



# HR Orientation for New joiners

July 2023

# Agenda

- 1 ■ Office rules
- 2 ■ Working hours/ time off
- 3 ■ Timesheets
- 4 ■ Payroll
- 5 ■ Health management, benefits & HR procedures

# Office rules

- **Documents that outline KIT's basic policies and rules:**
  - HR
  - Accounting
- **Access from KIT Sharepoint page**
  - [Work rules \(kpmg.com\)](https://kpmg.com)



# Working hours & Salary system



Office hours: 9:15 am – 5:15 pm (7 work hours + 1 hour break)

| Rank  | Time worked  |   |  |
|---|--|---|--|
|   | Monday - Friday  | Sat/ Sun/ public holidays   | Late night<br>(10 pm – 5 am)   |
| <b>Principal (Pr)</b><br><b>Fellow (F)</b><br><b>Director (D)</b><br><b>Senior Manager (SM)</b><br><b>Manager (M)</b>   | <b>Managerial work</b> <ul style="list-style-type: none"> <li>Exempt from regular overtime pay.</li> </ul>   | <ul style="list-style-type: none"> <li>No additional allowance is paid.</li> <li>Entitled to take an Time Off in Lieu in hourly basis without limited period.</li> </ul> <p>*Time Off in Lieu can be carried over until 70 hours at the most to next year starting from Oct. 1<sup>st</sup>.</p>  | <ul style="list-style-type: none"> <li>Additional allowance of 25% is paid for late night work regardless of day of the week.</li> </ul> |
| <b>Domain Director (DD)</b><br><b>Senior Domain Leader (SDL)</b><br><b>Domain Leader (DL)</b><br><b>Senior Technology Staff (STS)</b><br><b>Senior Solution Staff (SSS)</b><br><b>Technology Staff (TS)</b><br><b>Solution Staff (SS)</b>   | <b>Discretionary work</b> <ul style="list-style-type: none"> <li>Deemed 8 hours a day regardless of actual hours worked.</li> <li>The discretionary work allowance equivalent to regular overtime allowance is already included in monthly salary.</li> </ul>  | <ul style="list-style-type: none"> <li>35% (Sunday), 25% (other than Sunday) of hourly salary shall be paid for each hour worked on a holiday as Holiday work allowance*</li> <li>Entitled to take Time Off in Lieu for the hours you worked on holidays (can be taken within the same month and after the day you worked on holidays).</li> <li>*In case unable to take Time Off in Lieu within the same month, 100% of hourly salary shall be also paid additionally for hours not used as Time Off in Lieu.</li> </ul> |  |
| <b>Sr. Professional Support Staff (SPS)</b><br><b>Professional Support Staff (PS)</b><br><b>Associate Technology Staff (ATS)</b><br><b>Associate Solution Staff (ASS)</b><br><b>Associate Professional Support Staff (APS)</b><br><b>Domain Director (DL)*</b><br><b>Senior Domain Leader (SDL)*</b><br><b>Domain Leader (DL)*</b><br><i>(*Those who are not applicable under the Discretional work system)</i> | <b>Flex time</b> <ul style="list-style-type: none"> <li>Required to work 7 hrs x the number of prescribed work days in the month.</li> <li>Start time/end time can be adjusted.</li> <li>"Core hours": 11am–3pm (3 work hours and 1 hour break)</li> <li>Overtime pay equivalent to the following number of hours will be paid as fixed overtime allowance, and the amount exceeding this amount will be paid separately as overtime allowance.                             <ul style="list-style-type: none"> <li>ASS/ ATS: 50 hours/month</li> <li>Other than above: 20 hours/month</li> </ul> </li> </ul> |   |  |

# Days off

## Designated days off

- Saturday
- Sunday
- Japanese public holidays
- Year-end & New Year Holiday (December 29 – January 4)
- KPMG Japan Establishment Day (July 1)
  - (Exact date changes each year)
  - Saturday, July 1st for 2023



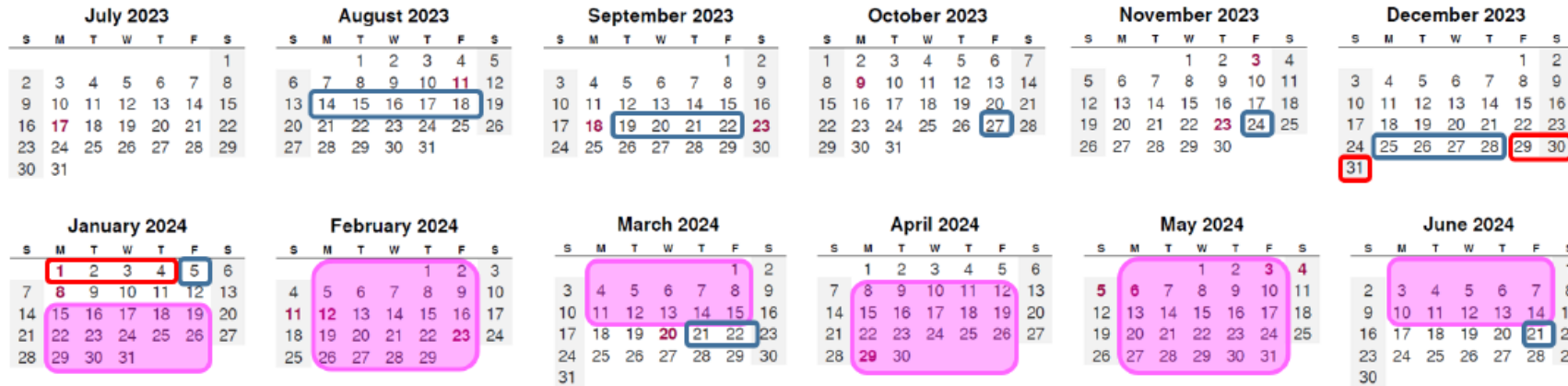
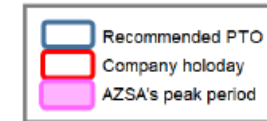
# Days off

## Recommended PTO days

is set to encourage employees to take PTOs as planned and it leads to meet the requirement by Labor Standard Act\*

### 《FY2024 Recommended PTO days》

2023 : Aug. 14-18, Sep.19-22, Oct. 27, Nov. 24, Dec. 25-28  
2024 : Jan. 5, Mar. 21-22, Jun. 21



- Basi
- Is not set during AZSA's busy audit season (mid-January to mid-March and early-April to mid-June). Need to take care not to affect your work related to AZSA's audit work when taking PTO during this period,
- Just recommended, not required, to take time off. Make sure not to interfere with your work when taking PTO even on Recommended PTO days.
- \*Labor Standards Act requires all employees who are granted 10 days of annual leaves or more to take at least five days of paid time off (PTO) per year.

# Days off

## How to take a day off (Procedure detail)

1. **Applicant : Request vacation by Teams to the following approver a week prior.**  
<Approver> OU Head and Product Owner
2. **Approver : Confirm the request by Teams**
3. **Applicant: Input and submit vacation info in “KIT 2.0 App [OOO Schedule](#)” after getting approval from the approver.**
4. **Input leave category on vacation days in the time sheet of LYSITHEA .**  
(\*This process #4 is not required for Temp staffs, and Contractors )

★[Here](#) is the link to KIT 2.0 App support channel.

**KIT 2.0 App "[OOO Schedule](#)" do the followings for you**

- Post message on Microsoft Teams channel #OOO Schedule\*1 (able to mention other KIT members)
- Creates OOO schedule on your Outlook calendar
- Creates OOO schedule on KIT all Outlook calendar "KIT-OOO" \*2

\*1 "Short notice" sign will be added to the message if OOO schedule is created after 17:00 on the previous day of start date of OOO

\*2 [Here](#) is the link for setting KIT-OOO Outlook Calendar

# Days off

## Primary paid leave

| Type of PTO                  | Annual leave   | Refresh vacation   |
|------------------------------|--|--|
| Number of days               | Depends on timing of joining firm & length of tenure (max 20 days)                 | 5 days<br>(2 days during 1 <sup>st</sup> year if joining firm between Oct-Jun) |
| Accrue on                    | 1 July   | 1 July   |
| Valid for                    | 2 years  | 2 year   |
| Can be used in increments of | Full day(7 Hours)<br>*Only Flextime employees can take Half day (3.5 Hours) bases. | Full day (7 Hours) only<br>*consecutive days as much as possible               |

### <Annual leave in the first year>

| Joined in      | July- Dec. | Jan. | Feb. | Mar. | Apr. | May |
|----------------|------------|------|------|------|------|-----|
| Number of days | 10         | 5    | 4    | 3    | 2    | 1   |

## Other types of paid leave

- Alternate day off
- Congratulatory or condolence leave
- Volunteer leave, etc.



# Timesheets

## What is timesheet data used for?

- Project management
- Health management
- Evaluation (Utilization)

## Time reporting deadlines

- Daily
  - Punch start/ end time, input and submit time report by end of every working day.
    - Alert message will be pop up daily (Only on Lenovo)
- Weekly
  - Confirm no un-submitted date in the week
- Monthly
  - Final report due on **the last day of the month**



# Punching start/ end time



Click Start / End button from [Punching page](#)

\*If you click Start / End button several times a day, every punched time is recorded to system but only earliest start time and latest end time will be set automatically in time sheet. All punched records can be seen in time sheet as well.



# Timesheets

Go to:



[Input Timesheet](#)

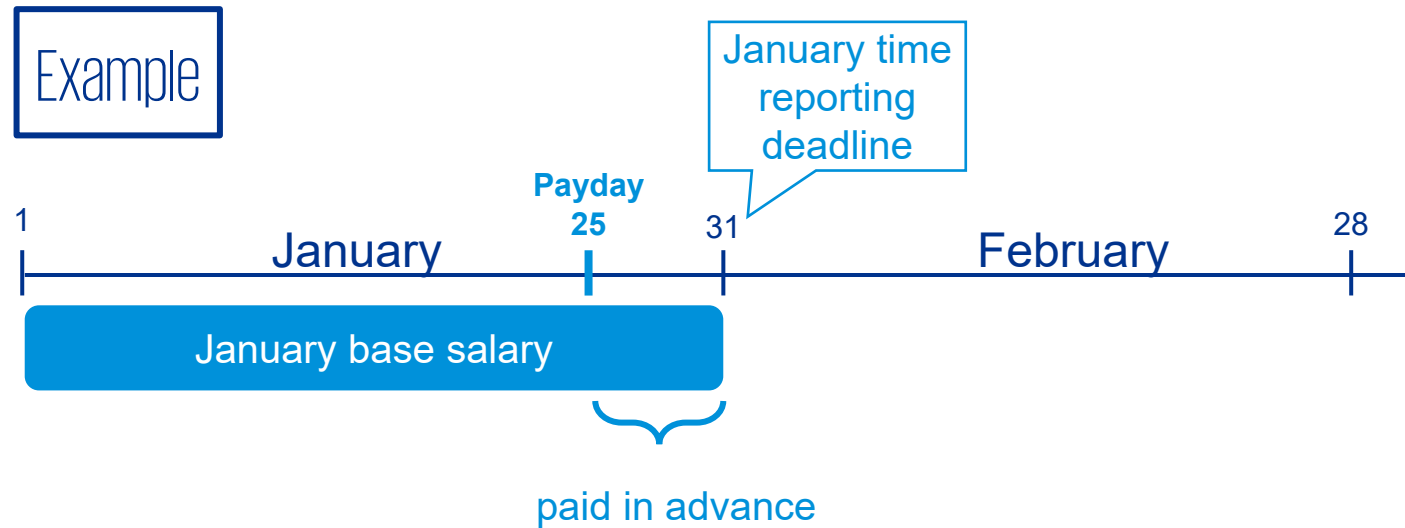
- Input charge code and other necessary info and submit from Time sheet page.

**\*Please refer to the manual from [here](#).**

# Payroll

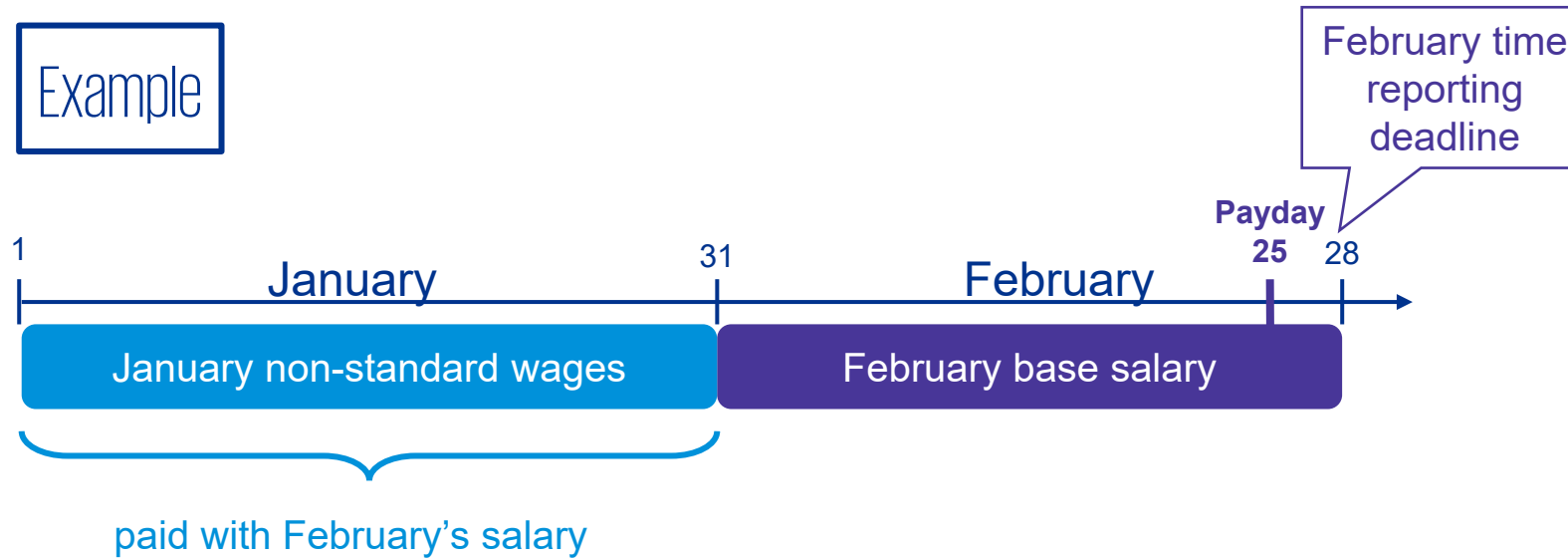
**Monthly base salary is paid on the 25th of each month.**

- (or previous business day when 25th falls on a weekend/holiday)



# Payroll

Overtime allowances are paid the following month.



# Payroll

Go to:

[PIMS](#)



## Check your pay slip in PIMS

- Print a hardcopy in the office or send PDF to your private email address

The screenshot shows the KPMG Japan J.Web portal. On the left, there is a navigation menu with sections like 'KPMG Japan Site', 'Portals', and 'Service Practice'. The main content area features a banner for 'KPMG Japan Marketing & Communications' and a table with categories: AUDIT, TAX, and ADVISORY. Under the 'People' category, the 'PIMS' link is highlighted with a red circle. A blue arrow points from this link to the PIMS application interface on the right.

The PIMS application interface displays the user's name (Personnel No: 81103124 Name(漢字): 葉山 ジェナ) and a 'Service Menu' on the left. The main area shows a '書類情報' (Document Information) section with buttons for '提出物処理状況一覧' (List of Submission Object Processing Status) and '提出必要書類一覧' (List of Required Submission Documents). Below this is a 'サービスメニュー' (Service Menu) section with various links, including '勤務関連 - Pre Application', '人事関連申請 - Application Forms', '人事情報検索 - Personnel Information Query', 'TOEIC外部受験結果申請', '個人情報照会 - Individual Information', '給与情報照会 - Salary Information', and '代理申請' (Proxy Application), which is highlighted with a red circle.

# Health management



## Physical health

Health checkup

Post-checkup guidance

Workload adjustments



## Mental health

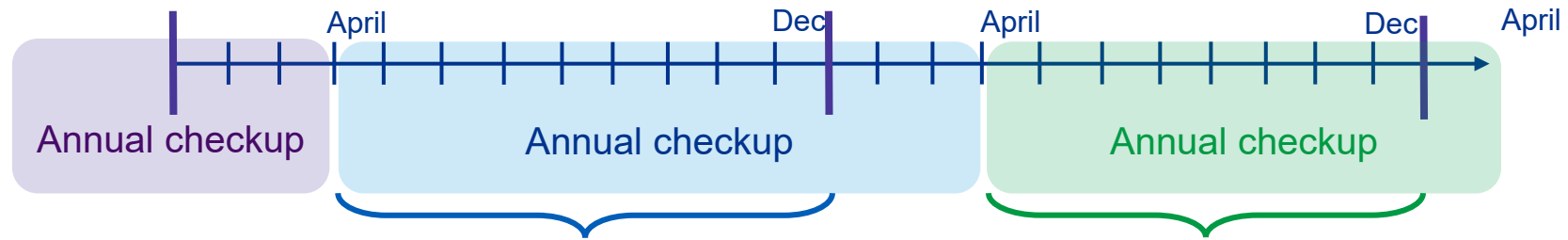
Stress check

EAP Counseling Support

**Health and safety roles in the workplace  
& measures against overwork**

# Health management

- Annual health checkup schedule
- 1 year = April to March



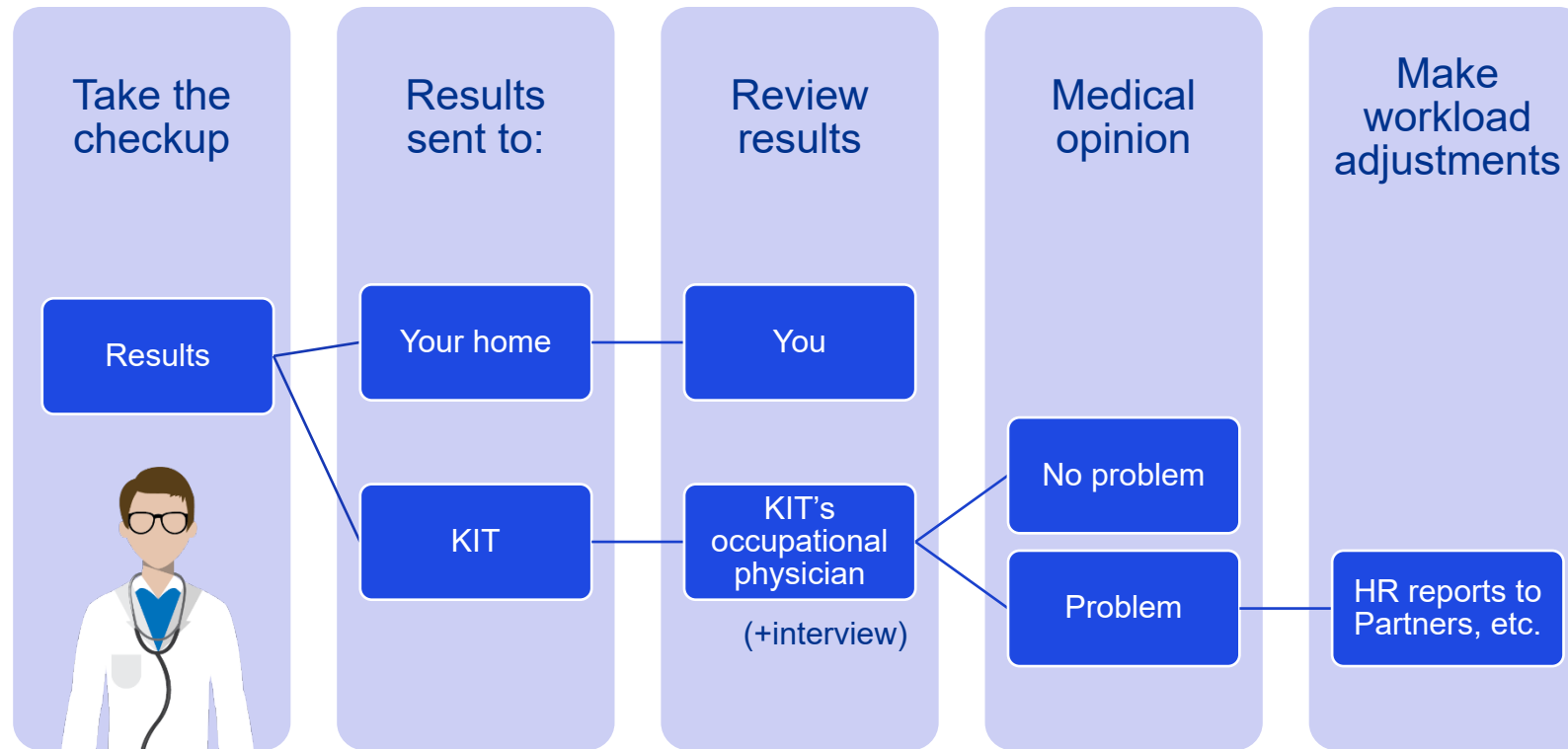
Make reservation by May  
& undergo checkup by September

Undergo checkup





# Health management



\*Check-up results are kept in a locked cabinet only accessible by designated HR members. Nobody else (e.g. supervisors) can access them.

# Occupational health physician for employee

To promote physical and mental health, an occupational health physician visits our office once a month and give advices about our workplace and health care of employees. If you have any concern about your physical or mental health condition, please apply to the person in charge at our company.



----the occupational health physician's duty ----

Workplace inspection

Consultations with employees working over-time, with high stress and concern about healthcare.

Conducting reinstatement interview

Attending Health committee meetings and give advice about employee's healthcare.

Visit date and specialized subject in  
Principle

the 4<sup>th</sup> Wednesday 16:00~17:00

Name : Mariko Tamura

General, respiratory and

Psychosomatic internist



I'd like to provide excellent healthcare for employees. You are welcome to consult with me about your physical or mental health concerns. Consultations will be kept confidentiality.

Please apply to  
KIT HR Management Team  
JP-FM KIT-HR-MGMT <KIT-HR-MGMT@jp.kpmg.com>

# EAP Counseling Support

## ■ What kind of support can we have?

This program provides you with counseling by counselors of an external institution.

You can take counsel on any issues relating work as well as private matters such as family problems and physical condition, in the form of a meeting in-person, telephone and e-mail.

The counselors do not disclose your name and the content of the counseling to KIT so that your privacy is assured and protected.

## ■ Who can use this support?

KIT employees and family members and partners who are living together

## ■ Contact for this support

WorkWay.Co.Ltd. EAP Contact center

Tel: 0800-500-6161 (toll-free)

e-mail: [seap@workway.co.jp](mailto:seap@workway.co.jp)

Web site: <https://seap.workway.co.jp/c100057> (\*Currently, not accesible via VDI.)

ID: c100057 Password: kit2020

Available 24 hours a day, 365 days a year (language: Japanese-English)

\*Please provide company name, your name, and your status (KIT employee or family or partner of KIT employee)

## ■ Detailed info

Please refer to [this](#) for detailed info about this support.

# Health Insurance

KIT employees join the Azusa Health Insurance Society.

<Notes when you go to medical institutions and receive medical services before you get a health insurance card >

You have to pay all the amount of medical bills for a moment. If you bring a health insurance card to the reception of the medical institutions within the same month, 70% of medical bills will be refunded.

\* Please ask the receptionist of the medical institutions before receiving medical services as response might be different depending on medical institutions.

# Benefits

- AZSA Health Insurance Society Cafeteria Plan
- Cafeteria Points

- 40,000 points (= ¥40,000) per year
- Points are valid for 2 years

\*Points are prorated based on the remaining months until the end of the fiscal year (March).

- Cafeteria Plan website

- Choose services from a menu of options
- Accessible from your home computer 24/7

Register on the website!

[How to register/ Cafeteria Plan Manual](#)

KPMG あずさ健康保険組合 カフェテリア (保健事業)

ユーザーID:

パスワード:

ログイン

初期登録手続き方法  
初期登録手続きはこちら  
パスワードを忘れた方

Go to:

[Registration directions](#)

[Cafeteria Plan Login](#)



KPMG あずさ健康保険組合 カフェテリア (保健事業)

ログアウト

ようこそ

健康予約  
Physical Examination Reservation

医療費明細  
Medical Expense Statement

健診結果管理  
Checkup Result Management

健康保険サイト  
健康保険サイトのリンクには、以下の会員登録をあらかじめください  
ID: penguin  
PW: KPMGcaz

お知らせ

2017.10.20 【案内】 「平成29年度 インフルエンザの予防接種実施」のお知らせ \*12/1更新

2017.9.11 【案内】 「平成29年インフルエンザ予防接種に関する事前のお知らせ」について

2015.4.7 【注意】 「健康診断の年度内一回受診の厳守」について

サービスメニュー

カフェテリアポイントで、さまざまなサービスが利用できます。  
サービス特典・利用可能ポイント一覧はこちら。  
パレユーカフェテリア メールマガジン登録はこちら。  
【期間限定】冬の健康応援フェア 開催中!!

専門ドック (脂・血糖ドック)  
郵送検査

介護・育児支援

運動支援  
(スポーツクラブ・ゴルフ・ヨガ・水泳)

旅行・宿泊

医薬品・健康食品購入

健康グッズ

マッサージ・リラクゼーション

レジャー&ライフ

# Main tools & resources

## Lysithea

- Timesheet



## PIMS

- Pay slip
- Certificate of annual salary
- Personal information

PIMS

## Cafeteria Plan (KENPO)

- Health checkup reservation
- Other benefits



## KIT Sharepoint page

- Announcements & notifications
- HR contact information
- Instructions for HR procedures

# 諸連絡（確定拠出年金） Defined-Contribution Pension

KITは確定拠出年金制度を持っていません。

KIT doesn't have Defined-Contribution Pension plan.

KITパートナーおよび従業員は公認会計士企業年金基金（※確定給付企業年金）に加入します。

KIT employees enroll in CPA Corporate Pension Fund (Defined-Benefit Corporate Pension)

公認会計士企業年金基金は外部からの年金資産の受入れを行っていません。

CPA Corporate Pension Fund does not accept external pension assets.

個人型確定拠出年金（iDeCo）に加入を希望される方は、申請書を労務にご提出ください。

If you would like to enroll in individual-type defined-contribution pension plan( iDeCo), please submit an application form to HR MGMT.

# 諸連絡（未提出の入社手続き書類） On-boarding documents

住民票、源泉票など未提出書類がある方は、労務にご提出ください。

If you bring on-boarding documents today, please submit them after this session.

PIMSよりマイナンバー登録を10日以内をお願いします。 ※登録方法の詳細についてはメールでご連絡します。

Please submit your individual number from PIMS within 10 days. ※Detailed info how to submit will be sent by e-mail.





# Any questions?





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