



# Admin Manual

# Table of Contents

This manual consists of 3 chapters.

Chapter 1 describes the basic settings, and chapter 2 describes the daily operation procedures.

## INTRODUCTION

1.	SYSTEM CONFIGURATION .....	9
2.	SUPPORTED BROWSERS .....	9
3.	LOGIN .....	10
4.	FISCAL YEAR START DATE SETTINGS .....	10
5.	TUTORIAL VIEW .....	11
6.	ADMIN SCREEN CONFIGURATION.....	12
7.	QUICK START GUIDE.....	13
8.	ONLINE HELP .....	13
1.	[SETTINGS] OVERVIEW .....	15
2.	CONFIGURE ORGANIZATION SETTINGS ...	18
2.1.	[DIVISION SETTINGS].....	18
2.1.1.	Add a Division .....	18
2.2.	[TIME RECORDER SETTINGS] .....	20
2.2.1.	The 2 types of Time Recorder .....	20
2.2.2.	Descriptions .....	21
2.2.3.	Edit.....	22
2.2.4.	Send Time Recorder URL.....	23
2.2.5.	About Certificate .....	24
2.2.6.	Add help.....	25
3.	ADD AN ADMINISTRATOR .....	27

<b>3.1. ADMIN SETTINGS .....</b>	<b>27</b>
3.1.1. Add an administrator .....	27
3.1.2. Admin login info .....	31
3.1.3. Operations.....	31
3.1.4. Send Email .....	32
<b>3.2. REQUEST APPROVAL FLOW SETTINGS .....</b>	<b>34</b>
3.2.1. Setting instructions.....	34
<b>4. ADD EMPLOYEE ACCOUNTS .....</b>	<b>35</b>
<b>4.1. EMPLOYEE TYPE SETTINGS.....</b>	<b>35</b>
4.1.1. Add an Employee type .....	35
<b>4.2. EMPLOYEE SETTINGS.....</b>	<b>45</b>
4.2.1. Add [Employee] .....	45
4.2.2. Import Employee Data .....	48
4.2.3. Operations.....	50
4.2.4. Send Email .....	51
<b>5. PREPARE FOR SCHEDULE MANAGEMENT ..</b>	<b>55</b>
<b>5.1. LEAVE TYPE SETTINGS .....</b>	<b>55</b>
5.1.1. Setting instructions.....	55
<b>5.2. PAID LEAVE FEATURE SETTINGS.....</b>	<b>58</b>
5.2.1. Function .....	58
5.2.2. Leave-related settings.....	62
5.2.3. Paid leave feature settings.....	64
5.2.4. Grant leaves by auto-calculation.....	64
<b>5.3. PATTERN SETTINGS .....</b>	<b>65</b>
5.3.1. Create schedule patterns.....	66
5.3.2. Normal (regular) work day pattern .....	67
5.3.3. Discretionary work pattern .....	70
<b>5.4. HOLIDAY SETTINGS .....</b>	<b>71</b>

5.4.1. To add Japanese national holidays.....	71
5.4.2. Add custom holidays manually .....	72
<b>5.5. AUTO SCHEDULE SETTINGS .....</b>	<b>72</b>
5.5.1. Descriptions.....	72
5.5.2. Setting instructions.....	73
5.5.3. When auto schedule settings are reflected.....	73
<b>6. EMAIL NOTIFICATION FEATURE .....</b>	<b>74</b>
6.1. MISSING TIME RECORD NOTIFICATION .....	74
6.2. UNSUBMITTED OVERTIME NOTIFICATION .....	77
6.3. ALERT NOTIFICATION.....	78
6.4. LEAVE EXPIRATION NOTIFICATION .....	79
6.5. ATTENDANCE DATA ERROR NOTIFICATION.....	80
6.6. ATTENDANCE CLOSING NOTIFICATION.....	83
6.7. 5 DAYS MANDATORY LEAVE NOTIFICATION .....	84
<b>7. CUSTOM FEATURES .....</b>	<b>85</b>
7.1. CUSTOM DATA ITEM SETTINGS.....	85
7.1.1. Add custom items.....	85
7.1.2. View custom items .....	87
7.1.3. Export Custom items .....	89
7.1.4. Sort Custom data items.....	89
7.2. [ SUPPLEMENTAL WORKING RECORD SETTINGS] .....	90
7.2.1. Add Supplemental items.....	90
7.2.2. Edit Supplemental items.....	92
7.2.3. Confirm Supplemental item .....	93
7.3. ALERT SETTINGS .....	94
7.3.1. Alert setting.....	94
7.3.2. Complex condition alert.....	97

<b>8.</b>	<b>OPTIONAL FEATURES .....</b>	<b>98</b>
8.1.	OPTIONS .....	98
<b>9.</b>	<b>START OPERATING.....</b>	<b>105</b>
9.1.	CONFIGURE TIME RECORDER SETTINGS.....	105
9.2.	LOG INTO EMPLOYEE SCREEN .....	105
<b>1.</b>	<b>ALL MENU .....</b>	<b>107</b>
<b>2.</b>	<b>CHECK ATTENDANCE DATA.....</b>	<b>109</b>
2.1.	CHECK DAILY DATA .....	109
2.1.1.	Descriptions .....	109
2.1.2.	Operations.....	111
2.2.	CHECK MONTHLY DATA .....	112
2.2.1.	Descriptions.....	112
2.2.2.	Operations.....	113
2.3.	CHECK YOUR TIME CARD .....	114
2.3.1.	Descriptions.....	114
2.3.2.	.....	114
2.3.3.	Operations.....	115
2.4.	CHECK YEARLY DATA .....	116
2.4.1.	Descriptions.....	116
2.4.2.	Operations.....	116
2.5.	CONFIRM DATA BY DIVISIONS AND EMPLOYEE TYPES .....	117
2.5.1.	Descriptions.....	117
2.5.2.	Operations.....	117
<b>3.</b>	<b>EDIT ATTENDANCE DATA .....</b>	<b>118</b>

<b>3.1. TO EDIT ATTENDANCE DATA .....</b>	<b>118</b>
3.1.1. Descriptions .....	118
3.1.2. Operations .....	121
<b>3.2. CHECK ATTENDANCE DATA ERRORS .....</b>	<b>122</b>
3.2.1. To correct errors .....	123
<b>3.3. CHECK ATTENDANCE OUTSIDE WORKING YEARS .....</b>	<b>124</b>
3.3.1. To correct errors .....	125
<b>4. CLOSE ATTENDANCE DATA .....</b>	<b>127</b>
4.1. TO CLOSE ATTENDANCE DATA .....	127
4.2. WHO CAN CLOSE ATTENDANCE DATA? .....	127
4.3. CHECK CLOSING STATUS .....	128
4.3.1. Descriptions .....	128
<b>5. APPROVE REQUESTS .....</b>	<b>129</b>
5.1. CHECK REQUESTS .....	129
5.1.1. Descriptions .....	129
5.2. APPROVE REQUESTS .....	130
<b>6. MANAGE SCHEDULES .....</b>	<b>131</b>
6.1. SET SCHEDULES .....	131
6.2. SET SCHEDULES .....	132
6.2.1. Descriptions .....	132
6.2.2. Operations .....	133
6.2.3. Set schedules .....	134
6.2.4. Set schedules to each employee .....	135
6.2.5. Set daily schedule .....	136
<b>7. MANAGE LEAVES .....</b>	<b>138</b>

<b>7.1. TAKE LEAVES.....</b>	<b>138</b>
<b>7.2. CHECK THE NUMBER OF LEAVES TAKEN/REMAINING .....</b>	<b>138</b>
7.2.1. Descriptions.....	138
7.2.2. Operations.....	141
<b>7.3. GRANT LEAVES TO EACH EMPLOYEE.....</b>	<b>142</b>
7.3.1. Descriptions.....	142
7.3.2. Grant leaves .....	143
<b>7.4. GRANT LEAVES TO MULTIPLE EMPLOYEES AT ONCE .....</b>	<b>144</b>
<b>7.5. TO IMPORT REMAINING LEAVES WITH CSV FILE.....</b>	<b>144</b>
<b>7.6. CHECK THE NUMBER OF LEAVES TAKEN EACH MONTH.....</b>	<b>144</b>
<b>7.7. GRANT LEAVES BY AUTO-CALCULATION .....</b>	<b>145</b>
7.7.1. Instructions .....	145
7.7.2. Descriptions.....	146
<b>8. EXPORT DATA .....</b>	<b>147</b>
<b>8.1. THE EXPORT MENU .....</b>	<b>147</b>
8.1.1. Description .....	148
<b>8.2. CREATE EXPORT FILE LAYOUT .....</b>	<b>149</b>
8.2.1. Create custom items.....	150
<b>8.3. EXPORT.....</b>	<b>152</b>
8.3.1. Time range of data .....	153
<b>9. TABLE OF ATTENDANCE DATA ITEMS .....</b>	<b>154</b>

# Introduction

---

The Introduction describes system configurations and instructions to sign in.



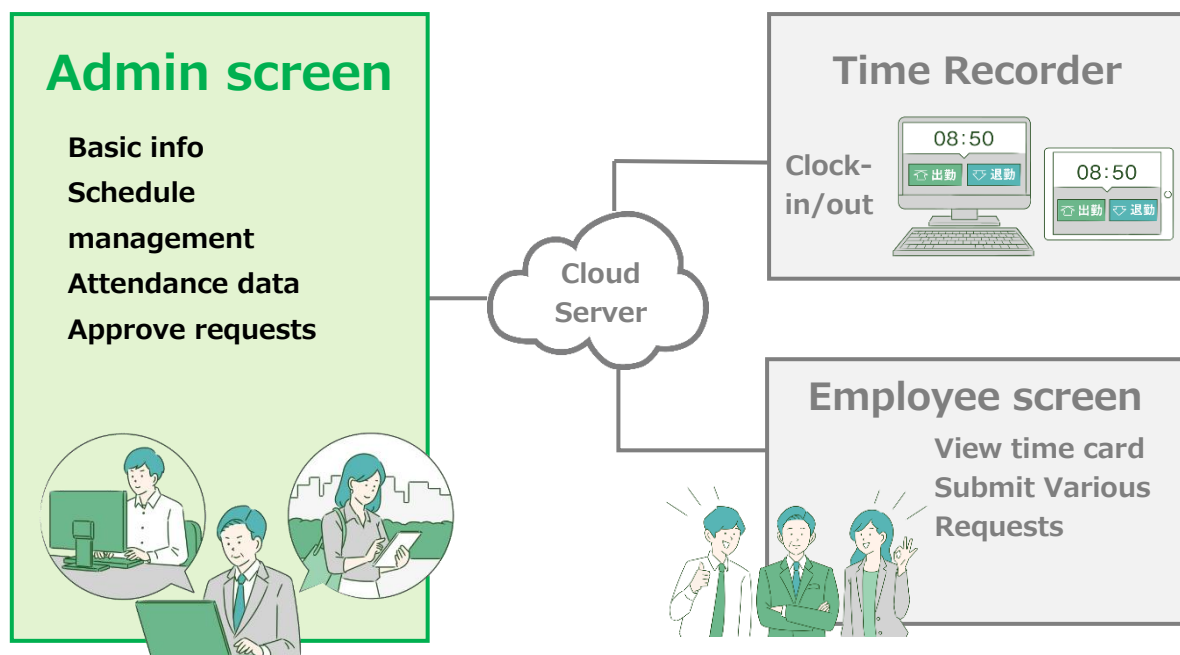
## 1. System configuration

The attendance management system “KING OF TIME for おまかせはたラクサポート” consists mainly of 3 features.

[Admin] screen is used for basic settings, reviewing time record data and calculated information.

[Time Recorder] is for recording clock ins and outs. There are several types of Time Recorders to choose from.

Employees can review their time card from the [Employee] screen.



This Admin Manual covers the setting procedures on the Admin screen.

Some of the features described may only be accessible to users with Master Admin privileges.

If the item described is disabled or not shown on the screen, please check your Admin authorization.

## 2. Supported browsers

The Admin screen supports the following browsers. Please use the latest version.



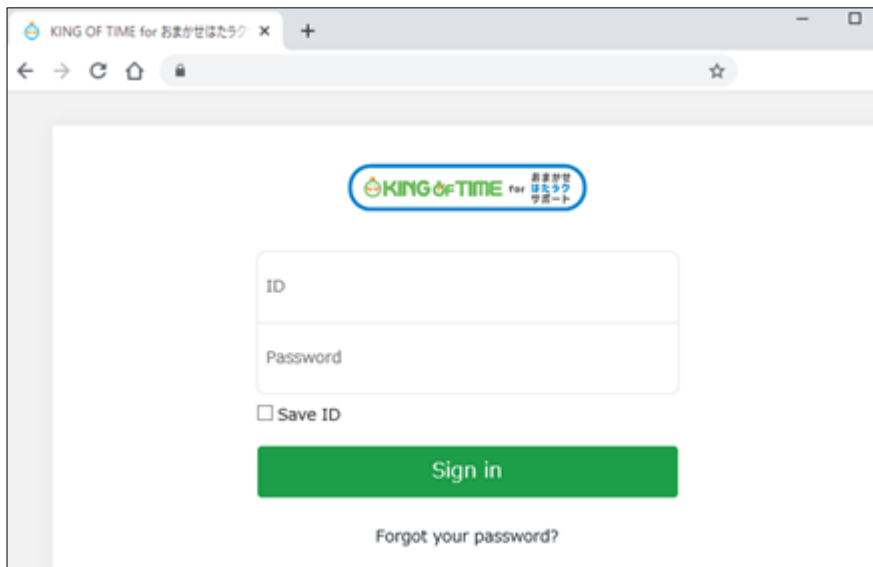
Windows

Mac

### 3. Login

Use the system login URL to access the screen below.

Please use the login ID and password given to your company.

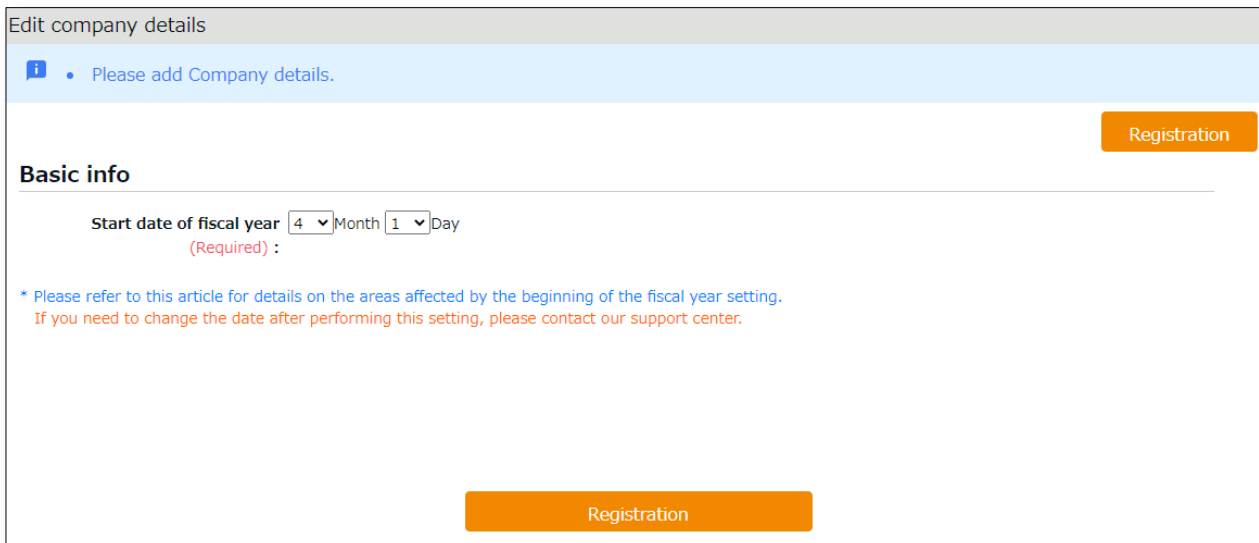

 A screenshot of a web browser showing the login page for KING OF TIME. The page has a white background with a green header bar containing the KING OF TIME logo and the text 'おまかせ はたらく サポート'. Below the header, there is a login form with two input fields: 'ID' and 'Password'. Below these fields is a checkbox labeled 'Save ID'. A large green button labeled 'Sign in' is positioned below the checkbox. At the bottom of the form, there is a link that says 'Forgot your password?'.


We recommend bookmarking the login URL.

### 4. Fiscal year start date settings

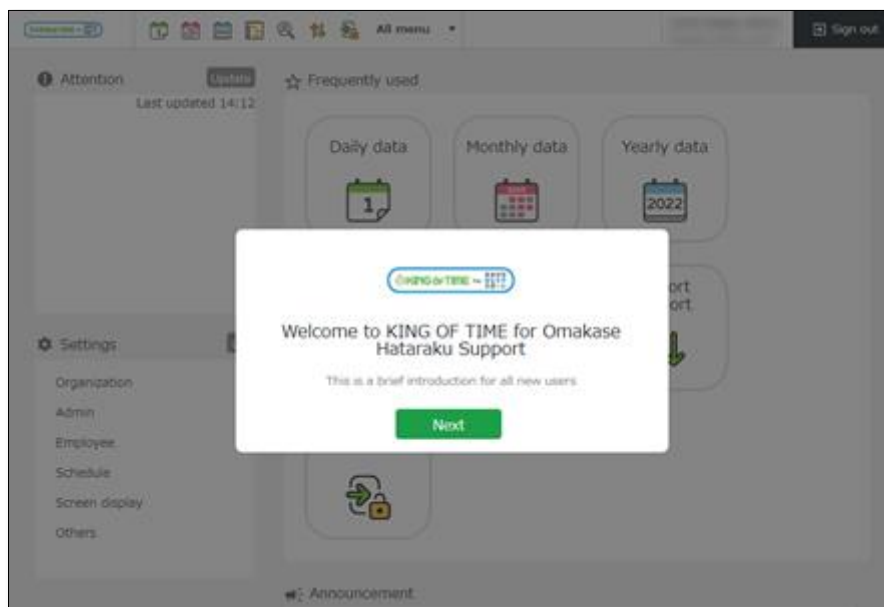
If you are signing in for the first time, the Edit company details screen will be displayed. The fiscal year start date you set here will be the starting date for displaying monthly and yearly data.

**\* To change the settings later, you will need to contact our Support Center.**


 A screenshot of the 'Edit company details' screen. At the top, there is a blue banner with an information icon and the text 'Please add Company details.'. Below this, there is a section titled 'Basic info'. Under 'Basic info', there is a label 'Start date of fiscal year' followed by three dropdown menus: '4' for the year, '1' for the month, and 'Day' for the day. Below these dropdowns, there is a red text label '(Required) :'. At the bottom of the screen, there is a large orange button labeled 'Registration'. A small note at the bottom of the 'Basic info' section reads: '\* Please refer to this article for details on the areas affected by the beginning of the fiscal year setting. If you need to change the date after performing this setting, please contact our support center.'

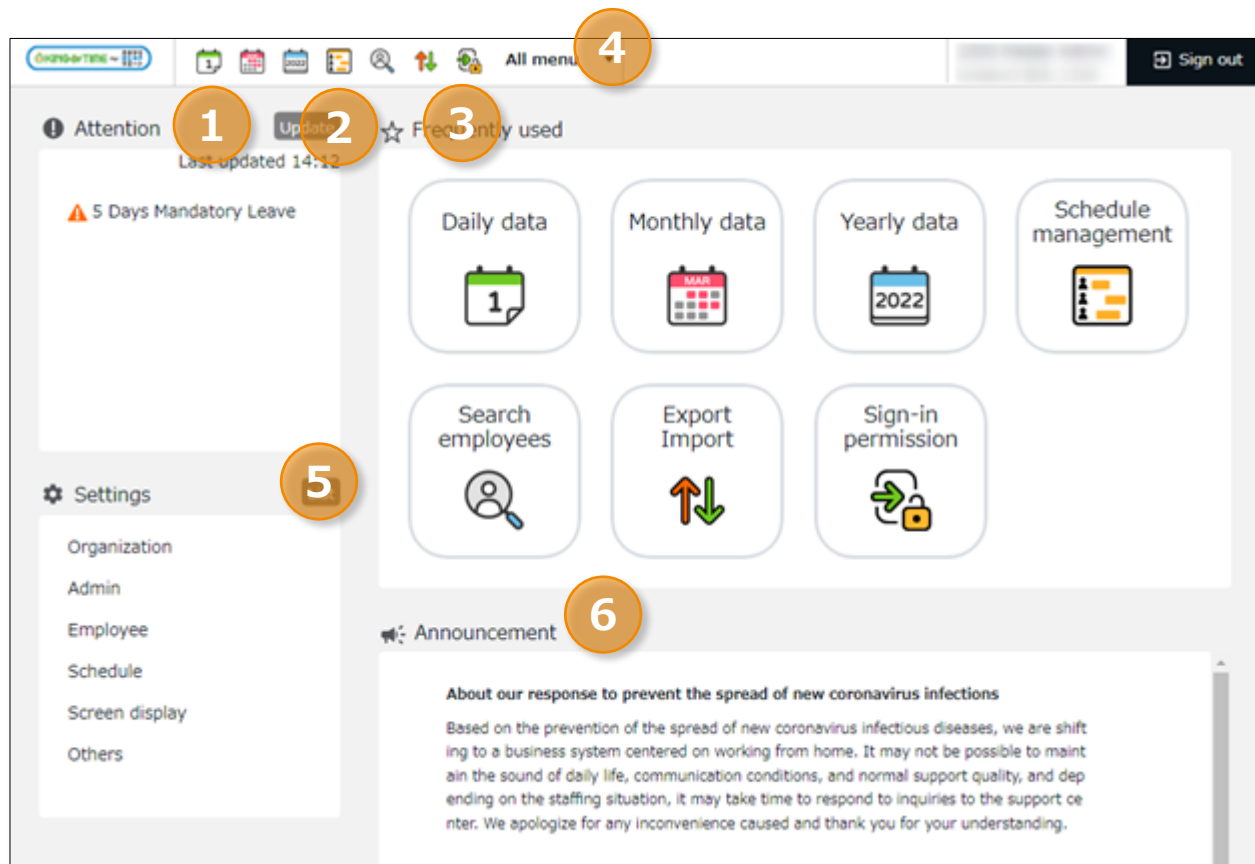
## 5. Tutorial view

A simple instruction for Admin screen settings is shown on the screen at initial login. You can skip this tutorial by clicking outside the highlighted area. Once you have completed the tutorial, it will not be shown again, unless clearing the browser cache.



## 6. Admin screen configuration

Start from [Home] after login.



1	Attention required	Check attendance data error and requests from your employees here.
2	Update	Click [ Update ] to show latest alert.
3	Frequently used menu	Shortcuts to frequently used features.
4	All menu	Check attendance data and schedule.
5	Settings	Configure various settings from here.
6	Announcement	Updates on our blog on labor management and other useful features (On Google Chrome: Right-click > Translate to English).

## 7. Quick Start Guide

---

For quicker setup, please refer to the Quick Start Guide.

### Quick Start Guide (Japanese)

[https://kotsp.info/manualfiles/ntte/ntte\\_quickstart.pdf](https://kotsp.info/manualfiles/ntte/ntte_quickstart.pdf)

## 8. Online help

---

Please refer to our FAQ page [Online Help] for detailed instructions and advanced settings.

### Online help (Japanese)

<https://help.kt.hataraku-ntt-east.jp/h-t/web/Search.aspx>




# Chapter 1 Basic settings

---

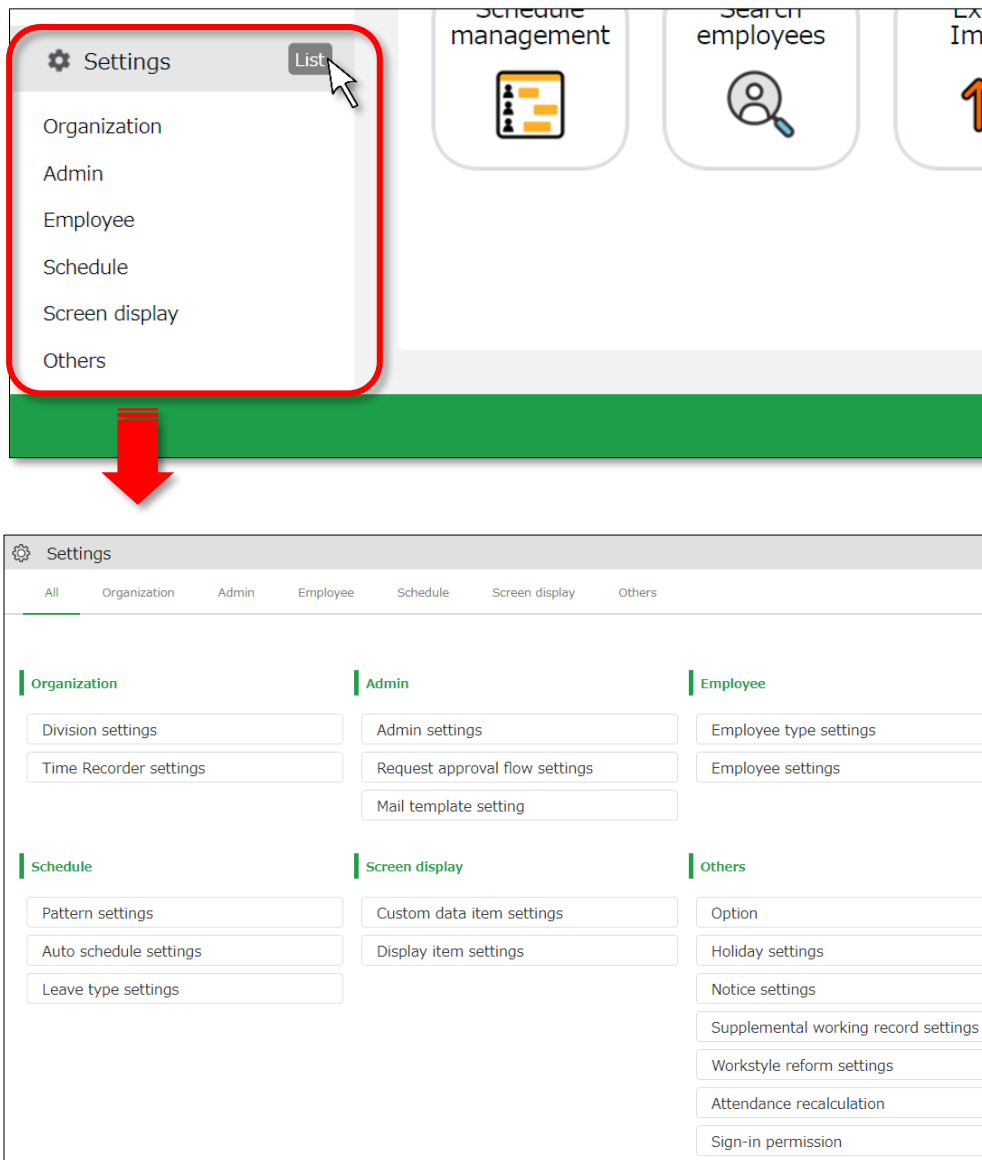
Chapter 1 describes the basic settings.

This chapter provides information on organization and employee data settings, administration flow settings and constituting a base for schedule management.

## 1. [SETTINGS] OVERVIEW

Perform basic settings in [Settings] at the left column of the Home screen, displayed after login.

The settings are classified under 6 categories. Click [List] to show all categories.



Below are descriptions of each setting screen.

### Organization

<b>Division settings</b>	[Division settings] perform settings for [Division], a unit for managing employees.	<a href="#">p.18</a>
<b>Time Recorder settings</b>	Provides Time Recorder setup info. Perform Time Recorder display settings from here.	<a href="#">p.20</a>

### Admin

<b>Admin settings</b>	Creates Admin account.	<a href="#">p.27</a>
<b>Request approval flow settings</b>	Performs approval flow settings for processing time record and schedule requests.	<a href="#">p.34</a>

## Employee

<b>Employee type settings</b>	Creates employee types such as "Full time" and "Part time". Calculation method can be configured here.	<a href="#">p.35</a>
<b>Employee settings</b>	Enter the name, division and hired date of the employee.	<a href="#">p.45</a>

## Schedule

<b>Pattern settings</b>	Create schedule patterns here.	<a href="#">p.65</a>
<b>Auto schedule settings</b>	Performs Auto schedule settings.	<a href="#">p.72</a>
<b>Leave type settings</b>	Creates leave types for administration. Create leave types for administration. You can create new leave types such as "Special holiday" and "Maternity leave".	<a href="#">p.55</a>

## Screen display

<b>Custom data item settings</b>	You can configure attendance data items that show on the Time Card screen.	<a href="#">P.85</a>
<b>Display item settings</b>	Performs settings for the items on your Time Card. You can hide unnecessary items.	-
<b>Alert settings</b>	You can filter attendance data that is over or under a certain number on the daily or monthly data screens.	<a href="#">P.94</a>

## Others

<b>Options</b>	Turns optional functions on/off.	<a href="#">p.98</a>
<b>Holiday settings</b>	Add national holidays and closing days of your company.	<a href="#">p.71</a>
<b>Notification settings</b>	Set Email reminders for those who have forgotten to clock-in/out.	<a href="#">p.74</a>
<b>Supplemental working record settings</b>	You can create additional request items (e.g. travel expense).	<a href="#">p.90</a>
<b>Workstyle reform-</b>	Perform settings for items related to Work Style Reform (Japan's plan to redress long working hours and disparities). For details,	-



<b>related settings</b>	please refer to the following document (Japanese). <a href="https://kotsp.info/manualfiles/ntte/ntte_work_style_reform_manual.pdf">https://kotsp.info/manualfiles/ntte/ntte_work_style_reform_manual.pdf</a>	
<b>Attendance recalculation</b>	Recalculates attendance data. Please run [Attendance recalculation] after configuring basic settings that affect calculations (Employee type settings, Pattern settings, etc.), if you want to apply the changes to past calculation data as well.	-
<b>Sign-in Permission</b>	You can grant access permission to our Support Team when you need our help.	-

## 2. CONFIGURE ORGANIZATION SETTINGS

This section describes the Organization settings. Instructions for [Time Recorder] settings are also included.

- [Division settings]
- [Time Recorder settings]

### 2.1. [Division settings]

 Settings > Organization > Division

A [Division] is a unit for managing employees, which you can set at [Division settings]. You can think of Divisions as locations (example: branch stores and offices) to install Time Recorders.

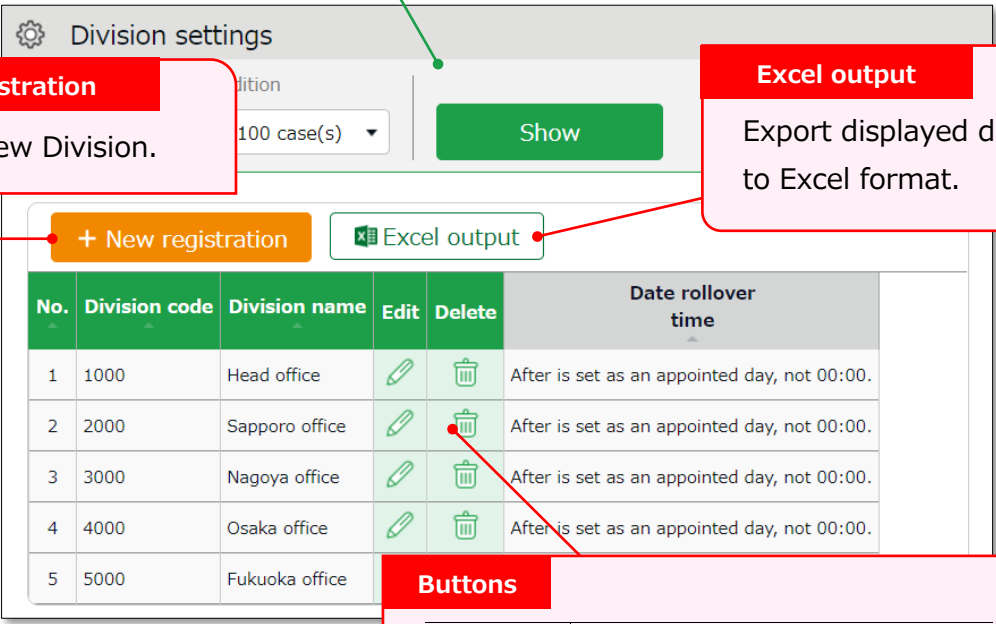
If you are enabling the Request approval feature, note that approval flows are set by division. If you have different approval flows within a single division, we recommend creating individual divisions for each flow.

#### 2.1.1. Add a Division

1. Go to [Settings > Organization > Division settings].
2. Click [New Registration] or [Edit] to open the registration page.

**Specify the display condition**

Specify the number of displaying items.  
Click [Show] to view data.













**New registration**

Creates new Division.

**Excel output**

Export displayed data to Excel format.

No.	Division code	Division name	Edit	Delete	Date rollover time
1	1000	Head office			After is set as an appointed day, not 00:00.
2	2000	Sapporo office			After is set as an appointed day, not 00:00.
3	3000	Nagoya office			After is set as an appointed day, not 00:00.
4	4000	Osaka office			After is set as an appointed day, not 00:00.
5	5000	Fukuoka office			After is set as an appointed day, not 00:00.

**Buttons**

<b>Edit</b>	Edit Division data from here.
<b>Delete</b>	Deletes Division data.

3. In the Add division screen, enter the required data and click [Registration] to save.

**Registration**

Saves changes and returns to the previous screen.

**Register as**

Copies settings and creates new Division.  
You cannot use existing codes and names.

Add division

Registration

Register as

**Basic info**

---

Division code(Required):

Division name(Required):

Time of date change:

00

:

00

Details of the setting items are described below.

<b>Division code</b>	Set a code for identifying division. Enter in 3-10 alphanumeric characters. You cannot use existing codes.
<b>Division Name</b>	Enter the name of the division. (In 50 characters or less.) You cannot use existing names.
<b>Time of date change</b>	Any clock in before specified time is regarded as time record of the day before.  The date of [Clock out] and [Start/End of Break] record depend on their preceding Clock in date. However, time record date is determined by [Time of date change] if no clock-in record is found within 48 hours.
<b>Display language</b>	Performs Time Recorder language settings. Japanese, English, and Thai (Machine translation) versions are available.



Please feel free to use our preset sample data.

## 2.2. [Time Recorder settings]

 Settings > Organization > Time Recorder

Perform settings for your Time recorder.

### 2.2.1. The 2 types of Time Recorder

There are 2 types of Time Recorder: [Personal Time Recorder] and [Division Time Recorder].

#### Personal Time Recorder

You can use Personal Time Recorders on your mobile phone and PC.

Time Recorder name	Time recording method	Details
<b>My Recorder</b>	Click authentication using a browser	Log in to Time Recorder with a smartphone or PC browser.
<b>Mobile browser recorder</b>	Click authentication using a browser	Employees are given individual URLs to clock in and out with their feature phone browser. Also available for smartphone browsers. Not available for PC browsers.

#### Division Time Recorder

This is a Time Recorder shared by multiple employees.

Division Time Recorders are usually placed in office entrances.

Time Recorder name	Time recording method	Details
<b>Time Recorder (Desktop version)</b>	Biometric authentication (Fingerprint/Finger vein authentication)	Connect the biometric scanner to the PC where you have installed the app. Place your finger on the device.
	IC authentication	Connect the IC card reader to the PC with the app installed. Place your IC card over the device to clock in/out.
	Password authentication	Clock in/out by entering your password into the PC with the app installed.
<b>Cloud Recorder</b>	Click authentication using a browser	Access the Time Recorder URL from the WEB browser. Enter your password to clock-in/out.

## 2.2.2. Descriptions

Settings > Organization > Time Recorder

Go to [Time Recorder settings] for Time Recorder setup, and to check Division Time Recorder setup info.

**Time Recorder settings**

Specify display condition

Display (count): 100 case(s)

Show

Excel output

Basic time recorder settings

No.	Company code	Company name
1		King of Time, Inc.

Division Time Recorder settings

No.	Division code	Division name	Edit	Others	Time Recorder ID	Authentication device
1	1000	Head office				Follow company setting
2	2000	Sapporo office				Follow company setting
3	3000	Nagoya office				Follow company setting
4	4000	Osaka office				Follow company setting
5	5000	Fukuoka office				Follow company setting

### Edit

Select the type of Division Time Recorder.  
You can also change operations and display settings of the Time Recorder.  
To perform settings for the entire company, go to [Basic time recorder settings > Edit].  
To perform settings for each division, go to [Division Time Recorder settings > Edit].

### Others

Click [ ≡ ] to open the drop-down menu.

<b>Time Recorder Send Time Recorder URL</b>	Provides Division Time Recorder setup info. You can download manuals for each Time Recorder types from here.
<b>Add help</b>	This permits employees from other Divisions (guest employees) to use the Time Recorder beforehand.

### 2.2.3. Edit

Perform operation and display settings for your Time Recorder.  
You can also choose the type of Division Time Recorder.

#### For Division Time Recorders

The main setting items are described below. The displaying items vary by different authentication devices.

Please refer to the corresponding Time Recorder manual for details.

Time Recorder manuals are described in the following pages.

<b>Authentication device</b>	Select the type of Division Time Recorder. (IC card authentication, fingerprint authentication, etc.) [Send Time Recorder URL] provides setup info and a Time Recorder manual for the specified authentication device.
<b>Time record button settings</b>	You can also set operation modes from here.
<b>Display Time Card button</b>	Display/hide Time record button. Employees can review their attendance data and submit requests from their Time Cards.
<b>Display [Add help] button</b>	Display/hide [Add help] on the Time Recorder menu. By adding Help, employees from other divisions can use the Division Time Recorder.

#### For Personal Time Recorders

Configure operation settings for [My Recorder] and [Mobile browser recorder].







<b>Location acquisition mode</b>	This setting determines whether to acquire location info when recording time. Turn the [Disable time records when location info cannot be obtained] checkbox on to keep employees from clocking-in/out from browsers without location info. <i>* The accuracy of the location info depends on the positioning accuracy level of the user's device.</i> <i>* If [Obtain location info] is selected, the Time Recorder may not function on non-GPS devices.</i>
<b>Mobile browser time recorder - login password</b>	Determines whether to require a password when employees access the Mobile browser recorder screen.
<b>My Recorder Password-required function</b>	Determines whether to require password when employees record time by My Recorder or reviews Time card.

## 2.2.4. Send Time Recorder URL

Settings > Organization > Time Recorder

Provides Division Time Recorder setup info.

1. Select the division where the Time Recorder is installed. Click [Send Time Recorder URL].

Division Time Recorder settings						
No.	Division code	Division name	Edit	Others	Time Recorder ID	Authentication device
1	1000	Head office				Follow company setting
2	2000	Sapporo office				Follow company setting
3	3000	Nagoya office				Follow company setting

2. Enter the Email address and click [Send email].

Send Time Recorder URL

Edit Email

Enter Email address

Notice about Time Recorder URL

Time Recorder Manual can be downloaded from the URL below.

Time Recorder Manual (for Windows desktop)  
[http://kotsp.info/manualfiles/kot\\_manual2\\_dtr\\_pw.pdf](http://kotsp.info/manualfiles/kot_manual2_dtr_pw.pdf)

Please read downloaded manual thoroughly before Time Recorder application setup.

[Step 1] - Time Recorder application download URL

/Setup.exe

Send email

3. Details of Time Recorder settings are sent to the Email addresses specified in the step above.

The Time Recorder Manual is available from the URL shown in the Email. Please follow the setup instructions in the manual.



\* The sender of the Email is [no\\_reply@kt.hataraku-ntt-east.jp](mailto:no_reply@kt.hataraku-ntt-east.jp)

The Certificate URL is only valid within 48 hours from accessing the [Send Time Recorder URL] page. Ensure that employees access the URL before it expires.

Personal Time Recorder URL is available from [Settings > Employee > Employee settings]. (p.51).

## 2.2.5. About Certificate

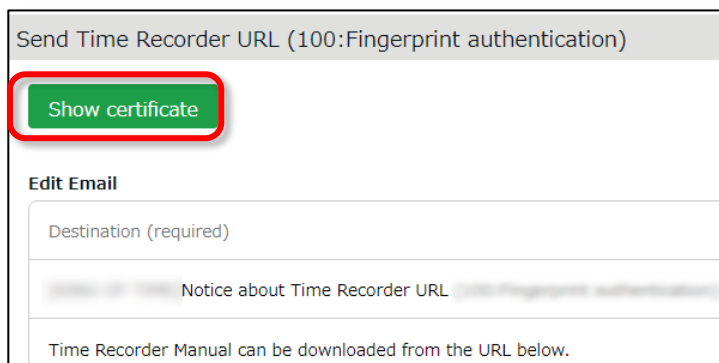
 Settings > Organization > Time Recorder

The Desktop Time Recorder requires a certificate. A certificate is a digitally issued word string which you cannot alter. It is used to verify the user company and divisions' identity when the Time Recorder connects to the server. When a server receives an invalid certificate, it denies the access. You cannot start the Time Recorder.

You can enforce Time Recorder's security by updating its certificate.

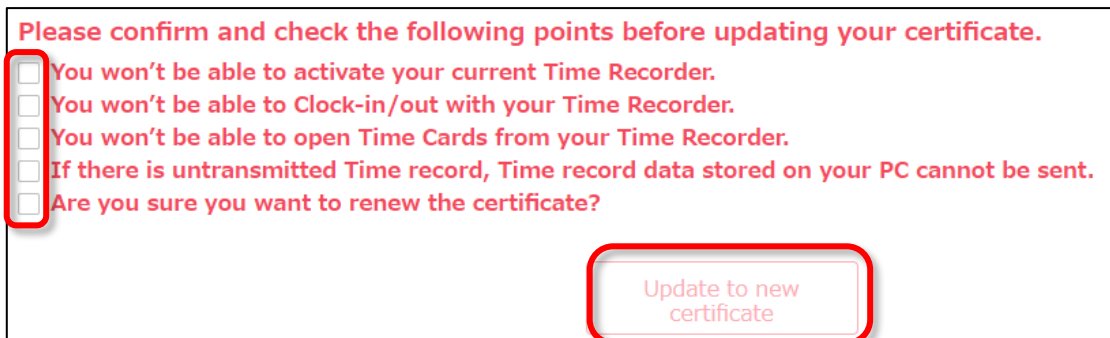
By updating it periodically, you can prevent malicious third parties from activating the Time Recorder.

Select the division where the Time Recorder is installed. Click [Send Time Recorder URL].



Then click [Show certificate].

Please read the description. By turning on all checkboxes, you can enable the button at the bottom of the page.



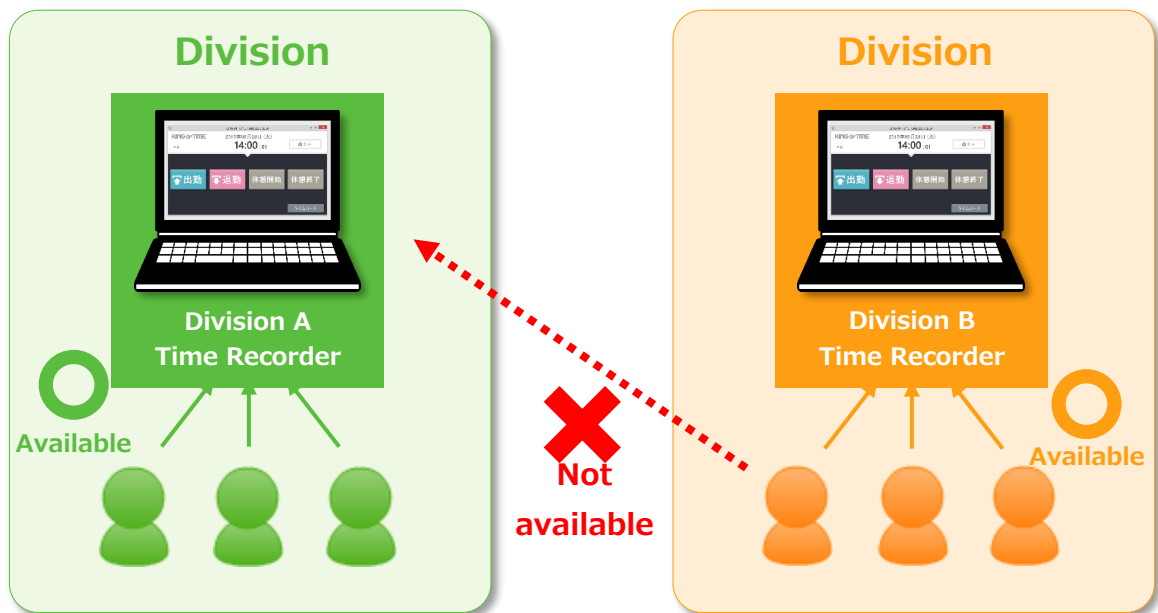

By updating the certificate, the corresponding Division Time Recorder will require a new one when you start the Time Recorder. Send a notification about the new certificate through [Send Time Recorder URL]. Then copy & paste the word string into the Time Recorder Certificate field.



2.2.6. Add help

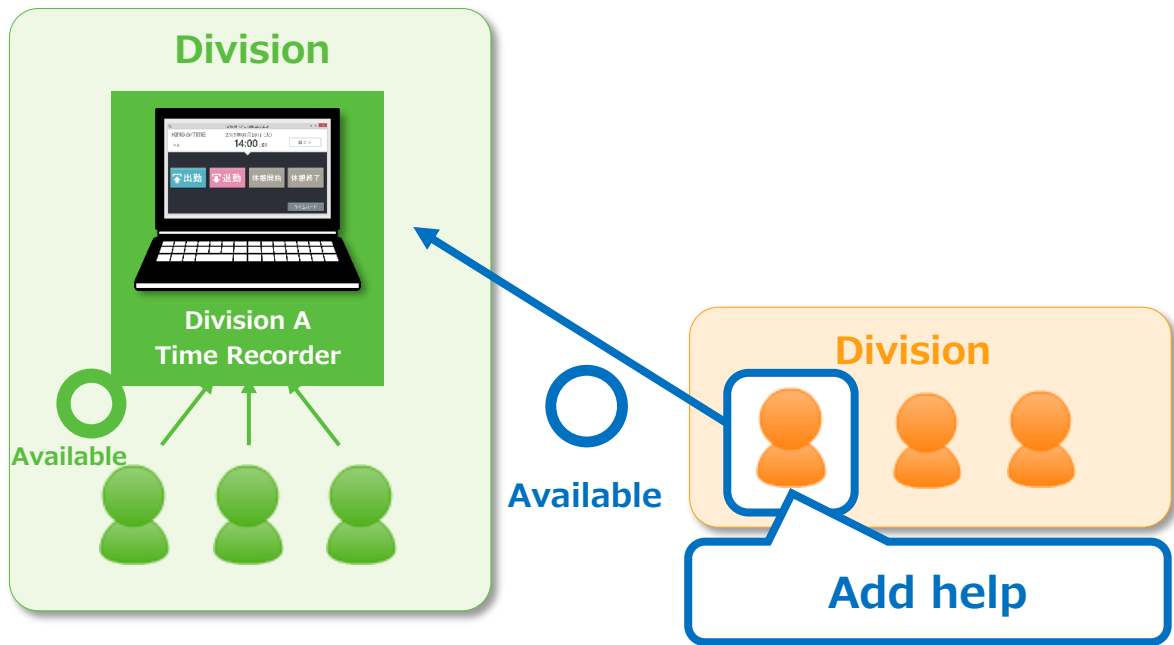
Settings > Organization > Time Recorder

A Division Time Recorder is usually installed per Division. The initial setting does not allow clock-in/outs by employees from other divisions.



To allow employees from other Divisions (guests employees) use the Time Recorder, go to [Add help] to permit clock-in/out.

This is also useful when multiple divisions need to share a single Time Recorder.



The Add help feature is also available from the [Add help] button on the Time Recorder screen. However, please note that the settings from this button are reset every time you close the Time Recorder screen.

If employees need to use a Time Recorder outside of their division frequently, we recommend you change the [Add help] settings from the Admin screen. Instructions to [Add help] in the Admin screen are described in the following pages.

## [Add help] from Admin screen

1. Select the division where the Time Recorder is installed. Click [Add help].

Division Time Recorder settings						
No.	Division code	Division name	Edit	Others	Time Recorder ID	Authentication device
1	1000	Head office				Follow company setting
2	2000	Sapporo office				Follow company setting
3	3000	Nagoya office				Follow company setting

2. Click [Add new] in the next screen.
3. Select employees and click the [Registration] button.

Select employees who can record time at Head office

Select employees who can record time at Head office

Specify display condition  
 Employee: 3001 Osaka office All employee types Show

Division employee

Registration	Use as own division	Division	Employee type	Employee code	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Osaka office	Staff	4001	James Smith
<input type="checkbox"/>	<input type="checkbox"/>	Osaka office	Staff	4002	David Miller

Registration

<b>Registration</b>	The selected employee can the Division Time Recorder. Work time recorded on this Time Recorder is regarded as work outside of their division.
<b>Use as own division</b>	The selected employee can use the Time Recorder. Work time is regarded as work in their own division. In this case, you cannot identify which division the work time had been recorded.



You can perform the same settings in [Settings > Employee > Employee settings > Employee data edit > Time recorder info category > Division available for Time record].

## 3. ADD AN ADMINISTRATOR

This section describes authorization-related settings, such as adding Admin and setting request approval flows.

- Admin settings
- [Request approval flow settings]

### 3.1. Admin settings

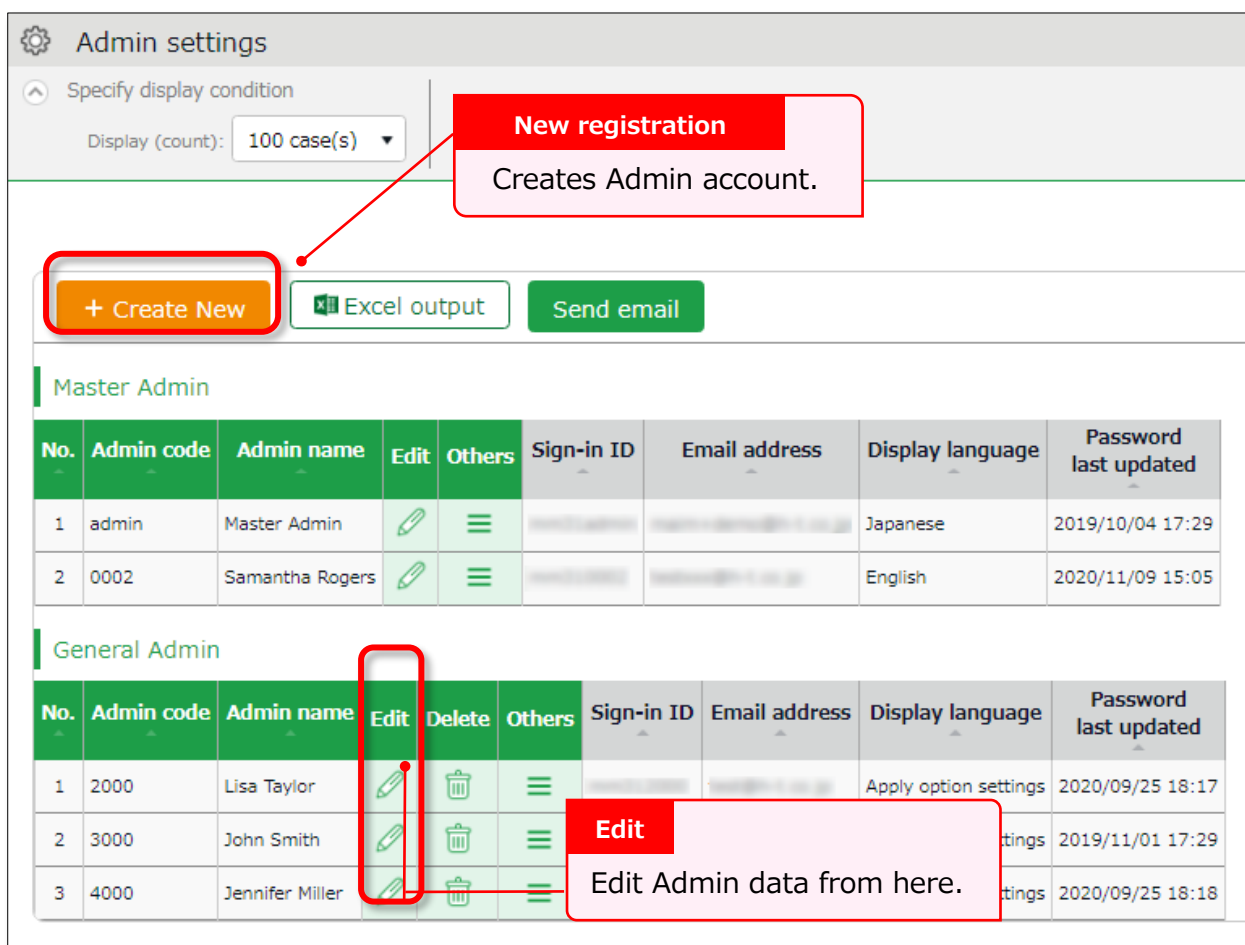
 Settings > Admin > Admin settings

You can create multiple Admin accounts. There are different kinds of Admin account: a “Master Admin” can perform all tasks, while a “General Admin” is limited to editing and registration tasks which they are authorized to.

#### 3.1.1. Add an administrator

Perform Admin account settings (Name, Email address, etc.) and set authorizations.

1. Go to [Settings > Admin > Admin settings].
2. Click [New Registration] or [Edit] to open the registration page.



**Admin settings**

Specify display condition  
Display (count): 100 case(s)

**New registration**  
Creates Admin account.

+ Create New Excel output Send email

**Master Admin**

No.	Admin code	Admin name	Edit	Others	Sign-in ID	Email address	Display language	Password last updated
1	admin	Master Admin					Japanese	2019/10/04 17:29
2	0002	Samantha Rogers					English	2020/11/09 15:05

**General Admin**

No.	Admin code	Admin name	Edit	Delete	Others	Sign-in ID	Email address	Display language	Password last updated
1	2000	Lisa Taylor						Apply option settings	2020/09/25 18:17
2	3000	John Smith						Settings	2019/11/01 17:29
3	4000	Jennifer Miller						Settings	2020/09/25 18:18

**Edit**  
Edit Admin data from here.

23. Enter required info then click [Save].

Details of the setting items are described below.

## Basic info

Enter basic Admin info.

<b>Admin code</b>	Enter code for identifying the Admin user. Enter in 3-10 alphanumeric characters. You cannot use existing codes. This code serves as a part of the user's login ID.
<b>Admin Name</b>	Enter name of the Admin user. (In 30 characters or less.)
<b>Login password</b>	Enter login password. Enter in 6-35 alphanumeric characters. The password policy can be configured in [Settings > Others > Options]. * You cannot confirm the current password. Forgotten passwords must be changed or reset by Master Admin.
<b>Email address</b>	The Admin's Email address is used for the following purposes: Receive request notifications from employees Password reset notification
<b>Display language</b>	You can select from Japanese, English, and Thai (Machine translation).
<b>Admin authorization</b>	The account is granted Master Admin privileges by putting a check on the check box. * This check box is only available to the initial Master Admin (Admin ID: ____1admin).



### Master Admins can:

- Create Admin accounts
- Log in on behalf of another Admin user or an employee.
- Configure Request approval flow settings
- Perform display item settings

### The initial Master Admin (Admin ID: \_\_\_\_1admin) can:

- Perform all the above
- Promote General Admins to Master Admins

#### 全権管理者



・なんでもOK

#### 一般管理者



・シフト制作 ・勤怠データ観覧 ・勤怠データ編集

## Authorization for basic settings

Set permissions to configure basic settings.

There are 3 authorization levels.

- **View / Edit** - Enables viewing and editing.
- △ **View only** - Allows viewing corresponding items.
- × **No authorization** - Corresponding items are hidden.

<b>Options</b>	Option features that are configured in [Settings > Others > Options] and can be activated/deactivated. The export layout feature at [All menu > Import/Export] is enabled when [○ View / Edit] is set. The feature supports Monthly, Daily and Time card data.
<b>Division/Time Recorder settings</b>	Sets authorization to operate [Settings > Employee > Time Recorder settings]. Required for creating and editing Divisions and sending Time Recorder URL.
<b>Employee type settings</b>	Sets authorization to operate [Settings > Employee > Employee type settings]. Required for adding and editing Employee types and calculation methods.
<b>Pattern settings</b>	Sets authorization to operate [Settings > Schedule > Pattern settings]. Required for creating and editing Schedule patterns.
<b>Login password change rights</b>	Go to [Settings > Admin > Admin settings] to permit changes to Admin password.

## Division/Employee type Authorization

Configure authorization levels by combining [Division management] and [Employee type management] authorizations. This defines the level of authorization and range of operations the administrator can perform.

- Select authorization levels for each operation in [Division Management Rights].
  - Perform settings at [All divisions] row to assign administrative tasks across divisions.
  - To assign administrative tasks for a specific division, select a division from the [Please select division] drop-down list.

**Division Management Rights**

\* If the "Employee setting" authorization is set to "△ Unauthorized", the "Employee wage" will also be set to "△ Unauthorized".  
 \* If [Actual result/Time record] is set to [× Not Authorized], [Closing] / [Attendance data recalculation] will be set to [× Not Authorized].

(A)	All divisions	Employee settings	× No authorization	Schedule management	× No authorization	Actual result/Time record
(B)	Head office	Employee settings	△ View only	Schedule management	○ View / Edit	Actual result/Time record

2. Select authorization levels for each operation in [Employee type management authorization].  
You can apply authorization settings to all or selected employee types.
3. The combination of these settings defines the range of operations that administrators can perform. Lower authorization levels are recommended.

There are 4 authorization levels.

- **View / Edit** - Enables viewing and editing.
- **View / Request** - Enables creating or editing data with permission from a higher-rank Admin.
- △ **View only** - Allows viewing only.
- × **No authorization** - Corresponding items are hidden.
- \* [-Inherit upper level setting] will inherit [All divisions] or [All employee types] authorization settings.

The setting items are described below.

<b>Employee settings</b>	Sets authorization to create and edit Employee data. The [○ View / Edit] permission allows sending Email from the Employee setting screen.
<b>Schedule management</b>	Set authorization to edit schedules. To create schedules, the [○ View / Edit] privilege is required.
<b>Actual result/Time record</b>	Set authorization to manage Time record data. To edit or delete time record, the [○ View / Edit] privilege is required.
<b>Data export</b>	Set authorization to export data from [All menu > Export / Import] and other screens.
<b>Closing</b>	Set authorization to close attendance data. Employees and General Admins cannot edit closed attendance data. Master Admins are allowed editing as an exception.
<b>Attendance recalculation</b>	Set authorization to recalculate attendance data. Attendance recalculation applies new attendance-related settings to past attendance data.

### 3.1.2. Admin login info

By creating Admin accounts, users can login as administrators.

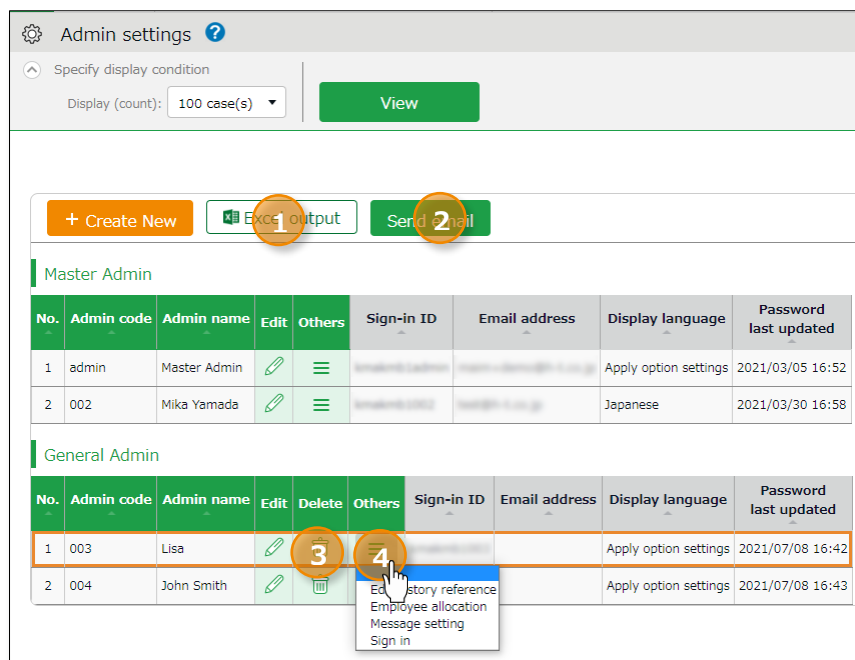
Inform the Admin account user of the following login info.


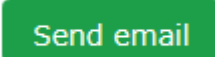

#### Login info


<b>Login URL</b>	Same as Master Admin login URL.
<b>Login ID</b>	Generated automatically. Company code + 1+ Admin code (e.g. xyz11000) You can confirm login info in the Admin settings screen.
<b>Login password</b>	Set a password when creating an Admin account. If you forgot your password, change it or reset it in [Settings > Admin > Admin settings > Edit > Password].

### 3.1.3. Operations

Master Admins can perform the following tasks in the Admin setting screen.




	Buttons	Description
1		Downloads Admin setting screen in Excel format.
2		Sends sign in credentials and URL for changing passwords to multiple admins.
3	 (Delete)	Deletes unused admin data. * You cannot delete if the Admin belongs to a [Request approval flow]. * Deleted Admins are hidden from the attendance data edit screen and request approval logs.

		* You cannot delete the Master Admin.
4	 (Others)	<p>Click here to open the drop-down menu.</p> <p><b>Edit history reference</b> Shows attendance data change log of each Admin (History is available up to 10 years in the past).</p> <p><b>Employee allocation</b> Links employee account with the admin account. You can add a feature that allows users to go to the management screen directly after signing in as an employee.</p> <p><b>Request message</b> Sets authorization to operate [All menu &gt; Message management].</p> <p><b>Login</b> Logs in on behalf of the Admin user.</p>


### 3.1.4. Send Email

You can send notifications to multiple administrator accounts at once from Settings > Admin > Admin settings. In addition to editing the body of the email, you can also reset the password when you send it, add a link to change the password in the edit screen if needed.


1. Click the [Send email] button.

 Admin settings

Specify display condition
 





Display (count): 100 case(s)
 

Show

+ Create New
  Excel output
 

Send email

Master Admin
 

No.	Admin code	Admin name	Edit	Others	Sign-in ID	Email address	Display language	Password last updated
1	admin	Master Admin					Japanese	2019/10/04 17:29
2	0002	Samantha Rogers					English	2020/11/09 15:05



2. Select an Email template, then click [Apply].

### Send email

#### Select Email template

☐ Reset password
 

\* You cannot send passwords to admins.  
 Because of this, checking the [Reset password] check box is recommended.

☒ Add password change URL

Notification on admin credentials ▼

Apply

3. Confirm details at the edit screen and edit if needed.

### Edit Email

[ ] Notification on admin credentials

The Admin URL is as follows:  
 [#LoginURL]  
 Please sign in by using the following ID.  
 ID:[#ID]  
 If you have not already set a password, please access the following URL a  
 [#PWChangeURL]  
 \*The link will expire within 24 hours.  
 \* This e-mail is sent from a send-only address.

Insert tag

Name

Sign in URL

Sign-in ID

Password change URL

Insert

If you have deleted a tag from the text, you can insert it again from here.

#### Select Email destination

<input checked="" type="checkbox"/>	No.	Admin code	Admin name	Email address
<input checked="" type="checkbox"/>	1	111	General Admin 1	

Send email

4. Click the [Send email] button, and once again in the confirmation dialog.



The sender of the Email is [[no\\_reply@kingtime.jp](mailto:no_reply@kingtime.jp)].

## 3.2. Request approval flow settings

You can receive Attendance data/Schedule edit requests from employees and other administrators by using the Request approval feature.

Follow the instructions below to assign an Admin to a request approval flow.



### 3.2.1. Setting instructions

1. Go to the Request approval flow settings screen, then press the [Edit] button of a division.
2. Select an Admin to assign the approver role. Then click the [Registration] button.
3. If there are multiple levels in a flow, add Approver 2, 3, etc. accordingly.  
You may add up to 5 layers, but you do not necessarily need to do so.
4. When settings are complete, click [< Return] on the upper left of the screen to return to the previous screen.

Head office new approval workflow

[Edit current approval workflow](#)

Approval flow	Approver	Edit
Approver 1	Lisa Taylor	<div style="display: flex; align-items: center;"> <div style="background-color: #28a745; color: white; padding: 5px 10px; margin-right: 5px;">Add a new Admin at the same level</div> <div style="border: 1px solid #dc3545; color: #dc3545; padding: 5px 10px;">Delete</div> </div>
Approver 2	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="display: flex; align-items: center;"> <span style="font-size: 0.8em;">Select approver</span> <span style="margin-left: 5px;">▼</span> </div> <div style="font-size: 0.8em; padding: 2px;">                     Select approver                      Master Admin  <span style="background-color: #007bff; color: white; padding: 2px;">John Smith</span>                      Jennipher Miller                 </div> </div>	<div style="border: 2px solid red; padding: 5px; display: inline-block;">Registration</div>

### To assign multiple approvers in a level

You can assign more than one approver to the same level.

In that case, either one needs to approve the request before passing it on to the next level.

To add another approver, click [Add a new Admin at the same level], then select an administrator from the list of approvers.



Create an approval flow for each division.

Admins (Master Admin included) who are not added to the approval flow cannot confirm nor approve requests.

## 4. ADD EMPLOYEE ACCOUNTS

This section describes settings related to employee data.

- Employee type settings
- Employee settings

### 4.1. Employee type settings

 [Settings](#) > [Employee](#) > [Employee type settings](#)

Creates employee types e.g. “Full time” and “Part time”. Employee type settings include attendance calculation settings. If you have several different calculation methods, create Employee types for each method.

#### 4.1.1. Add an Employee type

Click [New Registration] or [Edit] to go to the registration screen.


Enter required info, then click [Save].

**Registration**

Saves changes and returns to the previous screen.

**Register as**

Copies settings and creates new Employee type. You cannot use existing names and codes.

 Add employee type

Registration
Register as

**Basic info** Base Detail

**Employee type code(Required):**  \* Enter in 10 characters or less.

**Employee type name(Required):**  \* Enter in 20 characters or less.

**Closing date:** Month-end ▼ Day

**Detail**

Shows advanced settings. Perform advanced settings from here.



Two preset Employee sample data are available. The sample data is a typical calculation setting. Please feel free to use it and customize accordingly.

Setting items are categorized.

Additional items in [Details] are also described in this manual.

## Basic info

<b>Employee type code</b>	Enter a code for identifying the Employee type. Enter in 10 characters or less. You cannot use existing codes.	Basic
<b>Employee type name</b>	Enter the name of Employee type. (In 20 characters or less.)	Basic
<b>Closing date</b>	Set the day of settling (closing) attendances. You can select from the 1st to the end of the month. For example, if you select [15th], the time card shows attendances from the 16th to the 15th of the next month.	Basic
<b>Daily contract hours</b>	Required for calculating deemed working hours during Paid leave.	Details
<b>Discretionary Overtime of the Month</b>	Required if your company only pays overtime beyond a specified amount of time. This item is available at Custom data item settings and Monthly data export.	Details
<b>Weekly closing date</b>	Select a weekday for closing attendance data. For example, if you select [Saturday], the week starts with Sunday and ends with Saturday.	Details
<b>Display language</b>	Set language settings for Employee screen (Time Card) and My Recorder. You can select from Japanese, English, and Thai (Machine translation).	Details



Hmm...

There are so many items. Seems complicated, does not it?

Why don't you try focusing on [Basic items] at first?  
[Details/Advanced features] are for advanced settings, but not all companies need these settings. You can also use the sample data.



## Workstyle

<b>Working hours</b>	<p>You can choose between the regular working hours system and the variable working hours system.</p> <p>If you select "Variable Working Hours", the [Variable Working Hours] button will appear for you to make detailed settings. The following options are shown.</p> <p><b>Variable working hours per month</b></p> <p>Automatically sets the recommended settings for monthly variable work and related calculation settings(*).</p> <p>* Late night work hours slot, Late-night extra hours classification, Overtime start time, Weekly legal (statutory) working hours, How to handle leave hours and discretionary work hours on holiday and Weekly variable working hours (Carry-over).</p> <p><b>Variable working hours per year</b></p> <p>Specify the starting month and the monthly working hours.</p> <p><b>Manual setting (flextime and others)</b></p> <p>You can customize the variable working hours setting.</p> <p>Select this option if you want to set up flextime settings for multiple months.</p>	-
----------------------	--	---

## Break-related

<b>Time-record break</b>	<p>Employees use the Time Recorder to record the start and end of break.</p> <p>[Do not approve] disables break time by Time Recorder.</p>	Basic
<b>Break time 1-3</b>	<p>With this setting, employees can take breaks automatically. Enter in alphanumeric characters.</p> <p>This feature takes break time automatically when work hours reaches the specified time. Break time are deduced from working hours. If the item is blank, break time is not taken automatically. Click [Add break] to add a new row.</p>	Basic
<b>Priority of Employee type break to subtract from</b>	<p>Specify which attendance category to subtract [Break time 1-3] (auto-break) from.</p>	Details

<b>Break time priority</b>	<p>Perform settings on how to handle break time if manual break time record and auto-break mode coexist.</p> <p><b>Auto-detection (default)</b> Compares [Time-record break + Break specified by Schedule pattern] and break time specified by Employee types. The longer of the two is applied.</p> <p><b>Prioritize time record break</b> If breaks are recorded by Time Recorder, select “Time-record break” only.</p> <p><b>Sum up each break type</b> Adds up break taken by time record, break planned in Schedule, and break time specified by employee types.</p>	<b>Details</b>
----------------------------	---	----------------



### Types of break

There are 3 ways to take breaks.

#### 1. Time-record break

Employees take break by Time Recorder.

This is suitable for recording actual break time.

To disable it, you can change configurations in [Time-record break] in Employee type settings.

#### 2. Auto break

Takes break time automatically when daily work hours exceed specified time.

Configure settings in [Break time 1-3] in Employee type settings.

#### 3. Scheduled break

Adds schedule for break time.

Suitable for taking different types of breaks depending on work shift.

See “Pattern settings” (p.[65](#)) for details.

Choose a method that fits your company.

You can also combine different break types. When combining break types, configure the break priority settings in [Employee type settings > Break related > Details - Priority order of break].

## Night work

<b>Late night work slot</b>	Any work during this time of the day is regarded as Assigned Late-night hours, Unassigned Late-night hours or Late-night overtime. Enter in [hh:mm] or [hhmm] format.	Basic
<b>Unassigned Late-night work hour allocation type</b>	Settings for handling unassigned work (neither included in schedule nor under Overtime/Unassigned Late-night work hours), that occur during the time specified above.	Details

## Daily overtime calculation

<b>Overtime start time</b>	Work time past the specified time during this day counts as [Overtime]. Turn the check box on before entering Overtime start time. To regard work hours that are past schedule as overtime work, check the box below.	Basic
<b>Overtime (cumulative) time for early-in</b>	Working time that exceed the specified number of hours are regarded as overtime work. This setting determines whether to start counting the working hours from actual clock-in time (if an employee comes in earlier than scheduled time).	Details
<b>Overtime (cumulative) time for late-in</b>	Working time that exceed the specified number of hours are regarded as overtime work. This setting determines whether to start counting the working hours from actual clock-in time (if an employee comes in after scheduled time).	Details
<b>Unassigned work (hrs) start time</b>	The system generally handles work time that are neither included in schedule, nor under Overtime/Late night time slot, as [Overtime work (Unassigned work)]. However, by configuring this item, any work outside the schedule can be regarded as overtime work. This setting is unnecessary if schedules are set every day.	Details
<b>Unassigned work hour allocation type</b>	Settings for handling unassigned work (neither included in schedule nor under Overtime/Late night time slot) if there are any.	Details



If you need to calculate overtime work by month, go to [Settings > Others > Options > Attendance management settings > Flex work setting]. Select [Apply].

[Flex work] is added under [Employee type settings > Monthly overtime work summary]. Here, you can specify when overtime work begins, every month.

## Weekly overtime calculation

<b>Weekly legal working hours</b>	The system handles working hours that exceed the specified value as Overtime.	Basic
-----------------------------------	---	-------

## Schedule

<b>Days applied to Auto schedule</b>	Set the number of days to apply Auto schedules (p. <a href="#">72</a> ).	Basic
<b>Handling of work before clock-in schedule</b>	This setting determines whether to count work before scheduled clock-in time as work time.	Basic
<b>Handling of work time after clock-out schedule</b>	This setting determines whether to count work after scheduled clock-out time as work time.	Basic
<b>Discretionary-rounding of clock-ins before scheduled time</b>	<p>This setting determines whether to regard clock-ins before specified minutes as "clocked-in exactly on planned time".</p> <p>[Example]</p> <p>Set: 10 minutes</p> <p>Clock-in schedule: 9:00 AM</p> <p>Result: Any clock-ins between 8:50 AM to 9:00 AM are regarded as 9:00.</p> <p>Rounding-off only takes place during the Attendance calculation process. The clock in data remains.</p> <p>Maximum value is 30 minutes.</p>	Details



<b>Discretionary-rounding of clock-outs after scheduled time</b>	<p>This setting determines whether to regard clock-outs after specified minutes as “clocked-out exactly on scheduled time”.</p> <p>[Example]</p> <p>Set: 10 minutes</p> <p>Clock-out schedule: 6:00 PM</p> <p>Result: Any clock-outs between 6:00 PM to 6:10 PM are regarded as 6:00 PM.</p> <p>Rounding-off only takes place during the Attendance calculation process. The clock out data remains.</p> <p>Maximum value is 30 minutes.</p>	Details
<b>Handling of clock-ins coinciding with scheduled time</b>	<p>To regard clocks-ins that are exactly on scheduled time as “late-ins”, select [Treat as late-in time record].</p> <p>* Please note that if you select [Treat as late-in time record], clock-in records that are regarded as [clock-in before scheduled time] in the [Discretionary-rounding of clock-ins before scheduled time] setting are also regarded as Late-ins.</p>	Details

## Leave related

The following are leave related settings.

<b>Paid leave grant</b>	<p>Click the [Paid Leave-related Settings] button to open the settings window (see p.59).</p> <p>* Available if the Paid vacation grant function is enabled.</p>	Basic
<b>unit for vacation (by hour)</b>	<p>Specify the number of hours to take on each leave.</p> <p>The minimum unit is 1 hour * Available if the leave by hours feature is enabled.</p>	Details
<b>Addition to Fixed time when obtaining half-day or hourly leave</b>	<p>Determines whether to regard half-day leave and hourly leave as Fixed time (work time). Checked leave types are handled as work time when employees take half-day and hourly leaves during “Fixed time” hours.</p>	Details
<b>How to Handle Leave Hours</b>	<p>Determines how to handle deemed working hours during paid leave that are added up to work time, when calculating overtime.</p> <ul style="list-style-type: none"> <li>Do not include : Excludes deemed working hours during paid leave when calculating overtime work.</li> <li>Include (Don't count as Extra Hours and Overtime) : Includes deemed working hours</li> </ul>	Details

	<p>during paid leave when calculating overtime. However, the system will not include discretionary leave time that are past the time specified in [Overtime work start].</p> <ul style="list-style-type: none"> <li>• Include (Count as Extra Hours and Overtime): Include discretionary leave time when calculating overtime. The system includes discretionary leave time that are past the time specified in [Overtime work start], when calculating overtime.</li> </ul> <p>* Item labeled as [Discretionary vacation time's overtime calculation] depending on the internal setting.</p>	
<b>Increase/Decrease of Comp. leave leaves when Working days on holiday is taken</b>	<p>Determines whether to grant compensatory leaves working on holidays.</p> <p>You can perform general settings in [Settings &gt; Schedule &gt; Leave type settings], but to perform settings by Employee type, you can do so from here.</p>	Details
<b>Discretionary Holiday Work Hours Setting</b>	<p>Determines whether to calculate deemed working hours during paid leave.</p> <p>You can perform general settings in [Settings &gt; Schedule &gt; Leave type settings], but to perform settings by Employee type, you can do so from here.</p>	Details

## Advanced features

You can perform more advanced attendance management and calculation settings.

You can change round-off settings for time record and calculations from here.

Click on the category name to show setting items.

<b>Time-record edit by employees</b>	By selecting [Approve], employees can edit their time record from their Time Cards. To require employees to submit edit requests, select [Do not approve].
<b>Detect attendance data error in discretionary work</b>	<p>The system may detect error, if overlapping time records exist on the day [Discretionary work pattern] (such as direct-visit/no-return work) is applied.</p> <p>If you select [Don't detect], clock-ins/outs are recorded without error.</p> <p>(This data will not affect attendance calculation results.)</p>

<b>Time Card export format</b>	You can export Time Cards in PDF from [All menu > Daily data > Time Card > EXCEL]. You can also set different layouts by employee types.
<b>Rounding unit of time record</b>	<p>Rounds off clock-in/out time record. Rounds off work time.</p> <p>Rounding-off takes place during the calculation process. However, clock-in/out data will remain as recorded.</p>
<b>Time-record round off condition time</b>	<p>Determines the standard time for rounding off, if [Rounding unit of time record] above is set.</p> <p><b>Always 0 min</b></p> <p>Round off by 0. For example, if [15 min] is set, minutes are rounded off to 0, 15, 30 and 45.</p> <p>This setting may trigger some issues: If clock-in schedules are set to 8:50, and an employee clocks in at 8:48, the time record is rounded off to 9:00 when you run the calculation. Therefore, the time record is regarded as 10 minutes late-in because the clock-in schedule is set to 8:50. In this case, select either of the following.</p> <p><b>Adjust clock-in/out time record depending on clock-in/out schedule time</b></p> <p>Clock-in record is rounded off according to the scheduled clock-in time.</p> <p>Clock-out record is rounded off according to the scheduled clock-out time.</p> <p><b>Adjust all time record depending on clock-in schedule time</b></p> <p>For example, if clock-out schedule is set to 8:40, and clock-out schedule is set to 17:05, monthly data is rounded off by 40 (minutes).</p>
<b>Monthly data round unit</b>	<p>This rounds off month's calculation result.</p> <p>For example, if Round Unit is set to 30 (min), 170 hours and 25 minutes of working time is rounded off to 170 hours 0 minutes. If the checkbox is turned on, working time is rounded up to 170 hours 30 minutes.</p> <p>If it is set to [Round 60], values between 1-29 are rounded off. Values between 30-59 are rounded up to 1 hour. The unit specified will not affect the checkbox behind.</p>
<b>Daily data round unit</b>	<p>Rounds off the day's calculation result.</p> <p>Perform detailed settings e.g. to round up fractions of break time</p>

	that are taken manually by time record.
<b>Daily data lower validity limit</b>	Sets the minimum threshold when displaying calculation results. Lower values will not be shown.
<b>Apply round off/minimum (hrs) limit</b>	<p>This setting determines whether to round off not only calculation results, but also scheduled time, if the value satisfies the following 2 conditions.</p> <p>In the [Overtime start time] settings, working time that exceeds schedules are regarded as overtime work.</p> <ul style="list-style-type: none"> <li>• [Rounding unit of Daily data] is set.</li> </ul>
<b>Round off unit for start/end of break time-record</b>	<p>This rounds off clock-in/out records.</p> <p>For example, if you set it to 15 (min), break time started at 12:14 is rounded to 12:00. Likewise, break time ended at 12:46 is rounded to 13:00.</p> <p>* Please note that break time are rounded off, and not its duration. (e.g. 50 minute's breaks are not rounded to 45 minutes)</p>
<b>Round off timing for time-record break time</b>	<p>To round off break time by [Rounding unit of Daily data], specify when to run the round-off process.</p> <p><b>Round off before calculating the attendance</b></p> <p>Converts break time into rounded value before running the attendance calculation.</p> <p><b>Round off after Attendance calculations</b></p> <p>Runs Break time calculation based on actual values. The results are rounded off to nice round numbers after the calculation.</p>

## 4.2. Employee settings

Settings > Employee > Employee settings

You can add basic employee data in the Employee settings screen.

It also provides details on Personal Time Recorder setup, login info and password for accessing the Employee screen (Time Card). Such info can be sent to employees by Email.

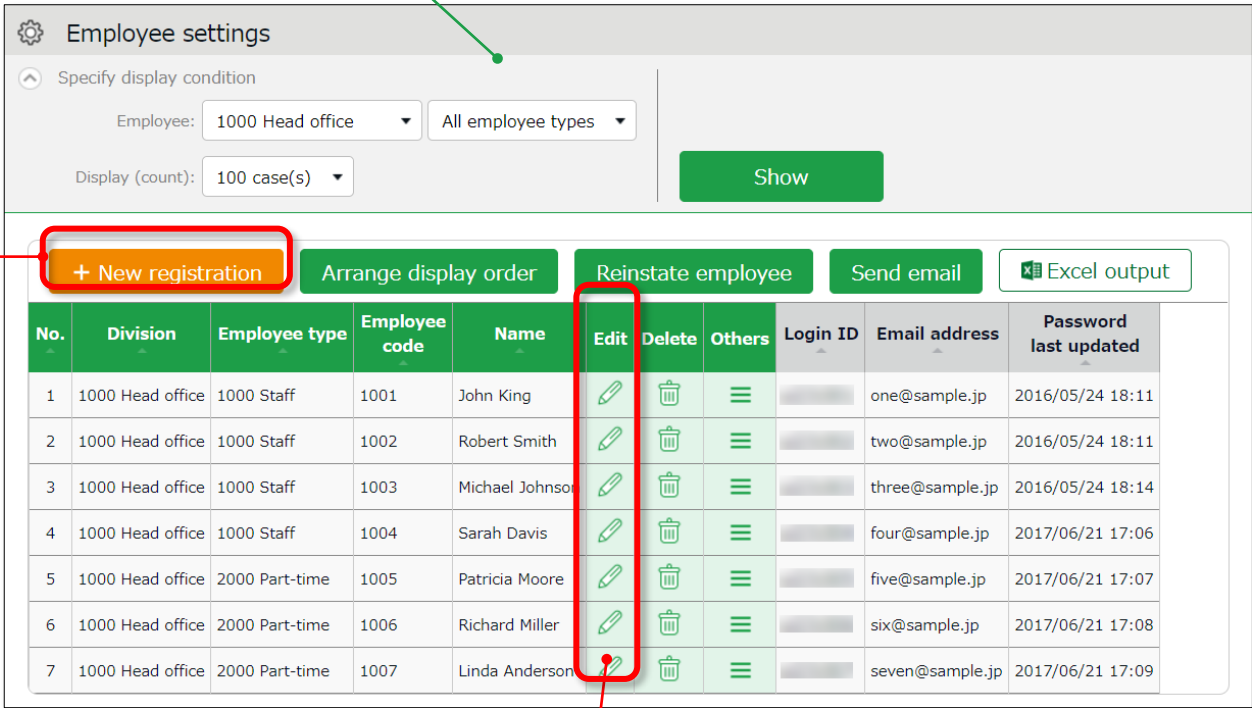
### 4.2.1. Add [Employee]

Enter employee data such as Name, Hired date and Employee code.

1. Go to [Settings > Employee > Employee settings].
2. Click [New Registration] or [Edit] to open the registration page.

**Specify the display**

Specify the number of displaying items.  
Click [Show] to view data.



**New registration**


Creates employee account.

**Edit**

Click [Edit] to edit employee data.

\* Other buttons are described in [p.50](#)

3. Enter required info in the Add division screen and click [Registration] to save.

 Add employee

Registration
Base
Detail

**Basic info**

**Employee code(Required):**  \* Enter in 3-10 characters.

**Name/Last name(Required):**   \* Enter in 40 characters or less.

Detail

Shows advanced settings. Perform advanced settings from here.

Registration

Saves changes and returns to the previous screen.

Details of the setting items are described below.

### Basic info

<b>Employee code</b>	Set a code for identifying employees. Enter in 3-10 alphanumeric characters. You cannot use existing codes.	Basic
<b>Last/First name</b>	Enter the name of employee. (In 40 characters or less.)	Basic
<b>Last/First name (Phonetics)</b>	Enter name phonetics. (In 40 characters or less.)	Basic
<b>Email address</b>	The Email address is used for the following purposes: <ul style="list-style-type: none"> <li>To notify employees of approved/rejected requests.</li> <li>To notify missing time record</li> </ul> To send employees info about their Time Recorder URL and Employee screen (Time Card) login info. <ul style="list-style-type: none"> <li>To notify employees that their password had been reset by their administrator.</li> </ul>	Basic
<b>Password</b>	Required for logging into Employee screens and clocking-in/out by password authentication. <p style="color: red;">* When this is left blank, [Employee code] is used as the employee's password.</p> <p style="color: red;">* The password entered here are temporary.</p> <p style="color: red;">When employees are using the temporary password on Time Records or in Attendance requests, a password reset screen is shown.</p>	Basic
<b>Gender</b>	Select male or female.	Details
<b>Date of birth</b>	Enter the date of birth.	Details

## Employment info

<b>Division</b>	Select employee's Division.	Basic
<b>Employee type</b>	Select an Employee type.	Basic
<b>Hired date</b>	Required for paid leave administration, etc. You cannot record attendances before hire date.	Basic
<b>Resignation date</b>	Enter when the employee resigns. The employee will be hidden from Daily and Monthly data after the resignation date, but past attendance data will remain. You cannot record attendances after resignation date.	Details
<b>Daily contract hours</b>	Required for calculating deemed working hours during Paid leave. The same item exists in [Employee type settings], but the settings in [Employee settings] are prioritized.	Details
<b>Weekly contract days</b>	The number of contract days serves as the reference value for granting leaves from the Grant paid leaves feature. The same item exists in [Employee type settings], but the settings in [Employee settings] are prioritized.	Details
<b>Discretionary Overtime of the Month</b>	Required if your company only pays overtime beyond a specified amount of time. The same item exists in [Employee type settings], but the settings in [Employee settings] are prioritized.	Details
<b>Admin code 1 and 2</b>	Enter code in 50 characters or less as needed. This item can be exported from the Export menu. This item is not required for running attendance calculation.	Details

## Time Recorder info

The following are related to Time Recorder.

<b>Personal Time Recorder button</b>	Choosing [Display] will enable a button that allows the employee to access his/her Time Recorder from the Time Card screen. Link to My Recorder or Mobile Browser Time Recorder appears on [Time Card > Menu] depending on your settings. <i>* Available if you are using My Recorder or Mobile Browser Time Recorder.</i>
<b>Division available for Time record</b>	Employees can use Division Time Recorders from different divisions by changing settings from here. This way, the employee can use the Division Time Recorder without changing the [Add help] settings from the Time Recorder.
<b>— registration</b>	Indicates whether authentication info (fingerprint, IC card, etc.) had been registered. If registered, a [Delete] button is displayed. You can

<b>status</b>	re-register authentication info after deleting it. Deleting the authentication info will not affect the employee's attendance data.
---------------	---

## 4.2.2.Import Employee Data

[All menu > Export / Import](#)

You can import employee data in CSV format.

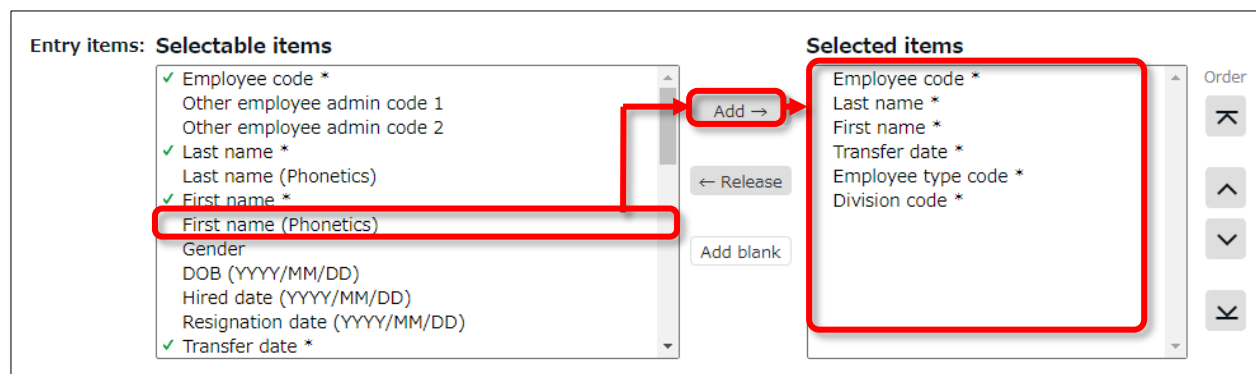
First, create an import file layout. You must arrange the content of the CSV file as specified in the Layout Setting. You can add employees easily by importing this file.

### Create an import file layout (Only required once)

- Go to [All menu > Export / Import] and click [Create import layout] next to Employee data [CSV].
- Click [Create new] and fill in the following items in the Create employee data layout screen.

<b>Layout name</b>	Name the layout. (Example: New employees)
<b>Applied type/category</b>	To add new employees, select [New/Update]. * Select [Update only] to layouts used for updating existing employee data only. In this case, [Employee code] is the only mandatory item.

- At [Entry items], select employee info to import.  
Select importing items from the [Available items] list, then click [Add]. The items added are shown in the [Items selected] list.



<b>Add</b>	Adds an item to the [Items selected] list.
<b>Release</b>	Removes item from the [Items selected] list.
<b>Add blank</b>	Adds a blank column to the [Items selected] list. This adds a blank column to the CSV template.
<b>Orders</b>	Changes the order of items in the [Items selected] list.

- Click [Registration] to save the layout settings.



## Import employee data

1. Go to [All menu > Export / Import > Employee data] and click [CSV].
2. Set following items.

<b>Layout name</b>	Select the layout created in the previous step.
<b>Handling of empty items</b>	<p>This setting is applied when updating data of existing employees. If you select [Delete registered data], empty CSV items will clear away the items saved on the system.</p> <p><i>* This setting will not interfere with importing new employees.</i></p>

3. Create a CSV template. If you already have one, please proceed to No.4.

Click [Download template] to download the template in CSV format. Save the file to your computer and open it with Excel or Notepad.

Enter required information as in the first row, then save the data in CSV format.

*\* For more information on entering data and creating files, please refer to [Read first] in the top of the Employee screen.*

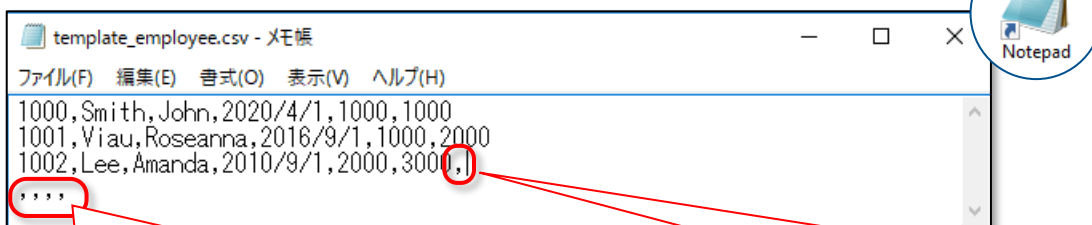
	A	B	C	D	E	F
1	#Employee code*	Last name*	First name*	Transfer date*	Employee type code*	Division code*
2	1000	Smith	John	2020/4/1	1000	1000
3	1001	Viau	Roseanna	2016/9/1	1000	2000
4	1002	Eury	Ellie	2010/9/1	2000	3000

4. Select importing CSV file. Click the [Select file] button and select the CSV file that you have prepared.
5. Click [Upload]. Then click [Registration] to proceed. Import will start.



### Check your data with a text editor

If you created your data with Excel, please note that unintended commas (,) and spaces (blank) in the file may cause upload error in rare cases. Be sure to use a text editor to check your CSV file.



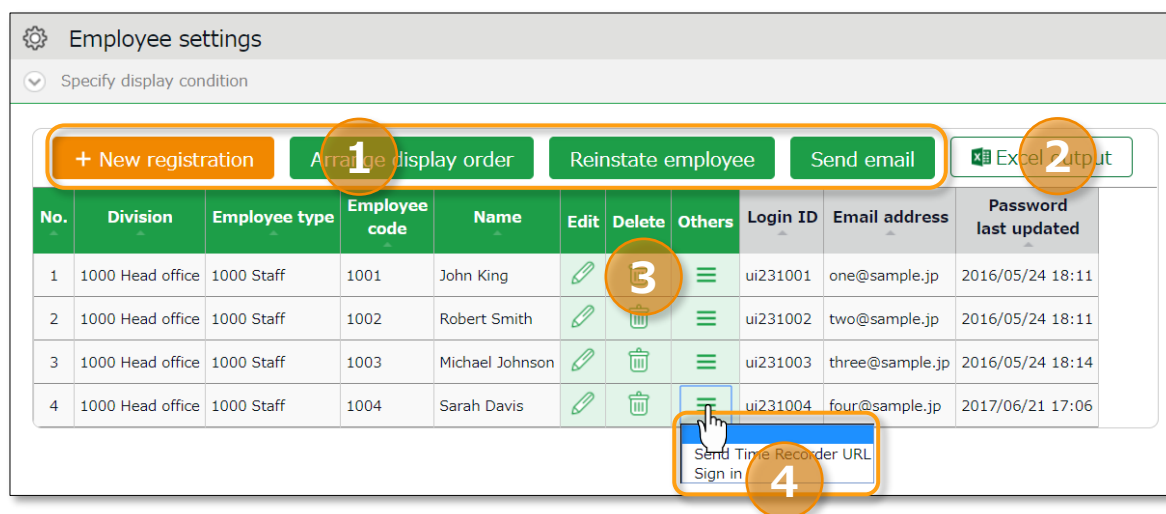
This causes the [No matching \_\_\_\_ found.] error. The comma below the last row adds unnecessary items.


This causes the [Too many items] error. A comma in the end of the last item adds unnecessary items.


### 4.2.3. Operations

Settings > Employee > Employee settings

In addition to adding/editing employee data, you can perform the following tasks in the Employee settings screen.



	Buttons	Description
1	Display order settings	If the employees belong to the same division, you can change the display orders. * Only available if one division is selected.
	Reinstate employee	Shows the list of deleted employee data. By clicking [Recover data] in the Deleted employee screen, you can return the data to the list of active employees. * This button is only displayed in the Master Admin screen.
	Send email	Sends Time Recorder instructions to multiple employees by Email. Sends details on Personal Time Recorder setup, login info and password change URL. Please refer to the following pages for details. * Only available if one division is selected.
2	Excel output	Downloads Employee setting screen in Excel format.
3	 (Delete)	Deletes unused employee data. Deleted employees are removed from the attendance data edit screen and request approval logs. * Please use this feature when you registered mistaken Employee info, etc. As for the resigned employees, click [Edit] and expand [Detail] on the Employment data category. Then enter [Resignation date]. * Deleting the employee will also delete related authentication data such as Bio-information.

4	 (Others)	<p>Click here to open the drop-down menu.</p> <p><b>Send Time Recorder URL</b> Sends details on Personal Time Recorder setup to Employees by Email, individually.</p> <p><b>Login</b> Logs in on behalf of the Employee. * Only available for Master Admins.</p>
---	--	--

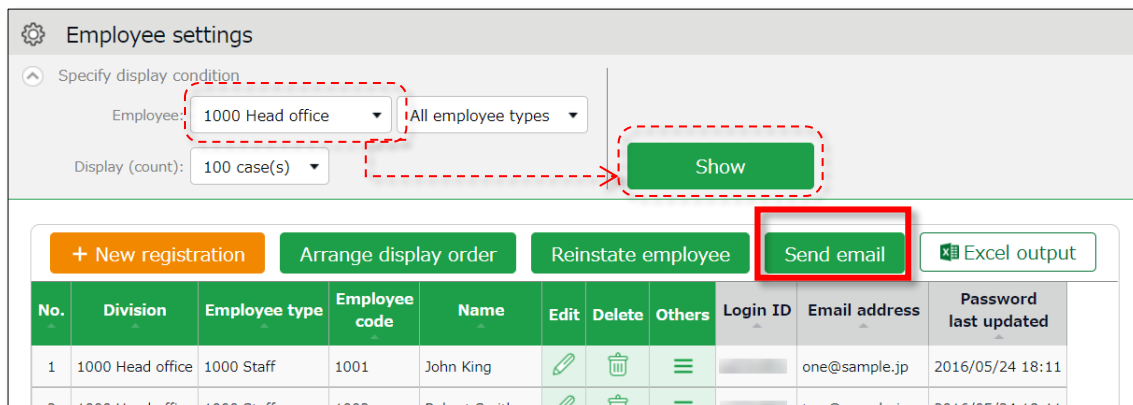
#### 4.2.4. Send Email







 Settings > Employee > Employee settings

Go to [Home page > Settings > Employee > Employee settings].

Then, select a division from the list and click [Show].

Click the [Send email] button displayed on the screen. Sends details on Personal Time Recorder setup, login info and password change URL.



No.	Division	Employee type	Employee code	Name	Edit	Delete	Others	Login ID	Email address	Password last updated
1	1000 Head office	1000 Staff	1001	John King					one@sample.jp	2016/05/24 18:11
2	1000 Head office	1000 Staff	1002	Robert Smith					two@sample.jp	2016/05/24 18:11



\* The sender of the Email is [no\\_reply@kt.hataraku-ntt-east.jp](mailto:no_reply@kt.hataraku-ntt-east.jp)

## Send My Recorder URL by Email

1. Go to the Send email screen. Select [For My Recorder] from the Email template list, then click [Apply].
2. Select destination and click [Send email] in the bottom of the screen.

Send email

Select Email template

☐ Reset password
 ☒ Add password change URL

For My Recorder

▼

Apply

\* You cannot send passwords to employees.

\* If you do not set any temporary password, the system will automatically set Employee Code as the password. Checking the [Reset password] check box is recommended.

Edit Email

Notice of My Recorder URL

[To access with PC / smartphone] | Please access the following URL.



Employees can start using the Time Recorder by following the instructions sent by Email. Please refer to the [Employee manual] for information on My Recorder.

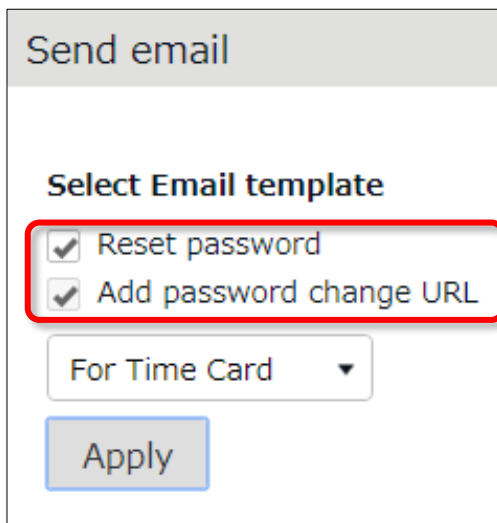
## Send Login info by Email

1. Go to the Send email screen.
2. Select [For Time Card] from the Email template list, then click [Apply].
3. Select destination and click [Send email] in the bottom of the screen.

## Reset Password and Send Password Change URL

To clock-in/out by password authentication, every employee needs a password.  
Please follow the following steps to have employees set their passwords.

1. Select a Division or Employee type from [Specify display condition] at the Employee settings screen.
2. Click [Send email].
3. To reset password, select [<<Reset password>>]. If you do not want to reset password, only check [<<Add password change link>>].



**Send email**

**Select Email template**

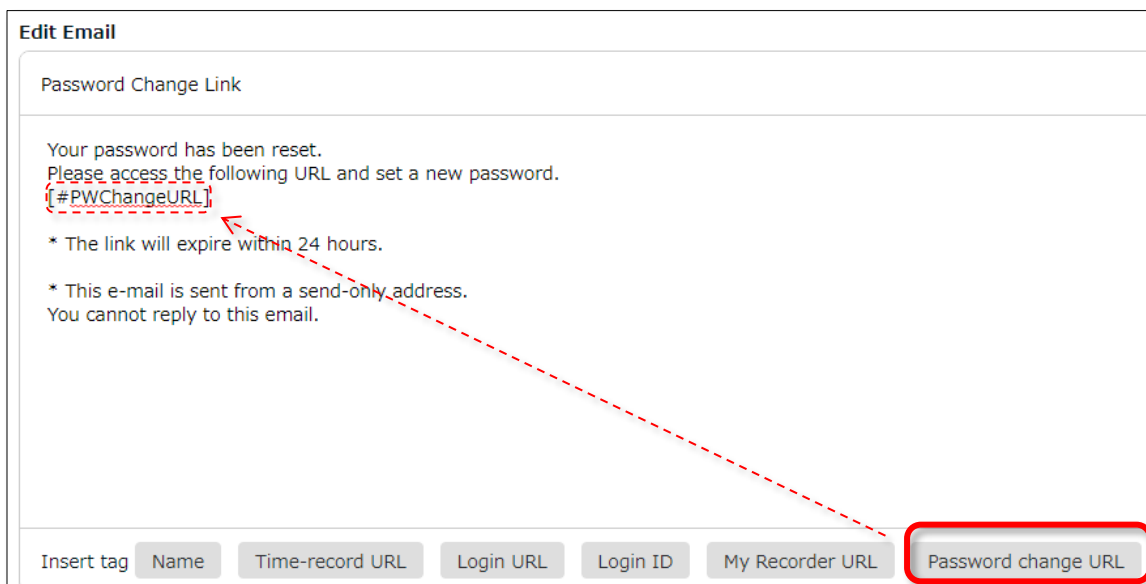
☒ Reset password

☒ Add password change URL

For Time Card ▼

Apply

4. Then click [Apply].
5. Enter subject and content of the Email accordingly.  
You can also add various items from [Insert tag] if needed. The tag is replaced by corresponding employee info during delivery.



**Edit Email**

Password Change Link

Your password has been reset.  
Please access the following URL and set a new password.  
[#PWChangeURL]

\* The link will expire within 24 hours.

\* This e-mail is sent from a send-only address.  
You cannot reply to this email.

Insert tag

Name	Time-record URL	Login URL	Login ID	My Recorder URL	<b>Password change URL</b>
------	-----------------	-----------	----------	-----------------	----------------------------

6. Select destination and click [Send email] in the bottom of the screen.



The tags are converted as follows.

Item name	Tag	Function
<b>Name</b>	[#Name]	Converts to Employee code, Last name, First names.
<b>Time record URL</b>	[#TimeURL]	Converts to Mobile browser recorder URL.
<b>Login URL</b>	[#LoginURL]	Converts to Time Card login URL.
<b>Login ID</b>	[#ID]	Converts to Login ID.
<b>My Recorder URL</b>	[#BprURL]	Converts to My Recorder URL.
<b>Password Change URL</b>	[#PWChangeURL]	Converts to password change URL.

If no password is set to a new employee account, the initial password is the same as the Employee code.

## 5. PREPARE FOR SCHEDULE MANAGEMENT

This section describes the settings related to Schedule management, such as work hours and leaves.

- Leave type settings
- Paid leave feature settings
- Pattern settings
- Holiday settings
- Auto schedule settings

### 5.1. Leave type settings

 [Settings](#) > [Schedule](#) > [Pattern settings](#)

A Leave type is a unit for calculating leaves.

When you create a Leave type, a summary column is added to the Time card screen.

#### 5.1.1. Setting instructions

This section describes the [Leave type] settings.

Click [New Registration] or [Edit] to go to the registration screen.

Enter required info, then click [Save].

The setting items are described below.

<b>Name</b>	Enter the name of the leave. (Examples: Paid leave, Compensatory leave, Special leave, etc.)
<b>Half-day leave</b>	By selecting [Apply], users can take half-day leave.
<b>Calculating obtained leaves</b>	<p>Choose either of the following to specify the leave calculation method.</p> <p><b>Subtract (Subtraction)</b>            Manages the number of granted leaves, leaves taken (used), and remaining leaves.            Generally used for managing paid leaves.</p> <p><b>Add (Addition)</b>            This setting can be used for managing leaves that only needs monitoring of the numbers taken.            This is generally used for managing absences and legal holidays.</p>
<b>Increase/Decrease of Leaves when Working days on</b>	<p>* Only shows in [Compensatory leave].</p> <p>If you select [Increase by time-off clock-in], compensatory leaves are granted automatically, if working hours during [Legal or Non-</p>

<b>holiday is taken</b>	legal time off] exceed specified hours.
<b>Grant substitute time-off</b>	<p>Perform settings here to use this leave type as compensatory leave.</p> <p>If you select [Grant substitute time-off for substitute clock-in schedule], the [Substitute clock-in] (compensatory work day) item is available in the Add schedule screen. Compensatory leaves are granted automatically when working hours in [Substitute clock-in] exceed specified hours.</p>
<b>Allow negative number</b>	<p>This keeps employees from taking leaves when there are none left.</p> <p>* Only available if [Calculation method of leaves when obtained] is set to [Subtract].</p>
<b>Effective period</b>	<p>Leaves are available from its grant date until the end of the period specified in this setting. You cannot take leaves after this period. You cannot leave this field blank.</p>
<b>Vacation (by hour unit)</b>	<p>By selecting [Apply], users can take hourly leaves. You can take Hourly leaves from the f[Subtraction] type leaves as well (maximum of 1 to 5 day's leave). This setting can limit the amount of hourly leaves that employees can take within a year. In addition, if the [Daily contract work hours] is specified, you can check the [Usable hourly leaves] in the leave details screen.</p> <p><b>&lt;Contract work hours less than one hour&gt;</b></p> <p>Under Japan's Labor Standards Act, annual paid leave must be rounded up if there are a fraction of contract working hours for less than one hour. However, for holidays other than paid leave, you can choose between "Round up" or "Do not round up".</p>
<b>Display leave Type Color</b>	Sets the display color of the schedule column for vacation days.
<b>Image upload for Leave Request</b>	<p>Employees can attach doctor's note when requesting sick leaves. You can select [Required], [Optional] or [Not Required] for each leave types.</p>
<b>Override Workday Type if schedule is set to Full-day Leave</b>	You can specify the type of workday when you take leave.
<b>Leave Type-only Schedule Request</b>	<p>Specify whether employees can apply for leave by only choosing the leave type or whether they also need to specify the schedule. Please note that the work schedule (scheduled clock in/out time) must be entered to count the leave hours as deemed working</p>



	hours.
<b>Calculate Discretionary Holiday Work Hours</b>	This setting determines whether to tally discretionary work hours on holiday.



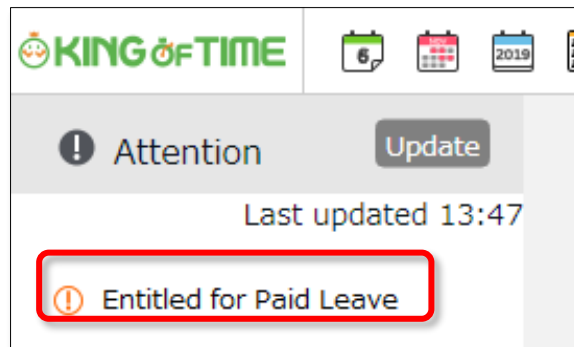
On the Time card screen, for example, leave categories are displayed in the order in which they were created. You cannot change the order.

## 5.2. Paid leave feature settings

This feature calculates the grant date and the number of eligible paid leaves. You can also send notifications related to leaves.

### 5.2.1. Function

When the grant day comes, [Eligible for annual leave] will appear under [Attention required] in the home page. By clicking this item, employees eligible for paid leaves are listed.



The screen shows grant date, number of days granted, and calculation method. Please confirm details and proceed.

Number of employees eligible / 1

Employee entitled to Paid leave

Paid leave entitlement settings | Paid leave settings by Employee | Excel output

No.	Name	Hire date or	Entitlement method	Paid leave days selection method	Weekly contract days	Days within period	Workday total	Days worked	Attendance(%)	Days to entitle	Paid leave granted date	Tenure at point of grant date	Grant All	Reject All	Pending approval All
1	1001 John King	06 Jul, 2016	Based on hire date	Contract (days)	5Day	335Day	34Day	35Day	102.7	18 Day	06 Jun, 2017	5 Yr. (s) 6 Mo. period	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	1002 Robert Smith	01 Dec, 2016	Based on hire date	Contract (days)	5Day	335Day	34Day	35Day	100.0	20Day	01 Apr, 2018	7 Yr. (s) 6 Mo. period	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	1003 Michael Johnson	01 Apr, 2017	Based on hire date	Contract (days)	5Day	365Day	2Day	2Day	100.0	20Day	01 Apr, 2018	7 Yr. (s) 6 Mo. period	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Paid leave grant



#### IMPORTANT

The system will alert paid leaves that occur in the days after all settings described in the following pages have been completed.

Please note that you cannot grant leaves back from the past date point.

To grant leaves in past date points, please do so manually (p.142).

We also recommend granting leaves manually, if your company has leave regulations that our system (refer to specifications in the following pages) does not cover.

## [Specification 1] Paid leaves granted

There are two methods of managing paid leaves.

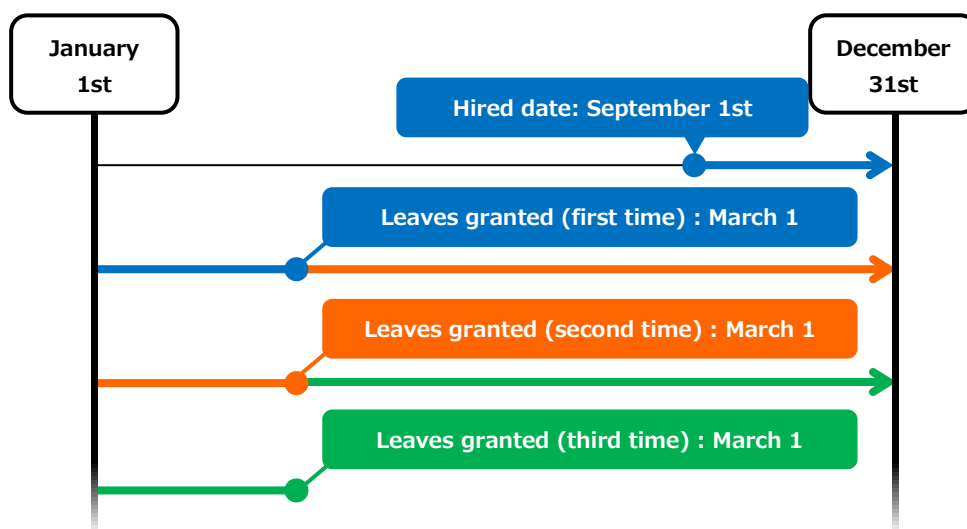
- Grant paid leaves based on hired date
- Grant paid leaves based on grant date

You can also use the "Divided leave"? feature to grant a portion of days in advance after a specified number of months from the hire date, and a feature to determine the first and second half of the year based on the grant date.

This section describes the settings for each method.

### Grant paid leaves based on hired date

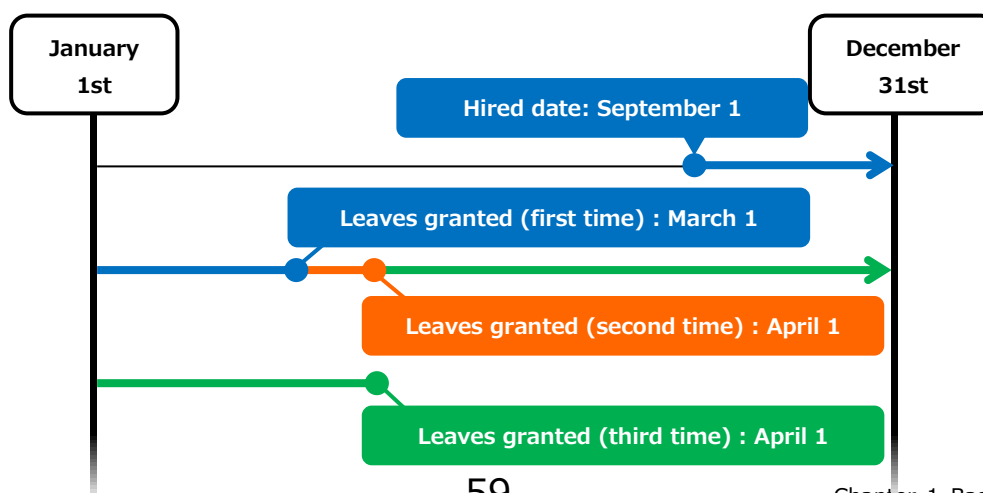
Paid leaves are granted for the first time, on the specified number of months after the hired date. Thereafter, paid leaves are granted every year on the same day.



If an employee is hired on September 1<sup>st</sup> and the first grant date is set 6 months after the hire date

### Grant paid leaves by grant date

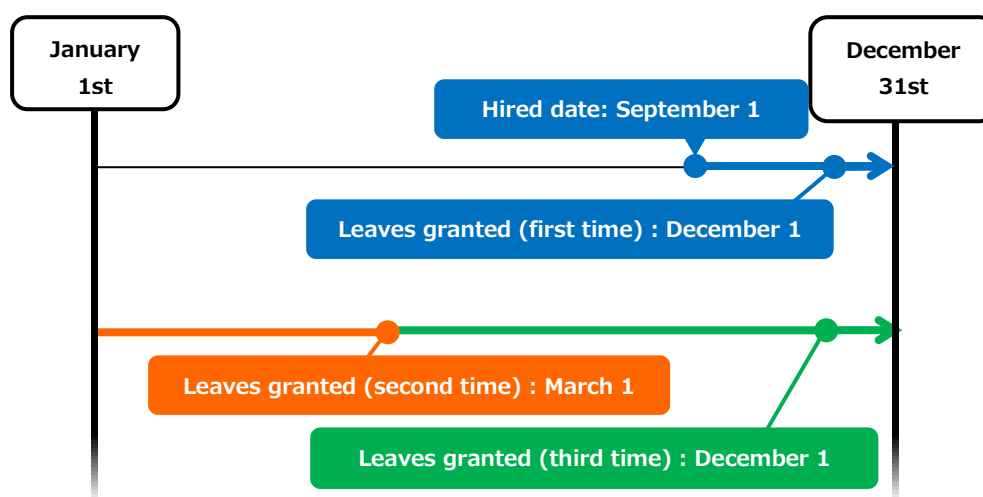
Paid leaves are granted for the first time, on the specified number of months after the hired date. Thereafter, paid leaves are granted every year on the specified date.



If an employee is hired on September 1<sup>st</sup> and the fixed grant date is set to April 1<sup>st</sup>

### Grant paid leaves based on grant date (Divided leave)

A year's worth of paid leave will be granted in two installments, one on the initial grant date and the other on a divided grant date prior to the initial grant date, in the specified number of months after the employee's hired date. You can set the following year's base date as either the "initial grant date" or as a "divided grant date".



If an employee is hired on September 1<sup>st</sup> and leaves are granted on December 1 and March 1  
 First set of leaves are granted three months after the hired date and the rest are granted 6 months after the hired date

### [Specification 2] Paid leaves calculation method

To manage paid leaves, you can choose from following two methods.

- Grant leave based on the number of workdays per week
- Grant leave based on the estimated number of workdays per week based on the number of workdays per year and total workdays

This section describes how paid leaves are calculated in each method.

#### Grant leave based on the number of workdays per week

Leaves are granted according to the table of proportional paid leaves. The number of years worked and workdays per week serves as the reference value to determine the number of leaves. For leave entitlement, the employee's attendance rate must be over 80%.

If the minimum attendance is less than the specified rate, the user is entitled 0 leaves.

## Grant leave based on the estimated number of workdays per week based on the number of workdays per year and total workdays

Paid leaves are granted according to the estimated workdays per week days based on the employee's annual total of working days (does not refer to attendance rate). We recommend using this setting if the workdays per week is not fixed and you cannot set it for each employee.

Example of an employee:

- \* Has worked for 6.5 years
- \* The year's total of actual work days: 200 days

According the table below, the employee is assumed to be working 4 days per week, giving him/her 15 leave days. (200 workdays fall under the 169-217 category)

Table – Number of leaves to grant (Statutory)

Number of workdays per week	Minimum workdays required	Timing for granting leave						
		0.5 years	1.5 years	2.5 years	3.5 years	4.5 years	5.5 years	6.5 years and above
5 days and above	217 days	10 days	11 days	12 days	14 days	16 days	18 days	20 days
4 days	169 days	7 days	8 days	9 days	10 days	12 days	13 days	15 days
3 days	121 days	5 days	6 days	6 days	8 days	9 days	10 days	11 days
2 days	73 days	3 days	4 days	4 days	5 days	6 days	6 days	7 days
1 days	48 days	1 days	2 days	2 days	2 days	3 days	3 days	3 days

## 5.2.2. Leave-related settings

You can open the settings related to annual leave from the following screens.

- Employee type settings
- Employee settings

### Requirement

Go to [Home page > Settings > Others > Options > Schedule settings].

Check to see that the "Paid vacation grant" option is set to "Apply".

### Items

Click the [Paid Leave-related Settings] button at the Employee type settings screen.

#### 1. Set the number of workdays designated per week (Required)

Item	Description
<b>Number of days</b>	Specify the designated number of workdays per week.
<b>Calculate the prescribed number of working days per week based on the number of working days per year and all working days</b>	Calculates the prescribed number of working days per week based on the number of working days per year and all working days.

#### 2. Set the first reference date (Required)

Item	Description
<b>Grant first leave for the x months after hire date and set as grant date every year</b>	Leave will be granted after the specified number of months from the employee's hire date.
<b>Divided leave</b>	The system grants the designated number of leave days after the specified number of months from the hire date.
<b>Grant leave based on Divided leave date</b>	The option is available if Divided leave is enabled. After granting leave for the first time, leaves are granted on the specified date.

### 3. Set a second reference date (Optional)

You can set the second reference date together with the first.

Item	Description
<b>Fix grant date to m/d</b>	Set a fixed grant date once a year.
<b>Fix the first and second half of the year based on the grant date</b>	<p>For example, if the fixed grant date is set to "April 1", the following applies.</p> <p>First half of the fiscal year (April - End of September)            Grant date: October 1 (Applicable to employees whose hire date is in the first half of the year)</p> <p>Second half of the fiscal year (October - End of March)            Grant date: April 1 (Applicable to employees whose hire date is in the second half of the year)</p>
<b>Prioritize the second reference date</b>	<p>Grant leave on the second reference date.</p> <p>For example, under the following conditions, the first grant date would be April 1.</p> <ul style="list-style-type: none"> <li>• Hired date: March 1st</li> <li>• First reference date: 6 months after hired date</li> <li>• Second reference date: Fixed grant date is April 1st</li> </ul>

### 4. Set the proportional number of leave

The proportional number of leaves are granted by the employee's weekly contract hours times the years of tenure.

By filling in the items, the system grants annual leaves based on the estimated workdays per year (calculated from each employee's weekly contract workdays).

Legal standard is applied to default settings, but you can make configurations that fits to your company's rule.

### 5. Set the number of working days and the number of total working days

This is used for calculating attendance rates (Number of working days / Total working days x 100).

You can select [Weekday work], [Legal holiday work], [Non-legal holiday work], and other leaves.

### 5.2.3. Paid leave feature settings

---

Please complete the following settings before beginning.

#### Options

Go to [Home page > Settings > Others > Options > Schedule settings] category. Ensure that [Paid vacation grant function] is set to [Apply].

#### Employee type settings

Go to [Home page > Settings > Employee > Employee type settings]. Click the [Edit] button of the employee type.

1. Click on the [Paid Leave-related Settings] button.
2. Perform settings for grant method. Please refer to [Specification 1] in p.59.
3. Specify the designated number of working days.
4. Set the reference date. Please refer to [Specification 2] in p.60.
5. Set the number of workdays and total working days.

#### Employee settings

Go to [Home page > Settings > Employee settings > Edit] and enter [Hired date].  
If the [Hired date] is empty, the employee will not be entitled to paid leaves.



The system will start notifying paid leaves granted from the following day of completing all settings above. Please note that you cannot grant leaves back from the past date point.

### 5.2.4. Grant leaves by auto-calculation

---

For details, please refer to chapter 2 (p.145).



### 5.3. Pattern settings

Settings > Schedule > Pattern settings

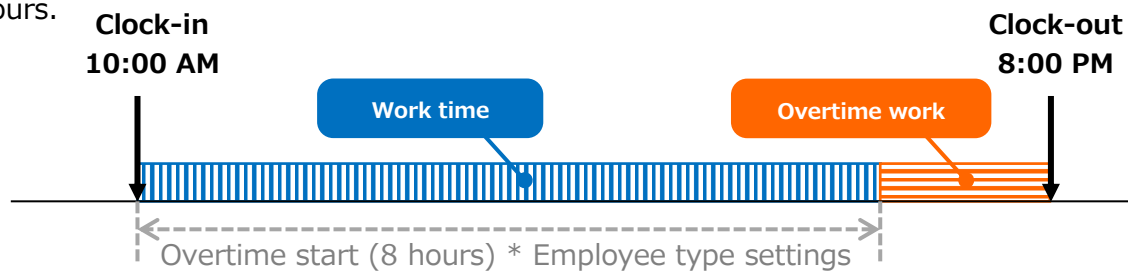
This section describes the Schedule pattern settings.

#### About [Schedule]

By setting schedules, administrators can organize works shifts (e.g. Create early and late shifts) as well as set late-in/early-out, break time, configure overtime calculation process, etc.

##### Example of a calculation (No schedule applied)

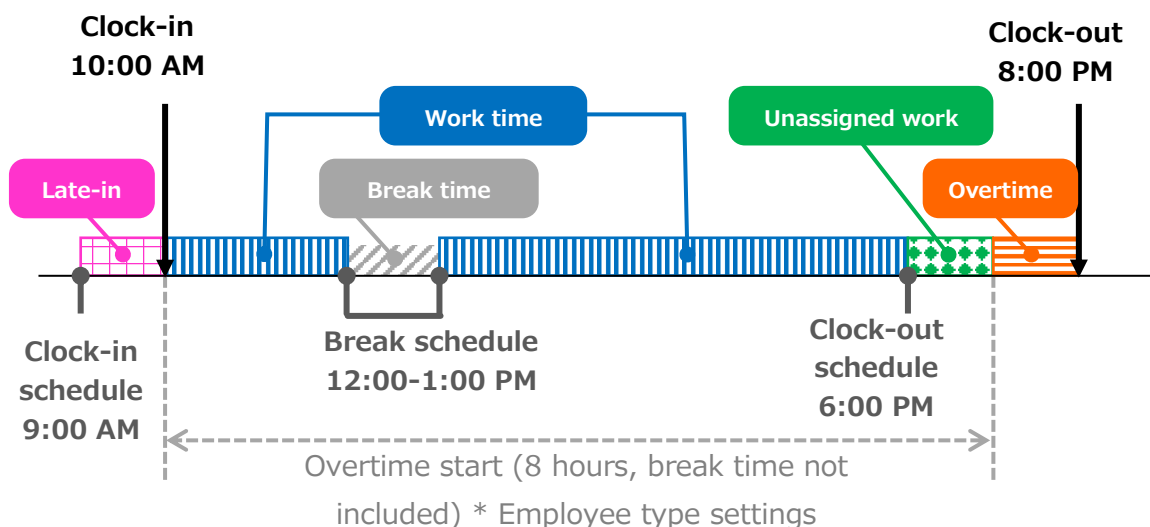
In this example, the time between clock-in and clock-out is regarded as working hours.



##### Example of calculation (No schedule applied)

The difference between clock-in schedules and actual clock-in records is calculated as [Late-in time].

In addition, any work that exceed scheduled time, but finished earlier than overtime hours, are calculated as [Unassigned work]. Schedules can be used to run various calculations.



## Why do we create Schedule patterns?

It is hard to set clock in/out schedules manually every day. You can make it easier by creating a pattern for schedules and shifts. You can set clock-in/out schedules and related settings just by applying the pattern you created.

## 2 types of schedule patterns

There are two types of schedule patterns. Each function differently.

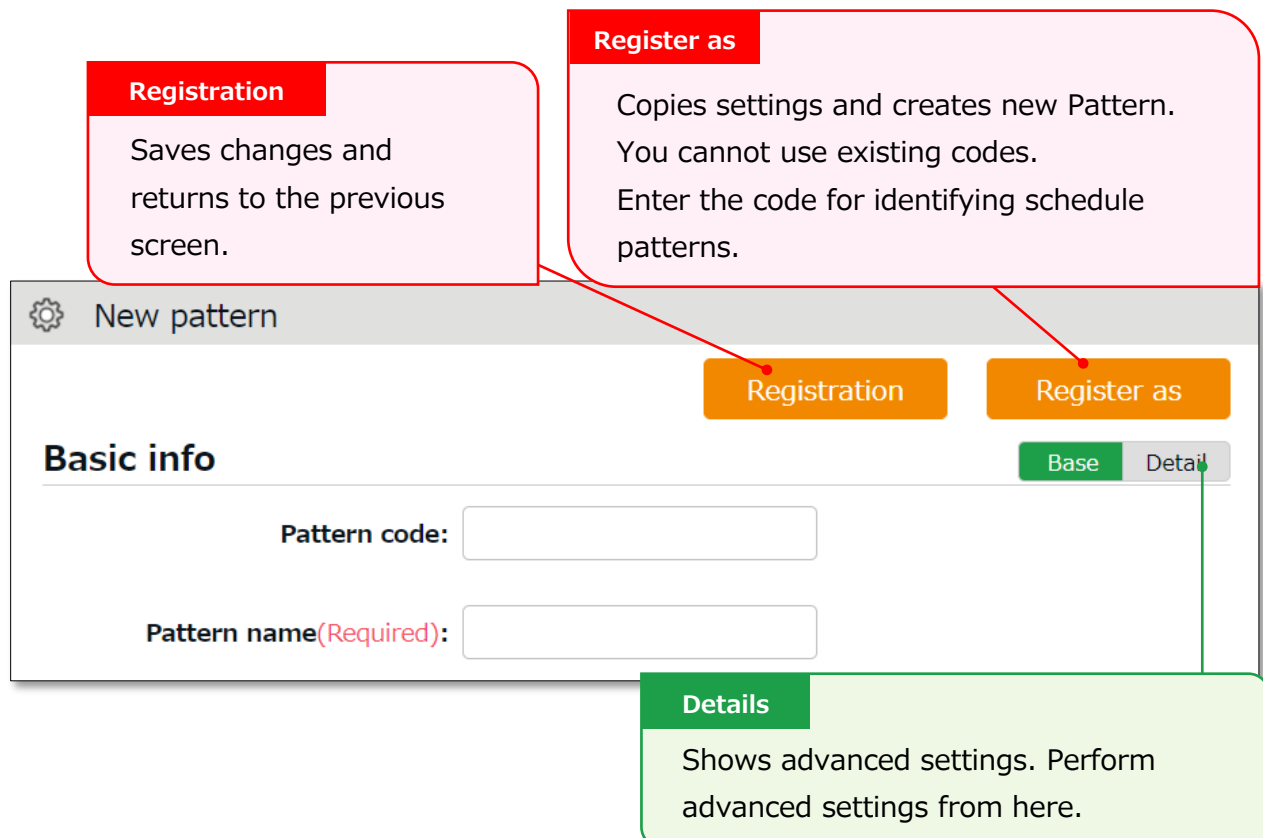
Schedule type	Function
<b>Normal work</b>	<p>This is a clock-in/out schedule pattern.</p> <p>By setting clock-in/out schedules, late-ins and early leaves are calculated.</p> <p>You can also set break schedules.</p>
<b>Discretionary work (Deemed work)</b>	<p>This schedule pattern handles a day as workday, even if employees have not used the Time Recorder. This is useful when employees cannot use the Time Recorder during their business trip.</p>

### 5.3.1. Create schedule patterns

 [Settings > Schedule > Pattern settings](#)

Click [New Registration] or [Edit] to go to the registration screen.

Enter required info and click [Registration] to save.



**Registration**  
Saves changes and returns to the previous screen.

**Register as**  
Copies settings and creates new Pattern. You cannot use existing codes. Enter the code for identifying schedule patterns.

**Details**  
Shows advanced settings. Perform advanced settings from here.

**New pattern**

**Basic info** Base Detail

Pattern code:

Pattern name(Required):

Registration

Register as

### 5.3.2. Normal (regular) work day pattern

[Settings > Schedule > Pattern settings](#)

This section describes settings to create regular work day pattern.

#### Basic info

<b>Pattern code</b>	Enter the code for identifying schedule patterns. Enter in 3-10 alphanumeric characters. Schedule patterns are arranged in ascending order of pattern codes. You cannot use existing codes.	Basic
<b>Pattern name</b>	Enter the name of the pattern in 20 characters or less. * PDF may not be exported properly if full-byte and half-byte characters are mixed.	Basic
<b>Schedule type</b>	Select [Normal work]. * Once you create a pattern, you cannot edit the associated schedule type.	Basic
<b>Pattern color</b>	Set a color of the pattern. You can set background and font colors. Colors can be used to distinguish different schedules on the Schedule management screen.	Basic
<b>Division to apply</b>	Select divisions that can use this pattern.	Details
<b>Employee type to apply</b>	Select employee types that can use this pattern.	Details

#### Plan

<b>Clock-in schedule</b> (Core-time start)	Set a clock-in schedule. Clock-ins later than this time are regarded as late-in.	Basic
<b>Clock-out schedule</b> (Core Time end time)	Set a clock-out schedule. Clock-outs earlier than this time are regarded as early-out.	Basic
<b>Late-in/Early-out judgment</b>	This counts late-ins and early-outs. Select [N/A] when not in use.	Details
<b>Work fixed start time</b>	This specifies the range of attendance calculation. Regardless of clock-in time, only the hours after the specified time are counted as work time.	Details
<b>Work fixed end time</b>	This specifies the range of attendance calculation. Regardless of clock-out time, only the hours before the specified time are calculated as work time.	Details
<b>Discretionary work hour</b>	Select the calculation method for discretionary work hours during leave. By selecting [Calculate discretionary work hour], the system calculates the deemed work hours during leave based on [start/ end time]	Detail

## Break schedule

<b>Break setting 1-3</b>	Employees can take breaks automatically at the specified time. To add up discretionary work hours, specify how many hours to regard as working hours. Click [Add break] to add a new row.	Basic
<b>Break schedule (hrs)</b>	Specify the duration of auto-break time in minutes.	Details

## Half-day work

<b>Add AM work pattern</b>	Add a schedule to take half-day leave in the afternoon. Click [Settings] to open a pop-up window.
<b>Add PM work pattern</b>	Add a schedule to take half-day leave in the morning. Click [Settings] to open a pop-up window.

## Advanced features

Click on the category name to show setting items.

<b>Force settings of workday type</b>	This pattern overwrites Workday type settings.
<b>Note</b>	Enter a description for this pattern. Notes are shown in [Available schedule pattern] in the Employee screen (Time Card > All menu > Available schedule pattern).



### About [Workday type]

There are 3 types of workday: [Weekday], [Legal time off], and [Non-legal time off].

Workday types determine whether to count working time as regular workday or as work on holiday (legal/non-legal).

Set Workday types as follows.

The priority order is 1 > 2 = 3 > 4 > 5.

1. Override schedule pattern (Force workday type)
2. Set workday type when setting schedules manually (p.132)
3. Set workday type by submitting schedule requests
4. Set workday type by auto schedule (p.72)
5. Do not set any workday type

If none of 1 to 4 are specified, workday type is automatically set to [Weekday].

\* Workday types are always set to workdays that have schedules or attendance records. You cannot set it to [None].

### 5.3.3. Discretionary work pattern

 [Settings](#) > [Schedule](#) > [Pattern settings](#)

By setting clock-in/out time, the system can also calculate attendances for employees who cannot use their Time Recorders during business trips, etc.

When creating such schedule patterns, please select either of the following in [Schedule type].

- \* Direct-visit (discretionary clock-in)
- \* No-return (discretionary clock-out)
- \* Direct-visit/no-return (discretionary clock-in/out)
- \* Once you create a pattern, you cannot edit the associated schedule type.

The other setting items are the same as creating a regular work day pattern.

Schedule type	Function
<b>Direct-visit (discretionary clock-in)</b>	The system will run calculations based on clock-in schedule, instead of the actual clock-in time, if none are available. Employees do not need to use the Time Recorder to clock-in when this pattern is applied to their schedules. Only clock-out is required.
<b>No-return (discretionary clock-out)</b>	By selecting this item, the day that sets this schedule type is regarded as a work day, even when employees cannot clock-out with the Time Recorder. Employees do not need to clock-in/out if this pattern is applied to their schedules. Only clock-in is required.
<b>No-return (discretionary clock-in/out)</b>	By selecting this item, the days applying this schedule type are regarded as work day, even when employees cannot clock-in/out with their time recorder. This is useful when employees are away on business trips and cannot use the Time Recorder. Employees do not need to clock-in/out when this pattern is applied to their schedules. The specified hours are deemed as working hours on that day.

## 5.4. Holiday settings

 Settings > Others > Holiday settings


To handle national holidays as regular holiday or distinguish from other weekdays, perform settings from here.

To schedule national holidays, please refer to [Auto schedule settings] in the following pages. Holidays are indicated in red font color in Time Card screens, etc.

### 5.4.1. To add Japanese national holidays

To add Japanese national holidays, click [Add Japanese national holiday] to view the list of national holidays.

Select division(s) to apply the holidays and click the [Registration] button.

 Add Japanese national holiday

The following holidays will be imported target.

Imported holidays

No.	Applicable day	Holiday name
1	2017/01/01(Sun)	New Year's Day
2	2017/01/02(Mon)	Substitute Holiday
3	2017/01/09(Mon)	Coming of Age Day
4	2017/02/11(Sat)	Foundation Day
5	2017/03/20(Mon)	Vernal Equinox Day
6	2017/04/29(Sat)	Shōwa Day
7	2017/05/03(Wed)	Constitution Memorial Day
8	2017/05/04(Thu)	Greenery Day
9	2017/05/05(Fri)	Children's Day
10	2017/07/17(Mon)	Marine Day
11	2017/08/11(Fri)	Mountain Day
12	2017/09/18(Mon)	Respect for the Aged Day
13	2017/09/23(Sat)	Autumnal Equinox Day
14	2017/10/09(Mon)	Health and Sports Day
15	2017/11/03(Fri)	Culture Day
16	2017/11/23(Thu)	Labour Thanksgiving Day
17	2017/12/23(Sat)	The Emperor's Birthday

Select division

Select	No.	Division code	Division name
<input checked="" type="checkbox"/>	--	All divisions	
<input type="checkbox"/>	1	1000	Head office
<input type="checkbox"/>	2	2000	Sapporo office
<input type="checkbox"/>	3	3000	Nagoya office
<input type="checkbox"/>	4	4000	Osaka office
<input type="checkbox"/>	5	5000	Fukuoka office

Registration

## 5.4.2. Add custom holidays manually

To add custom holidays such as your corporate anniversary, click [New registration].  
Enter the name, holiday and select divisions to apply the holiday. Click the [Registration] button.

## 5.5. Auto schedule settings

 [Settings](#) > [Schedule](#) > [Auto schedule settings](#)

This feature adds schedules automatically.

Set schedules for each day of the week. The schedules are created according to different employee types and division.

### 5.5.1. Descriptions

**Specify the display**

Specify a division, employee type, etc.  
Click [Show] to view data.

**Auto schedule settings**





Specify display condition

Employee: 1000 Head office All employee types View

**1** Add schedule

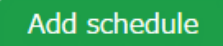

\* Schedules are applied automatically during the number of days specified at Settings > Employee type settings.

**Auto schedule applied currently**


Division	Employee type	Edit	Copy	Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holiday
1000 Head office	1000 Staff			Workday type	Legal time-off	Weekday	Weekday	Weekday	Weekday	Weekday	Non-legal time-off	Non-legal time-off
				Pattern	Public holiday	Normal shift	Normal shift	Normal shift	Normal shift	Normal shift	Public holiday	Public holiday
1000 Head office	2000 Part-time			Workday type								
				Pattern								

**Currently applied auto schedules**

Shows Auto schedule.  
The schedules are created by different employee types in each division.

	Buttons	Description
1		Adds a schedule to all employees displayed on the screen.
2	 (Edit)	Configures settings for employee types in each division.



		Copies auto schedule settings to different employee types and divisions.
--	---	--

### 5.5.2. Setting instructions

Click [Add schedule] or [Edit] in the Auto schedule settings screen.

Specify a [Workday type] , [Pattern] or a [Leave type] for each weekday.

<b>Workday type</b>	There are 3 types: [Weekday], [Legal time off], and [Non-legal time off]. Workday types determine whether to count working time as regular workday or as work on a holiday (legal/non-legal).
<b>Patterns</b>	Set an auto schedule pattern.
<b>Leave type</b>	Set the Leave type to automatically apply.

### 5.5.3. When auto schedule settings are reflected

Auto schedule settings are registered under the following circumstances.

#### When clocking-in/out

Schedules are added automatically when employees clocks-in/out or edits the attendance data.  
This will not overwrite existing schedules.

#### Once a day (night time)

The schedules of the employees are registered when the system runs a regular update (takes place once a day during night).

Settings in [Home page > Settings > Employee type settings > Edit screen > Days to apply Auto schedule] are needed before beginning.

The settings are enabled from the following day of the setting.

You cannot apply new auto-schedules to past records and existing schedules.



You cannot apply auto schedules to employees with Resignation date set in the Employee setting page.

## 6. EMAIL NOTIFICATION FEATURE

The system can send notifications to employees and administrators according to different conditions.

This section describes three types of notifications.

[Settings > Others > Notification settings> Missing time record](#)

### 6.1. Missing time record notification

The system can send notifications if no clock-in/out is recorded by the scheduled time. You can also send Emails to remind employees to clock-in/out before time.

#### Basic info

Specify when and who to notify.

#### Notification timing

You can set notification conditions by Time record types. (Clock-in/out, Start/End break, etc.)

The system sends notification [0 to 60] minutes [before/after/before and after] the scheduled time has passed.

You can set it [Before], [After] and [Before and after] the scheduled time.

Before	<p>The system sends notification ____ minutes before the scheduled time.</p> <p>This is useful to prevent employees from forgetting to clock-in/out.</p>
<b>After</b>	<p>If no clock in/out is recorded by the specified time, the system sends a notification ____ minutes after the schedule. Use this setting to notify employees that they have forgotten to clock-in-out.</p>
<b>Before and after</b>	<p>The system will send notification _____ minutes after and before the scheduled time.</p>

\* The Missing Time record notification feature only supports Japan time.

Missing time record notifications

Missing time record reminder Unsubmitted overtime notification Closing Notification 5 Day mandatory leave notification

**Notification ON/OFF**

Select notifying Time record type.

Basic info

Notification timing settings:

Clock-in:

☒ Scheduled 30 min After Notify

Select target

Clock-out:

☒ Fixed or Planned 5 min After Notify

Select target

Start break:

☒ Planned 5 min After Notify

Select target

End break:

☐ Planned 0 min After Notify

Select target

Registration

**Registration**

Saves changes.

### Select target

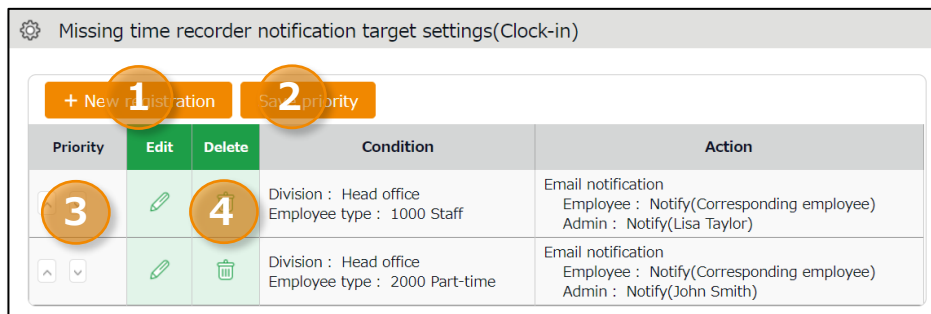
Select notifying/monitoring users. (see following pages)

### Select Schedule


Choose [Schedule] or [Fixed or planned].  
Example: Send reminder 5 minutes after specified time.  
1st drop-down: Select [Fixed or planned]  
2nd drop-down: Select [5 min]  
3rd drop-down: Select [After]

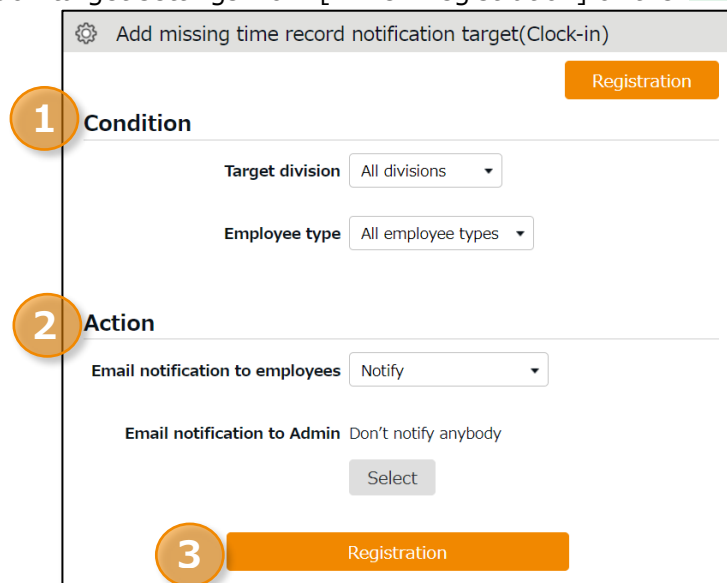
## Select notifying/monitoring users.

From the [Select target] button, you can confirm the list of notifying employees.  
The same instruction applies to all notification related settings.



	Buttons	Description
1	New registration	Creates notification target setting.
2	Save priority	Saves changes to priority.
3	Priority	Set priority if you have multiple conditions. The one closer to the top is prioritized. You can change the order using the up and down buttons. Click [Save priority] to save changes.
4	Edit / Delete	Edit or delete condition.

You can set Notification target settings from [+ New registration] or the  (Edit) button.



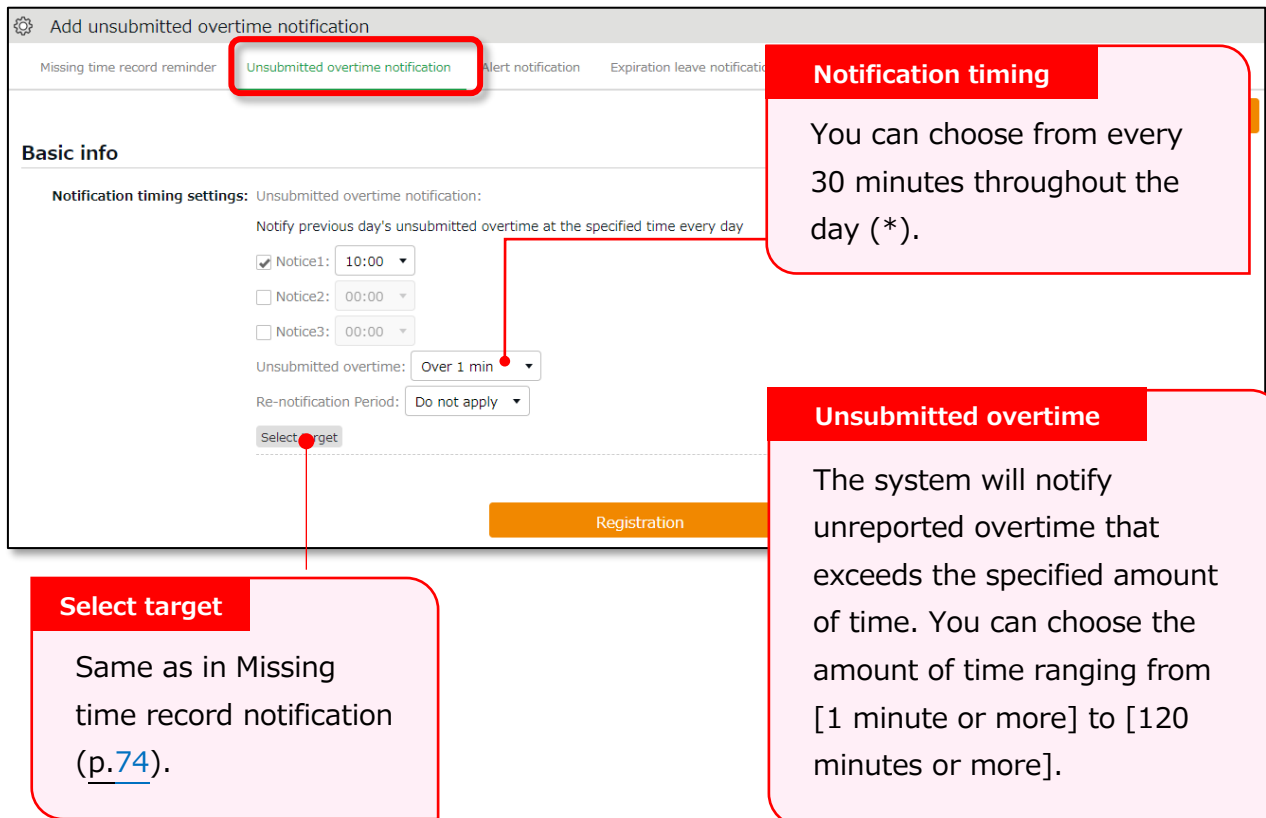
.	Item	Description
1	Condition	Shows Division and Employee type to notify.
2	Action	Shows whether you notify specified employees and Admins or not. You can decide which Admin to notify, from the [Select] button.
3	Registration	Saves changes.

## 6.2. Unsubmitted overtime notification

The system can notify unreported overtime in the previous day and unapproved overtime requests by Email.

### Basic info

By selecting [Apply], at [Notification feature], you can set Notification Timing. Click the [Registration] button to save the settings.



The screenshot shows the 'Add unsubmitted overtime notification' configuration page. The 'Unsubmitted overtime notification' tab is selected. Under 'Basic info', the 'Notification timing settings' section includes options for 'Notify previous day's unsubmitted overtime at the specified time every day', three notice time slots (Notice1, Notice2, Notice3), 'Unsubmitted overtime' duration, 'Re-notification Period', and a 'Select target' dropdown. A red box highlights the 'Unsubmitted overtime notification' tab. Three callout boxes provide additional information: 'Notification timing' explains the 30-minute interval choice; 'Unsubmitted overtime' explains the time range selection; 'Select target' explains that the target is the same as in the missing time record notification.

**Notification timing**

You can choose from every 30 minutes throughout the day (\*).

**Unsubmitted overtime**

The system will notify unreported overtime that exceeds the specified amount of time. You can choose the amount of time ranging from [1 minute or more] to [120 minutes or more].

**Select target**

Same as in Missing time record notification ([p.74](#)).

\* [09:00] and [09:30] are disabled to reduce server load. Existing notifications set to these options will function, but you cannot re-select the same option once you change the setting.

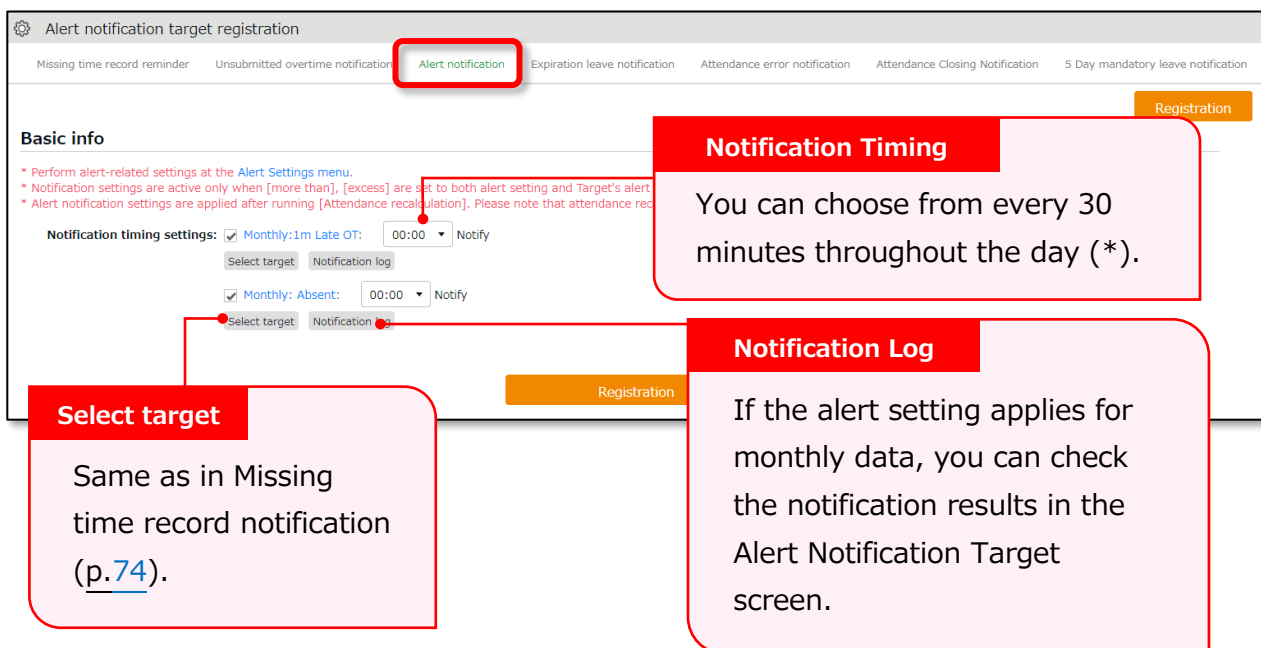
## 6.3.Alert notification

Settings > Others > Notification settings >

Notifies you by Email when the attendance data exceeds the specified value.

### Basic info

Set up email notifications using the conditions set in Settings > Screen display > Alert settings (p.94). To receive a notification when the attendance data reaches or exceeds the threshold, check the box next to the name of the alert setting (Email notifications are not available for conditions set to [or less] or [less than] the specified time).



The screenshot shows the 'Alert notification target registration' screen. The 'Alert notification' tab is selected. The 'Basic info' section contains the following information:

- Notification timing settings:**
  - ☒ Monthly: 1m Late OT: 00:00 Notify
  - ☒ Monthly: Absent: 00:00 Notify

Callouts from the screenshot:

- Select target:** Same as in Missing time record notification (p.74).
- Notification Timing:** You can choose from every 30 minutes throughout the day (\*).
- Notification Log:** If the alert setting applies for monthly data, you can check the notification results in the Alert Notification Target screen.

\* [09:00] and [09:30] are disabled to reduce server load. Existing notifications set to these options will function, but you cannot re-select the same option once you change the setting.

### Alert notification target

If the alert setting is aimed at monthly data in the Alert settings screen ( p.94), you can check the notification log in this screen. You can use this feature to check how the alert notification was sent.

**Alert Notification Subject**

Specify display condition

Employee: 1000 Main Office 1000 Full time

Displaying period: All 2021/05/10 ~ 2021/07/09

Employee code: Search Employee code \* Complete Match

Employee Name: Search Employee Name \* Partial match

Notification status: All

Show

2021/05/10(Mon) ~ 2021/07/09(Fri)

Monthly: 1m Late OT

No.	Division	Employee type	Employee name	Criterion	Target Attendance	Surveillance standards	Applicable month
1	1000 Main Office	1000 Full time	1000 Smith John	Hrs.	Overtime Late night overtime	1 hrs 0minExcess (over)	2021/07
2	1000 Main Office	1000 Full time	1000 Smith John	Hrs.	Overtime Late night overtime	1 hrs 0minExcess (over)	2021/07

### Specify the display condition

You can also narrow down your search by various criteria other than divisions and employee types.

Notification status:

- Notified (Notification Email sent)
- Not notified (Notification Email not sent)

\* There may be a time lag of a few minutes

between the notification time setting and the actual notification date.

⚙ Settings > Others >

⚙ Notification settings > Expiration Leave Notification

## 6.4. Leave expiration notification

This setting alerts leaves that are expiring soon.

### Basic info

To enable the leave expiry notification, ensure the following.

- [Calculation method of leaves when obtained] is set to [Subtract].
- [Valid period] is specified. Click the [Registration] button to save the settings.

**Expiration Leave Notification setting**

Missing time record reminder Unsubmitted overtime notification Alert notification **Expiration leave notification** Attendance

**Basic info**

※When Leaves will be reached to notify expiration date (Effective period - notification days) then notification will send.

**Notification timing settings:** ☒ Paid vacation: 12:30 Notify

Notification 1: 90 day(s) before

Notification 2: 60 day(s) before

Notification 3: 30 day(s) before

Select target

☐ Comp. vacation:

Notification 1: day(s) before

Notification 2: day(s) before

Notification 3: day(s) before

Select target

### Notification timing

You can choose from every 30 minutes throughout the day (\*).

### Notify \_ days before expiry

Specify when to send the notification (\_\_ days before expiration).

### Select target

Same as in Missing time record notification (p.74).

\* [09:00] and [09:30] are disabled to reduce server load. Existing notifications set to these options will function, but you cannot re-select the same option once you change the setting.

## 6.5. Attendance data error notification ⚙ Settings > Others > Notification settings > [Attendance data error notification]

The system can send notifications to employees and administrators when attendance error occurs.

### Basic info

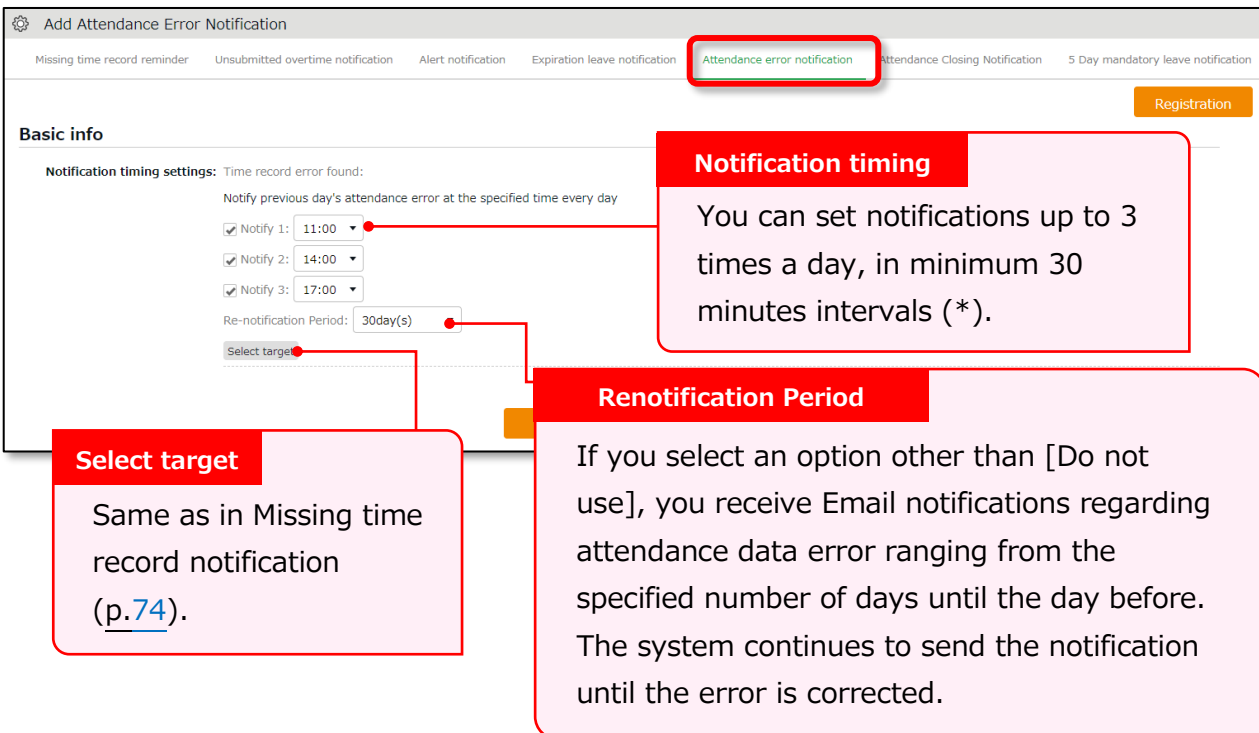
The system can send notifications to employees and administrators when attendance error occurs.

The following are notified:

- Attendance data error
- No time record/ Schedule set (\*1)
- Time record/ Schedule not set (\*1)
- Consecutive work (\*2)

\*1 To enable this feature, select [Display] at Options > Attendance data error settings.

\*2 The system will keep sending the notification every day, in case the number of consecutive working days reaches the threshold.



**Add Attendance Error Notification**

Missing time record reminder   Unsubmitted overtime notification   Alert notification   Expiration leave notification   **Attendance error notification**   Attendance Closing Notification   5 Day mandatory leave notification

**Basic info**

**Notification timing settings:** Time record error found:

Notify previous day's attendance error at the specified time every day

☒ Notify 1: 11:00

☒ Notify 2: 14:00

☒ Notify 3: 17:00

Re-notification Period: 30day(s)

Select target

**Notification timing**

You can set notifications up to 3 times a day, in minimum 30 minutes intervals (\*).

**Renotification Period**

If you select an option other than [Do not use], you receive Email notifications regarding attendance data error ranging from the specified number of days until the day before. The system continues to send the notification until the error is corrected.

**Select target**

Same as in Missing time record notification (p.74).

\* [09:00] and [09:30] are disabled to reduce server load. Existing notifications set to these options will function, but you cannot re-select the same option once you change the setting.



## Setting instructions

1. Go to Settings > Others > Notice settings > [Attendance Error Notification Settings] tab.
2. Specify notification timing.

### Basic info

**Notification timing settings:** Time record error found:

Notify previous day's attendance error at the specified time every day

☒ Notify 1: 11:00

☒ Notify 2: 14:00

☒ Notify 3: 17:00

Re-notification Period: 30 day(s)

Select target

3. Click [Select target].
4. Click [Create new] and select the Email recipient.

[Return](#)




 All menu

Attendance error notification target registration(Time record error found)

#### Condition

Target division All divisions

Employee type All employee types

#### Action

Email notification to employees Notify

Email notification to Admin Don't notify anybody

Select

Registration



### To notify employees

Specify the Division and Employee Type, then select [Notify] at [Email notification to employees]. The system sends notifications to Email addresses set at Employee settings.

### To notify Admins

Select the Admin from [Select] at [Email notification to Admin].

The system sends notifications to Email addresses set at Admin settings.

- You can set multiple conditions. You can set priority by changing the order at the [Priority] column if you have more than one condition. Please remember to click the [Save priority] button to save the setting.

Attendance error notification target setting(Time record error found)

+ Create New Save priority

Priority	Edit	Delete	Condition	Action
<div> <div>^</div> <div>v</div> </div>			Division : All divisions Employee type : All employee types	Email notification Employee : Notify(Corresponding employee) Admin : Don't notify anybody
<div> <div>^</div> <div>v</div> </div>			Division : Yokohama Office Employee type : 2000 Part time	Email notification Employee : Notify(Corresponding employee) Admin : Don't notify anybody

### Priority

You can change orders by clicking [^] and [v]. Click [Save priority] to save changes.



### Priority

The system will check for matching users by applying the conditions in order of the list. Narrower settings should come on top of broader conditions.

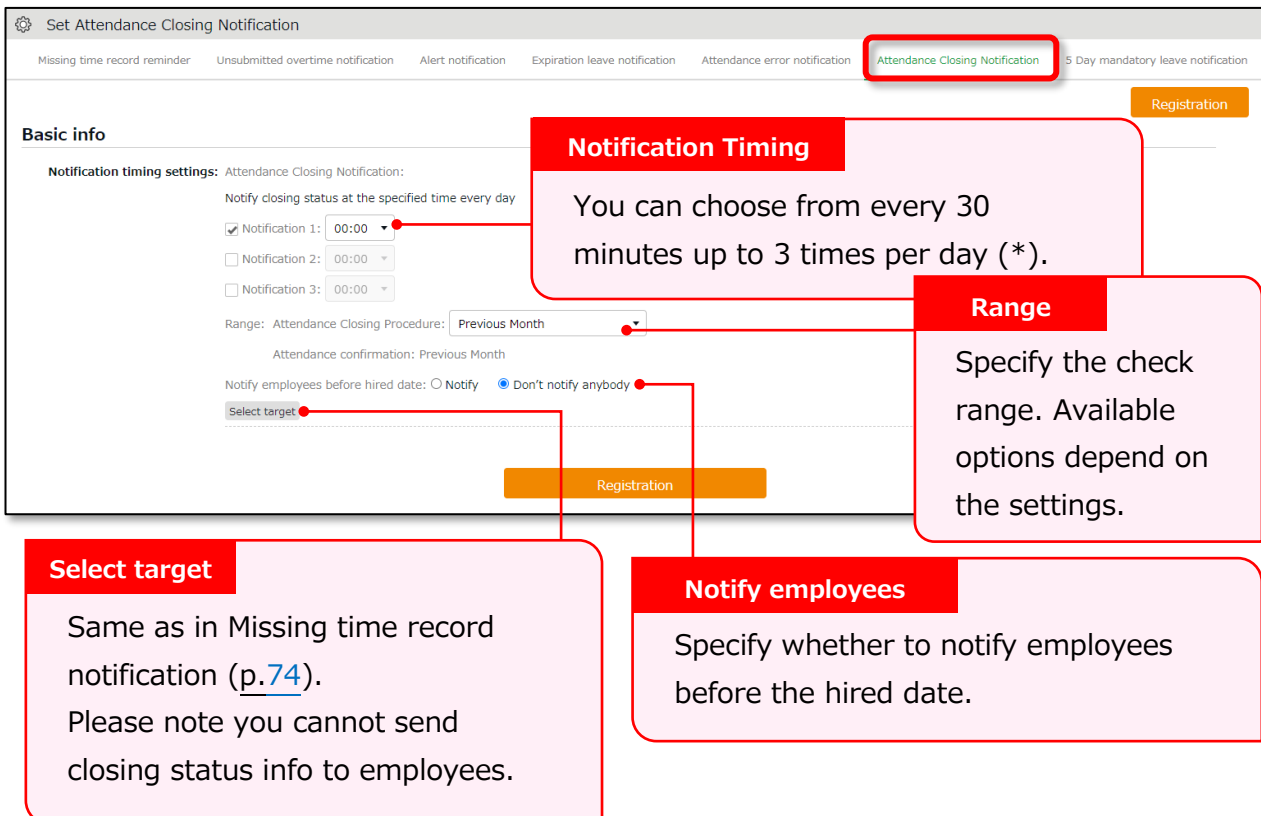
## 6.6. Attendance closing notification

Settings > Others > Notification settings > Attendance Closing Notification

If the Close Attendance feature is active, you can send remind admins by Email. If the Attendance Confirmation feature is active, you can send the reminder to admins and employees.

### Basic info

The system can send notifications to employees and administrators when attendance error occurs.



**Set Attendance Closing Notification**

Missing time record reminder   Unsubmitted overtime notification   Alert notification   Expiration leave notification   Attendance error notification   **Attendance Closing Notification**   5 Day mandatory leave notification

**Basic info**

**Notification timing settings:** Attendance Closing Notification:  
 Notify closing status at the specified time every day  
☒ Notification 1: 00:00  
☐ Notification 2: 00:00  
☐ Notification 3: 00:00

Range: Attendance Closing Procedure: Previous Month  
 Attendance confirmation: Previous Month

Notify employees before hired date: ☐ Notify ☒ Don't notify anybody

Select target

Registration

**Notification Timing**  
 You can choose from every 30 minutes up to 3 times per day (\*).

**Range**  
 Specify the check range. Available options depend on the settings.

**Select target**  
 Same as in Missing time record notification (p.74).  
 Please note you cannot send closing status info to employees.

**Notify employees**  
 Specify whether to notify employees before the hired date.

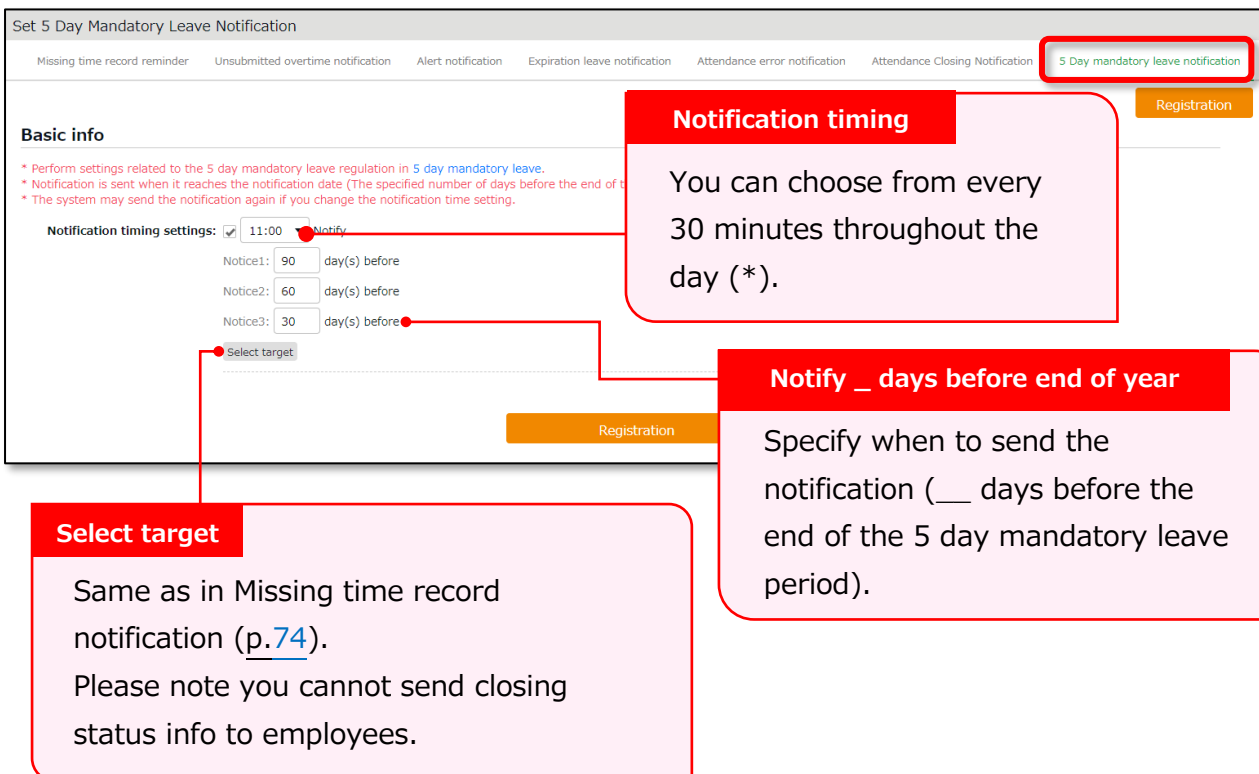
\* [09:00] and [09:30] are disabled to reduce server load. Existing notifications set to these options will function, but you cannot re-select the same option once you change the setting.

## 6.7. 5 Days Mandatory Leave Notification

The system can notify admins and employees of the 5-day mandatory leave by Email. This will encourage employees who have taken less than 5 days of annual leave to take more leave. Admins can also check the alert on the admin screen, but Email notifications allow them to keep track of their employees' mandatory leave status even while they are not logged in.

### Basic info

The system can send Email notifications to admins and employees if they have not taken more than 5 days leave within a year.



**Set 5 Day Mandatory Leave Notification**

Missing time record reminder   Unsubmitted overtime notification   Alert notification   Expiration leave notification   Attendance error notification   Attendance Closing Notification   **5 Day mandatory leave notification**

**Basic info**

- \* Perform settings related to the 5 day mandatory leave regulation in [5 day mandatory leave](#).
- \* Notification is sent when it reaches the notification date (The specified number of days before the end of the 5 day mandatory leave period).
- \* The system may send the notification again if you change the notification time setting.

**Notification timing settings:** ☒ 11:00 Notify

Notice1: 90 day(s) before

Notice2: 60 day(s) before

Notice3: 30 day(s) before

Select target

**Registration**

**Notification timing**

You can choose from every 30 minutes throughout the day (\*).

**Notify \_\_ days before end of year**

Specify when to send the notification (\_\_ days before the end of the 5 day mandatory leave period).

**Select target**

Same as in Missing time record notification ([p.74](#)). Please note you cannot send closing status info to employees.

\* [09:00] and [09:30] are disabled to reduce server load. Existing notifications set to these options will function, but you cannot re-select the same option once you change the setting.

## 7. CUSTOM FEATURES

This section describes the following customizable items to summarize attendance data.

- Custom data item settings
- Supplemental working record settings

### 7.1. Custom data item settings

 [Settings](#) > [Screen display](#) > [Custom data item](#)

You can create a customized attendance data item by combining (add/subtract) multiple items. You can also rename or change display orders of the items as needed.

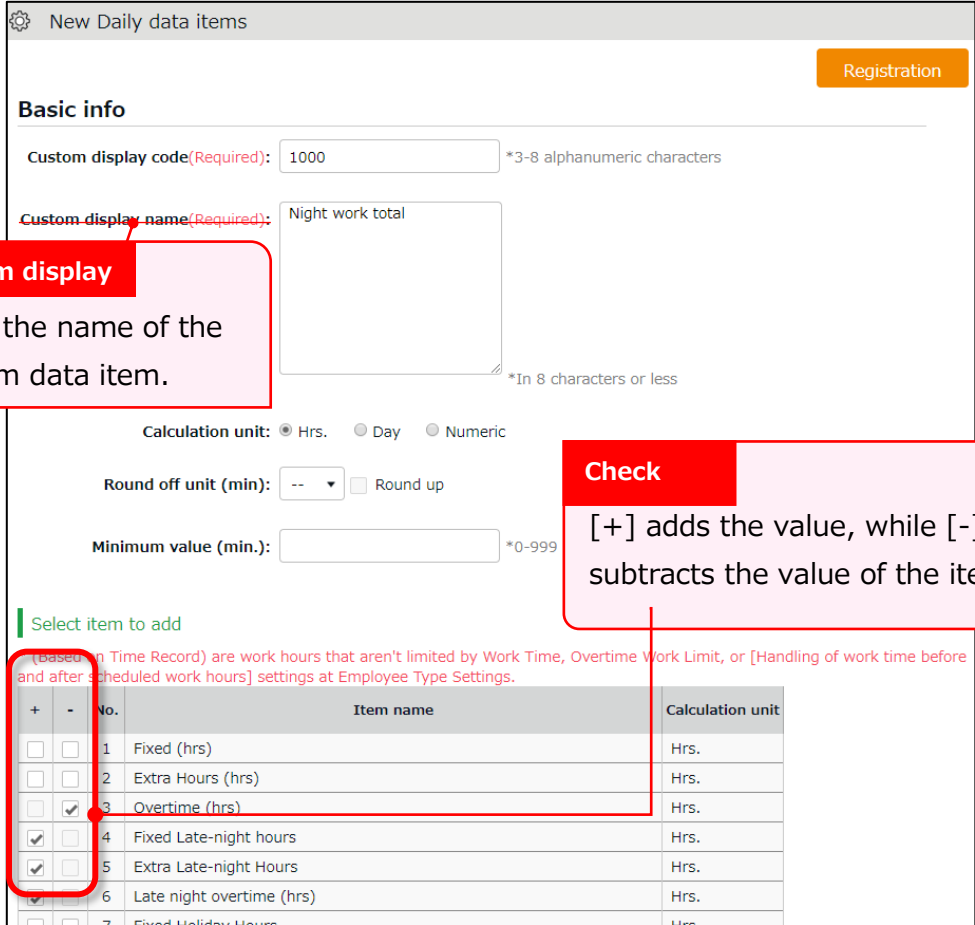
#### 7.1.1. Add custom items

Perform custom data item settings as follows.

1. Go to [Settings > Screen display > Custom data item settings].
2. Click [Daily] or [Monthly], then click the [Create New] button.

Enter required info, then click [Registration] to save.

If you need the same items for both Daily and Monthly view, you will need to create one for each. \* You can create up to 20 items for each.



**Custom display**  
Enter the name of the custom data item.

**Check**  
[+] adds the value, while [-] subtracts the value of the item.

**Registration**

**Basic info**

Custom display code(Required): 1000 \*3-8 alphanumeric characters

Custom display name(Required): Night work total \*In 8 characters or less

Calculation unit: ☒ Hrs. ☐ Day ☐ Numeric

Round off unit (min): -- ☐ Round up

Minimum value (min.):  \*0-999

**Select item to add**

(based on Time Record) are work hours that aren't limited by Work Time, Overtime Work Limit, or [Handling of work time before and after scheduled work hours] settings at Employee Type Settings.

	+	-	No.	Item name	Calculation unit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Fixed (hrs)	Hrs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	Extra Hours (hrs)	Hrs.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Overtime (hrs)	Hrs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Fixed Late-night hours	Hrs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Extra Late-night Hours	Hrs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	Late night overtime (hrs)	Hrs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	Fixed Holiday Hours	Hrs.

Details of the setting items are described below.

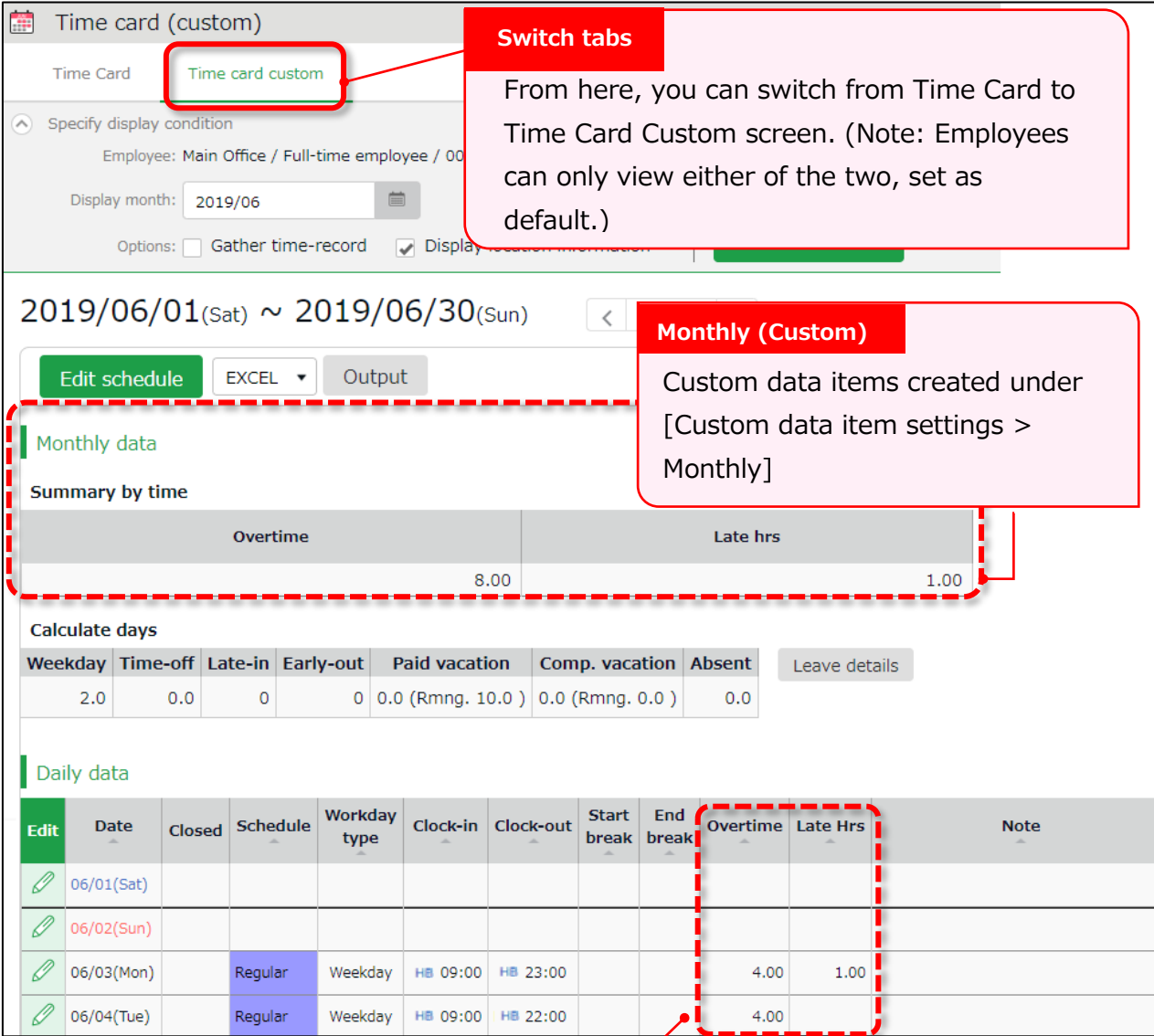
<b>Custom display code</b>	Set a code for identifying the item. Enter in 3-8 characters.
<b>Custom display name</b>	Enter the name of the custom data item. (In 25 characters or less.) You can enter names vertically if too long to show horizontally.
<b>Calculation unit</b>	Select from Hrs (Hours), Day and Numeric. Note: You cannot combine attendance data items with different units. e.g. (hrs) and (days)
<b>Round off unit (min)</b>	Rounds off the calculation result by the specified threshold. Rounds off the final value of the specified item setting. Turn the [Round up] checkbox to round up any fractions less than 1. Turn the checkbox off to round off fractions. You can perform the same settings under Employee Type Settings. However, please note that setting both will double the calculation process, causing inaccurate results. We recommend using either one.
<b>Minimum value (min.)</b>	Ignores attendance hours less than the specified value. e.g. To count out late-ins under 15 minutes, enter [16]. This process takes place after the value is rounded up/off.
<b>Select item to add</b>	[+] adds the value, while [-] subtracts the value of the item. This way, you can combine multiple items.

### 7.1.2. View custom items

You can check the items at Time Card, Daily, Monthly and Yearly data screens.  
Here are the details of each screen.

#### Time Card screen

You can switch to the Custom view from the top of the Time Card screen.



**Switch tabs**  
From here, you can switch from Time Card to Time Card Custom screen. (Note: Employees can only view either of the two, set as default.)

**Monthly (Custom)**  
Custom data items created under [Custom data item settings > Monthly]

**Daily (Custom)**  
Custom data items created under [Custom data item settings > Daily]

Time card (custom)

Time Card **Time card custom**

Specify display condition  
Employee: Main Office / Full-time employee / 00  
Display month: 2019/06  
Options: ☐ Gather time-record ☒ Display reason information

2019/06/01(Sat) ~ 2019/06/30(Sun) <

Edit schedule EXCEL Output

Monthly data

Summary by time

Overtime	Late hrs
8.00	1.00

Calculate days

Weekday	Time-off	Late-in	Early-out	Paid vacation	Comp. vacation	Absent
2.0	0.0	0	0	0.0 (Rmng. 10.0 )	0.0 (Rmng. 0.0 )	0.0

Leave details

Daily data

Edit	Date	Closed	Schedule	Workday type	Clock-in	Clock-out	Start break	End break	Overtime	Late Hrs	Note
	06/01(Sat)										
	06/02(Sun)										
	06/03(Mon)		Regular	Weekday	HB 09:00	HB 23:00			4.00	1.00	
	06/04(Tue)		Regular	Weekday	HB 09:00	HB 22:00			4.00		

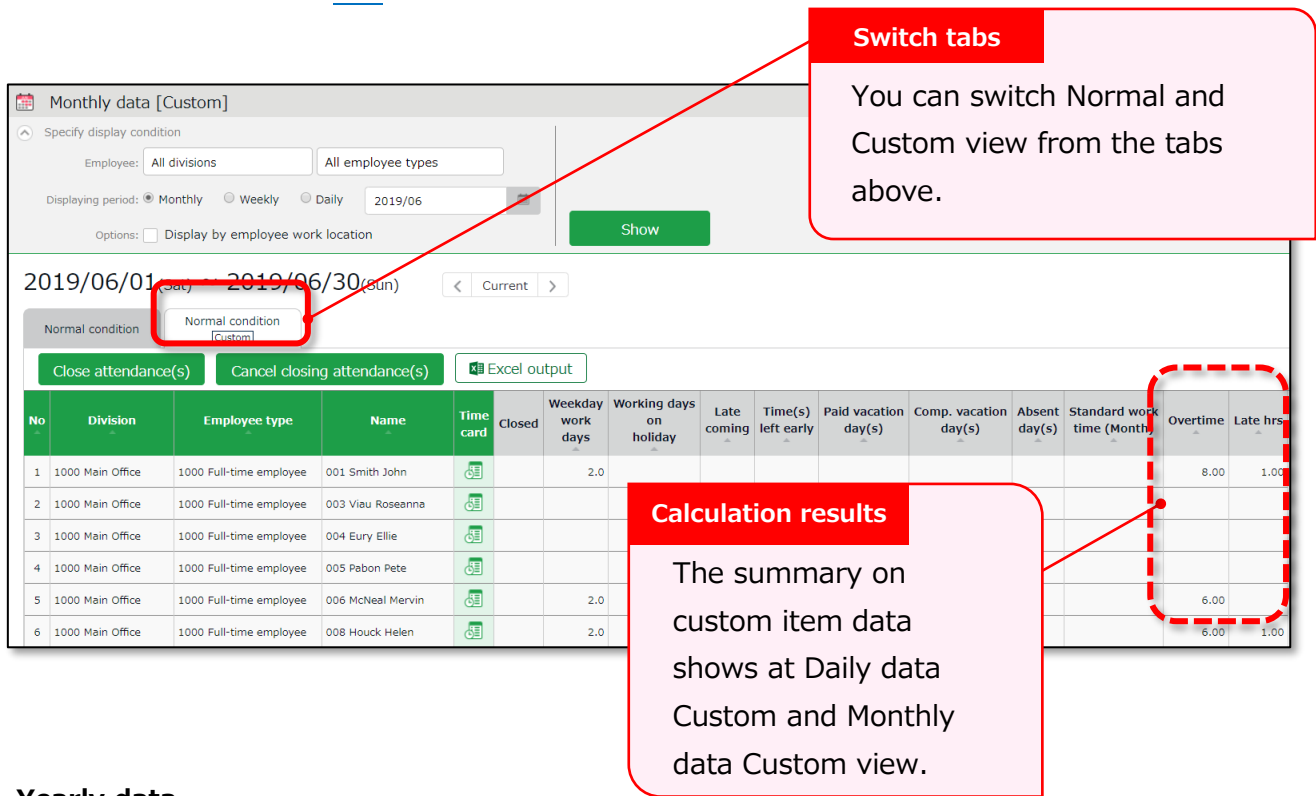
\*To change default time card card view to custom, please contact our support team.

## Daily/Monthly data

Go to [Daily data] or [Monthly], then click the [Normal condition (Custom)] tab.

You can check the summary of the custom data items you have created.

See Check daily data (p.109) for details.



**Switch tabs**

You can switch Normal and Custom view from the tabs above.

**Calculation results**

The summary on custom item data shows at Daily data Custom and Monthly data Custom view.

No.	Division	Employee type	Name	Time card	Closed	Weekday work days	Working days on holiday	Late coming	Time(s) left early	Paid vacation day(s)	Comp. vacation day(s)	Absent day(s)	Standard work time (Month)	Overtime	Late hrs
1	1000 Main Office	1000 Full-time employee	001 Smith John			2.0								8.00	1.00
2	1000 Main Office	1000 Full-time employee	003 Viau Roseanna												
3	1000 Main Office	1000 Full-time employee	004 Eury Ellie												
4	1000 Main Office	1000 Full-time employee	005 Pabon Pete												
5	1000 Main Office	1000 Full-time employee	006 McNeal Mervin			2.0								6.00	
6	1000 Main Office	1000 Full-time employee	008 Houck Helen			2.0								6.00	1.00

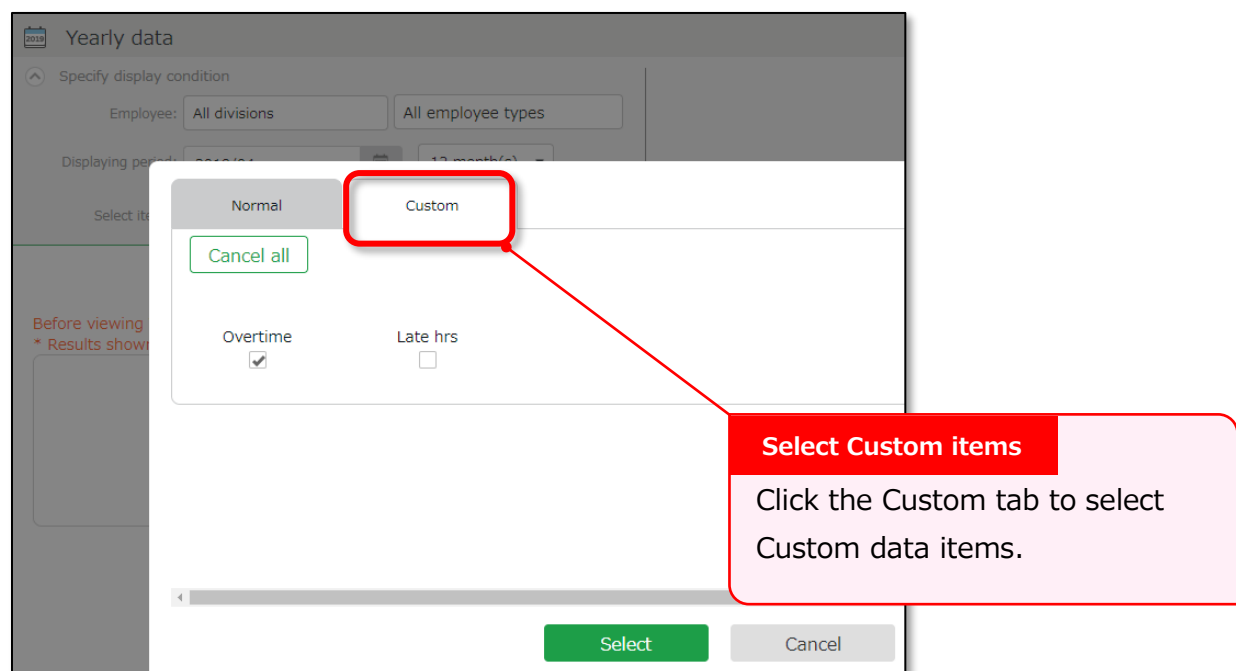
## Yearly data

Go to [Yearly data > Click the Select button at Select items > Custom]

Custom data items are listed.

Check the items as needed, then click [Select]. Click the [Show].

(You can select items under Normal and Custom together if needed)



**Select Custom items**

Click the Custom tab to select Custom data items.

Before viewing  
\* Results show

Overtime ☒ Late hrs ☐

Select Cancel



### 7.1.3. Export Custom items

You can export the custom data from the Export/Import screen.

1. Go to [All menu > Others > Export / Import].
2. Click [Create export file layout] under [Output data (Export)].
3. Click [Create New] at Monthly data layout settings.

Every data item has the prefix [Custom)].

**Display item: Available items**

084 - Absent : Obtained (days)  
 085 - Paid vacation : Remaining (days)  
 086 - Comp. vacation : Remaining (days)  
 087 - Paid vacation : Grant (days)  
 088 - Comp. vacation : Grant (days)  
 089 - Absent : Grant (days)  
 090 - Paid vacation days granted (manual)  
 091 - Comp. vacation days granted (manual)  
 092 - Absent days granted (manual)  
 093 - Paid vacation: Obtained half-day vacation (count)  
 094 - Custom)Overtime  
 095 - Custom)Late hrs

Add →  
 ← Release  
 Add blank

Sample preview

See “The Export menu” (p.147) for details.

### 7.1.4. Sort Custom data items





You can sort the items as follows.

Settings > Screen display > Custom data item settings

Move the item by drag and drop (to hold down the mouse while moving it to another position). Click [Save Order of Display] to save the order.

\* You may change the order of display items by dragging the fields accordingly

+ Create New
 Save Order of Display

No.	Edit	Delete	Custom display code	Custom display name	Round off unit	Minimum value	
1			001	Overtime			Extra Hours (hrs)
2			002	Late Hrs			Fixed Late-night ho time (hrs)

## 7.2. [ Supplemental working record settings]

You can create input fields for each division or employee type (e.g. Task duration etc.). Supplemental items can sum up data that attendance data does not cover. They can be useful along with Custom data items.

### 7.2.1. Add Supplemental items

Select its input type from 3 types: Time, Numeric (value) and Dropdown.

You can set name the item freely.

To use the Supplemental Item, you will need to perform settings at [ **Supplemental working record settings**], [Access Group Settings], and [Access Pattern settings]. All 3 of the above are required.

### Supplemental working record settings

First, decide what kind of data to collect through this item.

(e.g. Task duration time, errands, etc.)

Settings > Others > Supplemental working record settings > Create New

<b>Code</b>	Enter the code for identifying the item. Enter in 3-10 alphanumeric characters. You cannot use existing codes.
<b>Item name</b>	Enter the name of the item. (In 40 characters or less.)
<b>Input Unit</b>	Enter the input type. Select from Time span, Value, and Dropdown. <i>* If you select Dropdown, you are required to set options after saving this item.</i>
<b>Maximum value</b>	<i>* Available if input type is set to Value.</i> Sets the maximum threshold for displaying its sum. Higher values will not be shown.
<b>Minimum value</b>	<i>* Available if input type is set to Value.</i> Sets the minimum threshold when displaying calculation results. Lower values will not be shown.
<b>Digits after decimal point</b>	<i>* Available if input type is set to Value or Dropdown.</i> Set the number of digits after the decimal point. Select from 0 to 3.
<b>Unit</b>	<i>* Available if input type is set to Value.</i> Enter its unit (e.g. Tickets, kg, km, etc.). (In 10 characters or less.)

### Access Group Settings

Next, create a group that can use this item by setting its code, name and items to use.

You can choose multiple items for a single Access Group.

Settings > Others > Supplemental working record settings > Access Group Settings > Create New

<b>Access Group Code</b>	Enter the code for identifying the group. Enter in 3-10 alphanumeric characters.
<b>Access Group Name</b>	Enter the name of the pattern (In 40 characters or less.)
<b>Supplemental Working Records</b>	The items created in the previous step are listed. Check the items this group is using.

### Access Pattern settings

Finally, select the Division, Employee Type and the Schedule Type using the item(s).

Settings > Others > Supplemental working record settings > Access Group Settings > Click [Create New]

<b>Division</b>	Select division.
<b>Employee type</b>	Select Employee type.
<b>Schedule type</b>	Select Schedule type.
<b>Access Group</b>	Groups created in the previous step are listed. Choose one from the dropdown list.

## 7.2.2. Edit Supplemental items

Admins can add and edit the items from the Daily data screen.

Add items as needed from [Edit work data > Edit supplemental working record > Item]. Then click [Save].

### Edit work data

Edit work data

[Main Office](#) / [Full-time employee](#) / [001 Smith John](#)

2019/06/04(Tue)

Reference the edit history

Close attendance(s)

Delete work entirely

Save

Edit time-record

Time-record type	Time-record method	Time-record time	Time record division	Delete
Clock-in	HM	2019/06/04		
Clock-out	HM	2019/06/04		
--Select--		2019/06/04		
--Select--		2019/06/04		

Add time record

Edit supplemental working record

Item	Details
<div> <div>In-house seminar</div> <div>--Select--</div> <div>In-house seminar</div> <div>Preparation</div> </div>	Start time: Appointed day 18:00    End time: Appointed day 19:00

#### Edit supplemental working record

Input method depends on its setting;  
Time, Value and Dropdown.

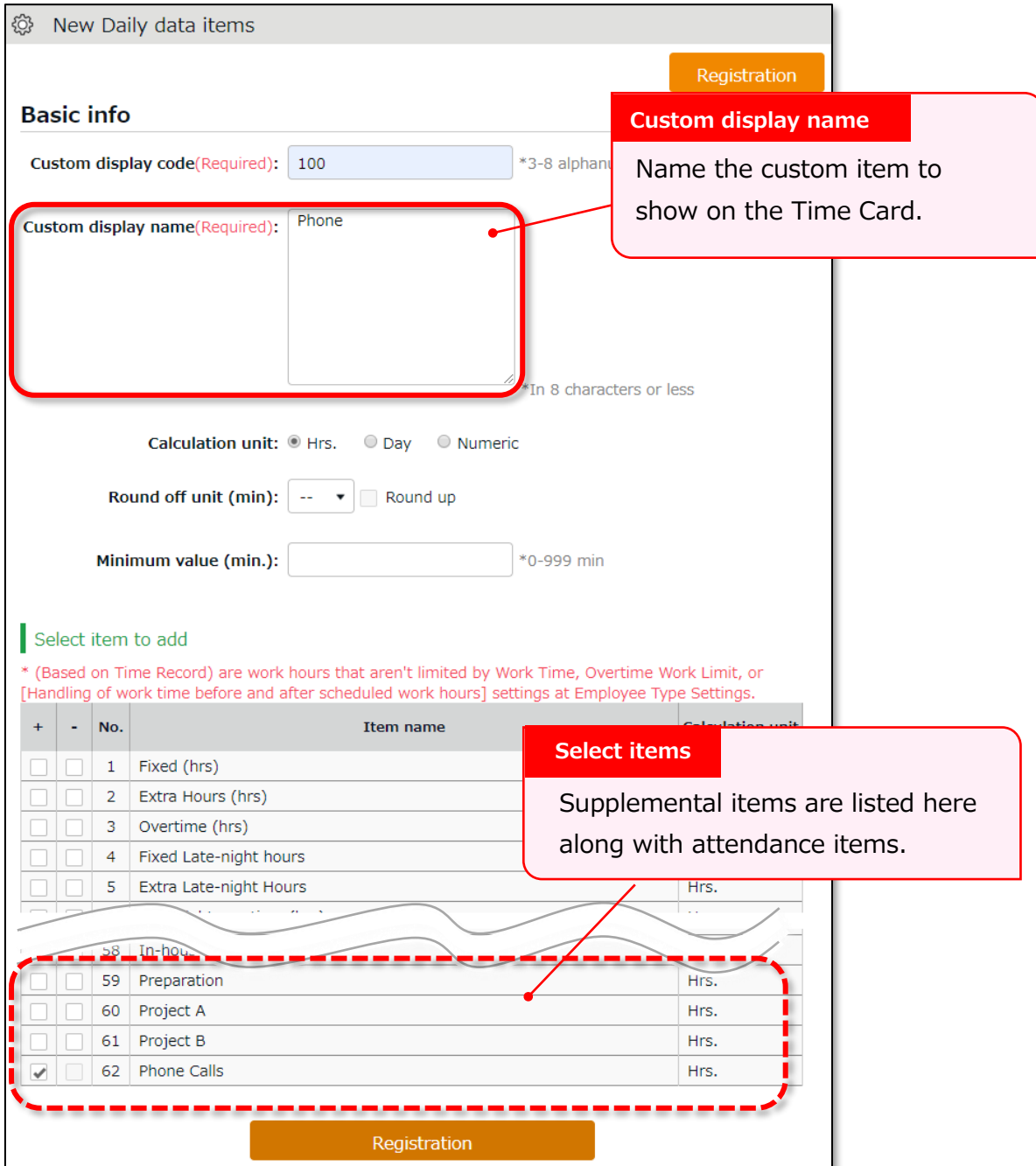
### 7.2.3. Confirm Supplemental item

By adding the Supplemental item at Custom Item Settings, you can also check them at Time Card, Daily and Monthly data screens.

They are listed under [Select item to add].

Enter required info, then click [+] next to the Supplemental item listed.

(If items are using the same unit (minutes or hours), you can combine them with default attendance items using [+] and [-].)



**Basic info**

Custom display code(Required): 100 \*3-8 alphanumeric

Custom display name(Required): Phone \*In 8 characters or less

Calculation unit: ☒ Hrs. ☐ Day ☐ Numeric

Round off unit (min): -- ☐ Round up

Minimum value (min.): \*0-999 min

**Select item to add**

\* (Based on Time Record) are work hours that aren't limited by Work Time, Overtime Work Limit, or [Handling of work time before and after scheduled work hours] settings at Employee Type Settings.

+	-	No.	Item name	Calculation unit
<input type="checkbox"/>	<input type="checkbox"/>	1	Fixed (hrs)	
<input type="checkbox"/>	<input type="checkbox"/>	2	Extra Hours (hrs)	
<input type="checkbox"/>	<input type="checkbox"/>	3	Overtime (hrs)	
<input type="checkbox"/>	<input type="checkbox"/>	4	Fixed Late-night hours	
<input type="checkbox"/>	<input type="checkbox"/>	5	Extra Late-night Hours	Hrs.
<input type="checkbox"/>	<input type="checkbox"/>	58	In-house	
<input type="checkbox"/>	<input type="checkbox"/>	59	Preparation	Hrs.
<input type="checkbox"/>	<input type="checkbox"/>	60	Project A	Hrs.
<input type="checkbox"/>	<input type="checkbox"/>	61	Project B	Hrs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	62	Phone Calls	Hrs.

Registration

You can check the summary on the items at Daily and Monthly custom screens by creating custom items for each Supplemental item.

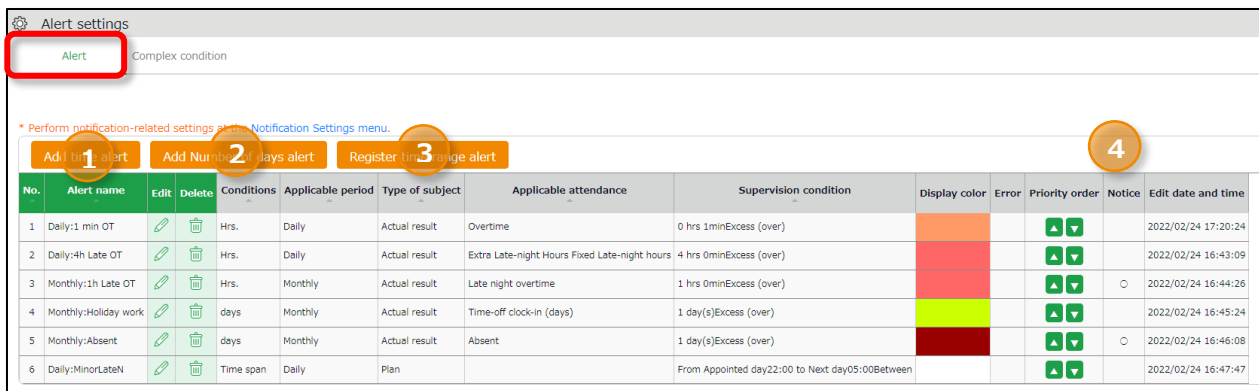
## 7.3.Alert settings






























 Setting >Screen display > Alert settings

By using Alert settings, you can filter attendance data that is over or under a certain value on the daily or monthly data screens. You can also combine this feature with the alert notification setting (p.78) to send Email notifications when attendance data reaches the conditions specified in the alert setting.

\* You cannot use the Email notification feature if the condition is set to "or less" or "less than".

### 7.3.1. Alert setting



No.	Alert name	Edit	Delete	Conditions	Applicable period	Type of subject	Applicable attendance	Supervision condition	Display color	Error	Priority order	Notice	Edit date and time
1	Daily:1 min OT			Hrs.	Daily	Actual result	Overtime	0 hrs 1minExcess (over)			 		2022/02/24 17:20:24
2	Daily:4h Late OT			Hrs.	Daily	Actual result	Extra Late-night Hours Fixed Late-night hours	4 hrs 0minExcess (over)			 		2022/02/24 16:43:09
3	Monthly:1h Late OT			Hrs.	Monthly	Actual result	Late night overtime	1 hrs 0minExcess (over)			 	○	2022/02/24 16:44:26
4	Monthly:Holiday work			days	Monthly	Actual result	Time-off clock-in (days)	1 day(s)Excess (over)			 		2022/02/24 16:45:24
5	Monthly:Absent			days	Monthly	Actual result	Absent	1 day(s)Excess (over)			 	○	2022/02/24 16:46:08
6	Daily:MinorLateN			Time span	Daily	Plan		From Appointed day22:00 to Next day05:00Between			 		2022/02/24 16:47:47

1	Add time alert	Add an Alert setting for filtering attendance data that is over or under a certain number of hours.
2	Add number of days alert	Add an Alert setting for filtering attendance data that is over or under a certain number of days.
3	Register time range alert	Add an Alert setting for filtering employees who are scheduled to clock in/out during a specific period.
4	Break time priority	Changes the order of the alert.
5	Notice	Alert settings that are used in the Alert notification settings are marked [○].

## Alert Registration Screen

To add an alert setting, click the corresponding button of the alert needed. You can set alerts by hours, days, or for a specific time range. Set the following items as needed. The items displayed will vary depending on the type of alert you are setting.

<b>Alert name</b>	Set the name of the alert.
<b>Condition</b>	Displays the condition for the alert (number of hours/days).
<b>Applicable period</b>	You can choose from [Daily], [Weekly] and [Monthly].
<b>Condition</b>	<p><b>* The item will only appear in time range alerts.</b></p> <p>You can choose between "Actual" and "Planned".</p> <p><b>Actual result</b></p> <p>The actual attendance record (clock in/out data) is subject to the alert.</p> <p><b>Plan</b></p> <p>The scheduled attendance is subject to the alert.</p>
<b>Error detection</b>	<p><b>* The item will only appear if you select [Plan] as the Type of subject.</b></p> <p>You can select how you want to be alerted for Time range alerts (Planned).</p> <p><b>Handle as error (default)</b></p> <p>Error occurs to prevent registration when attempting to register a schedule that applies to the alert condition.</p> <p><b>Handle as alert</b></p> <p>You can check for any schedule treated as alert in All menu &gt; Attendance error.</p>
<b>Alert target attendance</b>	Select the attendance data subject of the alert.
<b>Alert target custom item</b>	Select custom data items from here.
<b>Alert</b>	Specify the threshold of the alert.
<b>Display color</b>	Select a color in the palette. The color selected is used to indicate the data has reached the specified threshold.
<b>Select employee</b>	Specify the age or gender of the employee.
<b>Select employee type</b> <b>Select division</b>	Specify the employee type or the division of the subject.

## Monthly data screen

**Monthly data** ?

Specify display condition

Employee: All divisions All employee types

Displaying period: ☒ Monthly ☐ Weekly ☐ Daily 2021/07

Alert: --

Options: Monthly: 1m Late OT Monthly: HolidayWork Monthly: Absent


Classify holidays as Legal and Non-legal holidays

Show

2021/07/01 (Thu) ~ 2021/07/31 (Sat) < Current >

Normal condition Time slot Normal condition Time slot

Close attendance(s) Work close release Excel output

No.	Division	Employee type	Name	Time card	Closed	Apprv.	Weekday clock-in (days)	Time-off clock-in (days)	Late-in (count)	Early-out (count)	Paid leave day(s)	Comp. leave day(s)	Absent day(s)
1	1000 Main Office	1000 Full time	1000 Smith John				2.0	1.0					1.0

On the Monthly and Daily data screens, attendance data matching the conditions are highlighted in the specified display color. In the Monthly data screen, you can filter the data that matches the condition from [Specify display condition].

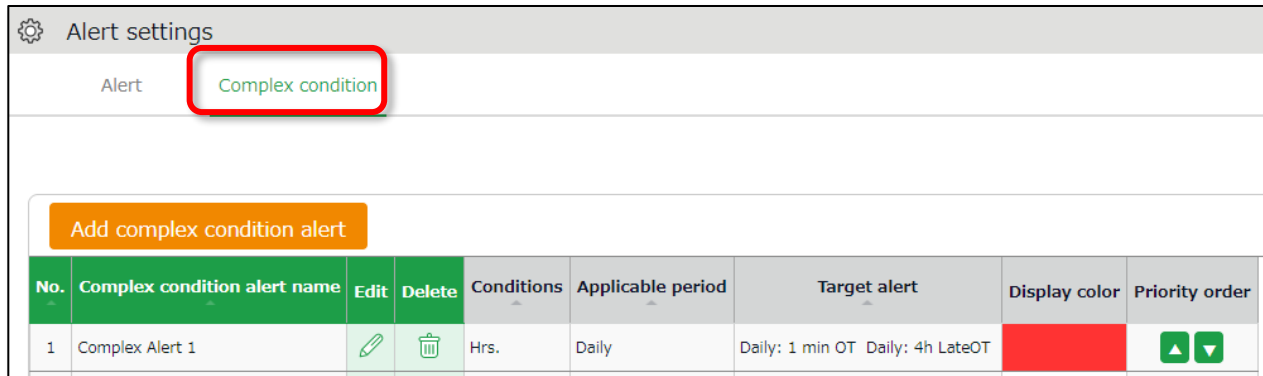


### 7.3.2. Complex condition alert

This feature is useful when you want to combine multiple alerts to create a single condition.

For example, the following Complex condition can filter employees who have worked overtime for more than 1 minute but less than 4 hours.

- Alert 1 (Daily: 1min OT): More than 1 minute of overtime has accumulated.
- Alert 2 (Daily: 4h OT): Less than 4 hours of overtime accumulated.



No.	Complex condition alert name	Edit	Delete	Conditions	Applicable period	Target alert	Display color	Priority order
1	Complex Alert 1			Hrs.	Daily	Daily: 1 min OT Daily: 4h LateOT		

#### Complex Condition Alert Registration Screen

To create an complex condition alert setting, go to [Alert settings > Complex condition alert] and click on the [Add complex condition alert] button. Set the following items as needed.

<b>Complex condition alert name</b>	Set the name of the complex alert.
<b>Condition</b>	Select either [Hours], [Days] or [Time range].
<b>Applicable period</b>	You can choose from [Daily], [Weekly] and [Monthly].
<b>Alert</b>	Select the conditions you want to combine from the alerts you have already created. You can only select alerts that match the period specified in the [Condition] and [Applicable period] on the same screen.
<b>Display color</b>	Select a color in the palette. The color selected is used to indicate the data has reached the specified threshold.



#### IMPORTANT

Alerts used in combined alerts will no longer function on their own.

## 8. OPTIONAL FEATURES

The optional features provide more advanced calculations and attendance management.

### 8.1. Options

 [Settings](#) > [Others](#) > [Options](#)

This section describes Optional features.

#### Usage data

The user statistics are provided.

<b>User statistics (Current Mo.)</b>	Shows the number of users with time record (including discretionary work hours) within this month. Please note that deleted employees are also subject to calculation.
--	--

#### Company info

The following are some basic information on your company.

<b>Company name</b>	The name of your company is displayed.
<b>Fiscal year start date</b>	The fiscal year starts on the specified date. The date you set when you first signed in is displayed. To change this setting, please contact the Support Center.
<b>Password policy settings</b>	This feature adds requirements for employees' Sign-in passwords, such as minimum password length and password duration.
<b>Two-factor authentication feature</b>	In addition to password authentication, you can implement two-factor authentication using the authentication app (available for admins only).
	Selecting [Apply] adds the two-factor authentication option in the Admin registration screen.
<b>Admin-employee link feature</b>	This allows users to switch between admin and employee accounts if they have both. After signing in as an employee, the user can switch to the admin account.

## Attendance management settings

The following are advanced settings for attendance management.

<b>Time-slot category settings</b>	<p>This feature divides a day into a maximum of 8 time slots, and calculates working time occurred in each time slot.</p> <p>This is useful when wages differ from a time slot to another.</p> <p>[Apply] enables the following.</p> <ul style="list-style-type: none"> <li>• [Time-slot category settings] under [Settings &gt; Schedule].</li> <li>• By selecting [Apply], time-slot categories are set to schedules in the Schedule management screen.</li> </ul> <p>Adds the [Time-slot category] tab in the Attendance data screen. There, working hours are shown by time-slot categories.</p> <p>Working time in each time slot can be exported in the [Export / Import &gt; Monthly or Daily data] screen.</p>
<b>Labor cost estimate output</b>	<p>This feature provides a simple summary on labor costs based on the attendance data.</p> <p>First, set transportation expense and wages for each employee or by Employee type. The system calculates labor cost estimations according to this setting. The results are shown in the Attendance data screen.</p> <p>[Apply] enables the following.</p> <ul style="list-style-type: none"> <li>• [Wage] button in [Settings &gt; Employee &gt; Employee type settings and Employee settings].</li> <li>• Labor cost estimation is available in the Attendance data screen.</li> <li>• Labor cost estimation is data available from the Monthly and Daily data export screen.</li> </ul>
<b>Alert feature</b>	<p>Set colors by criteria (greater than, less than) to daily/weekly/monthly attendance data.</p> <p>[Apply] enables the following.</p> <ul style="list-style-type: none"> <li>• [Alert settings] under [Settings &gt; Display settings].</li> <li>• Attendance data (see Monthly and Daily data screen)</li> <li>• are colored to indicate the alert.</li> </ul> <p>You can filter Monthly data that indicate alert, from display conditions on the top of the screen.</p>
<b>Flex work setting function</b>	<p>This feature handles working time that exceed specified hours (set by month or week) as overtime work.</p> <p>You can set calculation settings such as</p> <ul style="list-style-type: none"> <li>* Regard working time that exceed ____ hours per month as overtime work</li> <li>* Regard working time that exceed ____ hours per week as overtime work</li> </ul> <p>This is useful for collecting Flex-time work data.</p>

	<p>[Apply] enables the following.</p> <p>[Flex work] under [Employee type settings &gt; Monthly overtime work summary].</p> <p>Putting a check on [Display standard work (hrs)] enables the following.</p> <ul style="list-style-type: none"> <li>If flextime work is set by month, this will show standard work time in the Monthly data and Time Card screens.</li> <li>If flextime work is set by week, [Weekly calculation] under display condition is enabled. From here, you can check the weekly standard time.</li> </ul>
<b>Bonus wage overtime aggregate function</b>	<p>This feature handles unassigned working time that exceed specified hours (set by month) as [Bonus wage overtime]. Up to 2 stages can be set to Bonus wage overtime.</p> <p>For customers in Japan, this is useful to calculate extra overtime work, to comply with the 36 Agreement (Work agreement on overtime and holiday work).</p> <p>[Apply] enables the following.</p> <p>[Bonus wage overtime] under [Employee type settings &gt; Monthly overtime work summary].</p> <ul style="list-style-type: none"> <li>This shows the items related to Bonus wage overtime in Monthly data and Time Card screens.</li> </ul>
<b>Summarize attendance data by</b>	<p>This setting determines whether to organize data (Daily data, Monthly data and Data by divisions and groups) by division or work location, when displaying and exporting.</p> <p>[Apply] enables the following.</p> <p>New display option in the Attendance data screen. From [Display by employee work location], you can view attendance data by work locations.</p> <p>New display option in the Export screen. You can export attendance data by work locations.</p>
<b>Division group functions</b>	<p>Select [Apply] to manage several divisions in a group.</p> <p>By doing so, you can view data summary and export data by groups.</p> <p>You can also organize groups in a tree structure.</p> <p>[Apply] enables the following.</p> <ul style="list-style-type: none"> <li>[Division group settings] is added under [Settings &gt; Organization].</li> <li>After creating division groups, they are available as display options.</li> <li>You can also use division groups to filter export data.</li> </ul>
<b>Employee group functions</b>	<p>This feature provides an alternate way to group employees, other than [Division] and [Employee type].</p> <p>The Employee groups created are available as display options to filter data.</p> <p>This is useful to organize employee data by smaller units than Divisions (e.g. Temp agencies, etc.)</p> <p>An employee may belong to more than one Employee group.</p> <p>[Apply] enables the following.</p> <ul style="list-style-type: none"> <li>[Employee group settings] under [Settings &gt; Employee].</li> <li>You can filter data by Employee groups (Attendance data screen, Data export screen, etc.).</li> </ul>

<b>Count shortages of intervals between work</b>	<p>This feature counts the number of times intervals between the clock-out time of the previous day and the following clock-in time (intervals between work) were lacking.</p> <p>If the interval is less than the specified Interval hours, it will be counted as 1 lack of interval.</p> <p>By selecting [Apply], the information on shortages of intervals between work are shown in the following screens.</p> <ul style="list-style-type: none"> <li>• Monthly data screen, Time Card screen</li> <li>• Settings &gt; Export/Import &gt; Create export file layout (Monthly data or Time card)</li> </ul>
<b>Attendance confirmation feature</b>	<p>You can enable or disable the Confirm attendance data feature.</p> <p>This feature allows employees to confirm that they have checked all their attendance for the month (this is a feature different from the closing function).</p> <p>It can also send Email reminders to admins and employees if attendance data are not confirmed by the employee.</p> <p>We recommend the [Use (Employee confirms data)] option. Selecting this option adds the following.</p> <ul style="list-style-type: none"> <li>• Shows employees who have confirmed their attendances at [All menu &gt; Monthly data screen].</li> <li>• The [Confirm Attendance Data] button on the timecard screen for employees with no attendance error or pending requests.</li> <li>• [Attendance confirmation: Previous month] option at [Settings &gt; Others &gt; Notification settings &gt; Attendance Closing Notification]</li> </ul>

## Schedule settings

The following are advanced features related to schedule management.

<b>Plan/actual</b>	<p>The Plan/actual feature compares planned (scheduled) working hours and actual working hours.</p> <p>If the [Time-slot category feature] is active, you can check data by time-slot categories.</p> <p>[Apply] enables the following.</p> <ul style="list-style-type: none"> <li>• [Plan/actual] tab in the Attendance data screen.</li> </ul> <p>By putting a check [Can compare with confirmed schedules], the following are enabled.</p> <ul style="list-style-type: none"> <li>• Adds [Save for plan/actual comparison] button to the Schedule management screen. You can view comparison data by clicking this button.</li> </ul>
--------------------	--

<b>Grant paid leaves</b>	<p>The Grant paid leaves feature calculates the grant date and the number of paid leaves eligible.</p> <p>This is initially set to [Apply].</p>
	<p>[Apply] enables the following.</p> <ul style="list-style-type: none"> <li>• [Leave-related settings] under [Settings &gt; Employee&gt; Employee type settings &gt; Leave-related].</li> <li>• [Employees entitled to Paid leave] link under [All menu &gt; Schedule &gt; Leave management] screen.</li> </ul>
<b>Leave types to show remaining leaves in Add schedule</b>	<p>Number of remaining leaves are shown in [All menu &gt; Schedule management &gt; Add schedule]. The information is useful to plan schedules. Remaining leaves under the checked leave type is displayed.</p>

## Request approval settings

The settings related to request approval flows are available here.

<b>Request approval email notification</b>	<p>Sends Email notification when a request had been submitted or approved.</p> <p>Settings &gt; Admin &gt; Admin settings</p> <p>Settings &gt; Employee &gt; Employee settings</p> <p>Emails are sent to the addresses entered in the [Send email] screen.</p>
<b>Contact person for schedule, time-record, or overtime requests</b>	<p>By performing this setting, employees can either submit requests to an administrator in their work location, or to an administrator in charge of their own division.</p>
<b>Request message requirement</b>	<p>This determines whether to require Request messages when employees submit requests. By selecting [Apply], users are required to enter a message when submitting a request.</p>
<b>Time recording division (Mobile request screen) division settings</b>	<p>Show or hide Clock-in/out Division on the Request screen (Mobile version).</p> <p>[--] indicates own division.</p>

## Display settings

Change display settings from here.

<b>Display language</b>	Select the default language for the entire account. You can select from Japanese, English, and Thai (Machine translation).
<b>Display format</b>	Select a name format for employees. If you include middle names in the format, the middle name field will be displayed in [Settings > Employee > Employee settings].
<b>Time display format</b>	<p>Select a time format.</p> <p><b>60 decimals (Base 60)</b> Time is shown as follows: 1 hour 15 minutes -&gt; 1.15 1 hour 30 minutes -&gt; 1.30 1 hour 45 minutes -&gt; 1.45</p> <p><b>10 decimals (Base 10)</b> Time is shown as follows: 1 hour 15 minutes -&gt; 1.25 1 hour 30 minutes -&gt; 1.50 1 hour 45 minutes -&gt; 1.75</p>
<b>The handling of the third decimal place for 10 decimal display</b>	If [Time display format] is set to [10 decimal], values such as 7.6666...are rounded in their 3rd decimal places. This setting determines the rounding method,
<b>Break-in/out (time record)</b>	Show or hide break time record field in Daily data, Time Card and Attendance data edit screens.
<b>Attendance data display</b>	<p>Available if the [Time-slot category] feature is active.</p> <p>Specify which tab to show initially, in Daily data and Monthly data screens.</p>
<b>Image File URL Expiration Time</b>	You can set a time limit for Image file URL and Attendance data integration file URL. URLs expire in 5 minutes if set to expire.
<b>Display period for resigned employees on the employee list</b>	<p>Resigned employees are shown in the Employee settings screen for the specified period.</p> <p>* Deleted employees are hidden from the Employee settings screen after the specified period. Specify the period in months.</p>
<b>Default value settings</b>	<p>Specify the number of items to show in a screen.</p> <p>If you choose to show alert when displaying all items in a screen, users are alerted that it may take time to show all data.</p>
<b>Display/hide settings</b>	Perform settings for items displayed in menus.
<b>Default value</b>	Set default values for check boxes and radio buttons in each screen.

<b>settings</b>	
<b>Mo. display range</b>	This sets an alternate display range if closing date is set to a day other than the end of the month. Example: Displaying data in April If the closing date is set to the 10th, and the display range is set to [Display range including next month], data between March 11th and April 10th are displayed. If the display range is set to [Display range including next month], data between April 11th and May 10th are displayed.

### Attendance data error settings

This extends the scope of error in attendance data.

<b>No time rec./Schedule</b>	Handles attendance data with schedule but without clock-in/out record, as attendance error. You can use this to detect absences and to check if there are any overlooked leave requests.
<b>Unregistered schedule</b>	Handles attendance data with clock-in/out record but without schedule, as attendance error. You can use this to detect any attendance data without schedules.
<b>Check consecutive work</b>	If employees work more than the specified days in a row, information is shown in [All menu > Attendance data error > Working days on legal holidays tab].
<b>Leave type to count as working days in a row</b>	Any work during this leave type is counted as “consecutive work”. This function is available if [Check consecutive work] (see above) is turned on. You can count certain leave types as consecutive workday by checking the box.
<b>Clock-out auto overwrite mode</b>	Activating this feature will overwrite clock-outs with the latest record, automatically. It also prevents attendance errors caused by clocking in/out through Web API and Time Recording device.

### Log

You can check the account activities of the admin screen.

<b>Sign in/out log of the user</b>	Records of signing in/out of the administration screen can be viewed and exported in CSV format.
------------------------------------	--

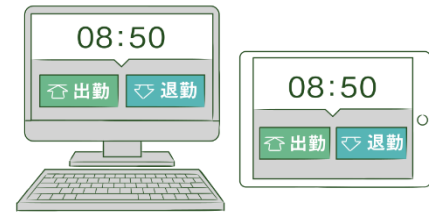


## 9. START OPERATING

If you have completed the basic settings, get ready to share them with your employees.

Configure Time Recorder settings

Log into Employee screen



### 9.1. Configure Time Recorder settings

#### Personal Time Recorder

Send information on Personal Time Recorder setup to employees by Email (p.[51](#)).

#### Division Time Recorder

Send Division Time Recorder setup info to employees by Email (p.[23](#)).

Please follow the setup instructions in the manual (link available from Email).

### 9.2. Log into Employee screen

To receive Attendance data/Schedule edit requests from employees from the Request approval feature,

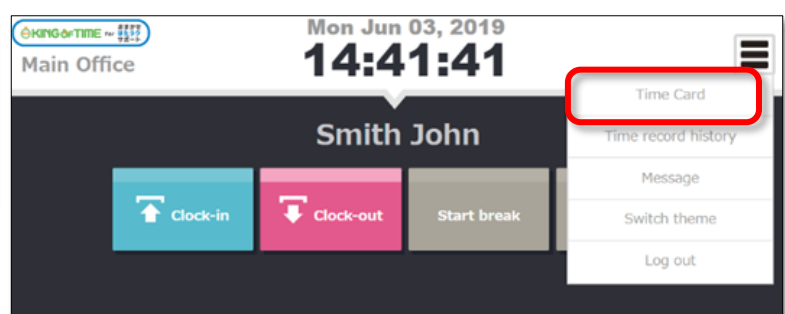
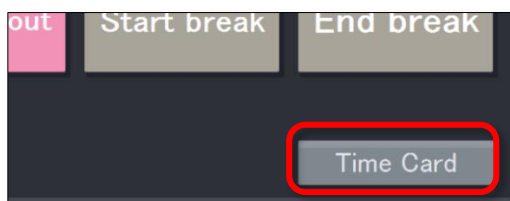
Please send them the instructions on Employee screen login beforehand. There are 2 ways to log in.

#### Send login info to employees by Email

Sends login info to employees by Email. (p.[51](#))

#### Log in from Time Recorder

Press the [Time Card] button on the Time Recorder and authenticate by fingerprint, IC cards or passwords. If the authentication succeeds, the employee's Time Card displays.



# Chapter 2 Operation method

---

Chapter 2 describes the operation method.

This section describes how to manage time record data, schedule and leaves.

## 1. ALL MENU

Perform day to day operations from [All menu] at the top of the screen.

Here, you can review and edit attendance data, set schedules, manage leaves, and export data.



Menu <span>×</span>			
<b>Work data</b>	<b>Schedule</b>	<b>Confirm</b>	<b>Others</b>
Daily data	Schedule management	Attendance data error	Search employees
Monthly data	Leave management	Closing status	Export/Import
Yearly data		Request approval	Manage message
Data by divisions and groups		Workstyle reform alert	Settings

Descriptions for each item are provided below.

### Attendance data

<b>Daily data</b>	Shows daily time record, schedule and auto-calculated attendance data.	p. <a href="#">109</a>
<b>Monthly data</b>	Shows monthly data such as the number of days/hours of work and leave.	p. <a href="#">112</a>
<b>Yearly data</b>	This screen shows up to 12 months' data. It provides the summary of days/hours worked and leaves taken.	p. <a href="#">116</a>
<b>Data by divisions and groups</b>	This screen shows monthly data calculated by divisions and employee types.	p. <a href="#">117</a>

### Schedule

<b>Schedule management</b>	Check and add schedules from here.	p. <a href="#">131</a>
<b>Leave management</b>	Check the number of leaves taken/remaining from here.	p. <a href="#">138</a>

## Check

<b>Attendance data error</b>	Shows errors in attendance data (incorrect data caused by missing time records and lack of remaining leaves, etc.).	p. <a href="#">122</a>
<b>Closing status</b>	Check closing status here.	p. <a href="#">128</a>
<b>Request approval</b>	Approve/reject requests from employees and other administrators.	p. <a href="#">129</a>
<b>Workstyle reform</b>	Shows employees subject to Workstyle reform-related Alert (Upper Limit Regulations of Overtime, Highly Professional Worker's Program and 5 Day Annual Mandatory Holidays). For details, please refer to the following document (Japanese). <a href="https://kotsp.info/manualfiles/ntte/ntte_work_style_reform_manual.pdf">https://kotsp.info/manualfiles/ntte/ntte_work_style_reform_manual.pdf</a>	-

## Others

<b>Search employees</b>	Search employees by name or employee code. You can perform the following tasks from the search results. <ul style="list-style-type: none"> <li>• View Time Card screen</li> <li>• Edit employee data</li> <li>• Send Time Recorder URL (Personal Time Recorder)</li> <li>• Export daily data</li> <li>• Export Time Card</li> <li>• Delete employee data</li> <li>• Log in on behalf of the user (Master Admin only)</li> </ul> etc.	
<b>Export / Import</b>	Exports and imports data. You can export data such as Daily data, Monthly data and Time Card data. In addition, Employee data can be imported through this feature.	p. <a href="#">147</a>
<b>Message management</b>	You can use this feature to show messages on [Time Recorder (Desktop version)] and [My Recorder].	-

## 2. CHECK ATTENDANCE DATA

This section describes the steps to check attendance data recorded on the system. Data are available by day, by month or year.

### 2.1. Check daily data

Shows daily time record, schedule and auto-calculated attendance data.

[Where to look] All menu > Attendance data > Daily data


#### 2.1.1. Descriptions

##### Specify the display condition

Set a division, employee type or date.  
Click [Show] to view data.

##### Options:

Display by employee work location - Show data of employees who worked in a Division.  
Gather time-record - Arranges time record data to a single cell.


**Daily data**

Specify display condition
 

Employee:

Date:








Options: ☐ Display by employee work location ☐ Gather time-record

View

2017/03/01 (Wed)
 < Today >

Normal condition










Close attendance(s)
 Cancel closing attendance(s)
 Daily schedule settings
 Excel output


No.	Name	Time card	Edit	Closed	Schedule	Workday type	Clock-in	Clock-out	Assigned	Unassigned	Overtime	Late night
1	1001 John King				Normal shift <input type="checkbox"/>	Weekday	P 03/01 08:58	P 03/01 18:02	8.00		0.04	
2	1002 Robert Smith				Shift (10:30-19:30)	Weekday	P 03/01 10:35	Edit 03/01 19:42	7.55		0.12	
3	1003 Michael Johnson				Paid leave <input type="checkbox"/>	Weekday						
		Total					1 people attending	2 clocked out	15.55		0.16	

##### Daily data

Shows the time record, schedules and auto-calculated attendance data that correspond to the specified day.

## Daily data items

No.	Name	Time card	Edit	Closed	Schedule	Workday type	Clock-in	Clock-out	Assigned	Unas
1	1001 John King				Normal shift 	Weekday	P 03/01 08:58	P 03/01 18:02	8.00	
2	1002 Robert Smith				Shift (10:30-19:30)	Weekday	P 03/01 10:35	Edit 03/01 19:42	7.55	
3	1003 Michael Johnson				Paid leave 	Weekday				
			Total				2 people attending	2 clocked out	15.55	

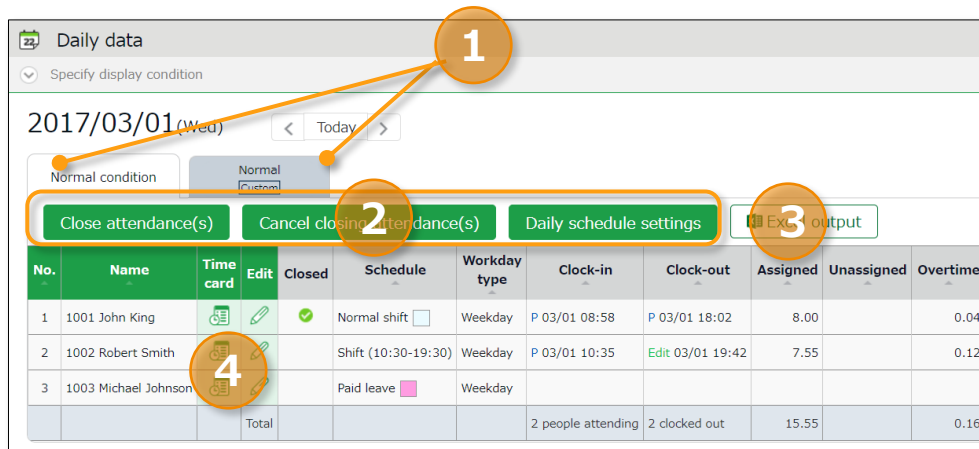
<b>Cl.(Close)</b>	If the user's attendance data is closed (p. <a href="#">127</a> ), a check mark (  ) shows in the corresponding date.
<b>Schedule</b>	Shows schedules and leaves. If an Admin creates and applies a Pattern (p. <a href="#">65</a> ) to a schedule, the name of the pattern shows in the grid. [Shift] indicates the schedule does not belong to any pattern.
<b>Workday type</b>	Workday types (p. <a href="#">68</a> ) are displayed.
<b>Clock-in/out</b>	Clock-in/out time and method are shown. Please refer to p. <a href="#">118</a> for the abbreviations of time record method.
<b>Note</b>	Enter notes or comments at the Attendance data edit screen (p. <a href="#">118</a> ), if needed. You can also choose whether to reflect request messages to the text field when performing request approvals (p. <a href="#">130</a> ).





Please refer to p.[154](#) for table of attendance items.

## 2.1.2. Operations

You can perform the following tasks in the Daily data screen.



	Buttons	Description
1	<b>Tabs</b>	<p>Selecting a tab switches the display items.</p> <p><b>Normal Condition</b> Displays default attendance data items.</p> <p><b>Normal [Custom]</b> Displays attendance items set in the custom data item settings.</p>
2	<div>Close attendance(s)</div> <div>Cancel closing attendance(s)</div> <div>Daily schedule settings</div>	<p>Closes or uncloses attendance data (p.127). * Only available to administrators with closing privileges.</p> <p>You can check and edit schedules of the selected day by divisions (p.136). * Only available if one division is selected. * Only available to administrators with schedule management privileges.</p>
3	<div>Excel output</div>	<p>Monthly data can be downloaded in Excel format. * Only available to administrators with data export privileges.</p>
4	<div> (Time Card)</div> <div> (Edit)</div>	<p>Shows the Time Card screen (p.114).</p> <p>Edits attendance data (p. 118).</p>

## 2.2. Check monthly data

Shows monthly data such as the number of days/hours of work and leave.

[Where to look] All menu > Attendance data > Monthly data

### 2.2.1. Descriptions

#### Specify the display condition

Select a division, employee type or display period.  
Click [Show] to view data.

#### Displaying period

Monthly - Shows work data by month.

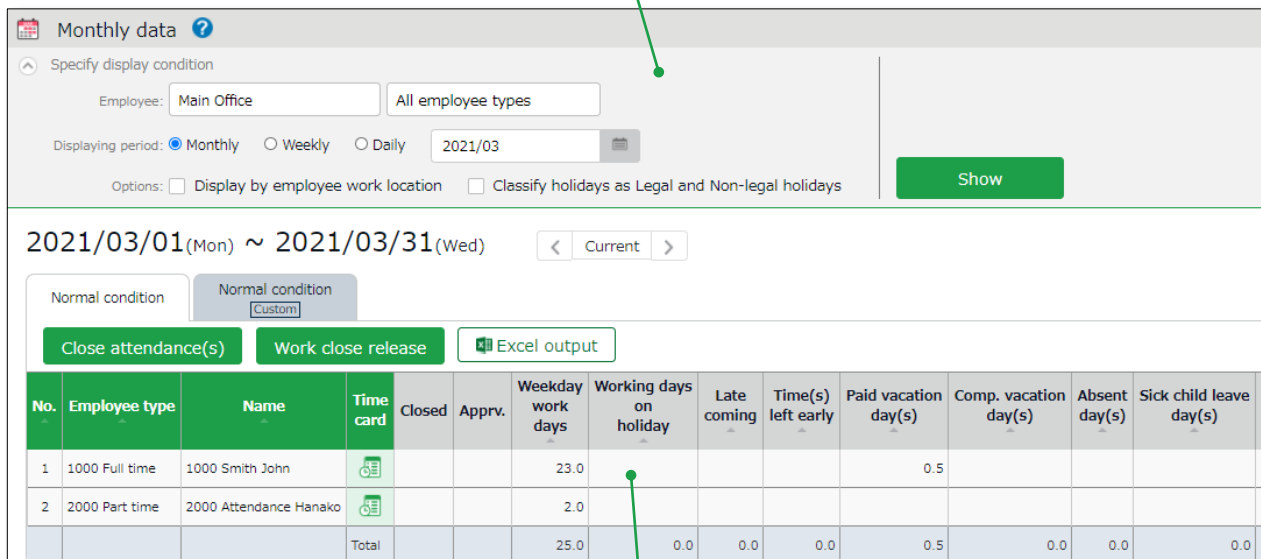
Weekly - Shows work data by week.

Daily - Shows data that correspond to the specified period (up to 3 months).

#### Options:

Display by employee work location - Show data of employees who worked in a Division.

Classify holidays as Legal and Non-legal holidays - You can check holiday work hours according to workday type.




No.	Employee type	Name	Time card	Closed	Apprv.	Weekday work days	Working days on holiday	Late coming	Time(s) left early	Paid vacation day(s)	Comp. vacation day(s)	Absent day(s)	Sick child leave day(s)
1	1000 Full time	1000 Smith John				23.0				0.5			
2	2000 Part time	2000 Attendance Hanako				2.0							
Total						25.0	0.0	0.0	0.0	0.5	0.0	0.0	0.0

#### Monthly data

Shows data such as the number of working days/hours and leaves taken.

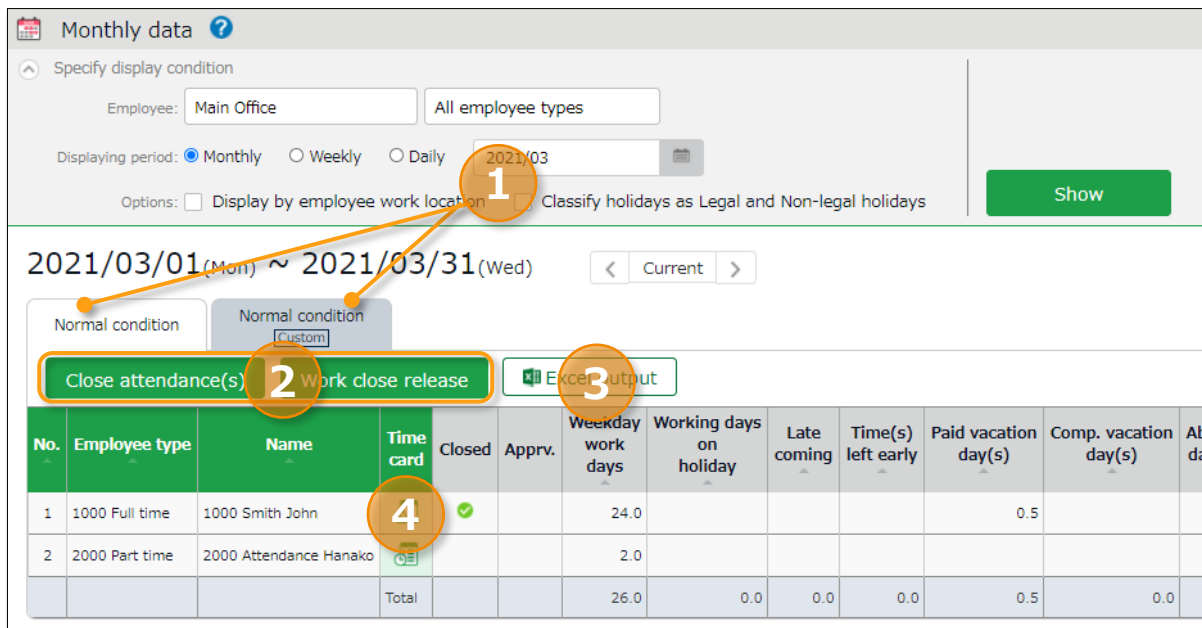
**[Cl.(Close)]** - Indicates closing status (p.127).

In the Monthly data screen, the  mark is shown only if all days within the period have been closed.



## 2.2.2. Operations

You can perform the following tasks in the Monthly data screen.



**Monthly data** ?

Specify display condition

Employee:

Displaying period: ☒ Monthly ☐ Weekly ☐ Daily

Options: ☐ Display by employee work location ☐ Classify holidays as Legal and Non-legal holidays

2021/03/01 (Mon) ~ 2021/03/31 (Wed) < Current >

Normal condition

No.	Employee type	Name	Time card	Closed	Apprv.	Weekday work days	Working days on holiday	Late coming	Time(s) left early	Paid vacation day(s)	Comp. vacation day(s)	Abs day
1	1000 Full time	1000 Smith John		<input checked="" type="checkbox"/>		24.0				0.5		
2	2000 Part time	2000 Attendance Hanako		<input type="checkbox"/>		2.0						
Total						26.0	0.0	0.0	0.0	0.5	0.0	

	Buttons	Description
1	<b>Tabs</b>	Selecting a tab switches the display items. <b>Normal Condition</b> Displays default attendance data items. <b>Normal [Custom]</b> Displays attendance items set in the custom data item settings.
1	<input type="button" value="Close attendance(s)"/> <input type="button" value="Work close release"/>	Closes or uncloses attendance data (p.127). * Only available to administrators with closing privileges.
2	<input type="button" value="Excel output"/>	Monthly data can be downloaded in Excel format. * Only available to administrators with data export privileges.
3	(Time Card)	Shows the Time Card screen (p.114).

## 2.3. Check Your Time Card

The Time Card screen shows daily or monthly attendance data of each employee.

[Where to look] All menu > Attendance data > Monthly data > Time Card button

\* The Time Card button is also available in the Daily data and Schedule management screens.

### 2.3.1. Descriptions

### 2.3.2.

#### Specify the display condition

Select a month and click [Show] to view data.

##### Options

Gather time-record: Arrange time record data to a single cell.

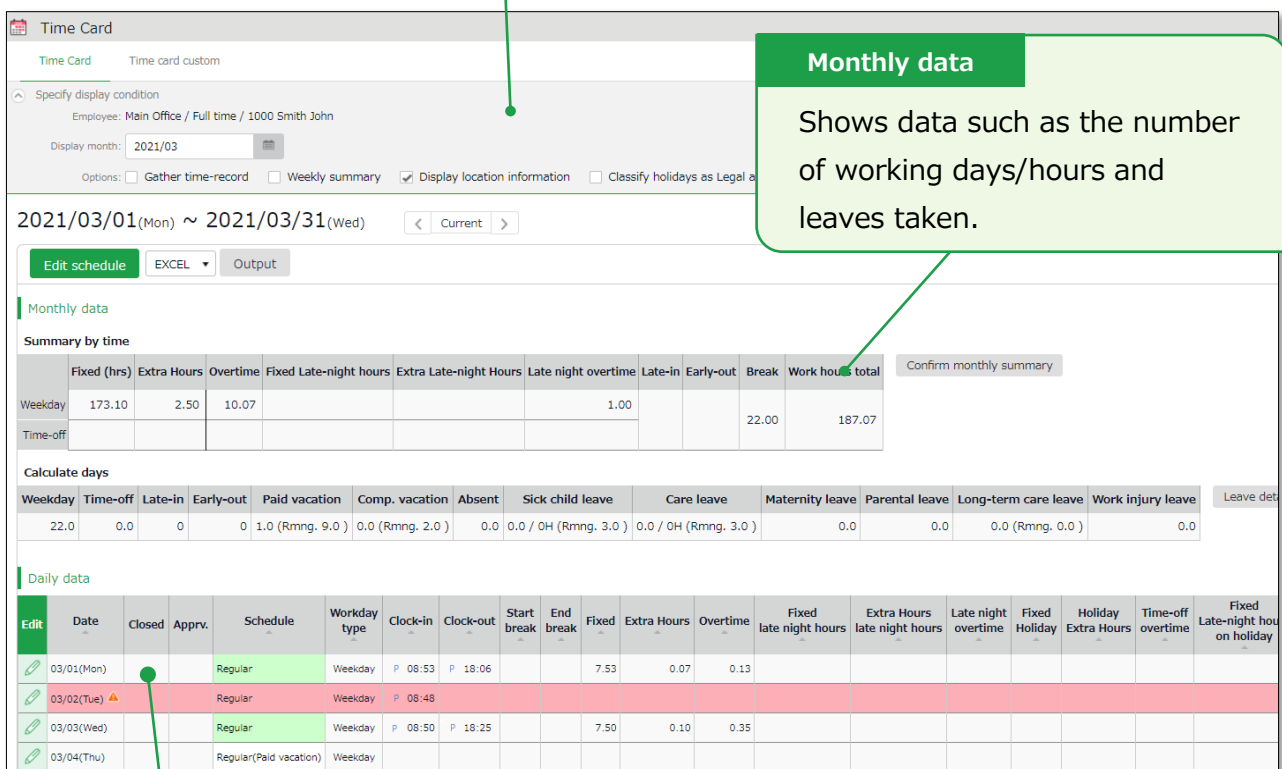
Weekly summary: Displays overtime hours after applying statutory working hours per week.

Display by employee work location: Displays location information recorded when clocking in/out.

Classify holidays as Legal and Non-legal holidays: You can check holiday work hours according to workday type.

#### Monthly data

Shows data such as the number of working days/hours and leaves taken.



The screenshot shows the 'Time Card' interface. At the top, there's a 'Specify display condition' section with a dropdown for 'Employee: Main Office / Full time / 1000 Smith John' and a 'Display month' set to '2021/03'. Below this are options for 'Gather time-record', 'Weekly summary', 'Display location information' (checked), and 'Classify holidays as Legal and Non-legal holidays'. The main area displays data for '2021/03/01(Mon) ~ 2021/03/31(Wed)'. There are buttons for 'Edit schedule', 'EXCEL', and 'Output'. The 'Monthly data' section includes a 'Summary by time' table and a 'Calculate days' table. The 'Daily data' section is a table with columns for date, clock-in/out, break, fixed/extra hours, overtime, and various leave types. A green dot on the '03/02(Tue)' row in the daily data table points to a light red background, indicating an attendance error.

Summary by time													
	Fixed (hrs)	Extra Hours	Overtime	Fixed Late-night hours	Extra Late-night Hours	Late night overtime	Late-in	Early-out	Break	Work hours total			
Weekday	173.10	2.50	10.07			1.00			22.00	187.07			
Time-off													

Calculate days													
Weekday	Time-off	Late-in	Early-out	Paid vacation	Comp. vacation	Absent	Sick child leave	Care leave	Maternity leave	Parental leave	Long-term care leave	Work injury leave	Leave det
22.0	0.0	0	0	1.0 (Rmng. 9.0)	0.0 (Rmng. 2.0)	0.0	0.0 / OH (Rmng. 3.0)	0.0 / OH (Rmng. 3.0)	0.0	0.0	0.0 (Rmng. 0.0)	0.0	

Daily data																			
Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out	Start break	End break	Fixed	Extra Hours	Overtime	Fixed late night hours	Extra Hours late night hours	Late night overtime	Fixed Holiday	Holiday Extra Hours	Time-off overtime	Fixed Late-night hours on holiday
	03/01(Mon)			Regular	Weekday	P 08:53	P 18:06			7.53	0.07	0.13							
	03/02(Tue)			Regular	Weekday	P 08:48													
	03/03(Wed)			Regular	Weekday	P 08:50	P 18:25			7.50	0.10	0.35							
	03/04(Thu)			Regular(Paid vacation)	Weekday														

#### Daily data

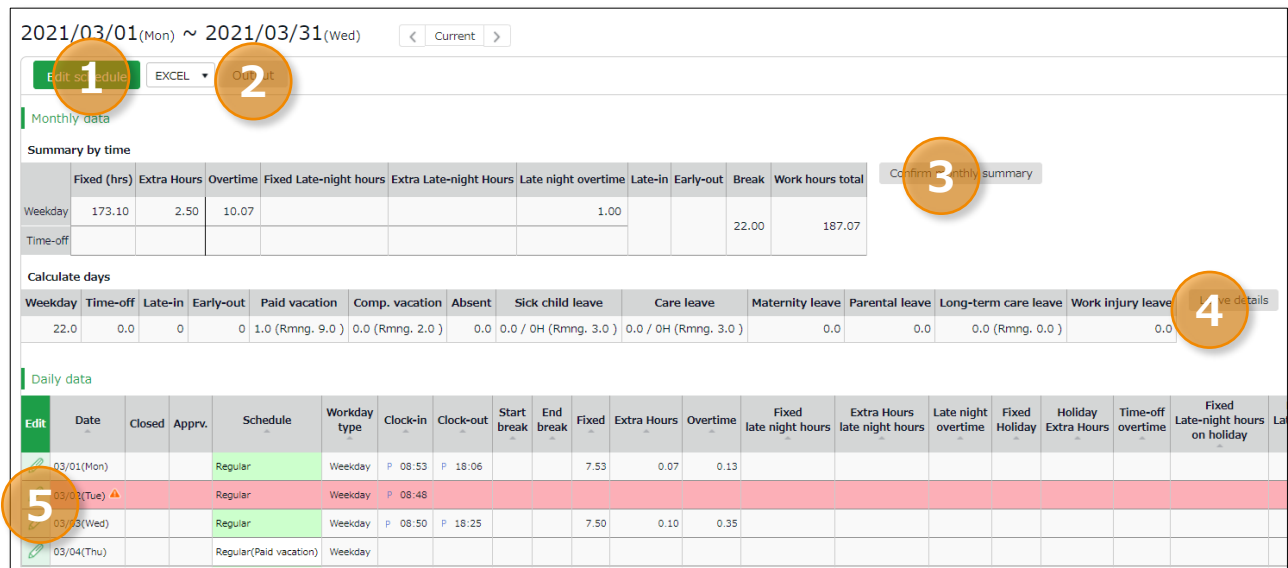
Check time record, schedules and attendance calculations.

The  mark next to a date indicates Attendance error that need resolving.

They are highlighted in light red.

### 2.3.3. Operations

You can Perform the following tasks in the Time Card screen.



2021/03/01 (Mon) ~ 2021/03/31 (Wed) < Current >

**1** Edit schedule **2** EXCEL Output

Monthly data

Summary by time

	Fixed (hrs)	Extra Hours	Overtime	Fixed Late-night hours	Extra Late-night Hours	Late night overtime	Late-in	Early-out	Break	Work hours total
Weekday	173.10	2.50	10.07			1.00			22.00	187.07
Time-off										

**3** Confirm monthly summary

Calculate days

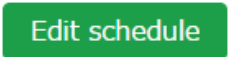

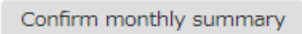
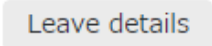

Weekday	Time-off	Late-in	Early-out	Paid vacation	Comp. vacation	Absent	Sick child leave	Care leave	Maternity leave	Parental leave	Long-term care leave	Work injury leave
22.0	0.0	0	0	1.0 (Rmng. 9.0)	0.0 (Rmng. 2.0)	0.0	0.0 / 0H (Rmng. 3.0)	0.0 / 0H (Rmng. 3.0)	0.0	0.0	0.0 (Rmng. 0.0)	0.0

**4** Leave details

Daily data

Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out	Start break	End break	Fixed	Extra Hours	Overtime	Fixed late night hours	Extra Hours late night hours	Late night overtime	Fixed Holiday	Holiday Extra Hours	Time-off overtime	Fixed Late-night hours on holiday	La
	03/01 (Mon)			Regular	Weekday	P 08:53	P 18:06			7.53	0.07	0.13								
	03/02 (Tue)			Regular	Weekday	P 08:48														
	03/03 (Wed)			Regular	Weekday	P 08:50	P 18:25			7.50	0.10	0.35								
	03/04 (Thu)			Regular(Paid vacation)	Weekday															

**5** Edit

N o.	Buttons	Description
<b>1</b>		You can bulk-edit a month's schedule (p. <a href="#">135</a> ). * Only available to administrators with [Schedule settings: Request] or higher privileges.
<b>2</b>		You can download Time Card data in Excel format.
<b>3</b>		You can check the value of each item added up for each day, before rounding and before adding bonus wage overtime. * Only available to administrators with Master Admin privileges.
<b>4</b>		Shows Leave details (p. <a href="#">142</a> ).
<b>5</b>	 (Edit)	Edits attendance data (p. <a href="#">118</a> ).

## 2.4. Check Yearly Data

This screen shows up to 12 months' data. It provides the summary of days/hours worked and leaves taken.

[Where to look] All menu > Attendance data > Yearly data

\* Before viewing Yearly Data, you need to press the [Show] button on the Monthly Data screen for every month.

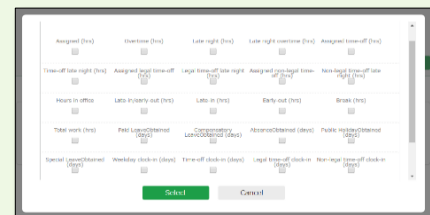
The results on the Monthly Data screen directly affects the info on Yearly Data screen.

### 2.4.1. Descriptions

#### Specify the display condition

Select a division, employee type or specify the display period (up to 12 months).

Click [Select] to select attendance data items.  
Select items as needed. Click [Show] to view data.



2017

Yearly data

Specify display condition

Employee:

Head office

1000 Staff

Displaying period:

2016/04

-

6 month(s)

Select items:

Select

Show

Excel output

No.	Name	04	05	06	07	08	09	Total
		Overtime (hrs)	Overtime (hrs)	Overtime (hrs)	Overtime (hrs)	Overtime (hrs)	Overtime (hrs)	Overtime (hrs)
1	1001 John King		0.39	13.33	0.20	1.30		16.02
2	1002 Robert Smith		0.07	0.19	0.36	0.01		1.03
3	1003 Michael Johnson			4.57	1.56			6.53
	Total		0.46	18.49	2.52	1.31		23.58

#### Yearly data

Shows the summary of the specified month.

### 2.4.2. Operations



You can download Yearly data in Excel format.

## 2.5. Confirm data by divisions and employee types

This screen shows monthly data calculated by divisions and employee types.

[Where to look] All menu > Attendance data > Data by divisions and groups

### 2.5.1. Descriptions

#### Specify the display condition

Select a division, employee type or display period.

Click [Show] to view data.

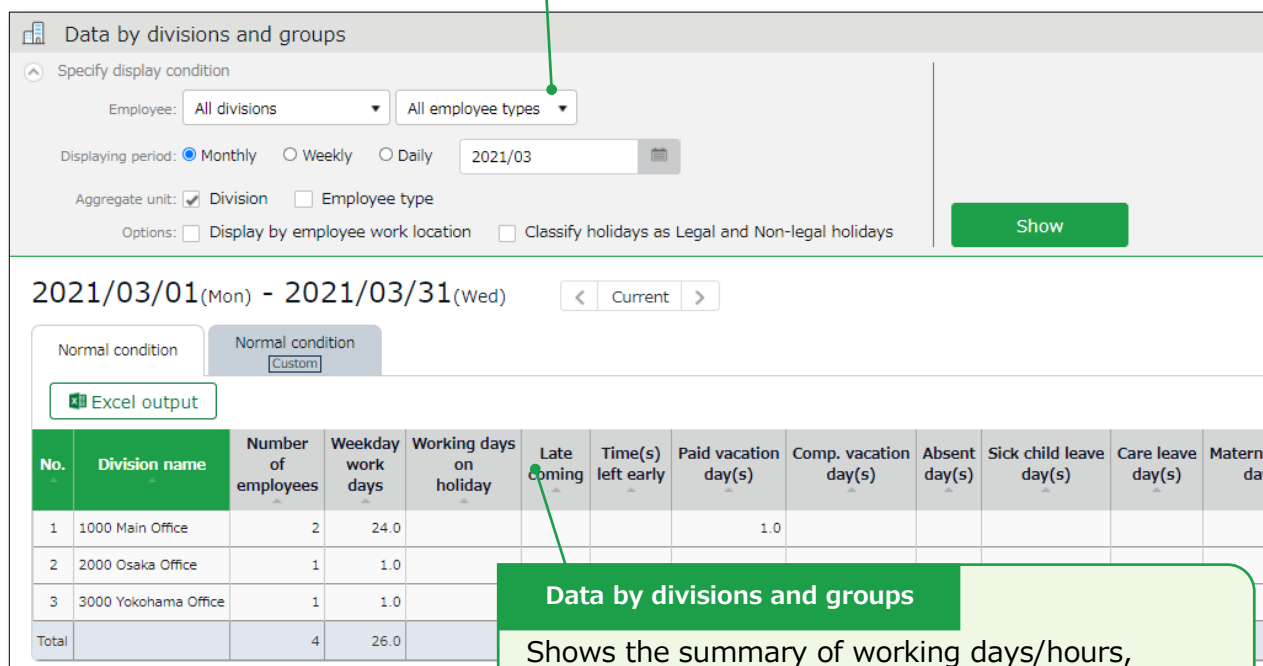
#### Summarize attendance data by

Select a calculation unit, such as a division, employee type, etc. You can select multiple options.

#### Options:

Display by employee work location - Show data of employees who worked in a Division.

Classify holidays as Legal and Non-legal holidays - You can check holiday work hours according to workday type.



No.	Division name	Number of employees	Weekday work days	Working days on holiday	Late coming	Time(s) left early	Paid vacation day(s)	Comp. vacation day(s)	Absent day(s)	Sick child leave day(s)	Care leave day(s)	Matern day
1	1000 Main Office	2	24.0				1.0					
2	2000 Osaka Office	1	1.0									
3	3000 Yokohama Office	1	1.0									
Total		4	26.0									

#### Data by divisions and groups

Shows the summary of working days/hours, leaves, etc. according to Divisions or Employee Types.

### 2.5.2. Operations



Downloads data by organizations (divisions, employee types) in Excel format.

## 3. EDIT ATTENDANCE DATA

You can correct errors caused by missing time records and schedule errors.

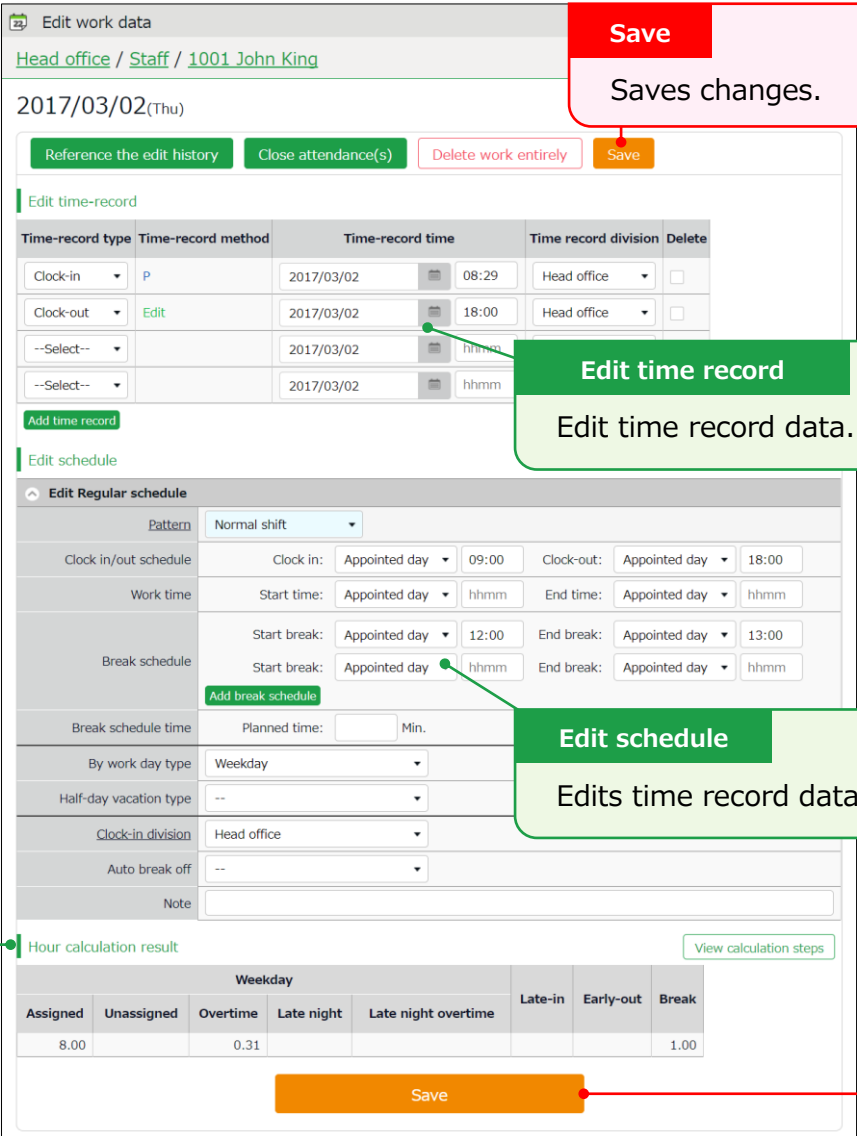
### 3.1. To edit attendance data

This section describes the Time record and Schedule screens in edit mode.

[Where to look] All menu > Attendance data > Daily data > [Edit] button

\* The Time Card button is also available in the Time Card screen.

#### 3.1.1. Descriptions



**Save**  
Saves changes.

**Edit time record**  
Edit time record data.

**Edit schedule**  
Edits time record data.

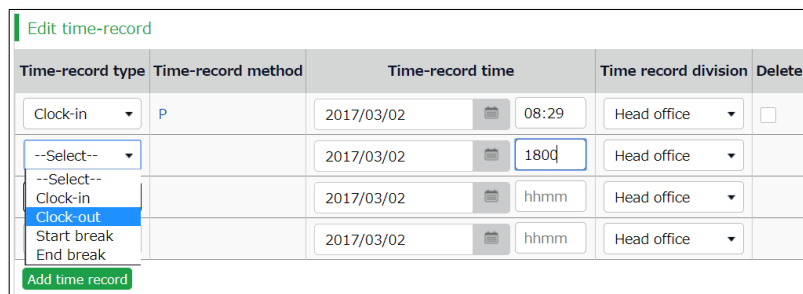
**Hour calculation result**  
Shows daily summary. Press the [View calculation steps] button to confirm the calculation process.

**Hour calculation result**

Weekday					Late-in	Early-out	Break
Assigned	Unassigned	Overtime	Late night	Late night overtime			
8.00		0.31					1.00

## Edit time record

Edit time record data.



<b>Time-record type</b>	Select a time record such as Clock in, Clock out, Start break and End break.
<b>Time record method</b>	Time-record method is displayed automatically.
<b>Time-record time</b>	Shows time record. To edit, enter the time in the field. Enter in [hh:mm] or [hhmm] format.
<b>Time record division</b>	If the employee uses a Division Time Recorder, the Division Name is reflected.
<b>Delete</b>	Turn on the check to delete time record data.
<b>Add time record</b>	Press this button to add a new time record field.



**You can use the following time record method.**

<b>HB</b>	Hybrid finger scanner
<b>Vein</b>	Finger vein scanner
<b>Finger</b>	Fingerprint scanner
<b>IC</b>	IC card reader
<b>P</b>	Password authentication
<b>C</b>	Click authentication (No password required) *
<b>Mobile</b>	Time record using smart phones and mobile phones
<b>Location</b>	Time record with location info
<b>Edit</b>	Indicates edited time record
<b>Approve</b>	Indicates edited time record approved by the administrator

\* If the employees have not provided location information and password when clocking in/out, it is defined as Click Authentication.

## Edit schedule

If you select a [Pattern], the scheduled time in Pattern settings are applied.  
You can enter items directly as well.

Edit schedule

Edit Regular schedule

Pattern: Normal work

Clock in/out schedule

Clock in: Appointed day 09:00

Clock-out: Appointed day 18:00

Work time

Start time: Appointed day hhmm

End time: Appointed day hhmm

Break schedule

Start break: Appointed day 12:00

End break: Appointed day 13:00

Start break: Appointed day hhmm

End break: Appointed day hhmm

Add break schedule

Break schedule time

Planned time: Min.

By work day type

--

Vacation category

Type: --

Leave Unit: --

Clock-in division

Auto break off

--

Note

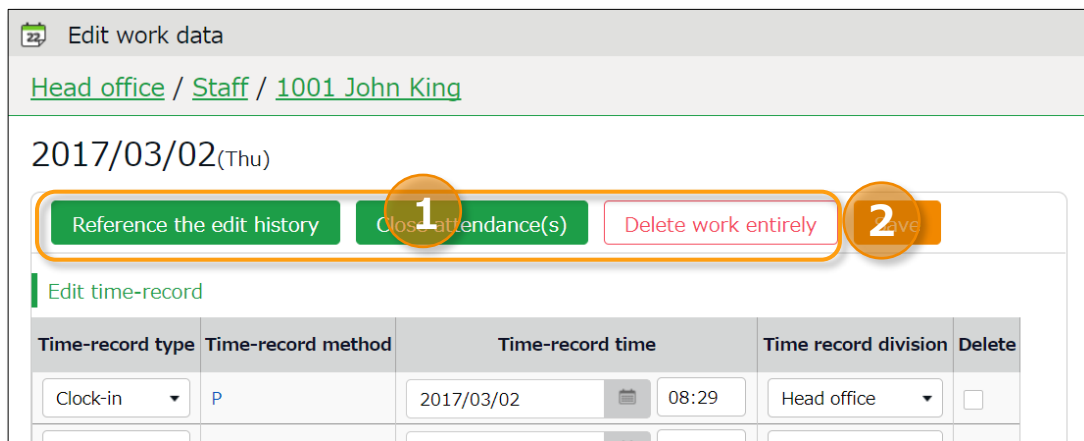
<b>Patterns</b>	Select a pattern. To create patterns, please refer to [Pattern settings (p.65)].
<b>Clock-in/out schedule</b>	Set a clock-out schedule.
<b>Work time</b>	Specifies the time to run attendance calculations. Any work before scheduled clock-in time and after clock-out time will not be included in the calculation.
<b>Break schedule</b>	The time between [Start break] and [End break] are regarded as break time.
<b>Break schedule (hrs)</b>	Calculates the entered amount of time as break time. You cannot specify a time slot for break time.
<b>Workday type</b>	Determines whether the work took place during holiday or not. If none is specified, workday type is set to [Weekday]. If you choose [Non-legal time off] or [Legal time off], work time during that day will be added up to [Legal time-off work days], [Assigned time-off (hrs)], [Unassigned time-off (hrs)], [Assigned Late-night hours on holiday], and [Unassigned Late-night hours on holiday].
<b>Vacation category</b>	When taking leave, select the type of leave (e.g., Annual leave, comp leave etc.) and its unit (e.g., full-day leave, AM leave, PM leave, etc.).
<b>Clock-in</b>	Shows where the employee clocked in.



<b>division</b>	The system automatically applies the name of the division time recorder last used.
<b>Auto break off</b>	This will disable the Auto-break feature and break time setting by schedule.
<b>Note</b>	Enter comments or notes in 100 characters or less if needed.

### 3.1.2. Operations

Descriptions for the buttons in Attendance data edit screen are provided below.



Edit work data

[Head office](#) / [Staff](#) / [1001 John King](#)

2017/03/02(Thu)

Reference the edit history Close attendance(s) Delete work entirely Save

Edit time-record

Time-record type	Time-record method	Time-record time	Time record division	Delete
Clock-in ▼	P	2017/03/02 08:29	Head office ▼	<input type="checkbox"/>


	Buttons	Description
1	Reference the edit history	Shows attendance data edit log. * Available in edited attendance data screens.
	Close attendance(s)	Closes the attendance data (p.127). * Only available to administrators with closing privileges.
	Delete work entirely	Deletes all attendance data of the day. However, change logs will remain.
2	Save	Saves changes. To return to the previous screen after saving, click [Return] in the top of the screen.

### 3.2. Check attendance data errors

Errors in attendance data are caused by missing time records and lack of remaining leaves, etc.

The [Attention required] [🚨]mark in the home page indicates that there are one or more errors in the attendance data.


By clicking these items, the corresponding attendance data error screens are displayed.  
You can also access from [All menu > Attendance data error].)


**Attention**

Update


☆ Freedom

Last updated 13:47


**Time record error found**

Switch tabs

The screen shows the list of the type of Attendance data error you selected on the Home screen. You can also view data under different error types by switching tabs.


**Time record error found**

Specify display condition

Employee:

All divisions

All employee types

Displaying period:

☒ Monthly
☐ Weekly
☐ Daily

2017/06

Show

2017/06/01 (Thu) ~ 2017/06/30 (Fri)







< Current >

Time record error found

Leave days shortage

Attendance outside tenure

Excel output

Division	Employee type	Name	Time card	Edit	Closed	Working day	Clocked in	Clock-out time	Reason for error
1000 Head office	1000 Staff	1001 John King				2017-06-05	P 06/05 09:00		Clock-in and clock-out are not paired.
1000 Head office	1000 Staff	1001 John King				2017-06-06		P 06/06 18:31	There are no clock-in time-record first.
1000 Head office	1000 Staff	1001 John King				2017-06-10	P 06/10 11:24	P 06/10 17:29	Clock-in/out has been recorded for vacation pattern

Buttons

Time Card	Shows the Time Card screen.
Edit	Edits attendance data.

### 3.2.1. To correct errors

This section describes the steps to correct errors in attendance data.

#### Attendance data error

The causes and solutions for common errors are described below. Time record or schedules need to be corrected.

Cause of error	To correct errors
<b>Clock-in time-record is consecutively recorded.</b>	There is an inconsistency in the time record. Correct any errors in the attendance data by editing or submitting change requests.
<b>Clock-in and clock-out are not paired.</b>	
<b>No clock-in time record has been made first.</b>	
<b>Clock-in/out record exists in a holiday/leave day schedule pattern.</b>	The system detects error if time record exists on the day a holiday/leave schedule pattern is applied. By changing the day's schedule pattern from holiday/leave pattern to a work day pattern, the system can run the calculations correctly.

#### Shortage of leave days

More than remaining number of leaves have been taken.

Please adjust the number of remaining leaves in the Leave Management screen (p.[138](#)).



The following setting may prevent users from taking more leaves than they have left, and thus prevent leave errors.

##### **Allow negative number**

Check the [Disable leave when it reaches zero] check box at [Home > Settings > Schedule > Leave type settings > Edit > Allow negative number].



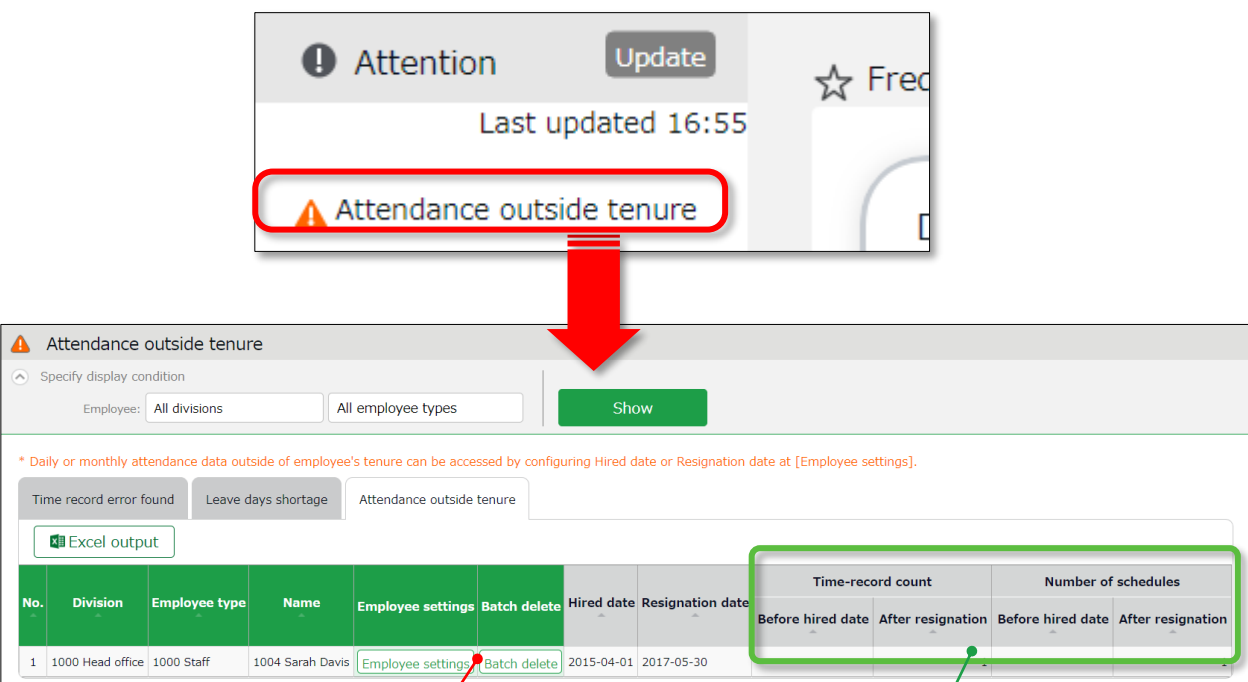
The [Attention required] mark in the home page indicates there are one or more errors within the past 2 months of attendance data.

### 3.3. Check attendance outside working years

[Attendance outside tenure] are time records and schedule data that are dated before hire date or past resignation date.

If there are any attendance record outside of an employee's working year (tenure), [ ⚠ Attendance outside tenure] mark will show in [Attention required]. From here, you can check the [Attendance outside tenure] tab in the Attendance error screen.

You can also access from [All menu > Confirmation > Attendance data error > Attendance outside tenure tab].)



**Buttons**

<b>Employee settings</b>	Shows the Employee settings screen.
<b>Batch delete</b>	Deletes all data before hired date/after resignation date completely.

**Time-record count/ Number of schedules**

Shows the following data before hired date/after resignation date.

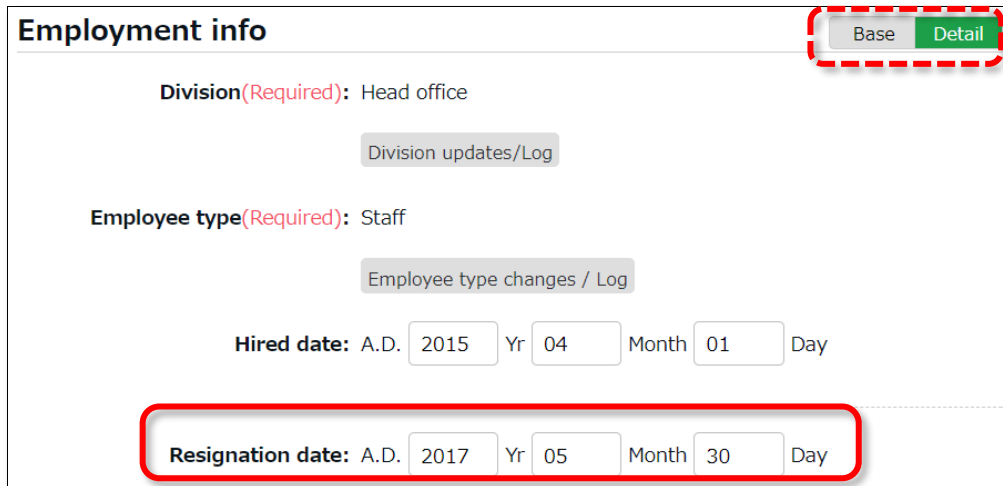
- Number of days with time record
- Number of days with schedule

### 3.3.1. To correct errors

You can correct an [Attendances outside of tenure] error by using any of the following methods.

#### Confirm details and correct resignation date or attendance data

- From the [Attendance outside tenure] screen, click [Employee settings] to edit the employee's data.  
Press the [detail] button under the Employment info category. To correct the employee's resignation (or hired) date, delete the existing dates first and then re-enter.



**Employment info**

Base Detail

Division(Required): Head office  
Division updates/Log

Employee type(Required): Staff  
Employee type changes / Log

Hired date: A.D. 2015 Yr 04 Month 01 Day

Resignation date: A.D. 2017 Yr 05 Month 30 Day

- Go to [All menu > Attendance data > Monthly data], then press the [Time Card] button of the employee.  
By deleting the resignation (or hired) date in the previous step, attendance data after the resignation date (or before the hired date) are shown. Check the details.

05/29(Mon)	Normal shift	Weekday	P 08:48	P 18:21	8.00		0.33
05/30(Tue)	Normal shift	Weekday	P 08:56	P 18:10	8.00		0.14
05/31(Wed)	Normal shift	Weekday	P 08:51	P 18:04	8.00		0.13

- If the resignation date is incorrect, return to the Employee settings screen and enter the correct date.  
If the attendance data is mistaken, delete the data and re-enter the employee's resignation date.

### Delete all attendance data outside working years

To delete all attendance data after resignation and before hired date, click [Bulk delete] in the Attendance outside tenure screen. Confirm deletion to delete all attendance data before hired date and after resignation date.

This operation will not affect other employee data nor other attendance data within the period.

If there are any attendances recorded by mistake, please delete attendance and schedule data outside tenure (changes are recorded as change log).

## 4. CLOSE ATTENDANCE DATA

You can lock attendance data by closing it.

This prevents employees and administrators from making further changes. Only Master Admins can edit closed attendance data.

Locking the attendance data prevents attendance data from being modified after payroll calculations, etc.



### 4.1. To close attendance data


[Where to look]

You can close attendance data by either of the 3 screens described below.

- All menu > Attendance data > Daily data
- All menu > Attendance data > Monthly data
- Daily data or Time Card > Edit attendance data

Press the [Close attendance] button in the screen. The process is complete when the confirmation screen is shown. You cannot close the attendance data if there are any data errors in the specified period.

<div> <div>Close attendance(s)</div> <div>Cancel closing attendance(s)</div> <div>Excel output</div> </div>									
No.	Name	Time card	Closed	Weekday work days	Working days on holiday	Late coming	Time(s) left early	Paid leave day(s)	Compensation
1	1001 John King		✓	22.0	1.0	1.0			
2	1002 Robert Smith			22.0	1.0	2.0			

The  mark in the [Closed] column (Daily data and Time Card screens) indicates that attendance is closed.

In the Monthly data screen, the  mark shows only if all days within the period are closed.

### 4.2. Who can close attendance data?

Master admins and General admins with closing privileges can close attendances.

The [Close attendance] and [Cancel closing attendance] buttons are available only if you log in as an administrator with closing privileges.

You can assign the privilege by creating an Admin account in the Admin settings screen.

### 4.3. Check closing status

You can check closing status from the Closing status screen.

[Where to look] All menu > Confirm > Closing status

You can also send Email notifications on attendance closing/confirmation status. Please refer to p. 83 for details.

#### 4.3.1. Descriptions

#### Closing status

Specify display condition

Division: All divisions

Displaying period: 2021/11

Option: ☒ Include employees before hire date

View

Include employees before hired date

Check the checkbox to include employees before their first day in the office (hired date).

2021/11/01(Mon) ~ 2021/11/30(Tue)

\* You can check the closing status of each division by clicking on a date.

Excel output

No.	Division	01 mon	02 tue	03 wed	04 thu	05 fri	06 sat	07 sun	08 mon	09 tue	10 wed	11 thu	12 fri	13 sat	14 sun	15 mon	16 tue	17 wed	18 thu	19 fri	20 sat	21 sun
1	1000 Main Office	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	2000 Osaka Office	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	3000 Singapore Office																					

Closing status

You can check daily closing status by divisions.

The mark indicates that attendance data of all employees in the division are closed.

You can check closing status (whether attendances are settled or unlocked) in a pop-up window, by clicking on a date.

Main Office 2019/06/03(Mon)'s closing status

Employee type	Name	Closing day date/time	Admin name	Re-opened on	Re-opened by
Full-time employee	001 Smith John	2019/06/04 17:10	John Smith		
Full-time employee	003 Viaw Roseanna	2019/06/04 17:10	John Smith		
Full-time employee	004 Eury Ellie	2019/06/04 17:10	John Smith		
Full-time employee	005 Rabon Pete	2019/06/04 17:10	John Smith		
Full-time employee	006 McNeal Marvin	2019/06/04 17:10	John Smith		
Full-time employee	008 Houck Helen	2019/06/04 17:10	John Smith		
Full-time employee	009 Dave Delice	2019/06/04 17:10	John Smith		
Part time	002 Attendance Hanako	2019/06/04 17:10	John Smith		
Part time	010 Osley Osvaldo	2019/06/04 17:10	John Smith		
Part time	011 Cedano Christine	2019/06/04 17:10	John Smith		
Part time	012 Everts Evan	2019/06/04 17:10	John Smith		

Close



## 5. APPROVE REQUESTS

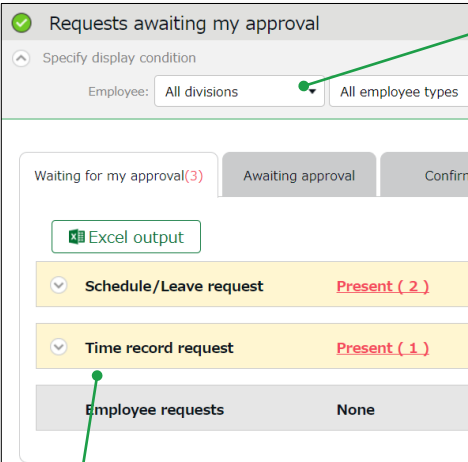
You can receive attendance data/schedule edit requests from employees and other administrators through the Request approval feature.

### 5.1. Check requests

Check request progresses in the Request approval screen.

[Where to look] All menu > Confirm > Request approval

#### 5.1.1. Descriptions



**Specify the display condition**

Select a division, employee type or display period.  
Click [Show] to view data.

You can search request messages by entering keywords, for example, “private matter” and “attend wedding”.

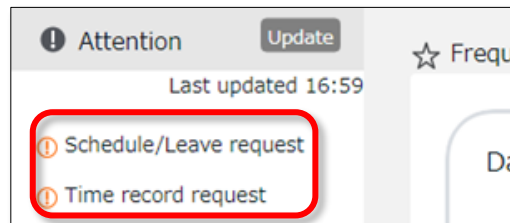
#### Request approval menu

Request info are arranged in 4 tabs, each representing the request approval process.

Tab name	Description
<b>Waiting for my approval</b>	Shows the requests that need your approval.
<b>Awaiting approval</b>	Shows any requests that include you in its Approval flow. <ul style="list-style-type: none"> <li>Requests that require confirmation by a higher approver after your approval</li> <li>Requests that require your approval after the lower approver’s</li> </ul>
<b>Confirmed</b>	Confirmed requests that include you in the approval flow. Requests are regarded as confirmed when it is approved or rejected by you or the final approver.
<b>My requests</b>	This area shows the progress of requests which you, an administrator, have submitted on behalf of employees. Administrators with [View / Request] privileges (Admin settings screen) can submit requests on behalf of employees.

## 5.2. Approve requests

- Any requests that require your approval are shown in [Attention required], in the home screen. They are shown as [🚨 Schedule /Leave request] and [🚨 打刻 Time record request]. Click the items to show requests that need your approval.  
You can also access from [All menu > Confirm > Request approval]

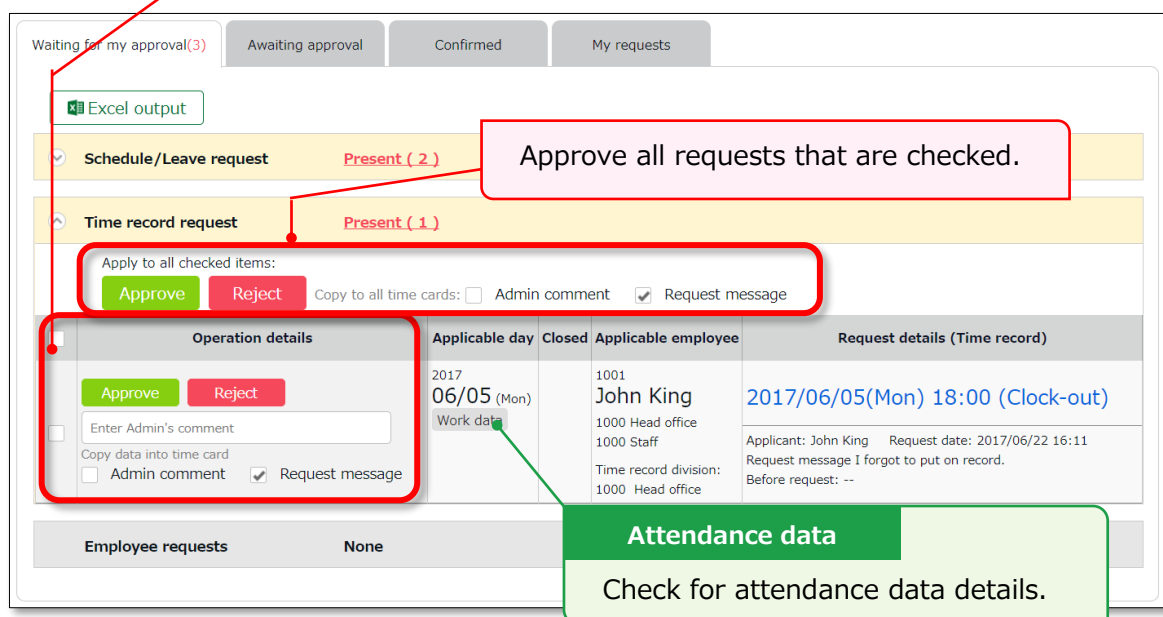


Set the display condition and click [Show]. Click [Present] to show details. You can approve or reject the request from here.

### Operation details

From here, you can either [Approve] or [Reject] requests (actions here are processed instantly).

When [Copy data into time card] checkbox is checked by the final approver, Request Message and Admin's Comment are copied to the [Notes] field of your Time Card.



- An email notification is sent to the administrator when submitting a request. When a request is approved or rejected, employees are notified by email.
- Administrators and employees must set Email addresses to their accounts, to receive notifications by Email.

## 6. MANAGE SCHEDULES

This section describes the Schedule management feature.

### 6.1. Set schedules

---

You can create schedules by any of the four methods listed below.

#### **Apply schedules automatically**

If you have already performed [Basic schedule settings (p.[72](#))], schedules are automatically set.

#### **Submit schedule requests**

Employees can submit schedule change requests through their Time Cards.  
This feature is useful to take leaves and submit shift change requests.

#### **Set schedules**

You can set schedules manually through the admin screen. The instructions are in the following pages.

#### **Import schedules**

All menu > Export / Import > Input data (Import) >  
Schedule data CSV]

You can also set schedules by CSV file import from here.

## 6.2. Set schedules

Set or confirm schedules from the Schedule management screen.

[Where to look] All menu > Schedule > Schedule management

### 6.2.1. Descriptions

#### Specify the display condition

Select a division, employee type or display period.

Click [Show] to view data.

#### Displaying period

Monthly - Confirm schedule data by month.

Weekly - Confirm schedule data by week.

Daily - Confirm schedule data that correspond to the specified period (up to 3 months).

#### Options:

Do not shorten pattern name - Names of schedule patterns are not abbreviated when displayed.

Schedule management

Specify display condition

Employee: 1000 Head office 1000 Staff

Displaying period: Monthly Weekly Daily 2017/04

Options: ☐ Do not shorten pattern name

View

2017/04/01(Sat) ~ 2017/04/30(Sun)

< Current >

Add schedule Copy previous month schedule Display for copy Excel output

Click on date to see Daily schedules.

Name	Time card	Edit	01 Sat	02 Sun	03 Mon	04 Tue	05 Wed	06 Thu	07 Fri	08 Sat	09 Sun	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri	22 Sat	23 Sun	24 Mon	25 Tue	26 Wed	27 Thu	28 Fri	29 Sat	30 Sun	Total
1001 John King			Ho	Pu	No	Shift	Pa	No	No	Pu	Pu	No	No	No	No	No	Pu	Pu	No	No	No	No	No	Pu	Pu	No	No	No	No	No	Pu	Pu	20.0
1002 Robert Smith			Pu	Pu	No	No	No	No	連番	Pu	Pu	No	No	No	No	No	Pu	Pu	No	No	No	No	No	Pu	Pu	No	No	No	No	No	Pu	Pu	20.0
1003 Michael Johnson			Pu	Pu	No	No	No	No	Pa	Pu	Pu	No	No	No	No	No	Pu	Pu	No	No	No	No	No	Pu	Pu	No	No	No	No	No	Pu	Pu	19.0
Total			1.0	0.0	3.0	3.0	2.0	3.0	2.0	0.0	0.0	3.0	3.0	3.0	3.0	3.0	0.0	0.0	3.0	3.0	3.0	3.0	3.0	0.0	0.0	3.0	3.0	3.0	3.0	3.0	0.0	0.0	59.0

#### Schedule

Shows existing schedules. [Shift] indicates a schedule that does not belong to any pattern. Work day types are indicated in different colored lines:

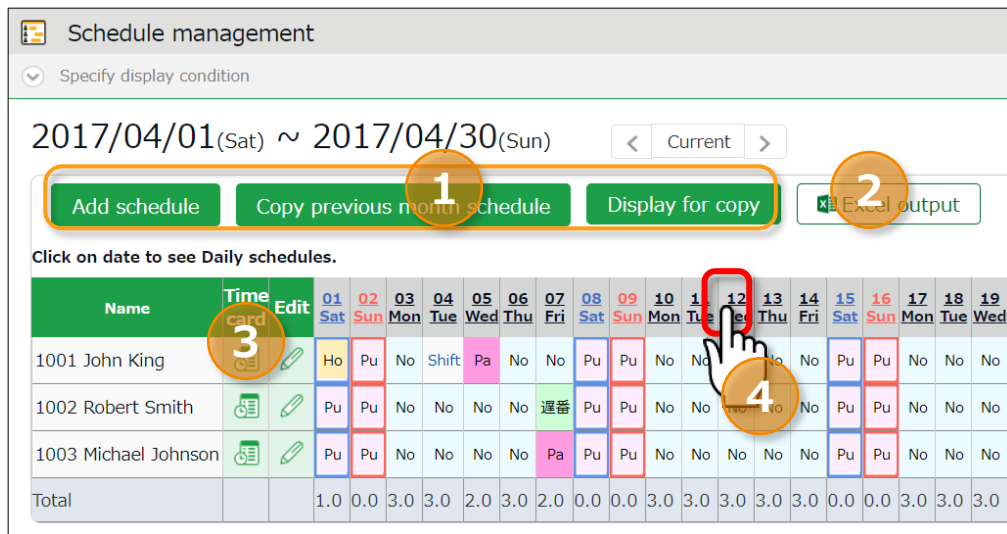
Legal time off - Red

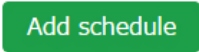
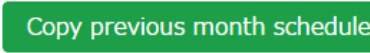
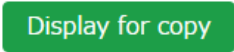



Non-legal time off - Blue

The [Total] on the last row indicates the total number of attending employees, based on the schedule.

## 6.2.2. Operations

You can perform the following tasks in the Schedule management screen.



	Buttons	Description
1		Bulk-registers schedules by divisions (see following pages). * Only available if one division is selected.
		Copies schedules of the previous month. The same schedules may be used repeatedly. * Only available if one division is selected.
		Shows the page for printing out. * To print in color from Google Chrome, go to [Chrome menu > Print > Page Setup > Print Background Colors and Images] and check the check box.
2		You can download data on the schedule management screen in Excel format.
3	 (Time Card)	Shows the Time Card screen (p. <a href="#">114</a> ).
	 (Edit)	Shows the Monthly schedule edit screen (p. <a href="#">135</a> ). Sets schedules for each employee.
4	(Date)	Available only when you select one division. Daily schedule edit screen (p. <a href="#">136</a> ) is shown by clicking on the date. You can edit schedules of the selected day by divisions.

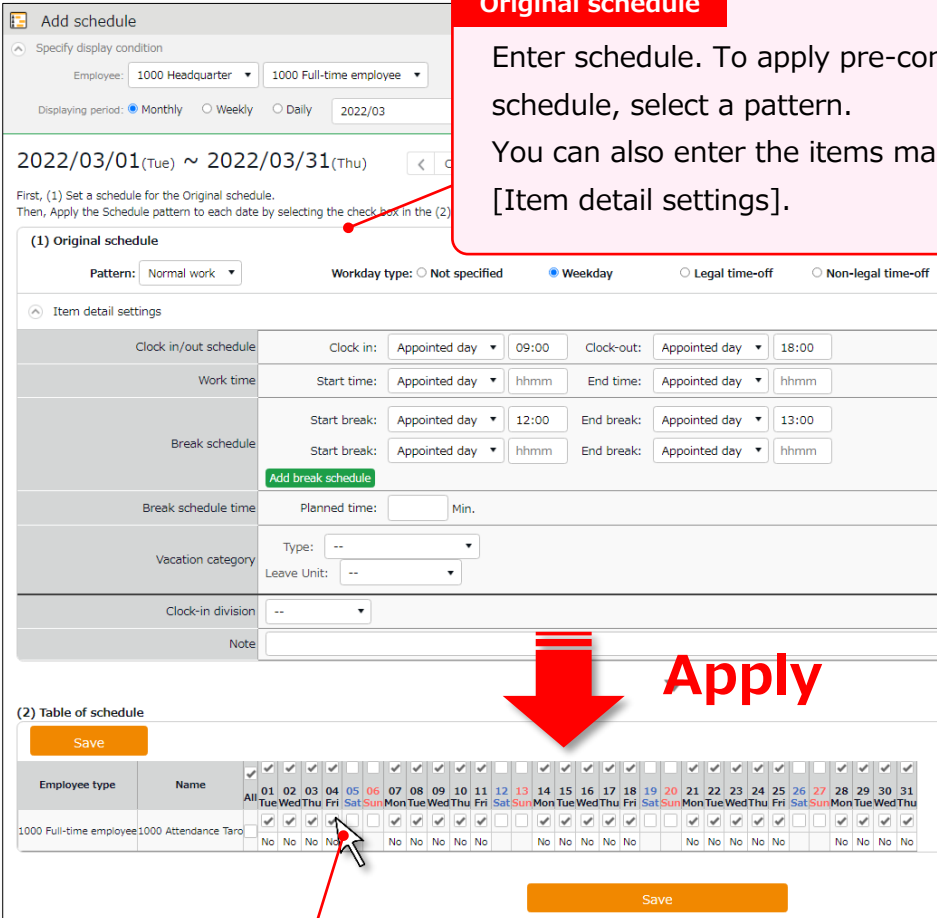
### 6.2.3. Set schedules

This section describes the steps to create a work shift table by divisions.

1. Go to the Schedule management screen, then select one division.  
Press the [Add schedule] button displayed on the screen.
2. The schedule set to [Original schedule] applies to the checked day's attendance data.  
Repeat this step to complete the month's work shift table.

**Original schedule**

Enter schedule. To apply pre-configured time schedule, select a pattern.  
You can also enter the items manually by clicking [Item detail settings].



**Apply**

#### Target

The list of employees and applying dates are shown.  
The schedule set to [Original schedule] is applied to the checked day.  
If you check [All], the schedule settings are applied to all employees and dates below.

3. Click [Save] to save the schedules.

## 6.2.4. Set schedules to each employee

This section describes the steps to set schedules for each employee.

1. Press the [Edit] button in the Schedule management screen.

Name	Time card	Edit	01 Thu	02 Fri	03 Sat	04 Sun	05 Mon	06 Tue	07 Wed
1001 John King									
1002 Robert Smith									

2. The Monthly schedule screen is shown. The schedule set to [Original schedule] is applied to the checked day's attendance data.

First, (1) Set a schedule for the Original schedule.  
Then, Apply the Schedule pattern to each date by selecting the check box in the

**(1) Original schedule**

Pattern: Night shift Workday type: ○

Item detail settings

Clock in/out schedule	Clock in: <span>Appoin</span>
Break schedule time	Planned time: <span></span> Min.
Vacation category	Type: <span>--</span> Leave Unit: <span>--</span>
Clock-in division	<span>--</span>
Note	<span></span>

**Original schedule**

Enter schedule. To apply pre-configured time schedule, select a pattern.  
You can also enter the items manually by clicking [Item detail settings].

Apply

**(2) Table of schedule**

Registration

Date	Copy	Closed	Schedule	Break schedule time	By work day type	Vacation category
03/01(Tue)	<input checked="" type="checkbox"/>		Night shift		Weekday	--

**Target**

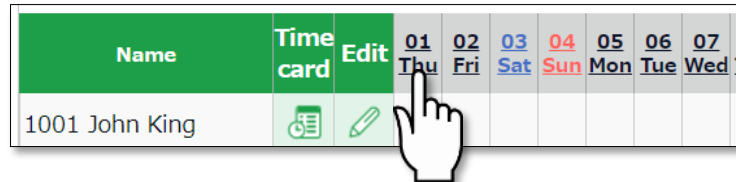
The list of applying dates are shown.  
By putting a check, the schedules set above are applied to the selected day.

3. Click [Save] to save the schedules.

## 6.2.5. Set daily schedule

When setting up a schedule, you can check the number of attendants in the time-slot and division.

1. Go to the Schedule management screen, then select one division.  
Click on a date.



2. The Daily schedule screen is shown.

### Specify the display condition

Set a division, employee type or date.  
Click [Show] to view data.

#### Displaying period

Other than the day selected (24 hours), it can show schedules of the previous/following day, or schedules for both previous and following days (72 hours).

#### Options:

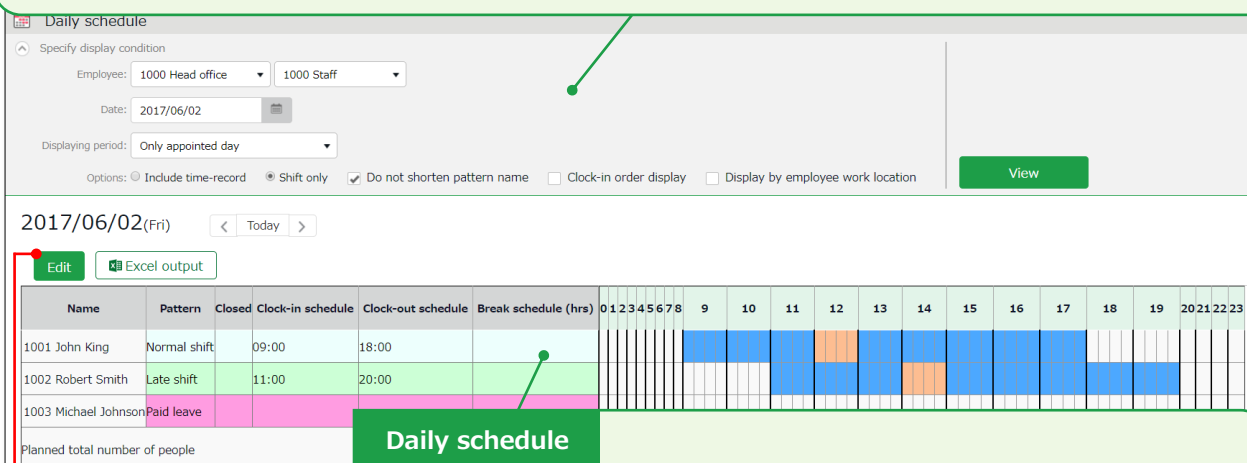
Include time-record - Show actual time record as well.

Shift only - Show schedules only.

Do not shorten pattern name - Shows non-abbreviated schedule pattern names.

Clock-in order display - Sorts schedule by clock-in schedule ascending order.

Display by employee work location - Show data of employees who worked in a Division.



**Daily schedule**

Specify display condition

Employee: 1000 Head office 1000 Staff

Date: 2017/06/02

Displaying period: Only appointed day

Options: ☐ Include time-record ☒ Shift only ☒ Do not shorten pattern name ☐ Clock-in order display ☐ Display by employee work location

**2017/06/02(Fri)** < Today >

**Edit** **Excel output**

Name	Pattern	Closed	Clock-in schedule	Clock-out schedule	Break schedule (hrs)	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1001 John King	Normal shift		09:00	18:00																									
1002 Robert Smith	Late shift		11:00	20:00																									
1003 Michael Johnson	Paid leave																												

Planned total number of people

**Edit**

Edit Schedule.

### Daily schedule

Visualizes schedules and actual time record.

#### Schedule

Blue - Scheduled working hours

#### Actual working hours

(Shown when [Include time-record] is selected in the display condition)

The [Total] on the last row shows the total number of employees attending in each time slot.



- Press the [Edit] button to edit schedule. You can edit Schedules at the [Add daily schedule] screen.

Edit your schedule here.

Either select a pattern or enter clock-in/out schedule.

Click [Detail] to open the [Break time settings] window. Enter the break time schedule.

Create daily schedule

Specify display condition

Employee: 1000 Head office 1000 Staff

Date: 2017/06/02

Options: ☐ Include time-record ☒ Shift only ☒ Do not shorten pattern name ☐ Clock-in order display ☐ Display by employee work location

View

2017/06/02(Fri) < Today >

Save

Name	Pattern	Closed	Clock-in schedule	Clock-out schedule	Break schedule tin	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21
1001 John King	--		Appointed day 09:00	Appointed day 19:00	Min.																	
1002 Robert Smith	Late shift		Appointed day 11:00	Appointed day 20:00	Min.																	
1003 Michael Johnson	Paid leave		Appointed day hh:mm	Appointed day hh:mm	Min.																	

Planned total number of people

1.0 1.0 2.0 1.0 2.0 1.0 2.0 2.0 2.0 1.0

You can also extend/shorten the time by grabbing it with your mouse cursor.

- Click [Save] to save the schedules.  
To return to the previous screen, press the [Return] button in the top of the screen.

## 7. MANAGE LEAVES

This section describes the Leave management feature.

### 7.1. Take leaves

---

In the Schedule management screen (p.[132](#)), set a pattern or half-day leave type accordingly.

[Where to look] All menu > Schedule > Schedule management

### 7.2. Check the number of leaves taken/remaining

---

You can check the number of leaves taken/remaining in the Leave management screen.

[Where to look] All menu > Schedule > Leave management

#### 7.2.1. Descriptions

---

You can switch contents from [Leave type] .

## If [All leaves] is set

[All vacations] in [Leave type] shows the number of remaining or taken leaves.

**Leave management**

Leave management Employees entitled to Paid leave

Specify display condition

Employee: All divisions All employee types

Leave type: All vacations

Display (count): 100 case(s)

Options: ☐ Show currently remaining leaves

Show

Select [All vacations]

Excel output

No.	Division	Employee type	Name	Detail	Paid leave	Comp. leave	Absent	Sick child leave	Car
1	1000 Main Office	1000 Full time	1000 Smith John	<a href="#">Detail</a>	9.5	2.0	0.0	3.0	
2	1000 Main Office	2000 Part time	2000 Attendance Hanako	<a href="#">Detail</a>	5.0	0.0	0.0	0.0	
3	2000 Osaka Office	1000 Full time	3000 Viau Roseanna	<a href="#">Detail</a>	10.0	0.0	0.0	0.0	
				<a href="#">Detail</a>	6.0	0.0	1.0	0.0	

### Remaining leaves

If the leave is a [Subtract] type (the leaves taken are subtracted from the remaining leaves), number of currently remaining leaves are shown.

### Leaves taken

If the leave type is an [Add] type, the total number of leaves taken this fiscal year are shown.



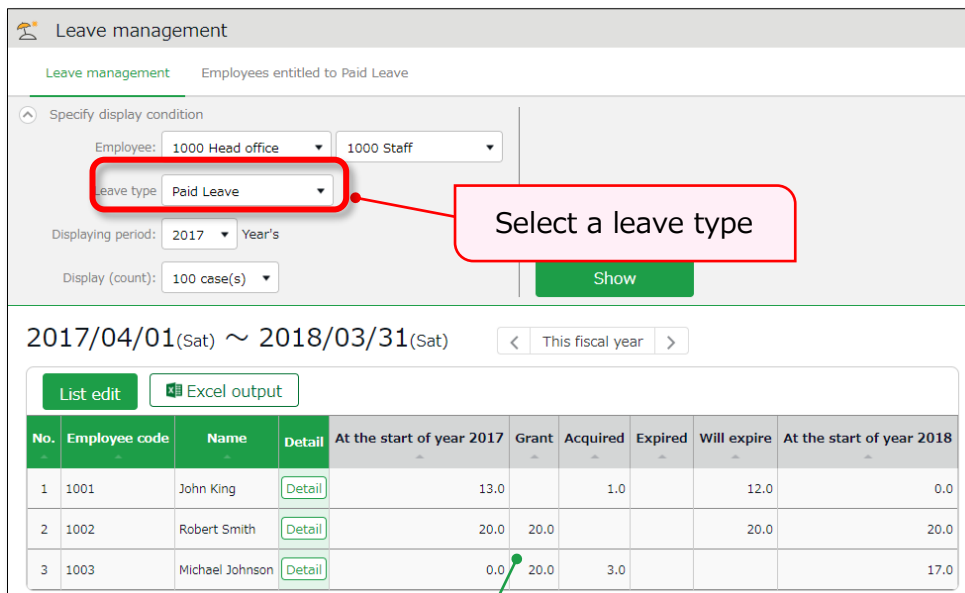
### About Subtract and Add leave types

[Subtract] and [Add] are leave calculation methods specified in [Home page > Settings > Schedule > Leave type settings > Calculation method of leaves when obtained] (p.55).

## Filter data by leave type

To filter data, select a [Leave type] under [Specify display condition].

You can check the number of leaves taken, remaining and expired during the fiscal year (if it is an "Add" type, leave it only shows the number of taken leaves).



No.	Employee code	Name	Detail	At the start of year 2017	Grant	Acquired	Expired	Will expire	At the start of year 2018
1	1001	John King	<a href="#">Detail</a>	13.0		1.0		12.0	0.0
2	1002	Robert Smith	<a href="#">Detail</a>	20.0	20.0			20.0	20.0
3	1003	Michael Johnson	<a href="#">Detail</a>	0.0	20.0	3.0			17.0

### Leave data

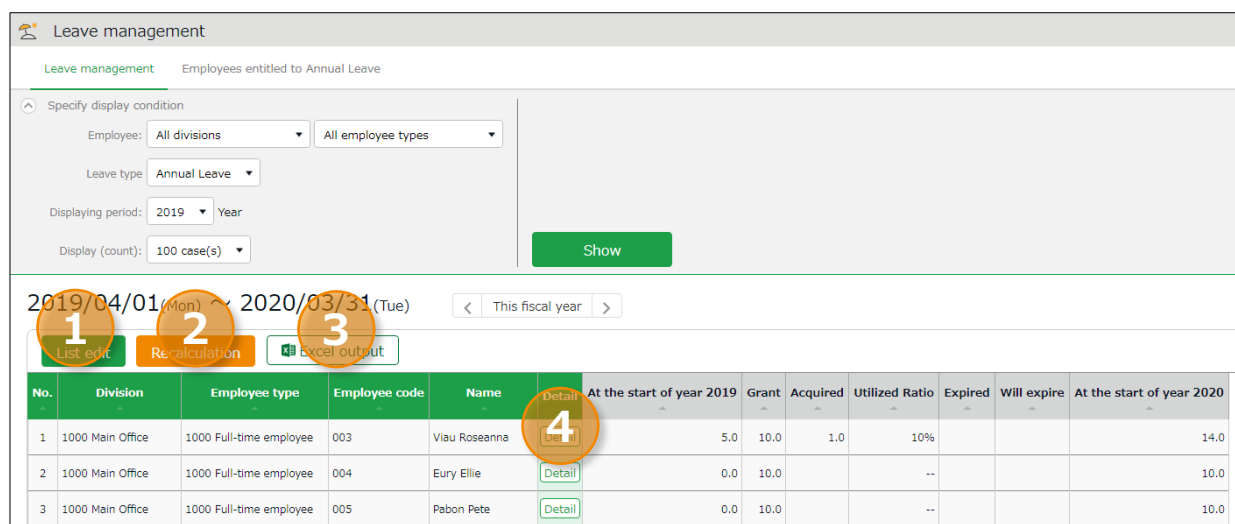
Check the total number of leaves taken/remaining from here. The items are described below.

<b>At the start of year</b>	Shows the number of remaining leaves at the start of the year. This does not include leaves granted at the start of the year.
<b>Grant</b>	Shows the number of leaves taken this year.
<b>Acquired</b>	Shows the number of leaves taken this year. <b>* For "Add" type leaves, this is the only info provided.</b>
<b>Utilized Ratio</b>	This shows the percentage of leaves (rounded off to the nearest whole number) taken during the specified period. It does not count carry-overs from the previous year.
<b>Expired</b>	Shows the leaves that are expiring/has expired during this period. Data collection period depends on the fiscal year being displayed. <ul style="list-style-type: none"> <li>If past year's data is displayed - Data are collected from the beginning of the year until the end of the year.</li> <li>If this year's data is displayed - Data are collected from the beginning of this year until now.</li> </ul>

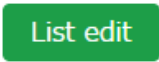
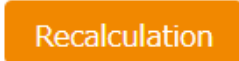

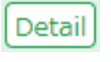
<b>Will expire</b>	Shows the leaves that expired during this period. Data collection period depends on the fiscal year being displayed. <ul style="list-style-type: none"> <li>If this fiscal year's data is displayed - Data are collected from now until the end of this fiscal year.</li> <li>If future year is displayed - Data are collected from the beginning of the year until the end of the year.</li> </ul>
<b>(Next year) Start of year</b>	Shows the number of remaining leaves at the start of the year. This does not include leaves granted at the start of the year.

## 7.2.2.Operations

You can perform the following tasks in the Leave Management screen.



The screenshot shows the 'Leave management' interface. At the top, there are tabs for 'Leave management' and 'Employees entitled to Annual Leave'. Below this is a 'Specify display condition' section with dropdowns for 'Employee' (All divisions), 'Employee type' (All employee types), 'Leave type' (Annual Leave), 'Displaying period' (2019 Year), and 'Display (count)' (100 case(s)). A 'Show' button is to the right. Below the filters, there are three buttons: 'List edit' (1), 'Recalculation' (2), and 'Excel output' (3). A date range '2019/04/01 (Mon) ~ 2020/03/31 (Tue)' is shown with navigation arrows. Below the buttons is a table with columns: No., Division, Employee type, Employee code, Name, Detail (4), At the start of year 2019, Grant, Acquired, Utilized Ratio, Expired, Will expire, and At the start of year 2020. The table lists three employees: Viau Roseanna, Eury Ellie, and Pabon Pete.


	Buttons	Description
1		Grants leaves to multiple employees at once (p.143). * Available when a "Subtract" leave type is set to the display condition.
2		This button shows when 'Leave Type' is specified in the Display Condition settings. Recalculates leave data.
3		The Leave management screen can be downloaded in Excel format.
4		Confirm leave grant/obtained date of each employee. You can also grant leaves here. Please refer to the following pages for details.

## 7.3. Grant leaves to each employee

The screen below shows the details of the leave for each employee.

[Where to look] All menu > Schedule > Leave management > Employee [Detail] screen

### 7.3.1. Descriptions


**Vacation details**

Yokohama Office / Full time / 4000 Tho

2021Year 2021/04/01(Thu) ~ 2022/03/31

**Remaining days valid (subtr. type)**

Remaining days as of the closing date	6.0	2.0	0.0	0.0	0.0
Estimation of expired days from today until the end of fiscal year	0.0	0.0	0.0	0.0	0.0

**Yearly total days (Addition type)**

	Absent	Maternity leave	Parental leave	Work injury leave
Number of day(s) accumulated from beginning of year 2021 to present	0.0	0.0	0.0	0.0

**Thomas Susan 's leave application record**

- ☒ Paid leave ( Subtraction type ) Effective period:2years
- ☒ Comp. leave ( Subtraction type ) Effective period:3years
- ☒ Absent ( Add type )
- ☒ Sick child leave ( Subtraction type ) Effective period:1years
- ☒ Care leave ( Subtraction type ) Effective period:1years
- ☒ Maternity leave ( Add type )
- ☒ Parental leave ( Add type )
- ☒ Long term care leave ( Subtraction type ) Effective period:5years

**Remaining days valid (subtr. type)**

Shows the number of leaves remaining as of the closing date and leaves that are expiring from this day until the end of the fiscal year.

**Yearly total days (Addition type)**

Shows the total leaves taken this year.

**Leave application record**

Click here to show when the leaves were granted or taken.  
You can also grant leaves from here.  
Shows the number of leaves remaining as of the closing date and leaves that are expiring from this day until the end of the fiscal year.

### 7.3.2. Grant leaves

1. Go to the Vacation details screen for leave details.

Thomas Susan 's leave application record

^ Paid leave ( Subtraction type ) Effective period:2years

Grant date	Grant type	Grant (days)	Effective period	Obtained date	Obtained (days)	Status	Edit
2021/09/01	Manual grant	10					Save
At the start of year 2021 [2020/09/01(Tue)]	Manual grant	6.0	2020/09/01(Tue)~2022/08/31(Wed)			(Remained 6.0)	
Total of year 2021		6.0			0.0		
Utilized Ratio							
Remaining days as of the closing date					6.0		
Expired days of year 2021					0.0		
Number of day(s) at beginning of year 2022's point					6.0		
							Recalculation
Registration							

The total number of leaves taken/remaining are shown.

Item	Description
<b>Total of (year)</b>	Total leaves granted and taken during the year, regardless of expiration date.
<b>Utilized Ratio</b>	This shows the percentage of leaves (rounded off to the nearest whole number) taken during the specified period. It does not count carry-overs from the previous year.
<b>Number of days remaining as of the closing date</b>	Shows the number of leaves remaining as of the closing date.
<b>Expired days of (year)</b>	Shows the number of leaves expiring this year. The [Status] column shows the total of remaining leaves that are labeled as [Expiring].
<b>Number of day(s) at beginning of (next year)'s point</b>	Shows the number of remaining leaves at the start of the next year. These are carried over to the next year.

## 7.4. Grant leaves to multiple employees at once

---

1. Go to the Leave management screen, then select a [Leave type] under [Specify display condition] to filter data.  
Press the [List edit] button displayed.
2. Enter a value in [Increase/decrease grant (days)] in the next screen.  
To reflect the same settings to all employees displayed in the screen, click [Copy].
3. Click [Registration] to save the settings.

## 7.5. To Import Remaining Leaves with CSV File

---

You can import the number of remaining leaves from the Export / Import screen.

[Where to look] All menu > Others > Export / Import  
> Employee data [CSV]

### Prepare an Import Layout to Grant Leaves

If you are granting leaves by CSV import for the first time, please follow the instructions on p.[48](#) to create Employee data import layout. To grant leaves by CSV import, select [Update only] in [Applied type/category]. Select the following items.

- Employee code
- Grant vacation date
- (Leave name): Grant days

### Grant leaves by data import

To import CSV data, please refer to [p.144](#).

## 7.6. Check the number of leaves taken each month

---

To check how many leaves are taken every month, go to the Yearly data screen (p.[116](#)).


[Where to look] All menu > Attendance data > Yearly data



## 7.7. Grant leaves by auto-calculation



Before starting, please complete the Grant paid leave settings (p.58)

The [Attention required ] mark in the home page indicates there is an employee entitled to paid leaves, based on the grant policy. Click this item to view the list of employees who are eligible for paid leaves. You can also access from [All menu > Leave management > Employees entitled to Paid leave].)

### 7.7.1. Instructions

1. Confirm the employee's [Grant days] and [Grant date].  
Grant days are automatically calculated. However, you can also edit the values manually.
2. Select the [Grant] radio button on the right.
3. Click [Grant paid vacation]. Click [Apply] in the next screen.

#### Number of employees

Shows the number of employees that are entitled to paid leave.

#### Paid leave entitlement settings/Paid leave settings by employee

Change paid leave grant policies from here. These settings can also be performed in the Employee type settings screen and Employee settings screen.

Entitled for Paid leave

Leave management Employees entitled to Paid leave

Specify display condition  
Employee: 1000 Head office 1000 Staff Show

Number of employees eligible / 1

Employee entitled to Paid leave

Paid leave entitlement settings Paid leave settings by Employee Excel output

No.	Name	Hire date or	Entitlement method	Paid leave days selection method	Weekly contract days	Days within period	Workday total	Days worked	Attendance(%)	Days to entitle	Paid leave granted date	Tenure at point of grant date	Grant All	Reject All	Pending approval All
1	1001 John King	06 Jul, 2016	Based on hire date	Contract day(s)	5Day	335Day	35Day	36Day	102.0	18 Day	06 Jun, 2017	5 Yr. (s) 6 Mo. period	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	1002 Robert Smith	01 Oct, 2016	Based on hire date	Contract day(s)	5Day	365Day	25Day	26Day	104.0	20Day	01 Oct, 2017	7 Yr. (s) 6 Mo. period	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	1003 Michael Johnson	01 Apr, 2017	Based on hire date	Contract day(s)	5Day	365Day	2Day	2Day	100.0	20Day	01 Apr, 2018	7 Yr. (s) 6 Mo. period	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Paid leave grant

Shows the employees entitled to paid leaves, grant policy (condition), and the reference attendance record.  
Please refer to the following pages for details on related items.

## 7.7.2. Descriptions

Here are descriptions of terms in the [Entitled for Paid leave] screen.

<b>Hired date or Last granted</b>	The employee's hired date is displayed until leaves are granted for the first time. After them, the date last granted will be shown. Instead of the past grant date, the grant date may also be based on Leave-related settings and Hired date.
<b>Grant method</b>	The paid leave grant method specified in Leave-related settings are shown. This is either [Hired date] or [Grant date criterion].
<b>Paid leaves grant selection method</b>	The selection method for the number of leaves, specified in Leave-related settings are shown. This is either [Contract days] or [Work days].
<b>Weekly contract days</b>	The following contents are shown, as specified in Paid leaves grant selection method. <ul style="list-style-type: none"> <li>• If set to [Contract days] - The specified number of workdays per week is shown.</li> <li>• If set to [Workdays] - The number of workdays per week, that fulfills the minimum workdays required for paid leave entitlement is shown in parentheses (). <b>Yellow</b> indicates that the number of workdays per week is 0.</li> </ul>
<b>Days within period</b>	Shows the number of days of period required for granting leaves.
<b>Total working days</b>	The number of days specified as [Total working days] (see Leave-related settings) during [Days within period].
<b>Working days</b>	The number of days specified as workday (at Leave-related settings) during [Days within period].
<b>Attendance rate (%)</b>	Number of days worked / Total working days = Attendance rate <b>Yellow</b> indicates that the number of attended days is less than the minimum attendance required (80%).
<b>Granted days</b>	Shows the number of leaves to grant. <b>Red</b> indicates zero leaves.
<b>Grant date</b>	Shows the date of when the paid leaves were granted.
<b>Tenure at point of grant date</b>	Shows the number years the employee worked at the grant date's point.

## 8. EXPORT DATA

This section describes the data export feature.

### 8.1. The Export menu

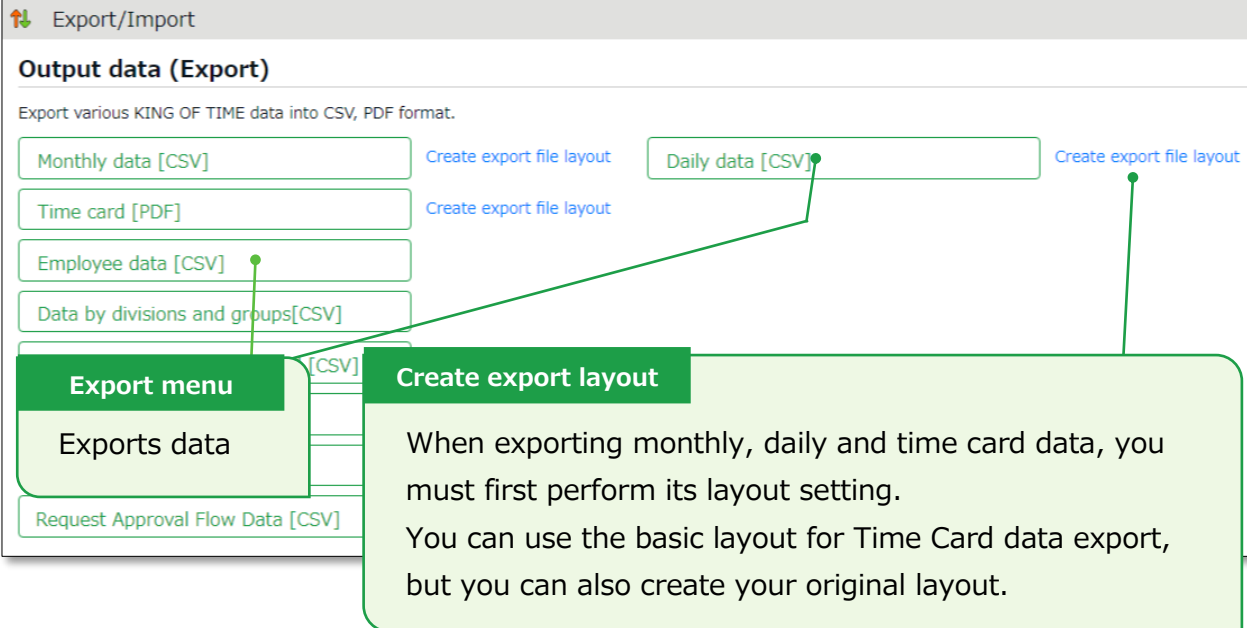
You can export time record, auto-calculated attendance data and employee data from the Export/Import screen.

[Where to look] All menu > Others > Export / Import

#### Initially available data

Item name	Function	Format
<b>Monthly data</b>	Exports data that correspond to the specified period (3 months or less). Used for integrations with payroll software.	CSV
<b>Daily data</b>	Exports data related to everyday work, such as attendance data and schedule.	CSV
<b>Time Card</b>	Export Time Card.	PDF
<b>Employee data</b>	Exports Employee data in Excel format.	CSV
<b>Data by divisions and groups</b>	Exports attendance data (calculated by Divisions and Employee types) that correspond to the specified period (3 months or less).	CSV
<b>Admin data</b>	Exports Admin permission data.	CSV
<b>Annual Paid Leave Management Data</b>	Exports annual paid leave data (details such as when it was granted and taken).	EXCEL

### 8.1.1. Description



**Export/Import**

**Output data (Export)**

Export various KING OF TIME data into CSV, PDF format.

Monthly data [CSV] [Create export file layout](#)

Time card [PDF] [Create export file layout](#)

Employee data [CSV] [Create export file layout](#)

Data by divisions and groups [CSV] [Create export file layout](#)

Request Approval Flow Data [CSV] [Create export file layout](#)

**Export menu**

Exports data

**Create export layout**

When exporting monthly, daily and time card data, you must first perform its layout setting.

You can use the basic layout for Time Card data export, but you can also create your original layout.

## 8.2. Create export file layout

The export file layout specifies the display order of data within the export file.

1. Go to [All menu > Export / Import] and click [Create export file layout] next to Monthly data [CSV] (or Daily data [CSV], Time Card [PDF]).  
Click [Create new] in the next screen.
2. Enter the items required.

<b>Layout name</b>	Enter the layout name in 20 characters or less.
<b>Data orientation</b>	This defines the arrangement of the data. Data is generally arranged vertically. * Only available in the Monthly data layout setting screen.
<b>Export item name</b>	This determines whether to include title row (e.g. Assigned hours, Overtime work, etc.) in the file. To change the name of the items, enter the items in the [Custom item name] field, each separated by a comma (,). * Available in Monthly data and Daily data export layout settings screen.
<b>Quoted string</b>	This determines whether to enclose every data with quotation marks ("). * Available in Monthly data and Daily data export layout settings screen.
<b>Time display format</b>	You can select the time format from here. To configure settings for the third decimal place, go to [Home > Settings > Options] and change [The handling of the third decimal place for 10 decimal display].
<b>Signed name</b>	Enter the names required in the signature line. * This field only shows in [Time card layout settings].

3. Select items from the [Available items] list as needed, then click [Add ->].  
The [Add blank] button adds a blank column to the [Items selected] list.  
Preview is available in the bottom of the screen.
4. Select items as needed and click [Registration].

**Display item: Available items**

- 029 - Division Code (output division)
- ✓ 030 - Assigned (hrs)
- 031 - Unassigned (hrs)
- ✓ 032 - Overtime (hrs)
- ✓ 033 - Late night work (hrs)
- ✓ 034 - Late night overtime (hrs)
- ✓ 035 - Assigned time-off (hrs)
- ✓ 036 - Time-off late night (hrs)
- ✓ 037 - Break (hrs)
- 038 - Late-in (hrs)
- 039 - Early-out (hrs)
- ✓ 040 - Total work (hrs)

Add ->

← Release

Add blank

**Items selected**

- 007 - Employee code
- 053 - Total clock-in (days)
- 048 - Legal time-off clock-in (days)
- 049 - Non-legal time-off clock-in (days)
- 030 - Assigned (hrs)
- 032 - Overtime (hrs)
- 033 - Late night work (hrs)
- 034 - Late night overtime (hrs)
- 035 - Assigned time-off (hrs)
- 036 - Time-off late night (hrs)
- 037 - Break (hrs)
- 040 - Total work (hrs)

Order

↕

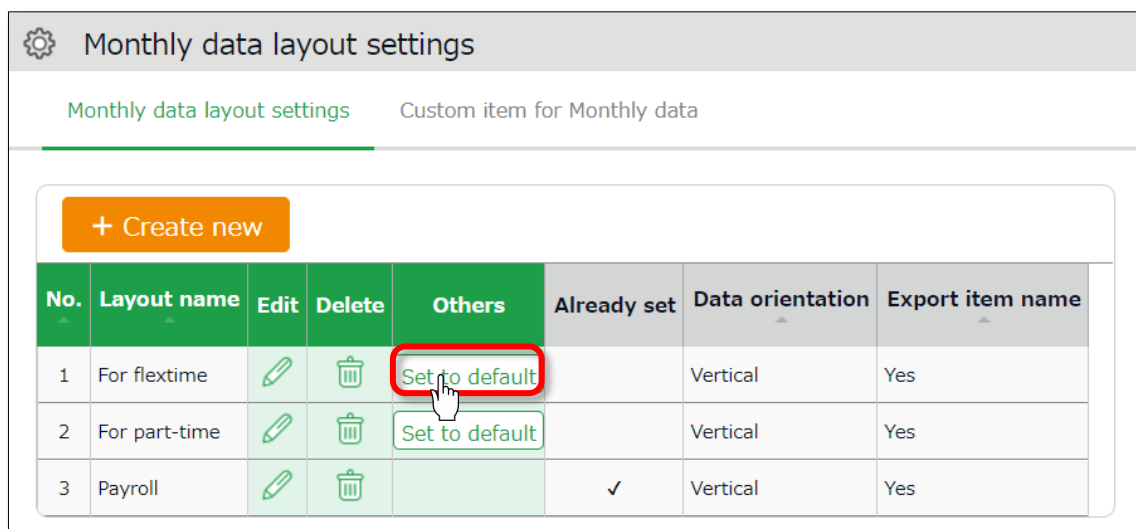
↑

↓

↕

Sample preview  
 Employee code,Total clock-in (days),Legal time-off clock-in (days),Non-legal time-off clock-in (days),Assigned (hrs),Overtime (hrs),Late night work (hrs),Late night overtime (hrs),Assigned time-off (hrs),Time-off late night

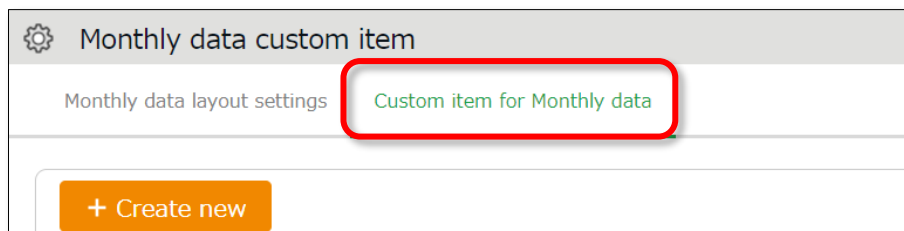
- To specify a default layout template, press the [Set to default] displayed on the list. The selected layout is specified as default when exporting the data.



### 8.2.1. Create custom items

You can create your original export items by combining existing attendance-related items.  
(E.g. Custom item that displays the total of overtime work + late night overtime work)

- Go to [All menu > Export / Import] and click [Create input layout] next to Monthly data [CSV], Daily data [CSV] or Time card [PDF].  
Then, click [Custom item for Monthly data (Daily data custom item/Customize Time Card items)].



- Click [Create new] and enter the items required.

#### Basic info

<b>Custom item name</b>	Enter custom item name in 20 characters or less.
<b>Calculation unit</b>	Select either [Hrs.(Time)] or [Day].
<b>Results</b>	If you turn on the checkbox at [Don't export negative values], calculation results with negative numbers are displayed as 0.

## To apply fixed value

<b>Fixed value</b>	Enter any value in 50 characters or less.
<b>Apply to calculation value</b>	<p>This setting determines whether to add the fixed value to attendance related items (specified in the bottom half of the screen).</p> <ul style="list-style-type: none"> <li>[Don't use (Export fixed value)] - Fixed value is displayed/exported as specified.</li> <li>[Use (Sum up fixed value and attendance data item)] - Fixed value is added up to the attendance related items checked below.</li> </ul> <p>If you set it to [Use], please enter the Fixed value in minutes.</p> <p>If the [Export as 0 if total of items selected is 0 min/0 days] check box is turned on, the calculation results exports as 0 when the sum of the selected items are 0.</p>

### 1. Select items.

Check the [+] column to add up items, then check the [-] column to subtract items. You cannot choose items in different units (time/days).

Select item to add.

+	-	No.	Item name	Calculation unit
<input type="checkbox"/>	<input type="checkbox"/>	1	Assigned (hrs)	Hrs.
<input type="checkbox"/>	<input type="checkbox"/>	2	Unassigned (hrs)	Hrs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Overtime (hrs)	Hrs.
<input type="checkbox"/>	<input type="checkbox"/>	4	Late night work (hrs)	Hrs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Late night overtime (hrs)	Hrs.
<input type="checkbox"/>	<input type="checkbox"/>	6	Assigned time-off (hrs)	Hrs.
<input type="checkbox"/>	<input type="checkbox"/>	7	Time off late night (hrs)	Hrs.

### 2. Click [Registration] to save the settings.


### 3. The new custom is added to the [Available items] list.

067 - Public holiday days granted (manual)
068 - Special leave days granted (manual)
069 - Paid leave: Obtained half-day vacation (count)
070 - Total overtime(hrs)

### 8.3. Export

This section describes the steps to export data.

1. Go to the Export / Import screen and click [Monthly data CSV]  
Specify exporting conditions such as data period, export layout and division. Click [Data output].
2. Displays the [Confirm data export] screen.  
Confirm details and click [Data output] to download the data.

 Confirm monthly data export

Confirm export items

Exporting employee type	Staff, Part-time
Output period	2017/03/01(Wed) ~ 2017/03/31(Fri)
Applicable division for output	Head office
Applicable employee (count) for output	3 <span>Select employee</span>
Attendance data errors within target	0 case(s)
Unprocessed requests within target	0 case(s)
Cut-off time characters	. (Dot) ▼
Line break characters	CR+LF(Windows) ▼

Data output

<b>Applicable employee (count) for output</b>	Shows the number of employees exporting. To export data of some of the employees, select employees from [Select employee].
<b>Attendance data errors within target</b>	Shows the number of attendance error data within the specified period. You can export data regardless of attendance data errors. However, some data might be incorrect. Please make sure to check the details of the errors in the Attendance data error screen.
<b>Cut-off time characters</b>	You can use either dot (.) or colon (:) in the time format. * Not available in Time Card output.
<b>Line break characters</b>	Change the newline character if needed. Please choose a character compatible with your system, especially if you are using an operating system other than Windows. * Not available in Time Card output.



### 8.3.1. Time range of data

You can also export data by month.

#### Set the time range of exporting data

Go to the Export data screen and click [Set date] in [Output applicable date].

You can specify any range of data less than 3 months.



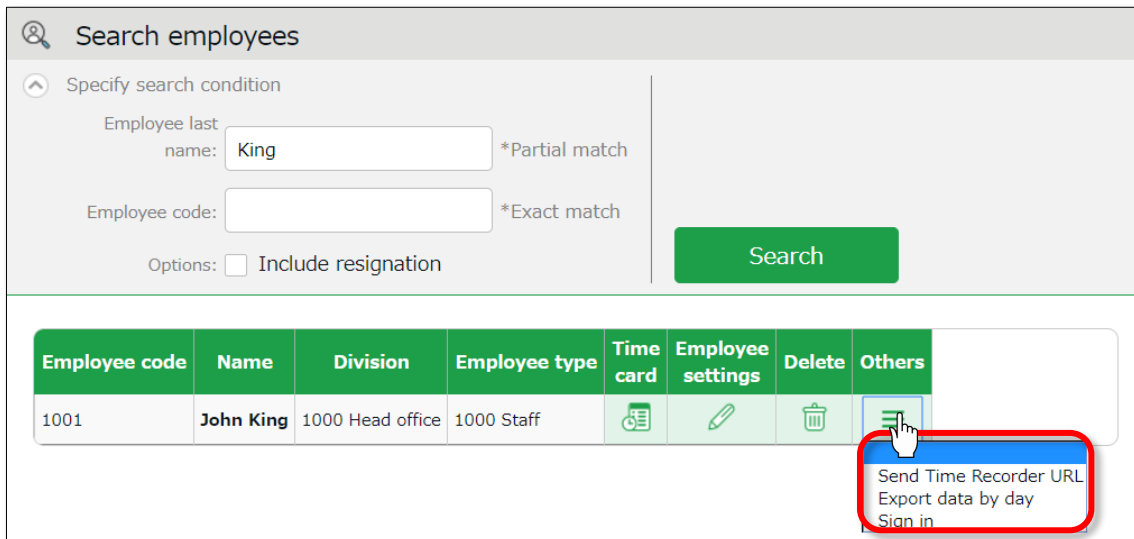
#### Export 5 Years' Data

You can export up to 5 years of data (Daily data [CSV] and Time Card [PDF]). Please note you can export 1 employee's data at a time.

[Where to look] All menu > Others > Search employees

1. Search an employee by name or employee code.

Click [ ≡ ] of the employee to open a drop-down menu. Click [Export data by day] or [Time Card output] in the menu.



2. Go to the Export data screen and click [Set date] in [Output applicable date]. You can set data period to a maximum of 5 years. For Time Card export: If you check [Calculate by closing date] under [Export options], monthly data will be organized in different pages.

## 9. TABLE OF ATTENDANCE DATA ITEMS

The definition of attendance items in this system are described below.

### Time calculation

Working time is defined by [Workday type], [Employee type] and [Time record].

Even if an employee clocks in/out several times throughout the day, working time calculates as 1 day's work.

Attendance items	Details	Workday type
<b>Fixed hours</b>	This is the work hours between clock-in and clock-out. The calculation is based on the calculation method specified in Schedule (clock in and out schedule) and Employee type settings.	Weekday
<b>Unassigned work (Unassigned work time)</b>	Work time after scheduled Clock-in/out hours is regarded as [Unassigned work time]. However, working time past Overtime work start time is classified as [Overtime work]. Working time that takes place during Late night overtime work hours are classified as [Late night overtime work]. They are both calculated separately from [Unassigned work].	Weekday
<b>Overtime work</b>	Overtime work is calculated according to the rule set in [Employee type > Overtime start time]. This is usually set to [8 Hrs. excess work will be counted as overtime]. This means working for more than 8 hours is regarded as overtime work. (Weekly and monthly overtime calculations are available by applying the Flextime work feature.)	Weekday
<b>Assigned Late-night hours</b>	Calculated according to the rule set in [Employee type > Late night work (hrs) slot]. This is usually set to 22:00 - 5:00 (following day).	Weekday
<b>Unassigned Late-night hours</b>	Work time after Late-night hours schedule is regarded as [Unassigned Late-night hours]. Work time past Overtime start time is counted as [Late night overtime hours].	Weekday
<b>Late night overtime hours</b>	Sums up working hours that satisfies both [Overtime] and [Night work] conditions. [Overtime work] and [Late night work] are calculated separately and do not overlap.	Weekday
<b>Assigned time-</b>	Working hours during [Legal time off] or [Non-legal time	Legal time off

<b>off/Assigned Late-night time- off</b>	off] workday types are regarded as [Assigned time-off hours]. This sums up working hours under Legal holidays and Non-legal holidays. The definition of “late night” is described above.	+ Non-legal time off
<b>Unassigned time- off/Unassigned Late-night time- off</b>	Working hours during [Legal time off] or [Non-legal time off] workday types are regarded as [Unassigned time-off hours]. This sums up working hours during [Legal time off] and [Non-legal time off] days. The definition of “late night” is described above.	Legal time off + Non-legal time off
<b>Assigned legal time- off/Assigned Late-night hours on Legal holiday</b>	Working hours during the [Legal time off] workday type is classified under this category. The definition of “late night” is described above. Available in Data export.	Legal time off
<b>Unassigned legal holiday(time- off)/Unassigned Late-night hours on Legal holiday hours</b>	Unassigned working hours under [Legal time off] is classified under this category. The definition of “late night” is described above. Available in Data export.	Legal time off
<b>Assigned non- legal time-off hours/Assigned Late-night hours on Non-legal holiday hours</b>	Working hours during [Non-legal time off] workday type is classified under this category. The definition of “late night” is described above. Available in Data export.	Non-legal time off
<b>Unassigned non- legal time-off / Unassigned Late- night hours on Non-legal holiday</b>	Unassigned working hours under [Non-legal time off] workday type is classified under this category. The definition of “late night” is described above. Available in Data export.	Non-legal time off
<b>Late-in</b>	Early leaves. Compares clock-in schedule with actual time record.	-
<b>Early leave</b>	Early leaves. Compares clock-out schedule with actual time record.	-
<b>Total work hours</b>	Shows the total working hours.	-
<b>Break time</b>	Calculates break time from time records or employee types and schedules. Break time is subtracted from working hours.	-

## Day calculation

A work day is counted as 1 day, regardless of how many hours the employee worked.

Even if an employee clocks in/out several times throughout the day, they count as working time if they are recorded on the same day.

Calculated items	Details	Workday type
<b>Weekday clock-in days</b>	Number of days worked on weekdays (i.e. Workday type set to [Weekday]).	Weekday
<b>Time-off clock-in days</b>	Number of days working on legal and non-legal holidays. Number of working days under [Legal time off] and [Non-legal time off] workday types.	Legal time off + Non-legal time off
<b>Legal time-off clock-in days</b>	Number of days attended on the [Legal time off] workday type.	Legal time off
<b>Non-legal time-off clock-in days</b>	Number of days working on the [Non-legal time off] workday type.	Non-legal time off
<b>Total clock-in days</b>	Total days worked.	-

Unauthorized copying and replication of the contents of this guide, text and images are strictly prohibited.  
The contents of this guide are subject to change without prior notice, for revision and further improvement.

Last Updated – March 13, 2022