

Employee Guide

Year-End Adjustment Forms on ESS

Japan



Year-End Adjustment Forms on ADP GlobalView Employee Self Service (ESS) Portal

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1. Notifications

A few days before the year-end adjustment period begins, you might receive email notifications reminding you of this upcoming activity, so you can start collecting the documents that you might have to provide as evidence (how many emails and how much time in advance they will be sent depends on the configuration requested by your HR department). You will also receive a notification on the day the period begins, so you know you can start filling your online forms. Before this period, the forms will not be available. There are also other types of notification that will be sent throughout the period, especially those that will alert you in case the submission end date is approaching but your forms have not been submitted yet (these emails will also depend on the configuration requested by your HR department).

2. Login

To start filling the online forms, you have first to login to the Employee Self Service (ESS) Portal with your current user ID and password. Once in the portal, you have to click on *Tax Declarations* in the menu on the left (as shown in the image below).

myView

About Me

myPay

myCalendar

myTime

myTeam

myForms

myAdmin

Tax Declarations

Time

≡ Tax Declarations

J1 Andou Shun 2219610215A2

Due Before 30-Nov-2023

2023 (令和5年) Personal and Dependents Declarations

To complete your declarations, enter your personal and family information, and upload the required documents.

Start

Other Tax Declarations

Enter the information you know will change in 2023. If you want to declare a housing loan or insurance, provide the required information.

Due Before 30-Nov-2023

2024 (令和6年) Personal and Dependents Declarations

Enter the personal and dependent information you know will change in 2024.

Start

Due Before 30-Nov-2023

Insurance Declaration

Select the insurance you want to declare, and provide the required information and evidence.

Start

Optional Due Before 30-Nov-2023

Housing Loan Declaration

To declare your housing loan, provide the required information and evidence.

Start

FAQ

My personal details are incorrect. How can I change them?

Why are these forms different than the National Tax Agency forms?

What should I do if I can't complete my declarations because of an error?

Why can't I edit my declarations?

View All

Contact Your Declarations Approver

Have a question regarding your submission? Contact Your Declarations Approver to get help.

My Information

Here you can update your personal and family information.

Update information

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3. Tax Declarations Page

Here you see all the four forms that can be submitted before the submission's end date. At least two of these forms must be submitted: the Personal and Dependents Declarations form for the current year, and the equivalent form for the next year. You can notice both are mandatory because they do not display an "optional" tag, as is the case with the Housing Loan Declaration form (please see image below). Regarding the Insurance Declaration, it will be optional or not depending on the group insurance information: if your organization provides group insurance and this information has been preloaded into the form, this form will also be mandatory, even in case you do not have personal insurances to be declared. Another important information you will see here about the form is the due date, to let you know the final deadline when all the forms should be submitted. Finally, you will notice that there is a "Start" button, so you can open and start working on the form (this button will change to "Continue" if you start filling the form but do not submit it, and will change to "View" if the form was already submitted and you cannot change the content anymore). In this page, you will also see three additional things:

- The most frequently asked questions, which might help you in case you need more information that you could not find in this guide.
- The contact information of the approver that will be reviewing your forms, in case you want to contact them directly for questions or want to confirm their address.
- A link to the screens that will allow you to update your personal information (although you should not worry at this stage about it, because you will have an opportunity to validate this information later when you open the Personal and Dependents Declarations form for the current year).

Optional Due Before 30-Nov-2023

 **Housing Loan Declaration** Start

To declare your housing loan, provide the required information and evidence.

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4. Form Status

The initial status of any form is "Not Started". A clear indication that a form has not been started yet is if the corresponding button says "Start". When you start working on the form, the information you enter will be automatically saved and the status will be changed to "In Progress". When you submit it for review and approval, the status changes to "Submitted", which means that the approver can start reviewing your form. When he first opens the form to do it, the status will be automatically changed to "In Review" (before he does it, you still can open you form to make changes, but once "In Review" you will not be able to change it any longer). If the approver does not see any issues, he will approve it and the status will change to "Approved". But in case he identifies some incorrect or missing information, he will reject the form and its status will change to "Rejected" (besides, you will receive a notification saying that you should fix and re-submit the form). Once you fix the issue and the form is finally approved, the form will get its final status "Approved". You can follow all this status changes for each one of your forms in the Tax Declarations page, as in the example below (notice the different status for each one of the forms).

Approved

2023 (令和5年) Personal and Dependents Declarations

Approved! You can view the declarations you submitted any time.

[View](#) [Download copy](#)

Other Tax Declarations

Enter the information you know will change in 2023. If you want to declare a housing loan or insurance, provide the required information.

Due Before 30-Nov-2023

2024 (令和6年) Personal and Dependents Declarations

Enter the personal and dependent information you know will change in 2024.

[Start](#)

In review

Insurance Declaration

Your declarations are being reviewed. If you need to make changes or corrections, contact the approver.

[View](#) [Download copy](#)

Optional Rejected

Housing Loan Declaration

Your declarations are missing information. Please review and provide the required information.

[Complete](#)

FAQ

My personal details are incorrect. How can I change them?

Why are these forms different than the National Tax Agency forms?

What should I do if I can't complete my declarations because of an error?

Why can't I edit my declarations?

[View All](#)

Contact Your

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5. Form Sections

All forms are divided into sections. Each section is dedicated to a certain of group of related information. You can navigate from one section to the next by clicking on the "Save and continue" button or by clicking on the left menu (please see image below). You have to follow the established sequence and will not be allowed no skip sections (unless you are moving back to a section you have already visited before). Some sections are only informative, like in the example below, while other sections will ask you for information or to upload documents. You will not be able to move to a new section unless you complete all the required information on your current section. Once you move to a new section, all your progress up to this point will have been saved.

2023 (令和5年) Personal and Dependents Declarations

My Information

- My Declarations
- Spouse Declaration
- Family Member Declarations
- Income Adjustment
- Upload Evidence
- Comment
- Review and Submit

Review My Information

Review your personal and family information, and update it if needed.

[Update information](#)

You can't update your personal and family information while your payroll is being processed (Nov 01, 2023 - Nov 10, 2023)

安藤 駿 (アンドウ シュン) Yourself			
Marital Status	Date of Birth	Address	Postal Code
Married	1961年02月15日 (昭和36年)	東京都千代田区丸の内1-1-1	1000001

安藤 梨香 (アンドウ リカ) Spouse		安藤 悠斗 (アンドウ ユウト) Child	
Date of Birth	Age in this year	Date of Birth	Age in this year
1979年08月16日 (昭和54年)	44	2001年02月01日 (平成13年)	22

安藤 翔太 (アンドウ ショウタ) Child		安藤 結衣 (アンドウ ユイ) Other	
Date of Birth	Age in this year	Date of Birth	Age in this year
2012年09月12日 (平成24年)	11	1980年01月01日 (昭和55年)	44

安藤 紀子 (アンドウ ノリコ) Parent		安藤 隼人 (アンドウ ショウタ) Parent	
Date of Birth	Age in this year	Date of Birth	Age in this year
1953年01月01日 (昭和28年)	71	1948年03月01日 (昭和23年)	75

[Save and continue →](#)

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6. Evidence

Based on the information you provided, the form might ask you to include evidence in digital format or as hardcopy. Depending on the type of document, a digital copy might be required (indicated by the red asterisk, as in the image below) or might be optional. For some documents, even when digital copies are allowed you still have to send the original documents to the approver. There is one section in the form to upload digital copies and another that will list the required hardcopies. Whenever hardcopies are required, you have to follow the instructions given by your HR department saying how these documents should be sent to the approver.

2023 (令和5年) Personal and Dependents Declarations ×

- My Information
- My Declarations
- Spouse Declaration
- Family Member Declarations
- Income Adjustment
- Upload Evidence**
- Comment
- Review and Submit

Upload Evidence

Upload the required evidence for your declaration. If you need to gather your documents, you can save your progress and close this step.

My Declarations

Certificates of Working Student* [Upload Evidence](#)

Family Member Declarations 安藤 隼人

Disability certificate* [Upload Evidence](#)

Additional Evidence

Any additional documents you need to attach? [Supplemental Evidence \(optional\)](#)

[← Previous](#) [Save and continue →](#)

7. Comments

When you get to the end of the form, you will be able to add comments before you submit it. Whatever comments you enter in this section will be read by the approver reviewing your form. Your comment can also be a question (in case you are not sure about some required information or document, for example). If the approver rejects your form, he should also add a comment, so you can know exactly what should be fixed. In the comments section, you will see a history of all comments already added in the form. Once the form has been submitted, however, you will not be able to add comments anymore (unless the form is rejected and therefore returns to you).

2023 (令和5年) Personal and Dependents Declarations ×

- My Information
- My Declarations
- Spouse Declaration
- Family Member Declarations
- Income Adjustment
- Upload Evidence
- Comment**
- Review and Submit

Add a comment

Send your questions or comments to the approver of your declarations.

Comment

[← Previous](#) [Save and continue →](#)

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8. Submission

Once you have entered all your declaration information and uploaded the required evidence, you are almost ready to submit your form for approval. Before doing so, though, you must review all this information to make sure there are no mistakes. Once you submit the form, its status will be changed to "Submitted", and you will still be able to make changes until the approver starts reviewing. Once the approver opens your form for the first time to review, the status will automatically change to "In Review" and you won't be able to change the form's content anymore (please see how your forms will look like in both situations below). You should expect to have your form reviewed in the next few days. You can submit your form until the submission end date, after which you will not be able to edit or submit forms anymore. The approver, however, will have a couple of more weeks afterwards to continue reviewing and approving forms. In case your form is rejected after the submission end date, you might be granted a few more days to make the corrections and submit the form again (a new submission end date will be displayed in the form).


✔ Submitted

2023 (令和5年) Personal and Dependents Declarations

Submitted! You can make changes until the review process starts.

⚠ If you make changes, your declarations won't be reviewed by the approver until you submit them again.

[✎ Make changes](#) [📄 Download copy](#)




🔒 In review

2023 (令和5年) Personal and Dependents Declarations

Your declarations are being reviewed. If you need to make changes or corrections, contact the approver.

[View](#) [📄 Download copy](#)



9. Approval

Once approved, the form status will be changed to "Approved", and you will receive a notification. Each form must be reviewed and approved independently, which means that you can have one form approved and another rejected. We recommend you do not delay and start filling your forms as soon as you receive the notification that the submission period is open. Otherwise, you might risk not having enough time to correct an issue and resubmit, in case you have a rejected form. Finally, once all your submitted forms have been approved, your mission is complete, and sometime soon later your tax certificates will be generated.

* * *