Electronic Delivery of Salary Statement and Other Documents

（From how to submit consent to and check the details of the Agreement for Electronic Delivery）

1. Submission of consent to the Agreement for Electronic Delivery

A menu for submitting your consent to the Agreement for Electronic Delivery is currently available on the HR Web system "Aroha." Please click on the menu to check the statements to be delivered electronically, the details on the delivery start date, etc. before submitting your consent to the Agreement.

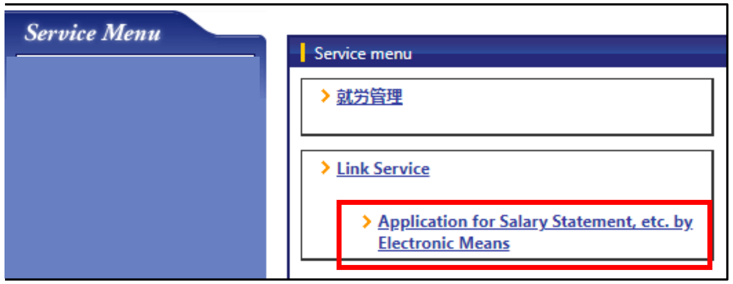
〇 "Aroha" website ： https://kintai-hiroshimauniv.ccms.works-hi.co.jp/cws/cws **（Or "Iroha"→"Campus system" tab→"Aroha")**

*The website can be accessed only from the campus network, so if you wish to use the system from outside the campus such as your home, etc. please use the VPN connection of the Information Media Center.

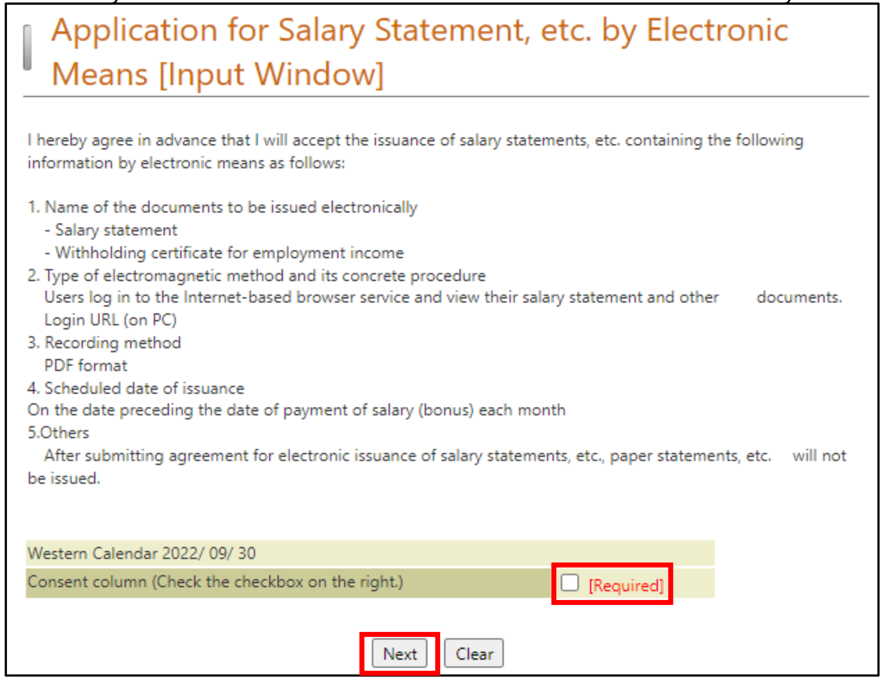
〇URL of the Information Media Center's VPN service： https://www.media.hiroshima-u.ac.jp/services/hinet/vpngw/

【How to use】

①Log in to the system and click on "Application for Salary Statement,etc. by Electronic Means" the menu at the upper part of the service menu.



②Check the Consent column and click on "Next" after checking the details including the documents to be delivered electronically, how they will be delivered and the date scheduled for electronic delivery.



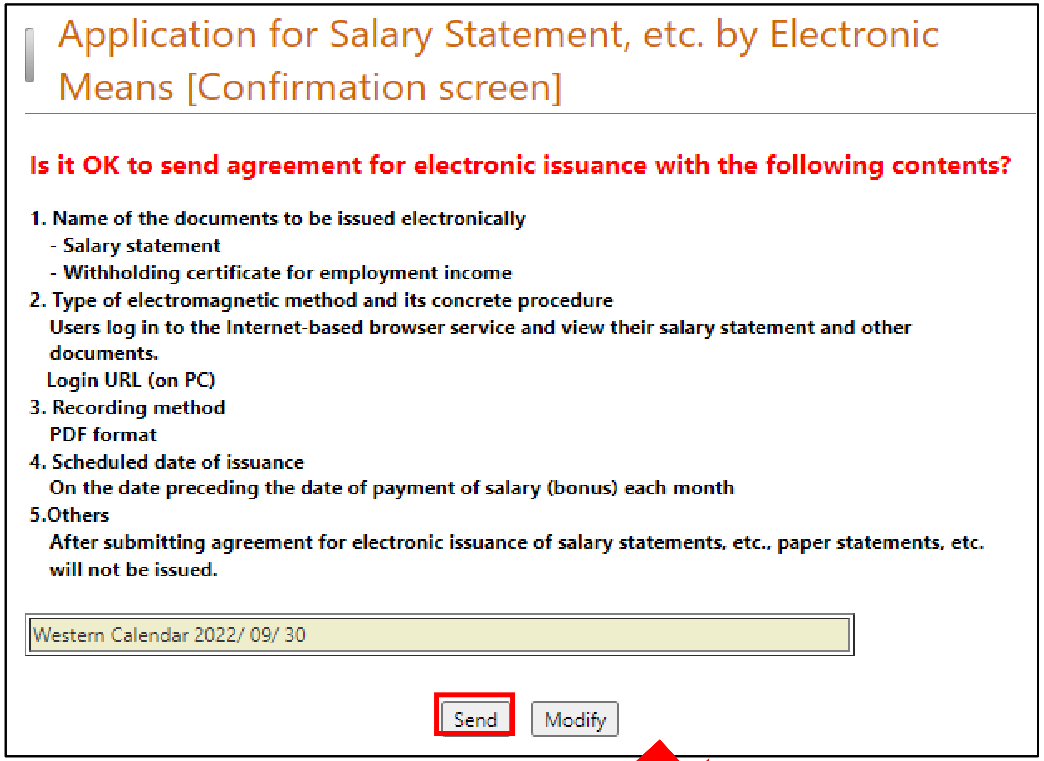
Application for Salary Statement, etc. by Electronic Means [Input Window]

I hereby agree in advance that I will accept the issuance of salary statements, etc. containing the following information by electronic means as follows:

1. Name of the documents to be issued electronically
   - Salary statement
   - Withholding certificate for employment income
2. Type of electromagnetic method and its concrete procedure
   Users log in to the Internet-based browser service and view their salary statement and other documents.
   Login URL (on PC)
3. Recording method
   PDF format
4. Scheduled date of issuance
On the date preceding the date of payment of salary (bonus) each month
5.Others
   After submitting agreement for electronic issuance of salary statements, etc., paper statements, etc. will not be issued.

Western Calendar 2022/ 09/ 30	
Consent column (Check the checkbox on the right.)	☐ [Required]

③Click on "Send" button after checking the details of agreement again.



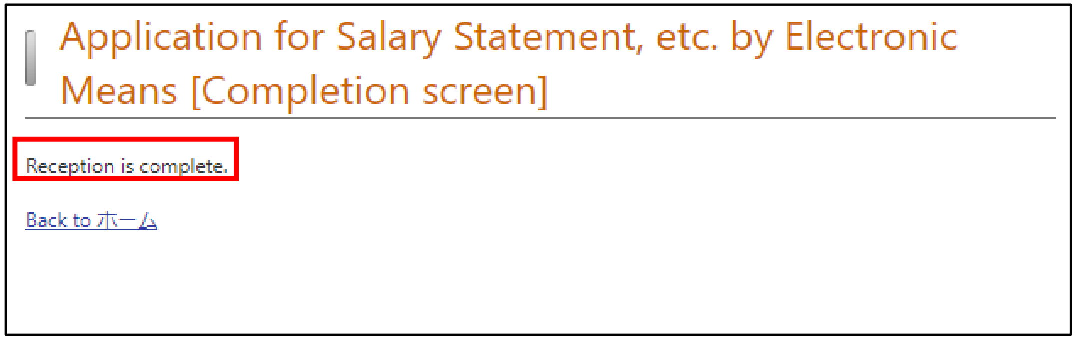
Application for Salary Statement, etc. by Electronic Means [Confirmation screen]

Is it OK to send agreement for electronic issuance with the following contents?

1. Name of the documents to be issued electronically
   - Salary statement
   - Withholding certificate for employment income
2. Type of electromagnetic method and its concrete procedure
   Users log in to the Internet-based browser service and view their salary statement and other documents.
   Login URL (on PC)
3. Recording method
   PDF format
4. Scheduled date of issuance
   On the date preceding the date of payment of salary (bonus) each month
5. Others
   After submitting agreement for electronic issuance of salary statements, etc., paper statements, etc. will not be issued.

Western Calendar 2022/ 09/ 30

④Submission is complete when the screen below appears.



Application for Salary Statement, etc. by Electronic Means [Completion screen]

Reception is complete.

You can view your salary statement, etc. the next day you submit your consent to the Agreement (or the second day after holidays if you submit it on holidays or during the vacation period).

The next page explains how to view it.

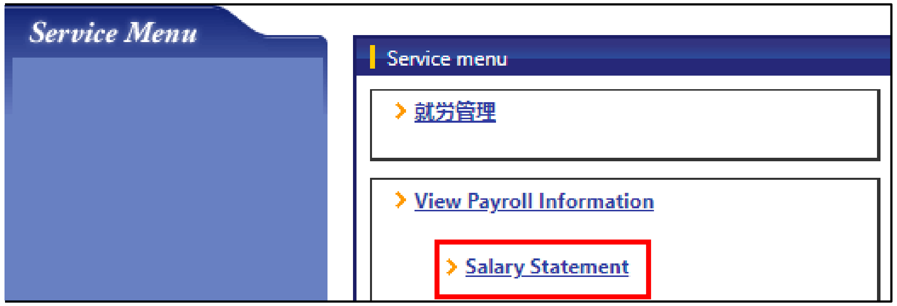
2. Viewing salary statement and other documents

A menu for viewing salary statement, etc. is available on the system. You can view them on the screen by selecting the year/month and save them as PDF files.

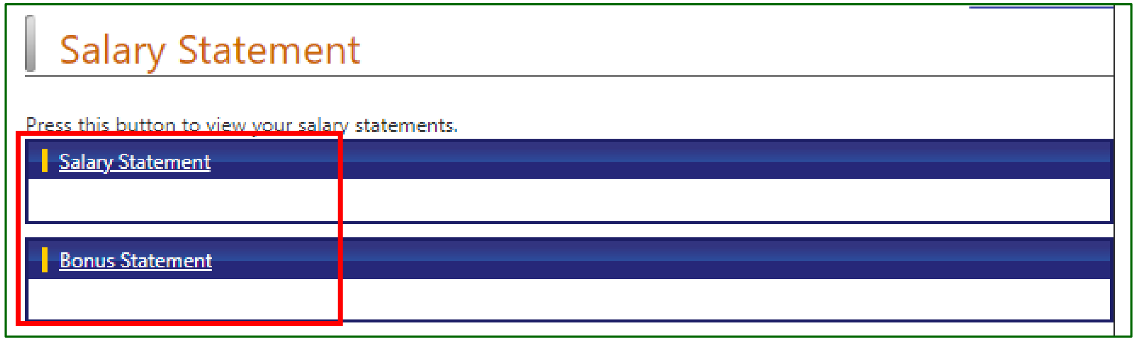
Please see below for the image of the screen transition when viewing the salary statement (same as the statement of Withholding Certificate for Employment Income) as an example.

【How to use】

①Log in to the system and click on "View Payroll Information＞Salary Statement," the menu at the upper part of the service menu.


Service Menu
Service menu
就労管理
View Payroll Information
Salary Statement

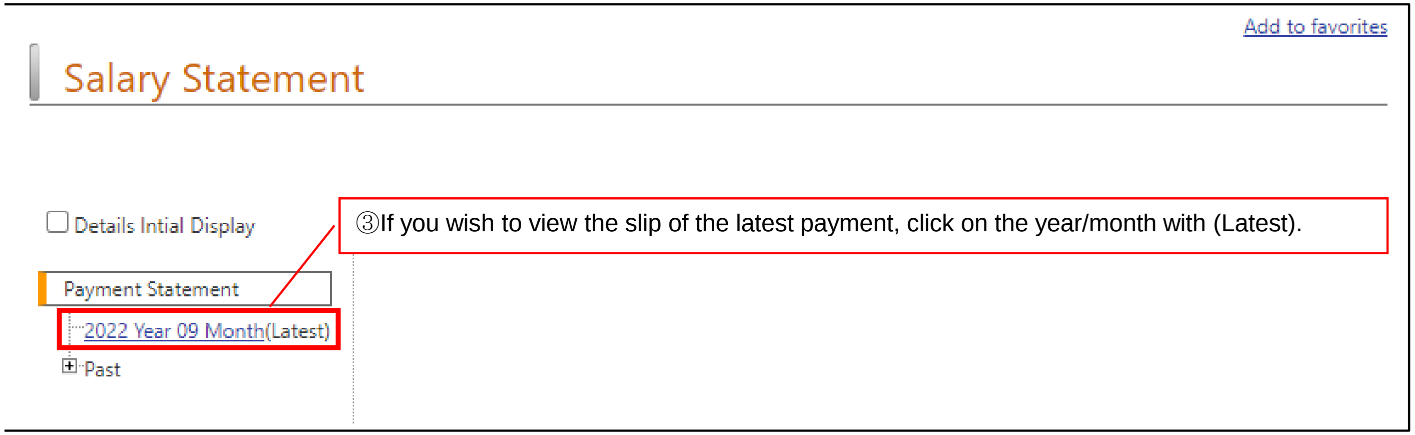
②Click on "Salary Statement" or "Bonus Statement".


Salary Statement

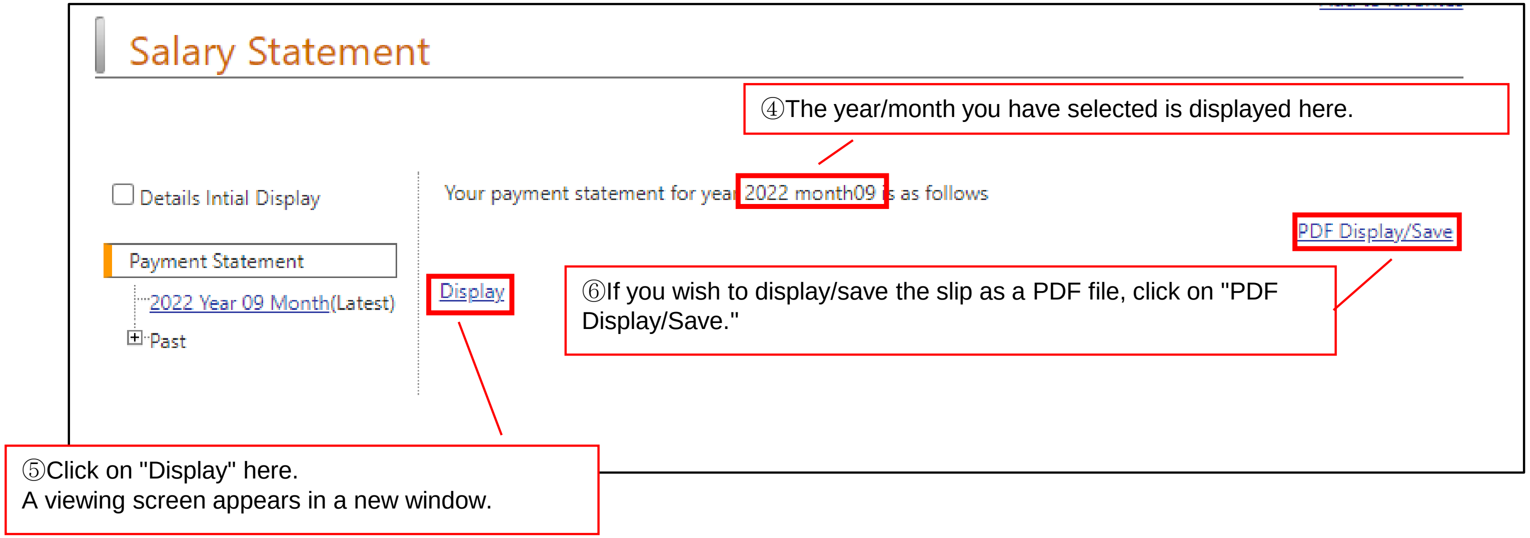
Press this button to view your salary statements.

Salary Statement
Bonus Statement

(When selecting Salary Statement）


Add to favorites
Salary Statement
☐ Details Intial Display
Payment Statement
2022 Year 09 Month(Latest)
⊞ Past

③If you wish to view the slip of the latest payment, click on the year/month with (Latest).


Salary Statement
☐ Details Intial Display
Payment Statement
2022 Year 09 Month(Latest)
⊞ Past
PDF Display/Save
Display

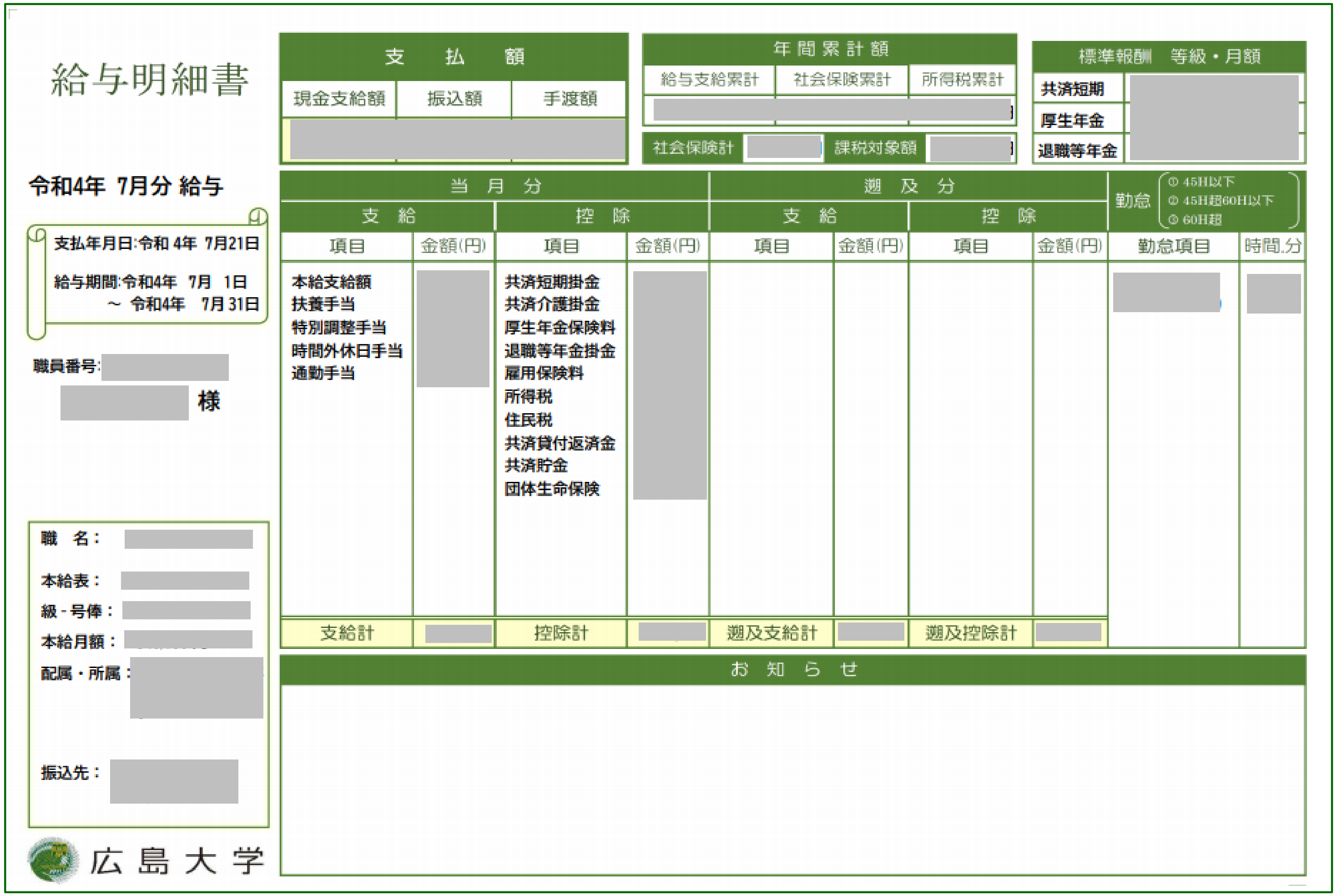
Your payment statement for year 2022 month09 is as follows

④The year/month you have selected is displayed here.

⑥If you wish to display/save the slip as a PDF file, click on "PDF Display/Save."

⑤Click on "Display" here.
A viewing screen appears in a new window.

⑦ The salary statement is displayed as follows.



給与明細書

令和4年 7月分 給与

支払年月日:令和 4年 7月21日

給与期間:令和4年 7月 1日
～ 令和4年 7月 31日

職員番号:[redacted]

[redacted] 様

支払額		
現金支給額	振込額	手渡額
[redacted]		

年間累計額		
給与支給累計	社会保険累計	所得税累計
[redacted]		
社会保険計	[redacted]	
課税対象額	[redacted]	

標準報酬 等級・月額	
共済短期	[redacted]
厚生年金	
退職等年金	

当月分				遡及分				勤怠 ① 45H以下 ② 45H超60H以下 ③ 60H超	
支給		控除		支給		控除			
項目	金額(円)	項目	金額(円)	項目	金額(円)	項目	金額(円)	勤怠項目	時間.分
本給支給額	[redacted]	共済短期掛金	[redacted]					[redacted]	[redacted]
扶養手当		共済介護掛金							
特別調整手当		厚生年金保険料							
時間外休日手当		退職等年金掛金							
通勤手当		雇用保険料							
		所得税							
		住民税							
		共済貸付返済金							
		共済貯金							
		団体生命保険							
支給計	[redacted]	控除計	[redacted]	遡及支給計	[redacted]	遡及控除計	[redacted]		

職　名：[redacted]

本給表：[redacted]

級 - 号俸：[redacted]

本給月額：[redacted]

配属・所属：[redacted]

振込先：[redacted]

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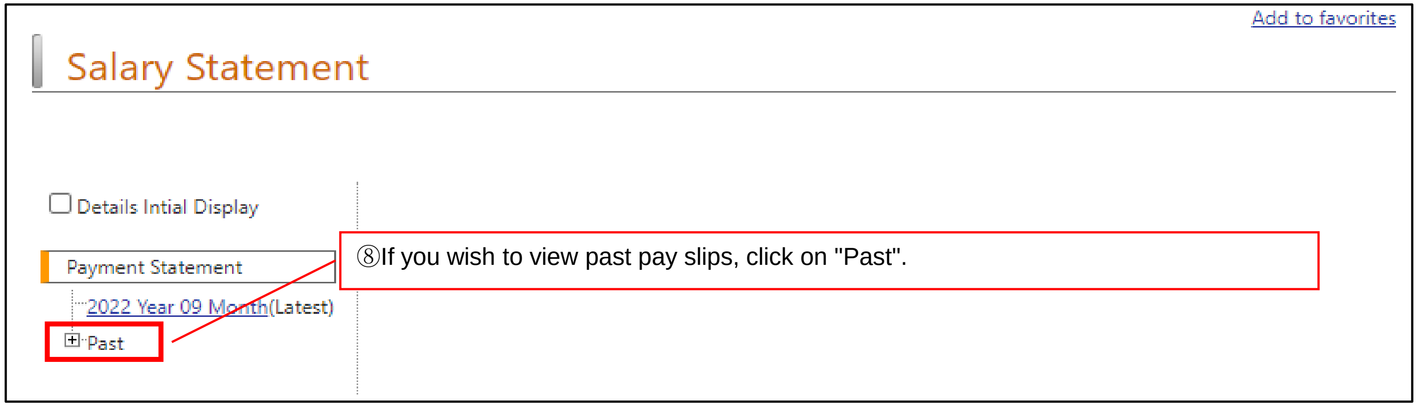
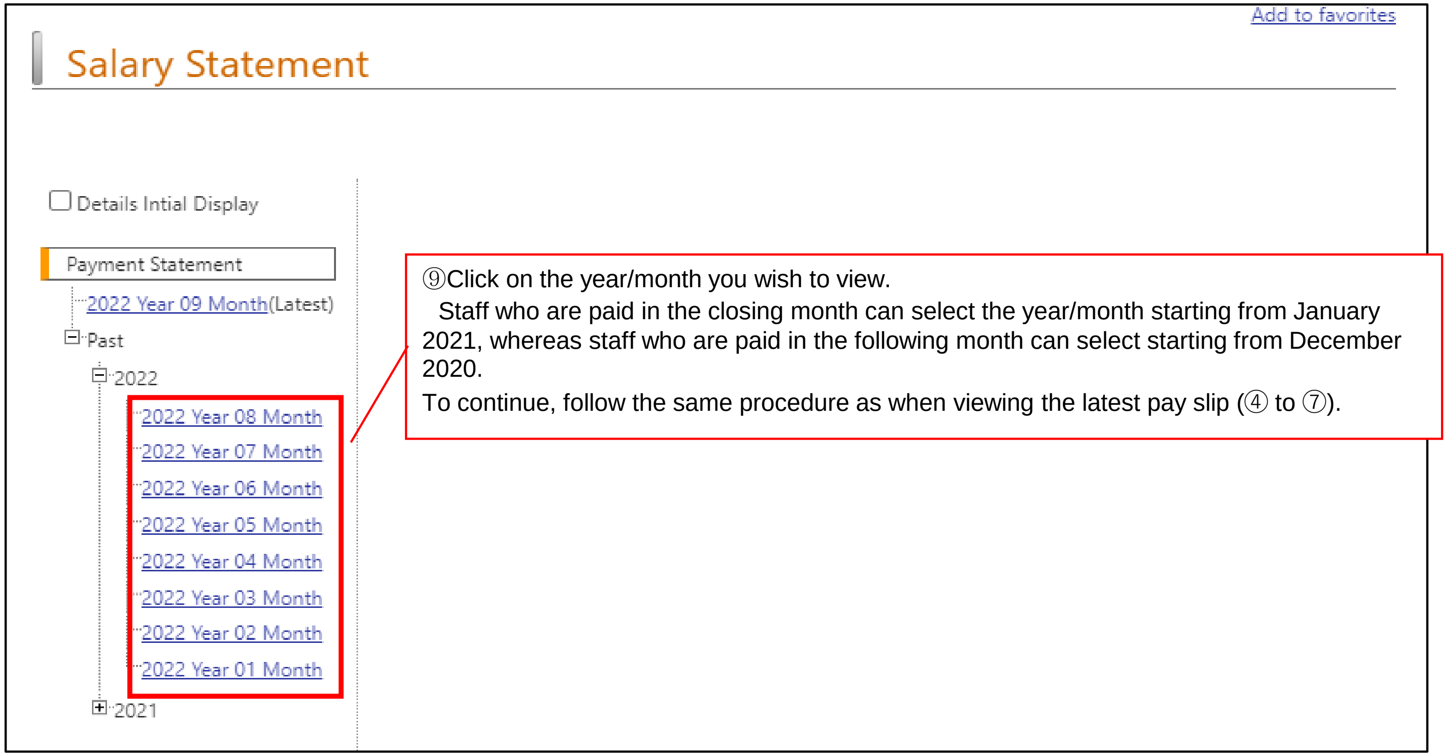
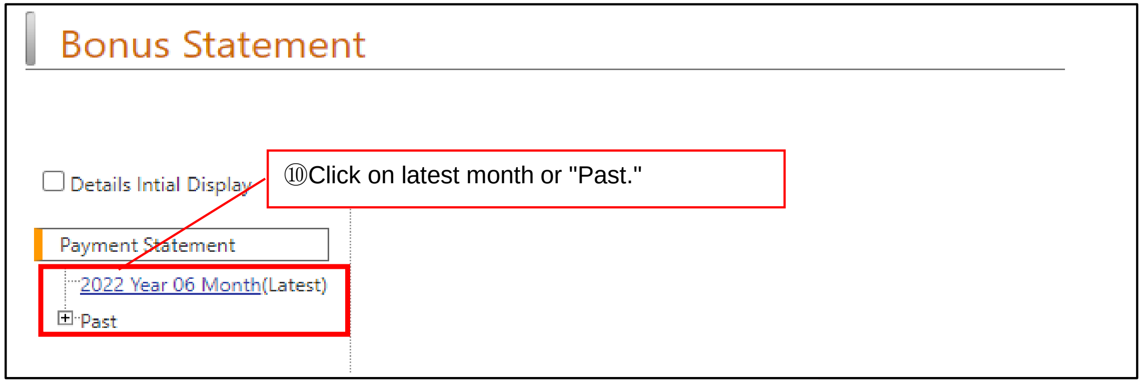

Add to favorites
Salary Statement
☐ Details Intial Display
Payment Statement
2022 Year 09 Month(Latest)
⊞ Past

⑧If you wish to view past pay slips, click on "Past".


Add to favorites
Salary Statement
☐ Details Intial Display
Payment Statement
2022 Year 09 Month(Latest)
⊟ Past
⊟ 2022
2022 Year 08 Month
2022 Year 07 Month
2022 Year 06 Month
2022 Year 05 Month
2022 Year 04 Month
2022 Year 03 Month
2022 Year 02 Month
2022 Year 01 Month
⊞ 2021

⑨Click on the year/month you wish to view.
Staff who are paid in the closing month can select the year/month starting from January 2021, whereas staff who are paid in the following month can select starting from December 2020.
To continue, follow the same procedure as when viewing the latest pay slip (④ to ⑦).

(When selecting Bonus Statement)



Bonus Statement

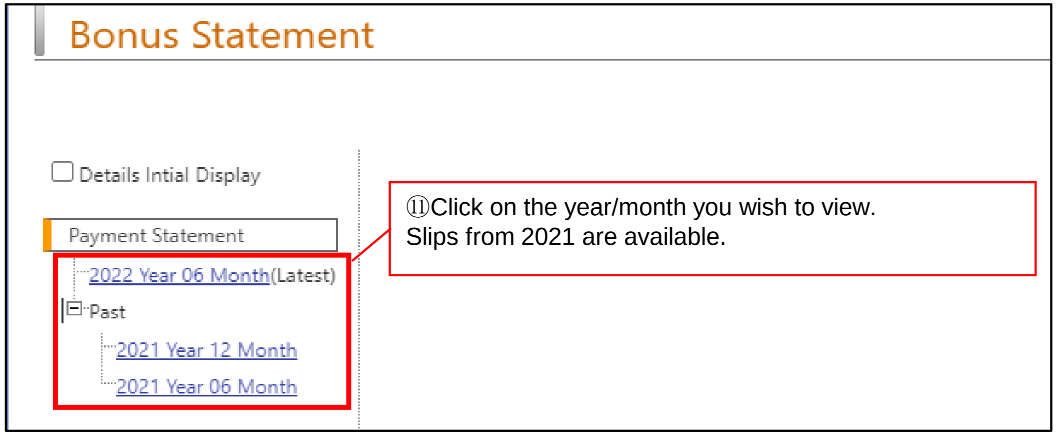
☐ Details Intial Display

Payment Statement

2022 Year 06 Month(Latest)

⊞ Past

⑩Click on latest month or "Past."



Bonus Statement

☐ Details Intial Display

Payment Statement

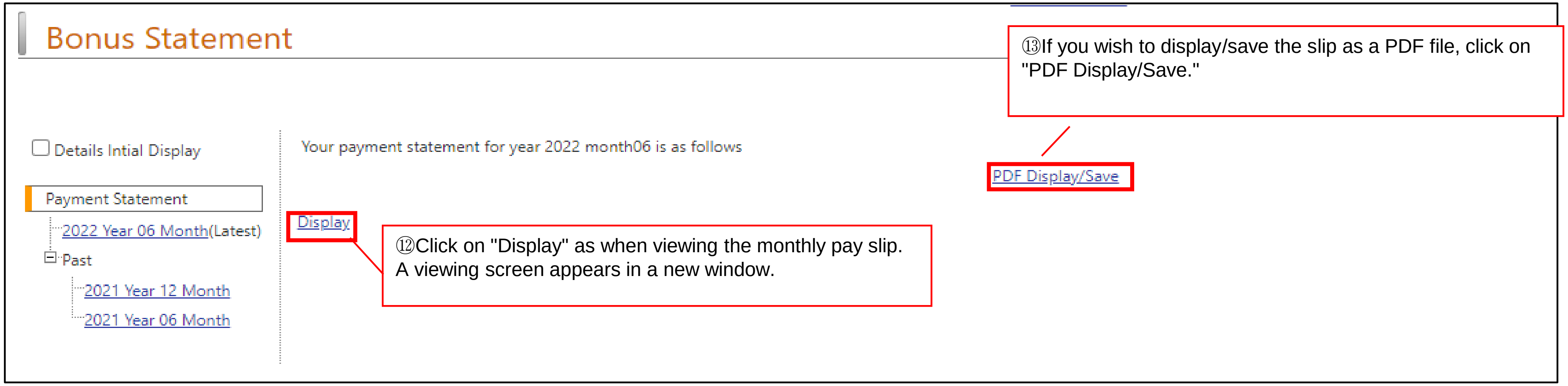
2022 Year 06 Month(Latest)

⊟ Past

2021 Year 12 Month

2021 Year 06 Month

⑪Click on the year/month you wish to view.
Slips from 2021 are available.



Bonus Statement

☐ Details Intial Display

Payment Statement

2022 Year 06 Month(Latest)

⊟ Past

2021 Year 12 Month

2021 Year 06 Month

Your payment statement for year 2022 month06 is as follows

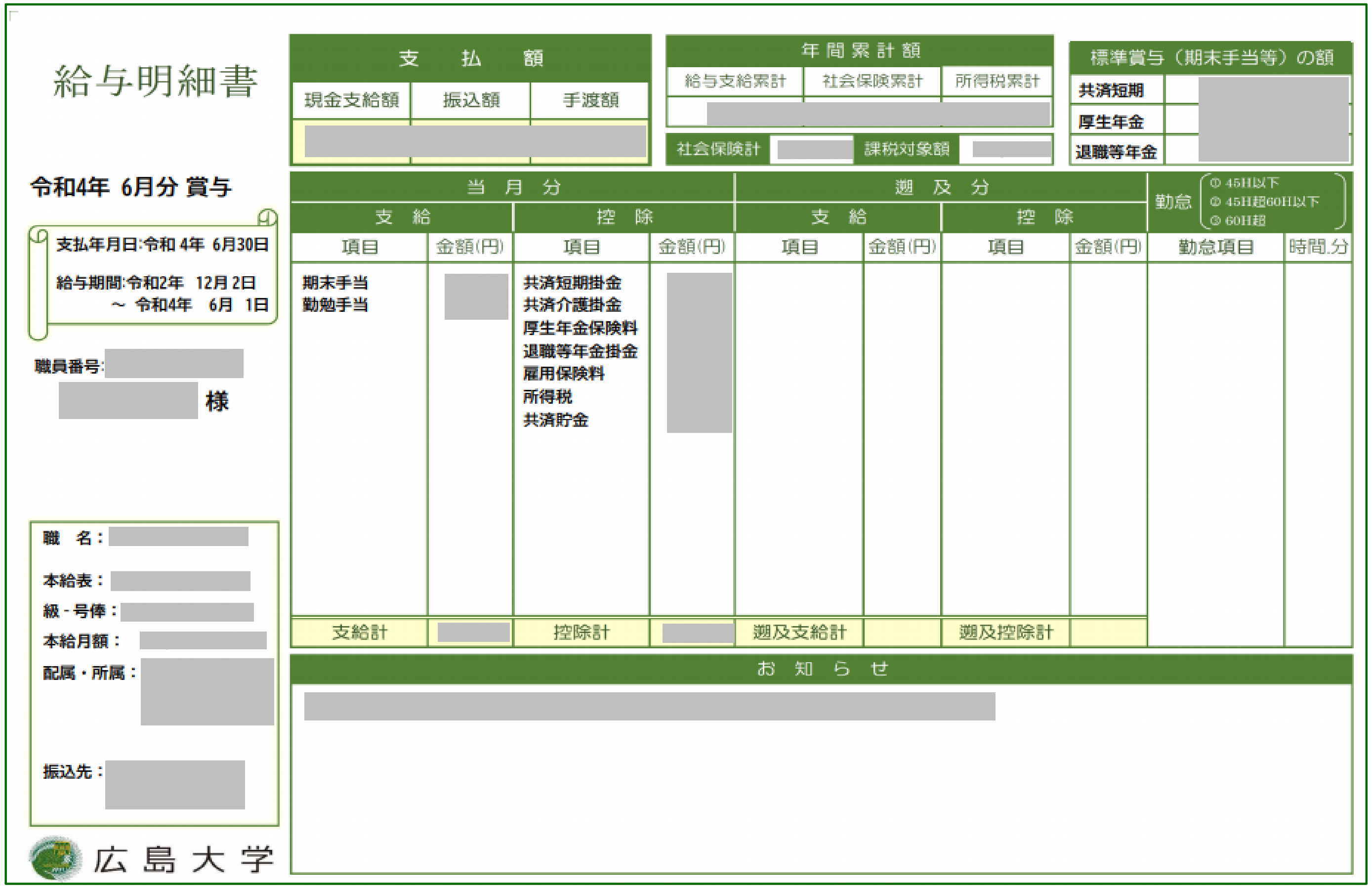
Display

PDF Display/Save

⑫Click on "Display" as when viewing the monthly pay slip.
A viewing screen appears in a new window.

⑬If you wish to display/save the slip as a PDF file, click on "PDF Display/Save."

⑭The statement is displayed as below.



給与明細書

支払額		
現金支給額	振込額	手渡額
[redacted]	[redacted]	[redacted]

年間累計額		
給与支給累計	社会保険累計	所得税累計
[redacted]	[redacted]	[redacted]

社会保険計 [redacted] 課税対象額 [redacted]

標準賞与（期末手当等）の額	
共済短期	[redacted]
厚生年金	[redacted]
退職等年金	[redacted]

令和4年 6月分 賞与

支払年月日:令和 4年 6月30日

給与期間:令和2年 12月 2日
～ 令和4年 6月 1日

職員番号:[redacted]

[redacted] **様**

当月分				遡及分				勤怠 ①45H以下 ②45H超60H以下 ③60H超	
支給		控除		支給		控除			
項目	金額(円)	項目	金額(円)	項目	金額(円)	項目	金額(円)	勤怠項目	時間.分
期末手当 **勤勉手当**	[redacted]	**共済短期掛金** **共済介護掛金** **厚生年金保険料** **退職等年金掛金** **雇用保険料** **所得税** **共済貯金**	[redacted]						
支給計	[redacted]	控除計	[redacted]	遡及支給計		遡及控除計			

職　名：[redacted]

本給表：[redacted]

級 - 号俸：[redacted]

本給月額：[redacted]

配属・所属：[redacted]

振込先：[redacted]

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[redacted]

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