



# How to Read Your Japanese Payslip

A handy list of the terms written on your monthly payslip.

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The Tokyo Life  
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氏名 様  
所属  
コード

令和 2年 8月分給与 明細書

※印は給与明細書・給与振込用紙の印刷用形式 厚生年金会社 不適用

① 勤 怠	③ 支 給	④ 控 除	⑤ そ の 他
所定就労日数 0.00	給与 0	健康保険料 0	年末調整還付 0
欠勤日数 0.00	職務給 0	介護保険料 0	年末調整徴収 0
遅刻早退 0.00	追加手当 1 0	厚生年金保険 0	その他合計 0
有休日数 0.00	追加手当 2 0	雇用保険料 0	合 計 0
有休残日数 0.00	契約満了手当 0	社保料その他 0	
	非課税通勤費 0	社会保険料計 0	
	課税通勤費 0	所得税 0	差引支給額 0 ⑥
	欠勤控除 0	住民税 0	振込支給額
	前月修正 0	控除合計 0	振込支給 1 0 ⑦
	課税支給合計 0	社保控除後計 0	合 計 0
	非税支給合計 0	その他 0	現金支給額 0 ⑧
	支給合計 0	貸付金返済 0	現物支給額 0 ⑨
	労保対象合計 0	返払金 0	課税支給累計 0 ⑩
	社保対象金銭 0	立替金その他 0	社会保険累計 0
	固定賃金合計 0	合 計 0	
	合 計 0		

② 税 額 表 欄

扶養人数 0

この部分をハガシて下さい。

給与明細書・支給明細書	kyūyo meisaisho・shikyū meisaisho	salary statement
給与明細書	kyūyo meisaisho	salary statement
氏名	shimei	name
所属・所属氏名	shozoku・shozoku shimei	affiliation (e.g. department)
コード・社員番号	kōdo・shain bangō	employee code / number

①勤怠・勤怠他	kintai・kintai ta	attendance
契約出勤日数	keiyaku shukkin nissū	number of contracted working days (e.g. if your contracted working days are from Mon–Fri, this will be the total number of days you worked from Mon–Fri that month)
所定就労日数・所定就労時間	shotei shurō nissū・shotei shurō jikan	fixed number of working days/hours  predetermined by the company (e.g. teacher goes to x school on ___day every week); salary is prorated (i.e. (salary / 所定就労日数) * 出勤日数)
出勤日数	shukkin nissū	number of working days
出勤時間	shukkin jikan	total work hours  (usually for part-time work, does not include lunch hour)
休出日数	kyūshutsu nissū	number of day off working days
特休日数	toku kyūjitsu sū	number of special leave days  these are not legally required leaves but are instead agreed upon with the company (e.g. birthday leaves, sick leaves)
欠勤日数	kekkin nissū	number of days absent  any day off that is not yūkyū or any absence in excess of yūkyū
有休日数	yūkyū	number of paid leave days  (paid leave entitlement depends on your working conditions and length of employment with the company)
有休残日数	yūkyū zan nissū	number of remaining paid leave days
普通残業時間	futsū zangyō jikan	overtime (after your company's normal work hours to 10:00 pm; 25% premium; also over the 40 legal work hours)
深夜残業時間	shinya zangyō jikan	late-night overtime (from 10:00pm to 5:00am; 25% premium)

休出残業時間	kyūshutsu zangyō jikan	day off work overtime (holiday pay; when you work on a public holiday; out of normal hours)
遅刻早退・遅早時間	chikoku sōtai・chisō jikan	tardiness and early time out
追加契約分	tsuika keiyakubun	additional contracted work

②税額表	zeigakuhyō	tax table (i.e. how the National Tax Agency classifies your income)
甲欄	kō ran	this means that this company is your main source of income and does the year-end adjustment on your behalf
扶養人数	fuyō ninzū	number of dependents

③支給	shikyū	salary
基本給	kihonkyū	basic salary
職務給	shokumukyū	performance-based pay
追加手当	tsuika teate	additional pay
契約満了手当	keiyaku manryō teate	contract completion bonus
非課税通勤費	hikazei tsūkin hi	non-taxable commute expenses
課税通勤費	kazei tsūkin hi	taxable commute expenses
欠勤控除	kekkin kōjo	deduction for absences
前月修正	zengetsu shūsei	correction from the previous month (e.g. over or underpayment from last month)
課税支給合計	kazei shikyū gōkei	total taxable salary
非税支給合計	hizei shikyū gōkei	total non-taxable salary
支給合計・総支給金額	shikyū gōkei・sō shikyū kingaku	total gross salary
労保対象合計	rōho taishō gōkei	total amount covered by labor insurance (total salary)
社保対象金額	shaho taishō kinsen	total amount covered by social insurance (total salary + commute)
固定賃金合計	kotei chingin gōkei	total fixed wage (total salary + commute)
合計	gōkei	total (gross salary)

④控除	kōjo	deductions
健康保険料	kenkō hokenryō	employees' health insurance*
介護保険料	kaigo hokenryō	nursing insurance** (paid from 40 to 64 years old)  for long-term care due to old age or certain illnesses (from 65 or earlier if you already qualify)
厚生年金保険	kōsei nenkin hoken	employees' pension insurance*
厚生年金基金	kōsei nenkin kikin	employee pension fund (additional pension contribution)
雇用保険料	koyō hoken	unemployment insurance (also known as employment insurance)
社保料その他	shahoryō sono hoka	other insurance premiums (adjustment for social insurance backpay)
社会保険料計	shakai hokenryō kei	total social insurance premiums
所得税	shotoku ze	income tax / withholding tax
住民税	jūminzei	resident tax
控除合計・控除合計額	kōjo gōkei・kōjo gōkeigaku	total deduction
社保控除後計	shaho kōjogo kei	total salary after insurance
その他	sono hoka	others
貸付金返済	kashitsukekin hensai	loan repayment (i.e. loan from the company for personal expenses; comes with interest)
仮払金	karibaraikin	temporary advance (i.e. cash advance for work-related expenses; e.g. shinkansen fare)
立替金その他	tatekaekin sono hoka	other advance payment
合計	total	total (deductions)

\*see <https://thetokyoilife.jp/social-insurance-in-japan/> for information on employees' health insurance and pension insurance.

\*\*age-related illnesses that qualify for nursing insurance

1. Terminal cancer
2. Rheumatoid arthritis
3. Atrophic lateral sclerosis
4. Posterior longitudinal ligament ossification
5. Osteoporosis with fracture
6. Dementia in old age
7. Progressive supranuclear palsy, corticobasal degeneration and Parkinson's disease
8. Spinocerebellar degeneration
9. Spinal canal stenosis
10. Progeria
11. Multiple system atrophy
12. Diabetic neurosis, diabetic nephropathy, and diabetic omentum
13. Cerebrovascular disease
14. Arteriosclerosis obliterans
15. Chronic obstructive pulmonary disease
16. Osteoarthritis (with significant deformation of both knees or hips)

⑤その他	sono hoka	others
年末調整還付	nenmatsu chōsei kanpu	year-end adjustment refund (i.e. your total withholding tax payment was above your actual income tax amount)
年末調整徴収	nenmatsu chōsei chōshū	year-end adjustment levy (i.e. your total withholding tax payment was below your actual income tax amount)
その他合計	sono hoka gōkei	total (others)
合計	total	total (others)

⑥差引支給額	sashihiki shikyūgaku	net salary(i.e. salary - social insurance, etc.)

⑦振込支給額・銀行振込額	furikomi shikyūgaku・ginkō furikomi-gaku	transferred salary・transferred amount
合計	total	total (transferred salary)

⑧現金支給額	genkin shikyūgaku	cash payment (i.e. any part of your salary paid in cash)

⑨現物支給額	genbutsu shikyūgaku	salary in kind (salary = cost of the object; e.g. if the company buys your commuter pass for you)

⑩課税支給累計	kazei shikyū ruikei	your total cumulative salary (yearly; from Jan to Dec)
所得税累計	shotokuzei ruikei	your total cumulative income tax (yearly; from Jan to Dec)
社会保険累計	shakai hoken ruikei	your total cumulative social insurance (yearly; from Jan to Dec)