



'Extension of Social Insurance Coverage

'What to Do in Such Situations! Guide'



In such situations!

Preparation for Employee Explanations



How to Find Out about workplaces and employees to be eligible for the expansion of social insurance coverage



Key points for planning explanations to employees



Key points for explanations to senior management (for HR and labour relations staff)



Key points for explanations to site supervisors



Conducting Employee Explanations



Key points for the content of explanations to employees

content



Key points for how to explain to employees

Best practices



Other



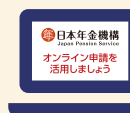
FAQs on Social Insurance Enrolment



Which tool should I use and when? (guidebooks, leaflets, handbooks)



Learn the notification procedures



What should you do?!

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P 20

3-2 A list of leaflets and brochures



Q

Which types of companies and employees are newly eligible for social insurance (health Insurance and employees' pension Insurance)?

A

As of April 2026, part-time and casual workers who meet certain requirements will be covered by social insurance if their company employs 51 or more people. From October 2027, this will also apply to those working at companies with between 36 and 50 employees

- ▶ Please refer to the bottom of this page for details on how employee numbers are calculated.
- ▶ Please refer to page 3 for the criteria for employees newly covered by social insurance. Please note that companies with fewer than the specified number of employees may still be covered in the same way as larger companies, provided there is mutual agreement between the employees and the employer. Please refer to page 5 of the "Guide to the Extension of Social Insurance Coverage".



▶ Company size

Company size (number of employees)	Social Insurance Eligibility Timeline for Part-Time Employees
51 employees or more	Already applicable ✓
36-50 employees	From October 2027
21-35 employees	From October 2029
11-20 employees	From October 2032
10 employees or fewer	From October 2035

Voluntary enrollment is possible even before mandatory coverage, subject to labor-management agreement.

▶ How to count the number of employees

- For a corporation, the determination is based on whether **the total number of employees** across all business premises with the same corporate number is **consistently** at or above the threshold (*) or not.
- For a sole proprietor, the determination is based on whether **the number of employees** at each individual business premises is **consistently** at or above the threshold (*) or not.

*As of April 2026: 51 employees or more

POINT 1 How to count the number of employees

The number of employees refers to current employees to be covered by the Employees' Pension Insurance at the business establishment.

= Number of full-time employees +

Number of Part-Timers whose scheduled weekly working hours are equal to or more than three-quarters of full-timers.

POINT 2 Interpretation of consistently'

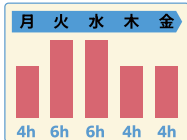


This refers to cases where the total number of persons covered by the Employees' Pension Insurance is expected to exceed the threshold for at least six months in a year.

Requirements for eligible employees

Eligible employees are part-time and casual workers who meet the following criteria.

* Social insurance already covers employees whose working hours and number of working days are three-quarters or more of those of a full-time employee.



Scheduled weekly working hours of **20 hours or more.**

*1 Overtime hours are not usually included in the calculation of the scheduled weekly work hours, but they may be included in cases where overtime is consistently required.



Not a student

*2 Individuals enrolled in certain educational institutions, those on leave of absence, and those attending part-time or correspondence courses are eligible for enrolment.

Monthly regular wages are 88,000 yen or more.

*3 Those who work at least 20 hours per week at or above the minimum wage automatically meet this requirement, so income is not a concern. (The wage requirement is scheduled to be abolished in October 2026)

*4 Additionally, as with full-time employees, employment must be expected to last more than two months.

Examples of identifying eligible employees

It is highly recommended that you keep track of employees who are eligible for social insurance and manage the progress of individual briefings, as well as their enrolment intentions, using the following methods.

- Utilise your existing payroll system
- Utilise spreadsheet tools (such as Excel) (see the below example)

Example | 101-200 employees / Compound services / Tokyo

Creating an Excel spreadsheet to identify eligible employees

- A sample of a simple Excel tool that lists and verifies all employees eligible for social insurance (see the example below).
- Using an Excel tool that allows you to manage everything in one place, including tracking whether each employee wishes to enrol, enables you to efficiently monitor the number of the insured employees.



[Example of management method]

Employee number	Name	Age	Department	Employment status	Contract			Social Insurance (WFT)			Employee's Insurance Enrollment
					Employee's Insurance Category	Health Insurance Category	Employee's Pension Category	Employee's Insurance Category	Health Insurance Category	Employee's Pension Category	
000001	Mariko Tanaka	35 years, 10 months	Dept. A	Part-time	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	0
000002	Kenji Tanaka	38 years, 10 months	Dept. A	Part-time	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	1
000003	Kenji Tanaka	38 years, 10 months	Dept. A	Part-time	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	0
000004	Kenji Tanaka	38 years, 10 months	Dept. A	Part-time	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	1



Q

I am unsure what information I should provide to management and senior executives regarding the expansion of the scheme. Please advise on how to gain their understanding and obtain their approval for the necessary measures.

A

HR and labour relations staff should follow **these three main steps**. Please refer to the details below. The key is to use these as a basis for creating a plan tailored to your company's structure.



Internal announcement and approval process

Understanding and grasping the details of the Expansion of Social Insurance Coverage

STEP
1

Preliminary Preparations (estimating social insurance contributions, preparing explanatory materials, etc.)



- Consider and organise the following points, then proceed with preparations such as creating materials for reporting to management and senior executives.
 - Key points of the legal amendments
 - About social insurance premiums
 - About employee contributions
 - Support Schemes
 - Internal announcement, etc.
- Depending on your company's policy regarding the employment of part-time workers, it is also important to discuss in advance the matters that need to be reported.
- The amount of social insurance contributions is a particular concern for many management teams and executives.** To calculate an estimate, please use the simple social insurance contribution simulator available on the website dedicated to the expansion of social insurance coverage. Further details can be found in section 2, 'About Social Insurance Premiums', on page 6.

STEP
2

Executive Briefing, Reporting & Approval



- Report the compiled information to management and senior executives, obtaining their approval for the company's internal measures to expand social insurance coverage.

STEP
3

Guidance and explanation for site supervisors (i.e., HR managers and department heads at each site)



- If there are on-site managers responsible for communicating with employees, be sure to explain the matters you want them to handle.
- The process of informing employees will proceed smoothly if on-site managers understand and can explain the expansion of social insurance coverage. **This guide is designed to help on-site managers understand the system and provide guidance on how to explain it to eligible employees. You may also wish to provide employees with explanatory leaflets or videos.** Decide in advance on the most appropriate settings for these explanations.

Notification to eligible employees



Q

Please let me know what materials I should prepare for the management and executives and how I should present them.

A

We recommend summarising the main points using the following materials as a reference. We also encourage you to use the 'Guide to the Extension of Social Insurance Coverage', which provides employers with an overview of the system. Please bear in mind that situations differ depending on the enterprise, so please provide explanations tailored to each company.



▶ Sample of briefing paper for management and senior executives

<Title: Example of internal briefing materials>

*Please amend this to fit your company's specific circumstances

○ Key points of the legal amendments

From October 2027, enrolment in health and pension insurance will become mandatory for part-time workers (such as casual and temporary staff) employed by our company, which falls under the category of '36 to 50 employees', who meet the following criteria.

☒ Scheduled weekly working hours are 20 hours or more ☒ Not a student

○ About Labour Costs

If all eligible employees enrolled in social insurance due to the legislative amendment, the increase in contributions would be ○ yen.

The table below shows the number of employees affected and the increase in social insurance premiums at each branch office.

Branch	Number of Affected Employees	Social Insurance Contributions (Year-over-Year)	Social insurance premiums (month-over-month)
Branch A	○ people	+ ○ yen	+ ○ yen
Branch B	○ people	+ ○ yen	+ ○ yen
Total	○ people	+ ○ yen	+ ○ yen

○ About employee contributions

The social insurance contribution payable by an employee working 5 hours a day, 4 days a week, will be X yen per month.

(Note) We plan to instruct site managers and others to explain the employee's social insurance contribution to them.

○ Support schemes

- Insurance Contribution Adjustment Scheme: This is a scheme in which employers temporarily pay their employees' social insurance premiums. This enables part-time workers who have recently become eligible for social insurance to continue working without having to adjust their working hours. It also reduces the employees' premium burden for a total of three years.
- Expert Support Program: Experienced social insurance and labour attorneys on the expansion of coverage will be dispatched free of charge through the Pension Office.
- Career Advancement Subsidy: Subsidies provided to employers who newly enrol workers in social insurance, extend their scheduled weekly working hours, and implement wage increase initiatives.

○ Internal announcement

The announcement will be made to eligible employees via the company intranet and the staff newsletter.

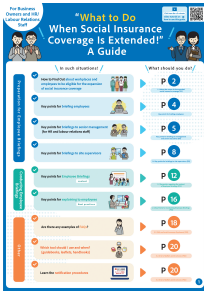
The schedule for internal coordination with employees leading up to October is as follows:

2027年○月	2027年○月	2027年○月	2027年○月	2027年○月	2027年○月
Preparations for internal announcement	Notice to the site managers (presenters)	Commence employee briefing	Briefing Outcome Report	Securing Staff	Shift adjustments

The following materials and tools can be used to prepare the content of P5. You may also request to communicate the 'Benefits for Companies and Organisations' section on the next page.



1 Key points of the legal amendments



- Please use this guide and 'Guide to the Extension of Social Insurance Coverage' to communicate **the key points of the legal amendment**.
- You may also consider utilising any guidance provided by labour and social insurance attorneys or pension offices regarding the extension of social insurance coverage.

2 About social insurance contributions



- Try performing a trial calculation using the labour cost and payroll calculation tools or spreadsheet software (such as Excel) that you use to calculate labour costs and salaries. The key is to simulate the employer's social insurance contributions in a scenario in which all eligible employees were to join.



Social Insurance Contribution Simple Simulator



You can also use the Ministry of Health, Labour and Welfare's website to estimate the approximate annual employer's share of social insurance contributions.
<https://www.mhlw.go.jp/tekiyokakudai/jigyounushi/shanaijunbi/#simulator1>

3 About employee contributions



- We also recommend calculating the estimated social insurance contributions for the target employees. You can use your existing personnel cost and payroll calculation tools, as well as spreadsheet software such as Excel.



Take-Home Pay Simple Simulator



You can also use the Ministry of Health, Labour and Welfare's website to estimate changes in take-home pay for part-time and casual employees joining the social insurance scheme.
<https://www.mhlw.go.jp/tekiyokakudai/jugyoin/henka/#simulator2>

4 Support Programs

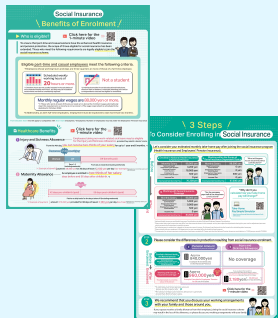
Pages 9 to 11 outline the government support programs and initiatives available to companies and other organisations for the expansion of the coverage. Please review the details and consider making use of them.

5 Internal announcement

- Preparations (e.g. creating materials) and plans for notifying employees
- Guidance and explanation to site supervisors
- Employee Briefings
- Prepare to secure human resources in the event of a shortage. Review the points mentioned above and create a schedule. Additionally, exploring multiple announcement methods would be effective given the circumstances of each company.

Key points for explanations to management and senior executives

POINT Materials to be used for informing and guiding employees



Think ahead about which materials you will use to inform and guide employees and prepare these materials as reference documents for your briefing to management and senior executives.

Please also refer to the list of leaflets and brochures produced by the Ministry of Health, Labour and Welfare, which can be found on page 20.



Social Insurance Coverage Extension Portal

<https://www.mhlw.go.jp/tekiyokakudai/index.html>



► Benefits for companies and other organisations

For companies and other organisations, there are three main benefits to encouraging employees to join the social insurance scheme.



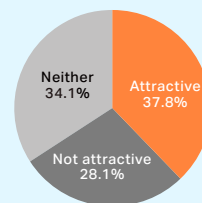
Business Benefit

1

Staff are easier to secure and retain.

In a survey conducted by the Ministry of Health, Labour and Welfare, approximately 60% of respondents (selected companies with 100 or fewer employees) stated that they included 'social insurance provided' in their job advertisements and applied social insurance to part-time workers was to 'improve working conditions by increasing employees' pension benefits and providing health insurance, thereby aiming to secure and retain staff'.

Furthermore, a survey by the Japan Institute for Labour Policy and Training (JILPT), found that 37.8% of workers found that job vacancies offering social insurance attractive.



(Source)
Compiled based on the JILPT's
"Survey on Working Styles (2024)"

Business Benefit

2

Easier shift scheduling

When employees are enrolled in social insurance, they no longer need to adjust their working hours to avoid exceeding income thresholds. Consequently, it becomes easier to organise stable shifts, and companies report that 'it has become easier to adjust shifts on the shop floor'.



Business Benefit

3

Boosts the motivation of employees with diverse values



In recent years, employees' attitudes towards how they work have been changing, such as with an increased awareness of work-life balance.

In a survey conducted by Teikoku Databank, companies that had increased their staff numbers cited 'enhancing employee benefits' as a key initiative for improving working practices and securing talent. This was followed by 'creating a workplace where it is easy to take leave, such as paid annual leave and parental leave' and 'reducing overtime'.

(Source) Teikoku Databank, Ltd. Survey on Management Issues and Business Activities of SMEs (Fiscal Year 2025)
*Respondents were asked to answer up to three measures that they considered effective in improving working practices and in recruiting and retaining staff.

Social insurance can form part of an employee benefits package, supporting staff with diverse needs, such as those who wish to work long-term, or those who wish to work while raising children or caring for family members, in terms of pensions and health insurance. One company established a system enabling employees to review their working practices following enrolment in social insurance. This encouraged them to consider their medium- to long-term careers.



Q

What information should we provide to site supervisors (HR managers and department heads at each site)?

A

Using this guide and the three leaflets provided below, explain the details of the expanded coverage and the benefits of social insurance enrolment to site supervisors (HR managers and department heads at each location). Then ask them to prepare to explain this to the employees.

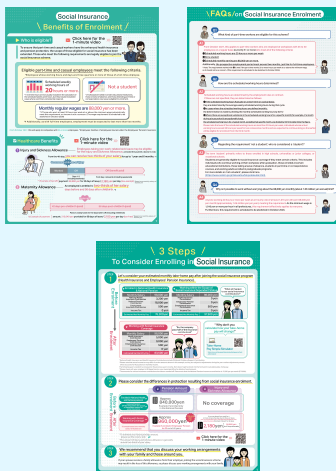


► Explaining the expansion of social insurance coverage to on-site managers and informing eligible employees



- Explain p.3, 'Eligibility for the Extension of Social Insurance Coverage,' and make sure that the key points on pages 12–14 are understood.
- HR and labour relations staff can use spreadsheet software (such as Excel) or staff rosters to compile a list of employees requiring guidance and explanation for site supervisors and manage individual meetings or similar arrangements.

► Distribution of explanatory materials for employees and requests for confirmation



Distribute the following leaflet when explaining the matter to eligible employees and ask site supervisors to convey the information to staff!

1

'Benefits of Social Insurance Enrolment' A leaflet

https://www.mhlw.go.jp/tekiyokakudai/pdf/guidebook_merit.pdf



2

"3 Steps to Consider Enrolling in Social Insurance" A leaflet

https://www.mhlw.go.jp/tekiyokakudai/pdf/guidebook_3step.pdf



3

"FAQs on Social Insurance Enrolment" A leaflet

https://www.mhlw.go.jp/tekiyokakudai/pdf/guidebook_qa.pdf



- It is also effective to have site supervisors review the leaflet content. If they have any questions or concerns that are not covered in the FAQ leaflet, they should ask the HR and labour relations officer in advance and share the answers with in the company.



For details on the content to be explained by line managers to employees and key points for the explanation, please refer to pages 12–14.

POINT

- Please ensure that line managers communicate with all affected employees.
- When enrolling employees in social insurance, it is important that they understand the enhanced medical and pension benefits, as well as changes to their take-home pay. Employees should then make a decision based on their individual circumstances. For this reason, please ensure that the site supervisors understand pages 12 onwards carefully.

Explore the possibility of leveraging available government grants and initiatives.

Insurance Contribution Adjustment Scheme

Social insurance premiums for eligible employees will be reduced for a total of three years from the start of using the scheme. (*)
Although employers will temporarily pay the reduced amount, as this will be adjusted after a certain period, the total premiums they ultimately pay will not increase. There will also be no impact on the pension amounts employees will receive in the future.

*The applicable insurance premiums are health insurance and Employees' Pension Insurance. Eligible employees' insurance premiums are reduced over a three-year period on a per-workplace basis.

POINT Eligible business establishments

1 Business establishments which will be eligible from 1 October 2026 onwards

From 1 October 2026, establishments that become a voluntary specified applicable workplace* will be eligible for the Insurance Contribution Adjustment Scheme.

(*Workplaces where, by agreement between employer and employees, part-time and casual workers are covered by social insurance)

2 Workplaces becoming eligible sequentially from 1 October 2027

In principle, this will apply to workplaces where part-time workers become eligible for social insurance as a result of the future expansion of social insurance coverage.

Covered Period	From October 2027	From October 2029	From October 2032	From October 2035
Number of employees	36-50	21-35	11-20	10 or fewer

*The number of employees represents the number of people insured under the Employees' Pension Insurance Scheme, specifically, the total number of full-time employees and those whose weekly working hours are three-quarters or more of a full-time equivalent.

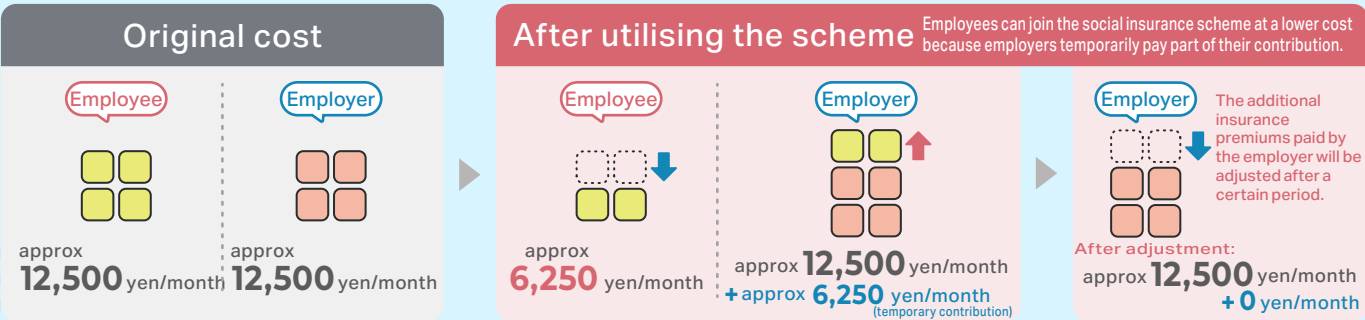
POINT Eligible employees

Eligible employees are those who meet all three of the following conditions:

- 1 Scheduled working hours are 20 hours or more per week (less than three-quarters of full-time working hours)
- 2 Monthly income is less than 130,000 yen (standard monthly remuneration is 126,000 yen or less)
- 3 Not a student

Example of insurance contribution for an employee earning 88,000 yen per month when using the new scheme

* The insurance contribution shown in the diagram is an estimate only, and the actual amount may differ.



The percentage of the employee's reduced contribution varies according to monthly income. Furthermore, the percentage is halved in the third year after utilizing the scheme.

Monthly income (standard monthly remuneration)	Less than 93,000 (88,000 or less)	93,000-less than 101,000 (98,000)	101,000-less than 107,000 (104,000)	107,000-less than 114,000 (110,000)	114,000-less than 122,000 (118,000)	122,000-less than 130,000 (126,000)
Employees: Employer (1st and 2nd year)	25 : 75	30 : 70	36 : 64	41 : 59	45 : 55	48 : 52
Employees: Employer (3rd year)	37.5 : 62.5	40 : 60	43 : 57	45.5 : 54.5	47.5 : 52.5	49 : 51

How to apply

Applications must be submitted by employers within two years of their business becoming eligible for the Insurance Contribution Adjustment Scheme.

For details on the procedures for the Insurance Contribution Adjustment Scheme, please see <https://www.nenkin.go.jp/tokusetsu/hokenryochousei.html>



Explore the possibility of leveraging available government grants and initiatives.

▶ Expert Support Program

We arrange experts to provide consultation on briefing sessions for employers and employees, and the extension of coverage, upon request from employers or business associations.

POINT How to use the service

The procedure consists of the following 4 steps.
*If you have a Labor and Social Security Attorney on retainer, please consult him/he.

STEP
1

Call your local Pension Office

- A local Pension Office will explain the details of the support available, as well as how to complete and submit the 'Request Form for Arrangement of Expert'

STEP
2

Submit the 'Request Form for Arrangement of Expert'

- Please submit the 'Request Form for Arrangement of Expert' to your local Pension Office.

STEP
3

Coordinate the schedule and details with the Pension Office

- The Pension Office will contact you to confirm the schedule and provide other details. Any further adjustments will be made at this stage.
*Please note that you may be contacted by a different pension office.

STEP
4

Holding the Explanation Session, etc.

- We will send an expert to the scheduled date and location. Please feel free to ask any questions you may have on the day.

Pension offices and application forms

- List of local Pension Offices *You can find the telephone numbers for pension offices here.
<https://www.nenkin.go.jp/section/soudan/index.html>



- Request Form for Arrangement of Expert regarding the Extension of Employee Insurance Coverage for Part-time Workers
<https://www.nenkin.go.jp/tokusetsu/tekiyokakudai.html>



Examples of Support Services

- Consideration of preparation and response policies for the expansion of coverage.
- Support for explaining to employees.
- Advice on procedures and available national grants, etc.

Explore the possibility of leveraging available government grants and initiatives.

► Career Enhancement Subsidy (Short-Time Workers Employment/Working Hours Extension Support Course)

Employers who enrol new part-time or casual employees in the social insurance scheme and implement measures to increase their weekly working hours or wages are eligible for a grant.

POINT

Eligibility requirements

Grants are provided to employers who enrol new employees in the social insurance scheme and implement measures such as increasing the scheduled weekly working hours.

Initiatives in the First Year

Requirements		Grant amount per person	
Extension of scheduled working hours	Wage Increase	Small enterprises*	Small and medium-sized enterprises
5 hours or more	—	500,000 yen	400,000 yen
4 hours or more but less than 5 hours	5% or more		
3 hours or more but less than 4 hours	10% or more		
2 hours or more but less than 3 hours	15% or more		

This includes cases where the employer has worked to extend the scheduled weekly working hours over several years and has enrolled in social insurance.

*A small enterprise refers to a business with 30 or fewer permanently employed workers.

Initiatives in the second year

Requirements		Grant amount per person	
Extension of scheduled working hours	Wage Increase	Small enterprises*	Small and medium-sized enterprises
Working Hours Extended by 2+ Hours	—	250,000 yen	200,000 yen
—	5%+ Basic Salary Increase, Bonus, or Retirement Plan		

Results of a comparison between the measures implemented at the time of joining the social insurance scheme (Year 1) and the measures introduced in Year 2.

Points to note

- Eligible workers are those who have been continuously employed for at least six months prior to the social insurance enrolment date but were working under conditions that did not meet the social insurance enrolment requirements.

Procedure

- To receive the subsidy, please submit a Career Advancement Plan to the Prefectural Labour Bureau before enrolling in social insurance.
- Please apply for payment within two months of having continued the measures for six months.
- Even if you are currently implementing the 'Working Hours Extension Menu' or 'Combination Menu' under the Treatment Improvement Course for Social Insurance Application, you can switch and apply for this course, if you meet its requirements.

➡ If you have already submitted a plan notification for the current 'Social Insurance Application Treatment Improvement Course', you do not need to submit a plan notification or change notification for this course.

Career Enhancement Subsidy
Click here for details

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/part_haken/jigyounushi/career.html



Click here for online applications
(G-Biz ID is required to log in)

<https://www.esop.mhlw.go.jp/subsidy-cours/e/a0iJ3000000pXDIIA2/view>





Q

Please let me know what materials we should use when explaining this to employees?

A

Please use the tailored leaflets for each employee and refer to the points below to organise the information you will provide.



▶ 'Benefits of Social Insurance Enrolment' Details and key points of the leaflet.

Please use the 'Benefits of Social Insurance Enrolment' leaflet to inform and communicate with eligible employees. It is also effective to adapt your approach according to each employee's individual circumstances.

Social Insurance
Benefits of Enrolment

Who is eligible? Click here for the 1-minute video

To ensure that part-time and casual workers have the enhanced health insurance and pension protection, the scope of those eligible for social insurance has been extended. Those who meet the following requirements are legally eligible to join the social insurance scheme.

Eligible part-time and casual employees meet the following criteria.

- Employees whose working hours and days are three-quarters or more of those of a full-time employee.
- Scheduled weekly working hours of **20 hours or more**.
- Not a student.
- Monthly regular wages are **88,000 yen or more**.

Healthcare Benefits Click here for the 1-minute video

1 Injury and Sickness Allowance

For absence due to a non-occupational injury or sickness, you can receive two-thirds of your salary for up to 1 year and 6 months.¹⁾

2 Maternity Allowance

If you take leave from work for childbirth, you can receive two-thirds of your salary from 42 days before the date of childbirth to 56 days after the date of childbirth.²⁾

Explain the social insurance enrolment conditions to the relevant employees. For details on each condition, please refer to the 'FAQs on Social Insurance Enrolment' leaflet.



For Younger Employees

- Explain that they can receive 'Injury and Sickness Allowance' if they are unable to work for a certain period due to injury or illness and take time off work, and that they can receive 'Maternity Allowance' during their maternity leave.
- It is also effective to give them a concrete idea of the amounts they can expect to receive.



For Older Employees

- Explain that the 'pension' they will receive in the future will be increased.
- Explain that they can receive 'sickness allowance' if they are unable to work for a certain period due to illness, such as cancer, or injury.
- To help employees clearly visualise the specific increase in their pension amounts, use a table and 'examples of pension increases' to explain the estimated increase in pension benefits by enrolling in the social insurance scheme (Employees' Pension Insurance).
- Explain the benefits of joining the social insurance scheme. Focus on enhanced medical and pension benefits.

Pension Benefits Joining the Employees' Pension Insurance increases your pension amount.

Before enrolment (National Pension only)

After joining (National Pension + Employees' Pension Insurance)

Old-age Basic Pension

Disability Basic Pension

Survivors' Basic Pension

Examples of Pension Increases Click here for the 1-minute video

By joining the Employees' Pension Insurance, you can receive both the Basic Pension and the Employees' Pension.

	1 million yen	2 million yen	3 million yen
Old-age Basic Pension	5,900	7,600	10,200
Old-age Employees Pension	29,600	38,100	51,400
Disability Basic Pension	59,300	76,300	102,300
Disability Employees Pension	89,000	114,400	154,400
Survivors' Basic Pension	115,700	152,600	205,900
Survivors' Employees Pension	148,400	190,800	257,400

For example, if you have an annual salary of 1.2 million yen and are enrolled in the Employees' Pension Insurance for 25 years and receive your pension from age 65, the total will be approximately **2.2 million yen**.

Old-age Basic Pension annual amount 847,300 yen

Old-age Employees Pension annual amount 847,300 yen

Take-home pay simulation

You can simulate changes to your take-home pay, such as the impact of social insurance contributions.

Pension amount simulation

You can simulate how your future pension amount will change as a result of joining the social insurance scheme.

Take-home Pay Simple Simulator

Public Pension Simulator

MHLW Ministry of Health, Labour and Welfare

Social Insurance Coverage Extension Portal



For All employees (particularly those who are unsure about joining)

- Although joining the social insurance scheme offers benefits in terms of medical and pension provision, some people may see the new social insurance contributions and subsequent reduction in take-home pay as a disadvantage.
- Encourage them to use the 'Take-home Pay Simple Simulator' or the 'Public Pension Simulator' to estimate changes in their take-home pay and future pension payments. The '3 Steps to Consider Enrolling in Social Insurance' leaflet can also be used alongside these tools.

► '3 Steps to Consider Enrolling in Social Insurance (page 1)' Contents and key points of the leaflet

Use the '3 Steps to Consider enrolling in Social Insurance' leaflet to help employees understand the changes that would result from joining the scheme. Guide them through the process of checking how their take-home pay and benefits (medical and pension) would be affected by joining the scheme.

STEP 1

- Let employees know that the amount deducted from their salary for insurance premiums will differ depending on whether they join the social insurance scheme, which will affect their take-home pay.
- STEP 1 provides an estimate of the difference in take-home pay before and after joining the social insurance scheme.
- Why not suggest that employees use the 'Take-home Pay Simple Simulator' to calculate how their take-home pay would change if they joined the social insurance scheme. It would be effective to first look at how their take-home pay would change if they joined the scheme and then discuss their future work preferences.

STEP 2

- This part shows the difference in annual pension payments and sickness benefit amounts based on the example given in STEP 1.
- Inform employees of the difference in the amount of pension and injury and sickness allowance they can receive when enrolled the social insurance scheme
- In particular, the 'Public Pension Simulator' on the reverse side can be used to simulate an individual's pension amount. Please inform employees of this tool that is available on the Ministry of Health, Labour and Welfare's website. See page 14 for details.
- The approximate daily rate for injury and sickness allowance is two-thirds of your salary. However, if your company is affiliated with a health insurance association or mutual aid association, the amount may differ. In such cases, please check it before providing information to ensure it is accurate.

STEP 3

- If your employee's spouse or family members receive 'family allowance' or 'spouse allowance' from their employers, they may become ineligible for these benefits when your employee joins the social insurance scheme. Employees should therefore be advised to ask their spouses' or family members' HR departments about the eligibility criteria for these allowances.

3 Steps !
To Consider Enrolling in Social Insurance

STEP 1 Let's consider your estimated monthly take-home pay after joining the social insurance program (Health Insurance and Employees' Pension Insurance).

Before Enrollment	After Enrollment
Enrolled in National Health Insurance & National Pension Monthly Salary: 98,000 yen National Health Insurance Contribution: 3,200 yen National Pension Contribution: 18,000 yen Employment Insurance Contribution: 500 yen Income Tax: 0 yen Estimated Net Monthly Pay: 76,300 yen	Working within the Scope of Social Insurance-Dependent Status Monthly Salary: 98,000 yen Health Insurance Contribution: 0 yen Employees' Pension Contribution: 0 yen Employment Insurance Contribution: 500 yen Income Tax: 0 yen Estimated Net Monthly Pay: 97,500 yen

STEP 2 Please consider the differences in protection resulting from social insurance enrollment.

Before Enrollment	After Enrollment
Enrolled in National Health Insurance and National Pension National Pension: Approx. 840,000 yen (Based on 40 years of coverage) Injury and Sickness Allowance: No coverage	Working with Social Insurance Coverage National Pension: Approx. 960,000 yen (Based on 40 years of coverage) Injury and Sickness Allowance: Approx. 2,180 yen per day (for 27 days of benefits) *Example based on a monthly salary of 98,000 yen

STEP 3 We recommend that you discuss your working arrangements with your family and those around you.

If your spouse receives a family allowance from their employer, joining the social insurance scheme may result in the loss of this allowance, so please discuss your working arrangements with your family.

▶ '3 Steps to Consider Enrolling in Social Insurance (Page 2)' Contents and key points of the leaflet

To help employees better understand the benefits of joining the social insurance scheme, encourage them to use the '3 Steps to Consider Enrolling in Social Insurance' leaflet to calculate the pension amount they could receive if they join the scheme. At this point, it is effective to introduce the 'Public Pension Simulator', as it allows employees to estimate their pension amount based on changes in their working and lifestyle patterns. For those who have received the Annual Pension Statement (Nenkin Teikibin), it is easy to calculate an estimate based on their own information simply by scanning the QR code. Therefore, please advise employees to check their Annual Pension Statement (Nenkin Teikibin).

Why don't you calculate your future pension amount! /

▶ If you receive the Annual Pension Statement (Nenkin Teikibin)

Ms. A (Age 35)
Worked as a dependent of her husband since the age of 27. She is considering working while enrolling in the social insurance system from now on (from age 35).

STEP 1 For example, in the case of making a calculation based on the premise that Ms. A works as a dependent of her husband from the age of 27 to 35.

STEP 2 Access the simulator via the QR code on the Annual Pension Statement 'Nenkin Teikibin'.

STEP 3 Enter your date of birth.

STEP 4 By scanning the QR code, you can see your estimated amount, assuming your current membership status continues until right before you turn 60.

STEP 5 To enter your details for joining social insurance at age of 35 or older, add the 'Work Style and Lifestyle' sections.

STEP 6 Select the Employees' Pension Insurance program and enter your estimated annual income for the period from age 35 to 59.

STEP 7 The estimated amount after joining the scheme will be displayed.

Click here for a 1-minute video on how to use the Public Pension Simulator via the QR code on your Annual Pension Statement

▶ If you do not have your Annual Pension Statement (Nenkin Teikibin)

You can estimate your pension amount by entering your membership period and other details directly on the Public Pension Simulator website.

Public Pension Simulator
<https://nenkin-shisan.mhlw.go.jp/>

Public Pension Simulator User guide
https://www.mhlw.go.jp/kouteki_nenkin_simulator_guide/index.html

MHLW 厚生労働省
Ministry of Health, Labour and Welfare of Japan

2019年4月時点

Why not introduce the 'Public Pension Simulator' tool to encourage employees to take an interest in their pension amounts? It can be used on smartphones.

For those who wish to watch a video demonstrating how to use the Public Pension Simulator, please advise them to scan the QR code.

Even if an employee has lost their 'Nenkin Teikibin' or does not have a copy, they can still make an estimation by entering their date of birth and information about their previous employment and lifestyle details.

Please inform your staff that they can access the user guide via the QR code to find out how to enter information.



Public Pension Simulator

<https://nenkin-shisan.mhlw.go.jp/>



Public Pension Simulator User guide

https://www.mhlw.go.jp/kouteki_nenkin_simulator_guide/index.html



POINT



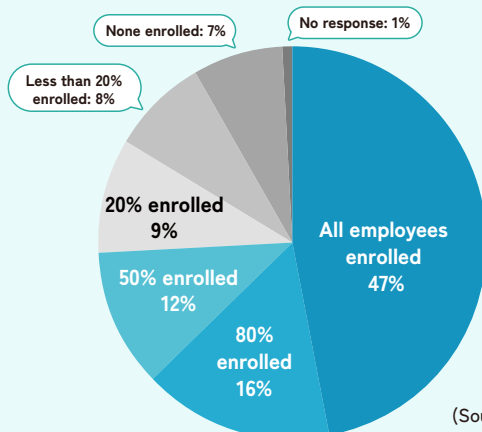
We recommend having a 'FAQ on Social Insurance Enrolment' leaflet ready for meetings and other occasions, so you can answer any questions employees may have about the leaflet's content. You could distribute this to employees or post it on a noticeboard where it can be viewed by everyone in the company.



https://www.mhlw.go.jp/tekiyokakudai/pdf/guidebook_qa.pdf

During the last expansion of coverage (October 2024), over 70% of companies that held explanatory sessions or took similar measures for eligible employees saw more than half of their staff join the social insurance scheme. Around 50% of these companies saw all their employees join, which helped secure the workforce.

The proportion of employees who enrolled in social insurance when the initiatives were implemented.



The following measures are being taken with regard to those eligible for enrolment:

- Individual consultations and responding to enquiries
- Distributing explanatory materials on the scheme overview
- Conducting surveys and interviews to find out about enrolment intentions
- Consulting with Labor and Social Security Attorneys
- Holding briefings on the outline of the expanded coverage, etc.



(Source: Compiled based on the JILPT's 'Survey on the Status of Response to the Expansion of Social Insurance Coverage (2024)')

Although a reduction in take-home pay due to social insurance contributions may be seen as a disadvantage by some, it is also effective to encourage employees to consider the medium- to long-term benefits of joining the social insurance scheme, as illustrated in the following case study. It is also important to offer employees working style options that suit their preferences.

A Case Study | 101–200 employees / Compound services / Tokyo

Reason for joining: It will benefit both one's career and household finances in the long term

- A part-time staff member who was not enrolled in the social insurance scheme took the opportunity presented by the expanded coverage to switch to full-time employment and enrol in the scheme.
- Calculating the difference in take-home pay when enrolling in the social insurance scheme versus not, it was found that household income would decrease in the short term (1–2 years). However, considering their children's future and their own desire to work at the company long term, they decided to enrol in the social insurance.



POINT

To confirm employees' working preferences

In addition to their wishes regarding social insurance enrolment, you should also **confirm whether employees intend to change their working arrangements (e.g. hours or status) in the future.**

- You should explore proposing extended working hours to your employees, considering their preferred working arrangements and the effect that social insurance enrolment would have on their net
- If you hope to work with key personnel in the medium to long term, **one option for the company is to propose switching them to regular full-time status**, considering their individual work styles and



Q

What is the best way to inform employees?

A

A variety of measures are being implemented by companies, and we have highlighted the major ones below. Please use these as a reference. Consider and select the method of explanation that best suits your company's size and policy on expanding the scope of application, as well as the ease with which it can be implemented.



✓ Utilising communication tools

- This method creates an environment in which employees can easily and freely access information at any time. **This is achieved by utilising the communication tools commonly used to contact them such as company intranet, newsletters and payslips.**
- This is a method of raising awareness that increases the chances of the information reaching a wider audience.
- As it can sometimes be difficult to verify or analyse employees' level of understanding or access to information, combining this approach with other methods, such as face-to-face meetings, rather than relying solely on **communication tools, can enhance the effectiveness of the outreach further.**



✓ Holding briefing sessions

- This method involves organising sessions to explain the matter directly to the relevant employees, either online or in person.
- In addition to planning and conducting these sessions by HR and labour relations staff, it is also possible to engage external experts such as Labor and Social Security Attorneys to act as presenters.
- As part-time and casual employees may find it difficult to attend briefings during their working hours and have varying schedules, **we must devise solutions on the assumption that not everyone can attend.** Possible approaches include holding briefings in both online and face-to-face formats; distributing video recordings of a face-to-face briefing later, or pre-recording videos for employees to watch at their convenience, **combined with other communication methods.**



POINT

Support programmes available for conducting employee briefing sessions

see page 10 for details

Expert Support Scheme: Experienced Labor and Social Security Attorneys will be arranged free of charge through the Pension Office.

✓ Conversations through face-to-face interviews

- This method involves communicating directly with employees through face-to-face interviews. As it can be difficult to discuss personal circumstances in front of others, **this approach is effective if you arrange an individual consultation so that you can provide explanations and answer questions in a way that considers each employee's individual situation.**
- Furthermore, **interviews often involve confirming whether employees wish to enrol in the social insurance scheme and establishing their reasons for doing so.** This is also an ideal opportunity to discuss their current and long-term career goals, as well as the company's expectations of them.
- Based on the content of this conversation, **consider what working arrangements the company can offer, such as working hours, and employment status, etc., and present these options to the employee.**



A Case Study | 501+ employees / Service sector / Shizuoka

Informing employees by enclosing payslips with leaflets and guidance documents

- They have provided notification to all eligible employees, enclosing the mandatory payslip, the guidance document on social insurance enrolment, and the flyer issued by the Ministry of Health,
- As part-time staff tend to look at the payslips distributed by the company, this helped to increase the chances of them seeing the information.

POINT
Consult a Labor and Social Security Attorney to disseminate the information


- Referring to the following examples, it is advisable to consult a Labour and Social Security Attorney regarding questions that are difficult for HR personnel or line managers to answer, or those for which the clear answer is unknown.
- It is also effective in deepening employees' understanding of social insurance to invite a Labor and Social Security Attorney to act as a lecturer at employee briefings to explain the system.
- If you do not have a retained Labor and Social Security Attorney, consider utilising the Expert Support Program on page 10 to have one sent to you.

A Case Study | 101-200 employees / Retail / Kyoto

Prior to responding to employees, check their questions with a Labour and Social Security Attorney.

- The company compiled questions raised by employees that HR staff found difficult to answer in a spreadsheet tool (such as Excel) and asked the retained Labour and Social Security Attorney to prepare answers. The HR staff then shared the returned answers with the employees.
- By utilising the services of a social insurance and labour attorney for matters requiring specialist knowledge, they were able to respond smoothly to employee inquiries.



Q1

What kind of part-time workers are eligible for this scheme?

A1

From October 2027, this applies to part-time workers who are employed at workplaces with 36 to 50 employees on a regular basis (currently 51 or more) who meet all of the following criteria:

- ① Scheduled working hours are 20 hours or more per week
- ② Not a student
- ③ Scheduled monthly earning are 88,000 yen or more.

Additionally, the prospective employment period must exceed two months, just like for full-time employees.

* Note: The requirement marked with ① is met if the part-timer works 20 or more hours per week at or above the minimum wage, so it should not be a concern. (This requirement is scheduled to be abolished in October 2026)



Q2

How are the scheduled working hours determined?

A2

Scheduled working hours are determined by the employment rules or contract.

If these are not specified, they are determined as follows:

- ① If the scheduled working hours fluctuate on a short-term or cyclical basis:
they are determined by the average weekly scheduled working hours during that cycle.
- ② In cases where the scheduled working hours are defined monthly:
the determination is made by dividing the monthly scheduled working hours by 52/12
- ③ Where there are exceptional variations in the scheduled working hours for a specific month (for example, if a month during a busy period is exceptionally long),
the scheduled working hours for a typical month, excluding that specific month, are divided by 52/12 to determine the figure.

Please note that even if the scheduled working hours are less than 20 hours per week, individuals whose actual working hours exceed 20 hours per week for two consecutive months and are expected to continue doing so thereafter will be eligible for enrolment from the third month.



Q3

Regarding the requirement 'not a student', who is considered a 'student'?

A3

The term 'student' primarily refers to those enrolled in high schools, universities or junior colleges, or vocational schools.

Students are generally eligible for social insurance coverage if they meet certain criteria. This includes individuals who continue working at their workplace after graduation, those enrolled at certain educational institutions, those taking a leave of absence, students in part-time or correspondence courses, and working adults enrolled in postgraduate programs.

For more details on 'not a student', please click here.

<https://www.nenkin.go.jp/tokusetsu/tekiyokakudai.html>.



Q4

Why is it possible to work without worrying about the 88,000 yen monthly (about 1.06 million yen annual) limit?

A4

Anyone working 20 hours or more per week at an hourly rate of at least 1,016 yen will earn 88,000 yen per month (approximately 1.06 million yen per year), meeting the requirement. As the minimum wage is 1,016 yen or more per hour in all prefectures, this requirement effectively applies to everyone. Furthermore, this requirement is scheduled to be abolished in October 2026.





Q5

Does this not apply to contracts of two months or less?

A5

Even if the contract period is two months or less, you remain eligible for enrolment if there is a prospect of employment exceeding two months, such as where renewal is planned or there is a track record of contract renewal for employees hired under the same conditions. However, you may not be eligible if you work in a workplace involving seasonal work or temporary business operations.



Q6

Is it possible to enrol in Employment Insurance only?

A6

In principle, all workers employed at a workplace covered by Employment Insurance who meet all of the following conditions are insured persons.

- ① The scheduled working hours per week are 20 hours or more
- ② The employment is expected to last for 31 days or more

Therefore, if you meet the criteria for part-time workers who are covered by social insurance, you will be required to join both the social and employment insurance schemes.



Q7

What is the daily rate for injury and sickness or maternity allowance?

A7

◆ Daily benefit amount

[Average monthly standard remuneration for the 12 consecutive months prior to the payment start date (*1)] ÷ 30 (*2) × 2/3 (*3)

*1 The start date of payment is the date on which payment of injury and sickness allowance (or maternity allowance) begins.

*2 Regardless which month it is, the result of divided by '30 days' is rounded to the nearest whole number.

*3 If the result as '2/3' contains a decimal, round to the nearest whole number.

Note: Please note that the amount may vary depending on the health insurance provider (such as a health insurance association or Kyokai Kenpo) your company is enrolled in. If you have any queries, please check with your insurance provider.

Furthermore, if the period prior to the start date of payment is less than 12 months, the calculation shall be based on whichever of the following is lower:

- ① The average of the standard monthly remuneration for each consecutive month prior to the month in which the payment start date falls
 - ② The average standard monthly remuneration under the health insurance scheme to which you belong
- However, if you receive a salary from your employer whilst on leave, you will be paid the difference between the injury and sickness allowance (maternity allowance) and your salary; if your salary is higher than the sickness allowance (maternity allowance), no payment will be made.



Q8

What points should I discuss with my family?

A8

It is important to explain the changes that will result from joining the social insurance scheme.

The benefits include: (1) an increase in your future pension, and (2) the eligibility to receive benefits while on leave (such as injury and sickness allowance, maternity allowance).

Please note that if you are currently in a dependent status, you will be required to pay your own social insurance contributions, and you may no longer be eligible for family or spouse allowances provided by your spouse's employer.

We provide a leaflet containing a simulation tool to help you estimate your contributions. So, we encourage you to use of it.





Q

What leaflets and brochures are available to help with the expansion of coverage? Also, how should notifications be submitted?

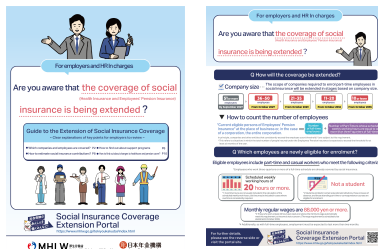
A

The Ministry of Health, Labour and Welfare has prepared leaflets and brochures that can be used in various situations to support the expansion of social insurance coverage. Please check the Japan Pension Service website for information on how to submit notifications.



For Understanding and Explaining the System

For employers and HR In charges: Guidebook and Leaflets on the Extension of Social Insurance Coverage



What you will learn

An explanation of the expanded coverage from the perspective of employers and HR In charges

- Details of the legal amendments
- An overview of internal preparations
- Benefits of enrolling employees in social insurance
- Introduction to various support programmes

When to use them

For employers and HR In charges

- When you want to learn about the extension of social insurance coverage
- When you want to learn about the general process before beginning internal preparations

Internal Planning

For employers and HR In charges: A guide



What you will learn

Explanations of "What to Do in Such Situations" regarding the extension of social insurance coverage.

- Step-by-step guide to internal preparations
- Key points for employee briefings
- Case studies of individual companies
- FAQs on social insurance enrolment

When to use them

For employers and HR In charges

- When considering internal plans
- When you want to know tips for communicating the advantage of social insurance enrolment to employees
- When you want to know how to explain leaflets to employees

Explanation to Employees

"3 Steps to Consider Enrolling in Social Insurance" A Leaflet



"Benefits of Social Insurance Enrolment" A Leaflet



"FAQs on Social Insurance Enrolment" A Leaflet



What you will learn

"3 Steps to Consider Enrolling in Social Insurance"

- Detailed explanation of how enrolment affects take-home pay and how to estimate your future pension benefits
- A one-minute video explaining the content is available via the QR code

"Benefits of Social Insurance Enrolment" A Leaflet

- Illustration of the expanded coverage eligibility and the healthcare/pension benefits of enrolment

"FAQs on Social Insurance Enrolment" A Leaflet

- Employee FAQs and Answers

When to use them

For employers and HR In charges

- As explanatory material for briefings and meetings with employees

For employees

- When you want to know the benefits of joining the social insurance scheme
- When you want to estimate your take-home pay or pension amount
- As a reference when discussing social insurance enrolment with family or others

How to apply

POINT

Please submit the 'Application to enroll in EPI / EHI' to the Japan Pension Service. We recommend applying online.



Guidance submitting the 'Application to enroll in EPI / EHI'

<https://www.nenkin.go.jp/tokusetsu/shutoku.html>



Guidance on online applications

<https://www.nenkin.go.jp/denshibenri/index.html>



The above flyer and video are also available on the Social Insurance Coverage Extension Portal listed below.

https://www.mhlw.go.jp/tekiyokakudai/pamphlet_movie/

