

# Salary payments, etc.

## Contact

Personnel affairs section at the administrative office of your faculty

### ● Method of payment

*All payments, including salaries and business travel expenses, are made by wire transfer to financial institutions.*

### ● Registration of bank transfer account

*Please complete the "Consent for Account Transfer of Salary, etc." form and submit it to the accounting section responsible for salaries at your faculty. Transfers can only be made to financial institutions, including Japan Post Bank.*



### ● Payment date

*The payment dates are as follows, subject to change due to holidays and other factors:*

- *Salary: the 21<sup>st</sup> of each month*
- *Bonus: June 30<sup>th</sup> and December 10<sup>th</sup>*
- *Business travel expenses: Payment will be processed only after the submission of required documentation for travel expenses and completion of the relevant procedures.*

### ● Notification of payment

For salary and bonus payments, electronic pay slips will be available online at the time of payment.

For other payments, such as travel expenses, notifications including the date, amount, and payment details will be sent through the primary university e-mail address (@m.kyushu-u.ac.jp) assigned to each faculty member upon employment.