

Information for All Teachers, Staff and Students

The Year-End Tax Adjustment Will Be Performed Electronically

Starting with the 2019 year-end tax adjustment, the applications which were previously done on paper will be changed to electronic applications. Due to this, we will be unable to receive and accept paper applications in the previous paper formats in the school mailbox, etc., but instead will now be able to receive and accept them at any time from any place on PCs, tablets, smartphones, etc. (however, certificates such as insurance premium deductions must be submitted as original copies).

You will be able to make applications simply by inputting the required information in accordance with the guidance.

The service to be used



<https://smarthr.jp/>

Year-end tax adjustments will first be converted to an electronic format, and then we plan to convert the other contents listed below to SmartHR as well.

- Issuance of withholding slip of employment income (planned to start from 2019)
- Issuance of pay slips*, issuance of bonus statements*
- Applications for changes of address*, applications for changes to commuting routes*, applications for changes to bank accounts*, etc.

*A separate announcement will be made when these start being used.

-Each teacher and staff member will be able to set up a My Page (*) and make year-end tax adjustments on said My Page.

(*) Setting up a My Page will require following and agreeing to the procedures in the invitation mail from SmartHR received at a Kwansei Gakuin email address.

- Reception and application will be possible any time from any places. The procedures for receiving and making applications will be simplified compared with paper documents.
- For year-end tax adjustments, it will be possible to confirm the year-end tax adjustment application details of the previous year on the My Page starting with the 2nd year.

(Continued on back)

<Reference>

Manual for employees (Japanese Only): <https://smarthr.jp/help/employee>

[Flow of use in the future]

End of September: A SmartHR invitation mail will be delivered to teacher, staff and student Kwansei Gakuin email addresses (those have multiple qualifications will receive an email for each address), so please accept these invitations (Subject*: “【関西学院人事課】SmartHR への招待のご案内 | 学校法人関西学院” which means “[Kwansei Gakuin Personnel Section] SmartHR Invitation Information | Kwansei Gakuin Educational Foundation” in English) *The subject is written only in Japanese.

Important request

After registration, please check the “給与所得等明細書の電子交付に関する同意” which means “Agree to electronic submission of earnings statements and other statements” box*. *The check box title is written only in Japanese.



アカウントの設定

学校法人関西学院 へようこそ

このページではアカウントの設定を行います。

給与所得等明細書の電子交付に関する同意

☒ SmartHR 上で給与・費与明細・源泉徴収票を受け取ることに同意します

こちらにチェックを入れてください。

登録する

End of October: A year-end tax adjustment information email will be sent to those eligible, so please fill them out and make submissions by the deadline. Submission of original copies will still be required for health insurance premium deduction and mortgaged deduction applications, etc., so please bring written applications and certificates (original copies) to the personnel section for submission.

2020

End of January: Data of withholding slip of employment income will be delivered via My Page (tentative).

From April: Pay slip and other data will be delivered via My Page (tentative).

Inquiries: Personnel Section kgjinji-shr@ml.kwansei.ac.jp

We thank you for your understanding and cooperation.

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