除後支給額	振込額	現金手渡額
		一般(一) 9 99	242,000	242,000	

(1)本給月額	(2)本給の調整額	(3)時 間	(4)金 額	(5)扶養手当	(6)地域手当	(7)職責手当	
800,000	0			0	20,000	0	
(8)住居手当	(9)単身赴任手当	(10)初任給調整手当	(11)特給勤務手当	(12)寒冷地手当	(13)期末手当	(14)勤労手当	
25,000	0	0	0	0	0	0	
(15)25	(16)100	(17)125	(18)135	(19)150	(20)160	(21)175	
(24)前日直手当	(25)その他	(26)通勤手当	(27)一時金	給与支給総額			
0	0	4,000	0	409,000			
等級	標準報酬	(31)短期掛金	(32)介護掛金	(33)長期掛金	(34)労働保険料	被 課 税 金 額	(35)所得税
98	880,000	18,000	2,000	90,000	2,000	800,000	20,000
(36)住民税	(37)宿舍費	(38)財形貯蓄額	(39)共済貸付返済金	(40)共済貯金	(41)団体終身保険	(42)その他	
10,000	0	0	0	90,000	0	0	
控 除 額 計	給 与 支 給 累 計			社会保険料累計	所 得 税 累 計		
187,000	6,000,000			800,000	800,000		

備考

備考等

画面印刷 画面を閉じる

Pay statement will be

(7) A printout can be made by clicking 画面印刷 (print)

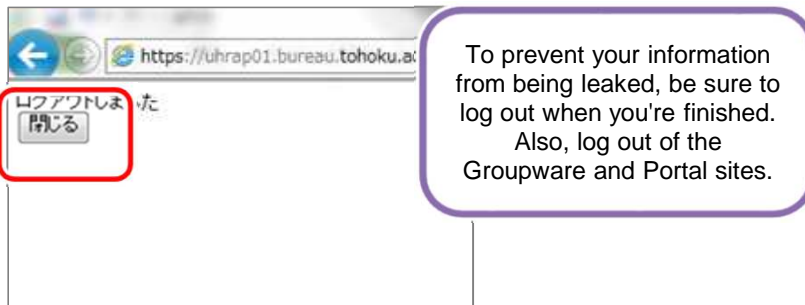
*Your Web browser's printing feature will be used.

*The default printing format is A4 portrait, but this can be changed with the print properties in the print dialog

Click 画面を閉じる (close screen) to leave this screen.



(8) Click ログアウト (logout) on the screen's upper-right side



Then click 閉じる (close) to close the screen.

Web Menu

We plan to add a Smart Pay Statements item to the Instructor Groupware. website menu when operation of the system begins (planned for late March, 2012).

For those who usually use the 部局用 (departmental) or 個人用 (personal) tabs on the Groupware Desktop, Smart Pay Statements will be available from the Web menu, without switching to the 全学用 (university-wide) tab.



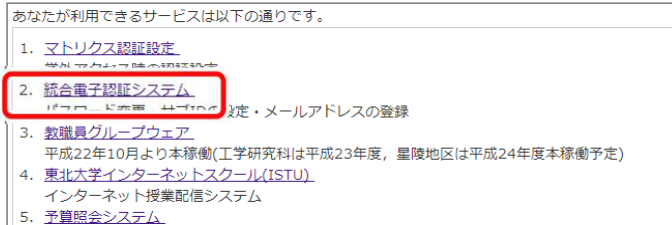
The desktop layout can be set so that Smart Pay Statements is displayed on the 個人用 (personal) tab desktop. Adjust your settings as per your preferences.

II. Receiving notifications related to Smart Pay Statements

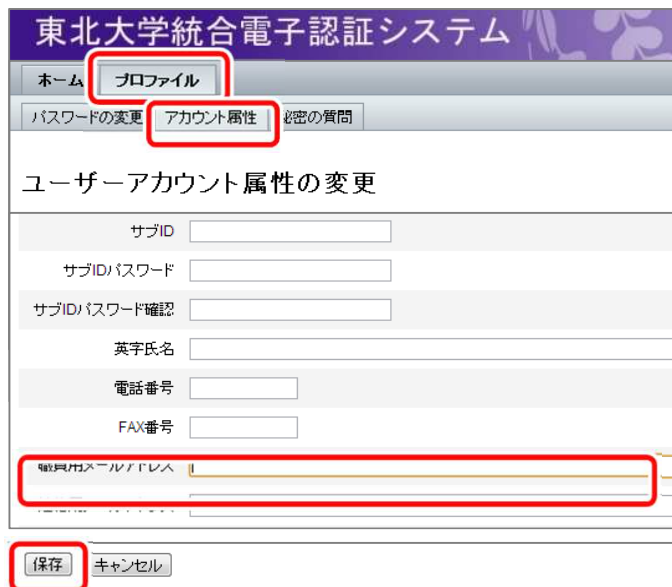
Monthly announcements regarding updates to pay statement information will be displayed in Announcements for all Staff on the Instructors Groupware bulletin board.

These announcements can also be received by e-mail in the form of a "digest mail," so we recommend registering an e-mail address.

Register Mail Address (Integrated Electronic Authentication)



(1) Click on **統合電子認証システム (Integrated Electronic Authentication System)** on the



(2) Click on the Profile tab, then on the Account Attributes tab. Enter your mail address in **職員用メールアドレス (instructor mail address)**, then click the Save

Digest Mail Settings (Instructor Groupware)

You can set up your account to receive e-mail bulletins with the Instructor Groupware.

*The Seiryō instructors (excluding office staff) are not yet configured to formally use the digest mail feature, so they will not receive digest e-mail even if they perform this setting.

Thank you for your understanding

ユーザーシステム管理者さん

個人設定

ダイジェストメール配信 > 個人設定

配信対象外

配信対象

サンプル掲示板
全教職員向け掲示板
電気通信研究所掲示板
工学・事務手続き課
本学事務情報科掲示板
論文掲示板
情報推進課掲示板
施設部内掲示板
指定帳

各種オプションを設定できます。

配信対象を選択できます。

ダイジェストメール配信

ダイジェストメール配信

メール配信時刻

- 6時(当日のスケジュールをメールに記載)
- ◎ 12時(当日および翌日のスケジュールをメールに記載)
- ◎ 18時(翌日のスケジュールをメールに記載)

掲示板およびアンケートは配信時刻の24時間以内に登録更新された情報を送信します

スケジュール記載ユーザー

- 自分のみ
- ◎ 秘書として代理登録分も含む