オフィスステーション 給与明細

Okayama University salary statements available online!

Three easy steps!

STEP 1

Log in to the salary statement website.

URL: https://service.officestation.jp/sr8psa/user-mypage/auth

Your ID and password for the salary statement website are specified in the attached "Notice of Issuance of Your My Page."

They are not the same as the Okadai ID and password for the Okayama University Integrated Authentication System.

* You can access the salary statement website only from the university network. If you intend to use your smartphone or laptop to access, utilize the following Okayama University wireless LAN service.

URL：https://www.okayama-u.ac.jp/user/jinji/syotetuduki/tei/wlan_service.html

<-- ID & password for logging in

Official Office Station Character "Susu-kun" the carefree penguin

Hi

Access the following procedure manual (for those logging in for the first time)

URL: https://www.okayama-u.ac.jp/user/jinji/syotetuduki/tei/start_login.pdf

STEP 2

Agree to use of the online salary statements.

You cannot use the online salary statements unless you agree to the use.
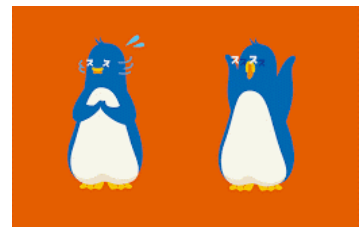
Please agree to use of the online salary statements.

You can give your agreement on a page displayed when logging in for the first time.

STEP 3

Wait until the start day for browsing an online salary statement.

You cannot browse an online salary statement immediately after your agreement.

Please wait until the immediate start day for browsing.

Start day for browsing a salary statement	In principle, by two days prior to the salary payment day

Contact:
Office in charge of salary payment, Personnel Div., General Affairs and Planning Dept.,
Okayama University, National University Corporation
Address: 1-1-1 Tsushima-naka, Kita-ku, Okayama 700-8530
Tel: 086-251-7087/7088/7101
E-mail: bbx7088@adm.okayama-u.ac.jp

Notes

○ Data of the online salary statements is stored in a cloud. Since storing data in a cloud has a risk of personal information leakage, the University takes the following measures ① to ④.

① Users belonging to the University can access the website only from the university network (or through a VPN connection from outside the university).
An Okadai ID and password are required for use of the network of the University. Those who do not have an Okadai ID and password cannot use the network or the website.

② Notice of the ID and password for the salary statement website is given only in writing (excluding those who have already been notified via e-mail).

③ There is a limit to the period of storing personal information in a cloud.
Data of salary statements is stored for up to 15 months (data for the period from January to December in a year will be deleted around the end of March in the following year), and personal information will be deleted from the cloud after the storage period.
Please download or otherwise process PDF files of your data needing to be stored.

④ The online salary statements are only for personnel members who have agreed to the use of them.
For those who do not agree to the use, written salary statements are to be provided as before.

○ If you have forgotten your ID and password for the salary statement website, please contact the Office in charge of salary payment of the Personnel Division for reissuance.

○ If you enter a wrong password three times, your account will be locked but will be unlocked after 24 hours. If you are in a hurry, please contact the Office in charge of salary payment of the Personnel Division for unlocking.

○ An account for the salary statement website is to be issued to each personnel member who is authorized to use the network of the University.

○ Those who hold several positions will be identified as much as possible in order to issue one account for the salary statement website.
If you have more than one account, please notify the Office in charge of salary payment for unification of your accounts.

○ Your account will remain valid for three months after your resignation. Please download or otherwise process PDF files of your salary statement data needing to be stored, before deletion of your account.

"Office Station" has been adopted by more than 17,000 companies, including Toyota Motor Corporation and other large corporations and banks, which are required to have strict security management♪