There is no single "Ministry of Labor" counter. Coverage splits two ways before it reaches an agency.

Japan does not route employment-related filings through a single local authority. The first question is not "which office?" but "which legal scheme?" For employer administration, the system is easiest to understand as **two practical families**. **Labor Insurance (労働保険)** is a statutory umbrella term covering Industrial Accident Compensation Insurance and Employment Insurance. Health Insurance and Employees' Pension Insurance are commonly grouped together in employer practice as **"Social Insurance" (社会保険)**.

日本の企業労務実務は、まず「労働保険」と「社会保険」の二系統として整理すると理解しやすい。労働保険は法定の総称であり、本資料では健康保険・厚生年金保険を実務上の「社会保険」として整理する。

労働保険

Labor Insurance — the "labor" family

労災保険 Industrial Accident Compensation Insurance	雇用保険 Employment Insurance

Main employer-facing offices:
Industrial Accident Compensation Insurance → Labour Standards Inspection Office. Employment Insurance → Public Employment Security Office (Hello Work).

社会保険

Social Insurance — employer-practice usage

健康保険 Health Insurance	厚生年金保険 Employees' Pension Insurance

Main employer-facing office:
Japan Pension Service (JPS) branch office. Where a Health Insurance Society applies, health-insurance procedures go to the society while Employees' Pension Insurance remains with JPS.

Terminology warning — "social insurance" does not translate cleanly

In employer payroll and HR administration, 社会保険 **commonly refers to Employees' Health Insurance and Employees' Pension Insurance**. The term may be used more broadly in other Japanese legal and policy contexts. This paper uses 社会保険 in the narrower employer-administration sense.

	労働基準監督署 LABOUR STANDARDS INSPECTION OFFICE	ハローワーク PUBLIC EMPLOYMENT SECURITY OFFICE	年金事務所 JPS BRANCH OFFICE · JAPAN PENSION SERVICE
CHARACTER	**Enforcement.** Inspectors conduct on-site inspections and examine records; for serious violations they exercise **judicial police powers** and may refer cases to prosecutors.	**Employment services & Employment Insurance.** Job placement services; Employment Insurance procedures, including job applicant benefits, childcare leave benefits and nursing care leave benefits; and specific employment support measures for employers.	**Coverage & contributions.** Handles workplace and insured-person coverage, remuneration reporting and contribution administration for Employees' Pension Insurance and, where applicable, Employees' Health Insurance.
GOVERNING LAW	Labour Standards Act · Industrial Safety and Health Act · Industrial Accident Compensation Insurance Act	Employment Security Act · Employment Insurance Act	Health Insurance Act · Employees' Pension Insurance Act
PRIMARY UNIT	**Workplace** for labor-standards filings; **covered business** for Industrial Accident Compensation Insurance. The applicable unit depends on the procedure.	**Covered undertaking** (適用事業). Employment-insurance procedures are handled through the competent Public Employment Security Office.	**Applicable place of business** (適用事業所). Two or more applicable places of business may be treated as one where statutory approval is obtained.

Enrolment is tested per scheme 加入対象は制度ごと

- 労災保険 (Industrial Accident Comp.) — every worker, no exception. Employment type and hours are irrelevant; no individual enrolment filing; premiums borne wholly by the employer.
- 雇用保険 — conditional. Turns on scheduled weekly hours and expected duration of employment.
- 健保・厚年 — conditional, two-part. A scheduled-hours test, plus a separate expansion rule for short-hours workers that depends on company size.

One worker can be inside one scheme and outside another on the same day. Enrolment cannot be held as a single yes/no value — it needs one determination per scheme.

Two axes of recurring obligation 反復業務と規模要件

- **By calendar.** These filings are not one-off setup tasks. A fixed annual cycle repeats every year for as long as the business operates. (dates and procedures — separate paper)
- **By headcount.** Duties switch on when the relevant headcount crosses defined thresholds — appointments, reports and programmes may arise above the applicable threshold.

The counting unit depends on the rule. Some thresholds are **workplace-based**; others are measured across the **employer or corporate entity**. Never assume that "headcount" means the same aggregation unit across schemes.

Two more bodies that are commonly confused with the above

都道府県労働局 (Prefectural Labour Bureau) — the **parent body** of the Inspection Offices, with its own distinct remit: harassment, equal opportunity, worker dispatch, and mediation of individual labor disputes. These are **not** handled by the Inspection Office, despite the common assumption that it is the single counter for all labor matters.

出入国在留管理庁 (Immigration Services Agency / Regional Immigration Services Bureau) — residence and work status. **Outside the scope of this paper**, but unavoidable for any company employing foreign nationals, and administered entirely separately from the four insurance schemes above.

WHY IT MATTERS

The question is never simply "which office do we go to?" It is **which family, which scheme, which legal unit** — and the answer can differ even for two employees sitting at the same desk. A company health insurance society splits the counter again: health insurance moves to the society while Employees' Pension Insurance stays with JPS, inside what is nominally one family.

Deadlines, forms and the annual cycle are treated separately — see the companion paper on post-hire procedures.

Structural overview only. Enrolment thresholds and the scope of short-hours coverage are subject to phased amendment; confirm current figures and effective dates before relying on them. Position as of July 2026. General information, not legal advice.

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