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# Admin Manual

Part 2 Operation method

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This manual is the second part of a two-part administrator's manual.  
Part 2 describes the operation method.

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# Part 2 Operation method

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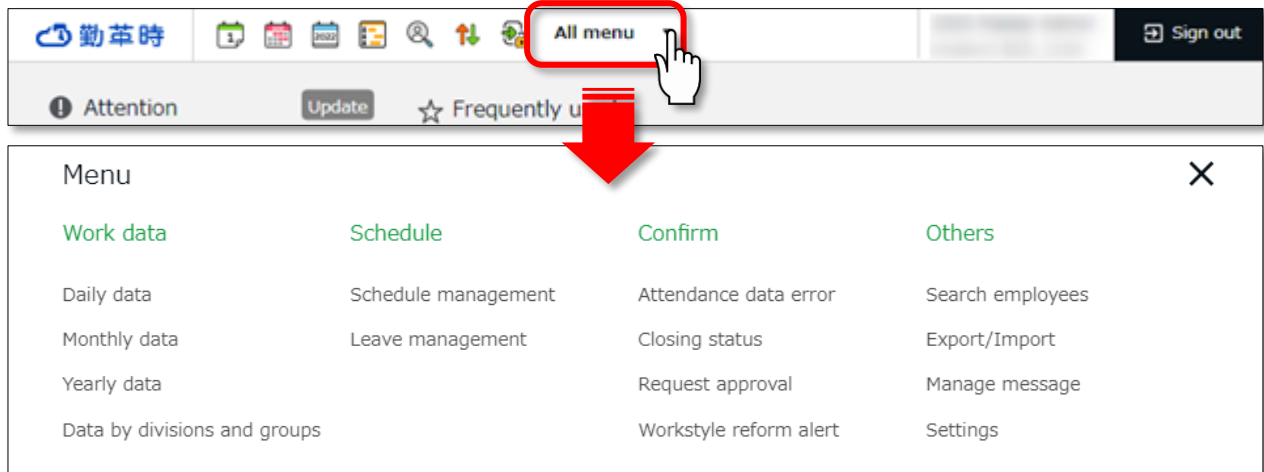
Part 2 describes the operation method.

This section describes how to manage time record data, schedules, 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.



Descriptions for each item are provided below.

## Attendance data

<b>Daily data</b>	Shows daily time record, schedules, and auto-calculated attendance data.	<a href="#">p.8</a>
<b>Monthly data</b>	Shows monthly data such as the number of days/hours of work and leave.	<a href="#">p.11</a>
<b>Yearly data</b>	This screen shows up to 12 months' data. It provides the summary of days/hours worked and leaves taken.	<a href="#">p.15</a>
<b>Data by divisions and groups</b>	This screen shows monthly data calculated by divisions and employee types.	<a href="#">p.16</a>

## Schedule

<b>Schedule management</b>	Check and add schedules from here.	<a href="#">p.30</a>
<b>Leave management</b>	Check the number of leaves taken/remaining from here.	<a href="#">p.37</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.).	<a href="#">p.21</a>
<b>Closing/ Confirmation status</b>	Check the closing or confirmation status of the attendance data. <i>* If you are not using the Attendance confirmation feature, this is shown as [Closing status].</i>	<a href="#">p.27</a>
<b>Request approval</b>	Approve/reject requests from employees and other administrators.	<a href="#">p.27</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 Part 1 Basic settings of the Admin Manual.	-

## Others

<b>Search employees</b>	Search employees by name or employee code. You can perform the following tasks from the 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>• Sign in on behalf of the user (1st Master Admin and Master Admins only) etc.</li> </ul>	-
<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.	<a href="#">p.47</a>
<b>Message management</b>	You can use this feature to show messages on [Time Recorder (Desktop version)] and [My Recorder].	-



Some items can also be accessed from the [Frequently used] menu.

The screenshot displays the '勤革時' (Kinkakushi) system interface. The top navigation bar includes the logo, a menu with icons for calendar, 2024, and other functions, 'All menu', 'Help', 'admin Master Admin', and 'Sign out'. The main content area is divided into 'Attention' and 'Frequently used' sections. The 'Attention' section shows '5 Days Mandatory leave' and 'Admin/Email address verification'. The 'Frequently used' section contains four buttons: 'Daily data' (calendar icon with '5'), 'Monthly data' (calendar icon with 'NOV'), 'Yearly data' (calendar icon with '2024'), and 'Schedule management' (calendar icon with people). A red box highlights the 'Frequently used' section.

## 2. CHECK ATTENDANCE DATA

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

### 2.1. Check daily data

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

[Where to look] "Frequently used" 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.
- Display location information - Displays the location info associated
- Display the total value of all items displayed - In the "Total" of the last row, the total of all items displayed on the page as well as the total of all target items will be displayed.

The screenshot shows the 'Daily data' interface. At the top, there are filters for 'Employee' (All divisions), 'All employee types', and 'All the employee group'. The 'Date' is set to 2024/10/30. The 'Display (count)' is set to 100 case(s). There are options for 'Display by employee work location', 'Gather time-record', 'Display location information' (checked), and 'Display total value of all data to be displayed'. A 'View' button is on the right.

Below the filters, the date '2024/10/30(Wed)' is shown with navigation arrows. There are tabs for 'Normal' and 'Plan/Actual results' (with 'Custom' sub-tabs). Buttons for 'Close attendance(s)', 'Cancel closing attendance(s)', and 'Excel output' are present.

No.	Division	Employee type	Employee group	Name	Time card	Edit	Closed	Schedule	Workday type	Clock-in	Clock-out
1	1000 Main Office	1000 Full-time employee	1000 employee group	1000 Smith John				Normal work <input type="checkbox"/>	Weekday	Edit 10/30 09:00	Edit 10/30 18:00
2	1000 Main Office	1000 Full-time employee	1000 employee group	1001 Smith Robert				--(Paid vacation) <input type="checkbox"/>	Weekday		

##### 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 <input type="checkbox"/>	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 <input type="checkbox"/>	Weekday				
			Total				2 people attending	2 clocked out	15.55	

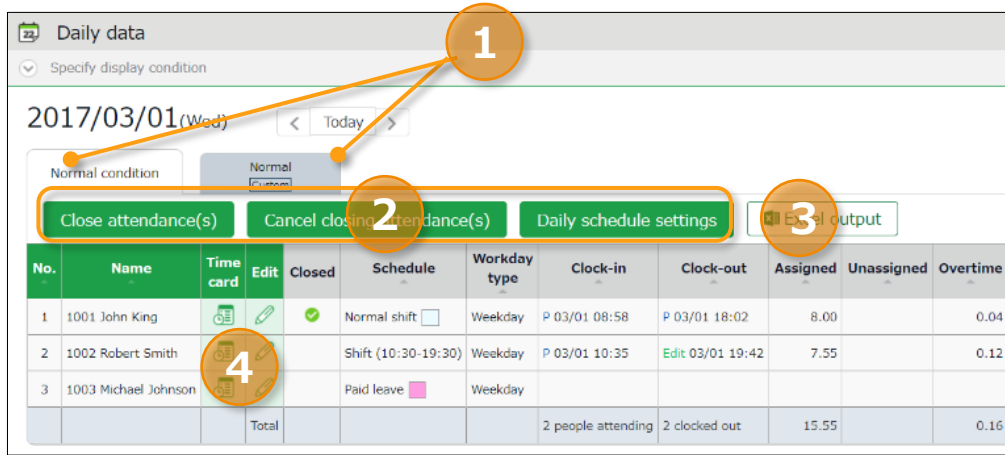
<b>Cl.(Close)</b>	If the user's attendance data is closed (p. <a href="#">26</a> ), a check mark () shows in the corresponding date.
<b>Schedule</b>	Shows schedules and leaves. If an Admin creates and applies a Pattern) to a schedule, the name of the pattern shows in the grid. [Shift] indicates the schedule doesn't belong to any pattern.
<b>Workday type</b>	Workday types are displayed.
<b>Clock-in/out</b>	Clock-in/out time and method are shown. Please refer to p. <a href="#">17</a> for the abbreviations of time record method.
<b>Note</b>	Enter notes or comments at the Attendance data edit screen (p. <a href="#">16</a> ), if needed. You can also choose whether to reflect request messages to the text field when performing request approvals (p. <a href="#">29</a> ).



Please refer to p.[58](#) for the table of attendance items.

## 2.1.2. Operations

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



No.	Buttons	Description
1	Tab	Select the tab to view different items.  <b>Normal work</b> Shows the default attendance data.  <b>Normal (Custom)</b> Displays attendance items created in the custom data item settings.
2	<div style="border: 1px solid green; padding: 2px; margin-bottom: 5px; background-color: #2e8b57; color: white; text-align: center;">Close attendance(s)</div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px; background-color: #2e8b57; color: white; text-align: center;">Cancel closing attendance(s)</div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px; background-color: #2e8b57; color: white; text-align: center;">Daily schedule settings</div>	<p>Closes or uncloses attendance data (p.<a href="#">26</a>).</p> <p>* Available to administrators with closing privileges.</p> <p>You can check and edit schedules of the selected day by divisions (p.<a href="#">35</a>).</p> <p>* Only available if one division is selected. * Available to administrators with schedule management privileges.</p>
3	<div style="border: 1px solid green; padding: 2px; margin-bottom: 5px; background-color: #e0f0e0; text-align: center;">  Excel output         </div>	<p>Monthly data can be downloaded in Excel format.</p> <p>* Available to administrators with data export privileges.</p>
4	<div style="border: 1px solid green; padding: 2px; margin-bottom: 5px; background-color: #e0f0e0; text-align: center;">  (Time Card)         </div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px; background-color: #e0f0e0; text-align: center;">  (Edit)         </div>	<p>Shows the Time Card screen (p.<a href="#">13</a>).</p> <p>Edits attendance data (p.<a href="#">16</a>).</p>

## 2.2. Check monthly data

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

[Where to look] "Frequently used" 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 Daily data of 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.


Display the total value of all items displayed - In the "Total" of the last row, the total of all items displayed on the page as well as the total of all target items will be displayed.

No.	Division	Employee type	Employee group	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	3000 Singapore office	1000 Full-time employee	1000 employee group	1005 Anderson Linda	[Time card icon]	[Closed icon]	[Apprv. icon]	2.0	[Working days on holiday icon]	[Late coming icon]	[Time(s) left early icon]	1.0	[Comp. vacation day(s) icon]	[Absent day(s) icon]	[Sick child leave day(s) icon]
2															
														0.0	


#### Monthly data

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

**[Closed]** - Indicates closing status (p.26).

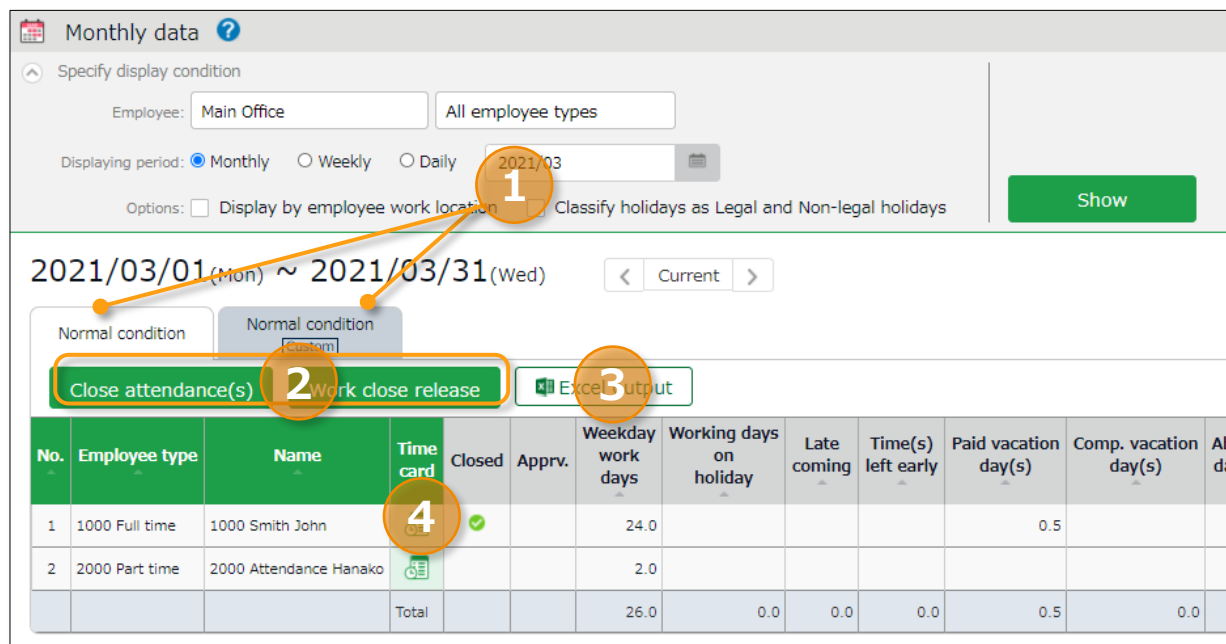
In the Monthly data screen, the  mark is shown only if all days within the period have been closed.


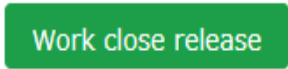


**[Apprv.]** - Shows the attendance confirmation status.

A  mark is shown if the attendance data has been confirmed by the employee.

## 2.2.2. Operations

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



No.	Buttons	Description
1	<b>Tab</b>	Select the tab to view different items.  <b>Normal work</b> Shows the default attendance data.  <b>Normal (Custom)</b> Displays attendance items created in the custom data item settings.
2	 	Closes or uncloses attendance data (p.26). * Available to administrators with closing privileges.
3		Monthly data can be downloaded in Excel format. * Available to administrators with data export privileges.
4	 (Time Card)	Shows the Time Card screen (p.13).

## 2.3. Check Your Time Card

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

[Where to look] “Frequently used” 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

#### Specify the display condition

Select a month. Click [Show] to view data.

#### Options:

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

Week aggregate - Shows the overtime hours after applying the statutory working hours per week.

Display location information - Shows the location data at the time of clock-in/out.

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

Show remaining leaves as of today -

On: Shows the number of leaves remaining as of today.

Off: Shows the number of leaves as of the end of the month. (

\* Only available on the current month's time card.)

#### Monthly data

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

The screenshot displays the 'Time Card' interface for an employee named John. It includes a 'Specify display condition' section with a date selector set to '2021/03' and various options. Below this are two summary tables: 'Summary by time' and 'Calculate days'. The 'Summary by time' table shows metrics like Fixed (hrs), Extra Hours, Overtime, and Work hours total. The 'Calculate days' table shows various leave types and their durations. At the bottom is a 'Daily data' table with columns for Date, Closed, Apprv., Schedule, Workday type, Clock-in, Clock-out, Start break, End break, Fixed, Extra Hours, Overtime, and Fixed late night hours. The table shows data for three days: 03/01 (Mon), 03/02 (Tue), and 03/03 (Wed). The 03/02 (Tue) row is highlighted in light red and has a warning icon, indicating an attendance error.

Weekday	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										

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
Weekday	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)

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 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						

#### 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.

## 2.3.2. Operations

You can Perform the following tasks in Time Card.

The screenshot shows the Time Card interface for the period 2021/03/01 (Mon) to 2021/03/31 (Wed). It includes several sections:

- Monthly data:** Summary by time table with columns: Fixed (hrs), Extra Hours, Overtime, Fixed Late-night hours, Extra Late-night Hours, Late night overtime, Late-in, Early-out, Break, Work hours total.
- Calculate days:** Table with columns: 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.
- Daily data:** Table with columns: 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.

Numbered callouts in the image point to:

- 1:** Edit schedule button
- 2:** EXCEL dropdown and Output button
- 3:** Confirm monthly summary button
- 4:** Leave details button
- 5:** Edit button for daily data

No.	Buttons	Description
1		You can bulk-edit a month's schedule (p.34). * Available to the 1st Master Admin and Master Admins, General Admins with [Schedule settings: Request] or higher privileges.
2		You can download Time Card data in Excel format.
3		You can check the value of each item added up for each day, before calculating bonus wage overtime. * Only available to the 1st Master Admin and Master Admins.
4		Shows Leave details (p.42).
5	(Edit)	Edits attendance data (p.16).

## 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] "Frequently used" 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.

Display the total value of all items displayed - In the "Total" of the last row, the total of all items displayed on the page as well as the total of all



2017

### Yearly data

Specify display condition

Employee:

Displaying period:  -

Select items:

Display (count):

Options:  Display total value of all data to be displayed

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			
3	1003 Michael Johnson			4.57	1.56			
	Total		0.46	18.49	2.52			

**Yearly data**

Shows the summary of the specified month.

## 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 da
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 data such as the number of days/hours of work and leave. The data is displayed by divisions or employee types.

### 2.5.2. Operations



Excel output

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] "Frequently used" menu > Attendance data > Daily data > [Edit] button

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

#### 3.1.1. Descriptions

The screenshot displays the 'Edit work data' interface for user 1001 John King on 2017/03/02. The interface is divided into several sections:

- Buttons:** Reference the edit history, Close attendance(s), Delete work entirely, and Save.
- Edit time-record:** A table with columns: Time-record type, Time-record method, Time-record time, Time record division, and Delete. It shows clock-in and clock-out records for 2017/03/02.
- Edit schedule:** A form for editing the regular schedule, including fields for Pattern (Normal shift), Clock in/out schedule, Work time, Break schedule, Break schedule time, By work day type, Half-day vacation type, Clock-in division, and Auto break off.
- Hour calculation result:** A table showing the daily summary of hours worked.

Callouts provide additional information:

- 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.

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

## Edit time record

Edit time record data.

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"/>
--Select--		2017/03/02	1800	Head office	
--Select--		2017/03/02	hhmm	Head office	
Clock-out		2017/03/02	hhmm	Head office	
Start break		2017/03/02	hhmm	Head office	
End break					

Add time record

<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>	The Division Time Recorder being used is applied automatically.
<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.



The following time record method are available.

<b>Face</b>	Face authentication recorder
<b>Face CC</b>	Face authentication + Chameleon recorder
<b>HB</b>	Hybrid finger scanner or BT-2000
<b>IC</b>	IC card reader, Pit Touch series, BT-2000
<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>SL</b>	Time record by Secure Login
<b>A</b>	Time record by External system through Web API service
<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

## Edit schedule

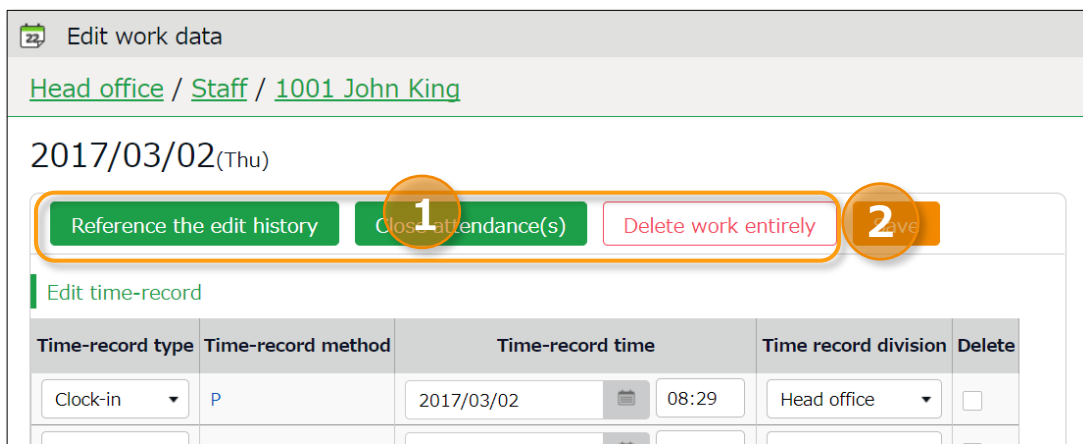
If you select a [Pattern], the scheduled time in Pattern settings is applied. You can enter items directly as well.

<b>Patterns</b>	Select a pattern. You can create patterns at [Pattern settings].
<b>Clock-in/out schedule</b>	Set a clock-out schedule.
<b>Work time</b>	Specifies when 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>Leave type</b>	Select the leave type and the unit (such as All-day, AM leave, PM leave and Leave by Half-day leave).
<b>Clock-in</b>	Shows where the employee clocked-in.

<b>division</b>	The name of the Division Time Recorder last used is applied automatically.
<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

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



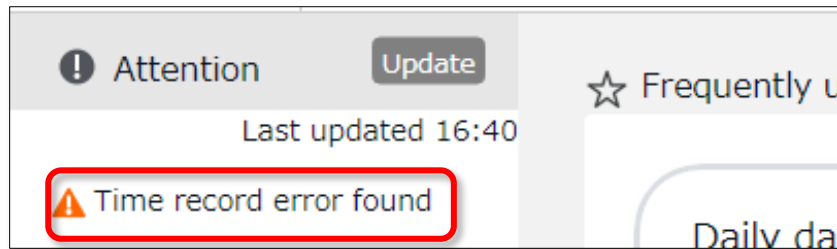
No.	Buttons	Description
1	Reference the edit history	Shows attendance data edit log. * Available in edited attendance data screens.
	Close attendance(s)	Closes the attendance data (p.26). * Available to administrators with closing privileges.
	Delete work entirely	Deletes all attendance data of the day. 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 [“Frequently used” menu > Attendance data error].)



### 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.

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

<b>Time Card</b>	Shows the Time Card screen.
<b>Edit</b>	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>There is a clock-in/out data in a full-day leave.</b>	The system detects error if time record exists in a day with a holiday/leave schedule pattern. By changing the day's schedule pattern from holiday/leave pattern to a workday 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.37).

\* Only leave types with [Disable leave when it reaches zero] checked under the following path are subject to insufficient leave balance error detection:

Settings > Schedule > Leave Type Settings > [Edit] > Disable leave when it reaches zero



#### The [Attention] mark in the home screen

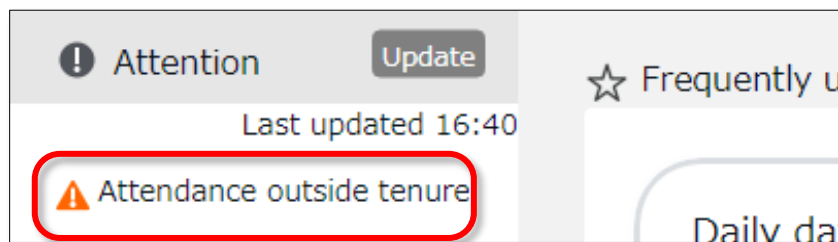
- The [Attention] mark in the home page indicates there are one or more errors within the past 2 months of attendance data.
- [Attendance outside tenure] is shown at [Attention required] in the home page if there are any attendance record exist outside of working years(tenure), within three months less the present time.

### 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 (includes data 3 months prior to present).

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 ["Frequently used" menu > Confirmation > Attendance data error > Attendance outside tenure tab].)



Attendance outside tenure

Specify display condition  
Employee:

\* Daily or monthly attendance data outside of employee's tenure can be accessed by configuring Hired date or Resignation date at [Employee settings].

Time record error found | Leave days shortage | Attendance outside tenure

No.	Division	Employee type	Name	Employee settings	Batch delete	Hired date	Resignation date	Time-record count		Number of schedules	
								Before hired date	After resignation	Before hired date	After resignation
1	1000 Head office	1000 Staff	1004 Sarah Davis	<input type="button" value="Employee settings"/>	<input type="button" value="Batch delete"/>	2015-04-01	2017-05-30		1		1

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

1. 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

2. Go to ["Frequently used" 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

3. 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 won't 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 your 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.

The closing/ confirmation status can be viewed in the Admin and employee screens.

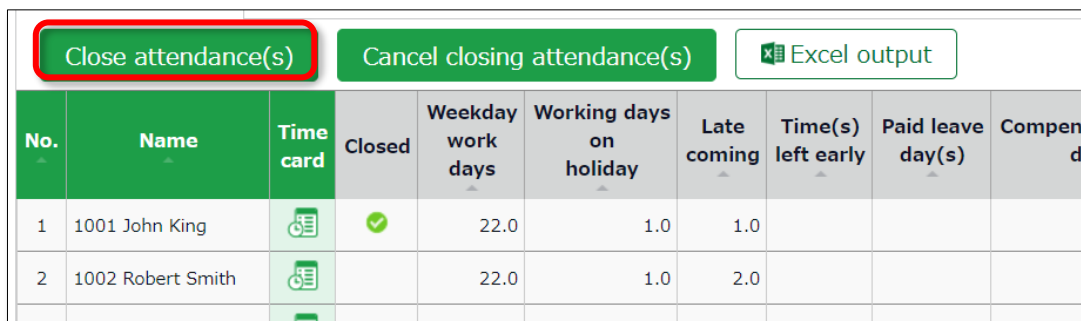
### 4.1. To close attendance data

[Where to access]



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

- "Frequently used" menu > Attendance data > Daily data
- "Frequently used" 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 can't close the attendance data if there are any data errors in the specified period.



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

Only the 1st Master Admin, Master Admins and General Admins with the [Close: Close Attendance] or higher privileges can edit closed attendance data.

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.To check the closing/confirmation status

You can check the closing/confirmation status of the attendance data at the Closing/Confirmation status screen.

[Where to look] "Frequently used" menu > Confirm > Closing/Confirmation status (\*)

\* If you are not using the Attendance confirmation feature, this is shown as [Closing status].

#### 4.3.1. Descriptions

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

Specify display condition  
Division: All divisions  
Displaying period: 2023/06  
Options:  Include employees before hire date View

2023/06/01(Thu) ~ 2023/06/30(Fri) < Current >

\*You can check the attendance confirmation status for each division by clicking on the [Attendance confirmation] for that division.  
\*You can check the closing status for each division for a specific date by clicking on the date.

Excel output

No.	Division	Attendance confirmation	01 thu	02 fri	03 sat	04 sun	05 mon	06 tue	07 wed	08 thu	09 fri	10 sat	11 sun	12 mon	13 tue	14 wed	15 thu	16 fri	17 sat	18 sun	19 mon	20 tue	21 wed	22 thu	23 fri
1	1000 Main Office		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2	2000 Osaka Office		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3	3000 Singapore office		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
4	4000 Bangkok office		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

**Attendance confirmation status**

Shows the attendance confirmation status by division.

The mark indicates that attendance data of all employees in the division have been confirmed.

**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.

Employee type	Name	Closing day date/time	Admin name	Re-opened on	Re-opened by
Full-time employee	1000 Smith John	2023/06/28 17:30	Master Admin		
Full-time employee	1001 Smith Robert	2023/06/28 17:30	Master Admin		
Full-time employee	1002 John Michael	2023/06/28 17:30	Master Admin		
Full-time employee	1003 Davis Sarah	2023/06/28 17:30	Master Admin		

## 5. APPROVE REQUESTS

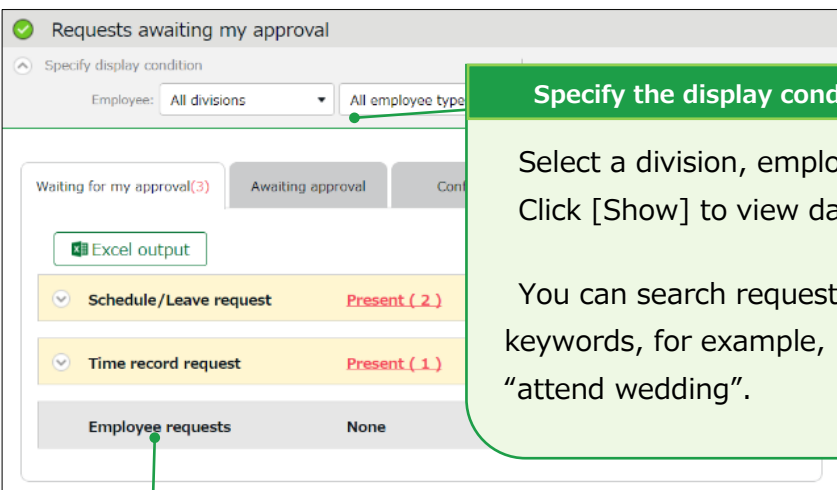
You can receive attendance data/schedule edit requests from employees and other administrators through the Request approval feature.

### 5.1. Check requests

Check request progresses in the Request approval screen.

[Where to look] "Frequently used" 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.

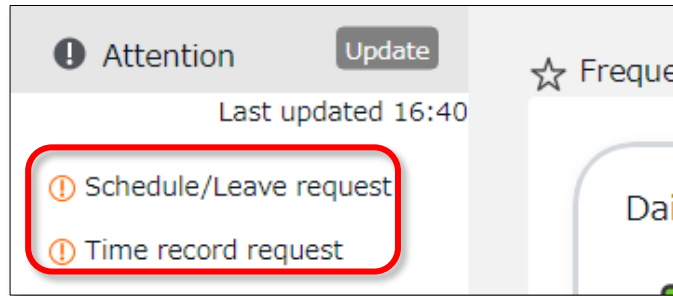
Tab name	Description
<b>Waiting for my approval</b>	Shows the requests that need your approval.
<b>Awaiting approval</b>	Shows any requests that include you in its Approval flow. <ol style="list-style-type: none"> <li>1. Requests that require confirmation by a higher approver after your approval</li> <li>2. Requests that require your approval after the lower approver's</li> </ol>
<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 ["Frequently used" menu > Confirm > Request approval]



Set the display condition and click [Show]. Details are shown by clicking [Present].

### Operation details

From here, you can either [Approve] or [Reject] requests (actions here are processed instantly). If either of [Request message] or [Admin's comment] under [Copy data into time card] is checked when the final approver operates, either of the comments are copied to the [Notes] field in the employee's Time Card.

Applicable day	Closed	Applicable employee	Request details (Time record)
2017 06/05 (Mon)	Work data	1001 John King 1000 Head office 1000 Staff	2017/06/05(Mon) 18:00 (Clock-out) Applicant: John King Request date: 2017/06/22 16:11 Request message I forgot to put on record. Before request: --



- 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**

Basic schedules set to each weekday are applied automatically by performing the Auto schedule settings in advance. For details, please refer to this article (Japanese).

[https://n\\_help.kingtime.jp/h-t/web5/Detail.aspx?id=1566](https://n_help.kingtime.jp/h-t/web5/Detail.aspx?id=1566)

#### **Schedule request**

Employees can submit schedule changes 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**

You can also set schedules by CSV file import in ["Frequently used" menu > Export / Import > Input data (Import) > Schedule data CSV].

## 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 - Shows schedule data by month.

Weekly - Shows schedule data by week.

Daily - Shows Schedule data of the specified period (up to 3 months).

#### Options

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

Display the total value of all items displayed - In the "Total" of the last row, the total of all items displayed on the page as well as the total of all target items will be displayed.

The screenshot shows the 'Schedule management' interface. At the top, there are filters for 'Employee' (All divisions), 'All employee types', and 'All the employee group'. The 'Displaying period' is set to 'Monthly' for the date '2024/10'. There are options to 'Do not shorten pattern name', 'Display the total of work (hrs)', and 'Display total value of all data to be displayed'. A 'View' button is present.

Below the filters, the date range is '2017/04/01(Sat) ~ 2017/04/30(Sun)'. There are buttons for 'Add schedule', 'Copy previous month schedule', 'Display for copy', and 'Excel output'.

The main table shows employee schedules for the period. The columns represent days from 01 Sat to 30 Sun. The rows list employees: 1001 John King, 1002 Robert Smith, and 1003 Michael Johnson. The 'Total' column shows the total number of attending employees for each day.

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	運番	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

#### Schedules

Shows existing schedules.

[Shift] indicates a schedule that does not belong to any pattern.

Workday 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.



### 6.2.3. Set schedules

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

1. On the schedule management screen, click the [Schedule Registration] button.
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].

First, (1) Set a schedule for the Original schedule.  
Then, Apply the Schedule pattern to each date by selecting the check box in the (2) schedule table.

**(1) Original schedule**

Pattern: Normal work      Workday type:  Not specified    Weekday    Legal time-off    Non-legal time-off

Item detail settings

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
Break schedule time	Planned time: <input type="text"/> Min.			
Leave category	Type: --			
	Vacation Unit: --			
Clock-in division	--			
Note				

**Apply**

**(2) Table of schedule**

Save

Employee type	Name	All	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1000 Full-time employee	2000 Jamie Lee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			No	No	No	No			No	No	No	No					No	No	No	No			No	No	No	No	No	No	No	No	No	No	

#### 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: Appoint
Break schedule time	Planned time: <input type="text"/> Min.
Vacation category	Type: -- Leave Unit: --
Clock-in division	--
Note	

**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 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.

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

2. The Daily schedule screen is shown.

**Specify the**

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

**Displaying period**  
You can choose display period from appointed day (24 hrs today), previous day, next day and [Previous day - Today - Tomorrow (72 hrs schedule)].

**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

Employees: 1000 Head office

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 View

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.

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 ▼ hhrmm	Appointed day ▼ hhrmm	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

---

On the Schedule management screen (p.[31](#)), the number of leave days taken is recorded in the Aggregate (days) column by registering the [Leave type] and its [Unit] on the day of the leave.

[Where to look] “Frequently used” 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] “Frequently used” 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 vacation Leave of absence list

Specify display condition

Employee: All divisions All employee types

Leave type: All leave

Display (count): 100 case(s)

Options:  Show currently remaining leaves

View

Select [All leave]

Grant at once Recalculation Excel output

No.	Division	Employee type	Name	Detail	Paid vacation	Comp. vacation	Absent	Sick child leave	Care leave
1	1000 Main Office	1000 Full-time employee	1000 Smith John	Detail	0.0	0.0	0.0	0.0	0.0
2	1000 Main Office	1000 Full-time employee	1001 Smith Robert	Detail	0.0	0.0	0.0	0.0	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]. For details, please refer to this article.

[https://n\\_help.kingtime.jp/h-t/web5/Detail.aspx?id=1645](https://n_help.kingtime.jp/h-t/web5/Detail.aspx?id=1645)

## 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).

The screenshot shows the 'Leave management' interface. Under 'Specify display condition', the 'Leave type' is set to 'Paid vacation'. The displaying period is '2023' and the display count is '100 case(s)'. A 'View' button is present. Below the filters, the fiscal year is '2023/04/01(Sat) - 2024/03/31(Sun)'. There are buttons for 'Grant at once', 'Recalculation', and 'Excel output'. A table displays leave data for three employees. A green callout box points to the table with the text: 'Leave data. Check the total number of leaves taken/remaining from here. The items are described below.'

No.	Division	Employee type	Employee code	Name	Detail	At the start of year 2023	Grant	Acquired	Utilized Ratio	Expired	Will expire	At the start of year 2024
1	1000 Main Office	1000 Full-time employee	1000	Smith John	<a href="#">Detail</a>	0.0			--			0.0
2	1000 Main Office	1000 Full-time employee	1001	Smith Robert	<a href="#">Detail</a>	0.0			--			0.0
3												0.0

<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. <i>* For “Add” type leaves, this is the only item available.</i>
<b>Utilized Ratio</b>	This shows the percentage of leaves (rounded off to the nearest whole number) taken during the specified period. It doesn’t 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</li> </ul>

	<p>now until the end of this fiscal year.</p> <ul style="list-style-type: none"> <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>	<p>Shows the number of remaining leaves at the start of the year. This does not include leaves granted at the start of the year.</p>

## 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', 'Employees entitled to Paid vacation', and 'Leave of absence list'. Below this is a 'Specify display condition' section with filters for Employee (All divisions), Leave type (Paid vacation), Displaying period (2023), and Display count (100 case(s)). A 'View' button is present. Below the filters, the date range is set to '2023/04/01(Sat) - 2024/03/31(Sun)'. Three buttons are visible: 'Grant at once' (green), 'Recalculation' (orange), and 'Excel output' (light blue). Below these is a table with columns: No., Division, Employee type, Employee code, Name, Detail, At the start of year 2023, Grant, Acquired, Utilized Ratio, Expired, Will expire, and At the start of year 2024. The table contains three rows of employee data. Callouts 1-4 point to the buttons mentioned above.

No.	Division	Employee type	Employee code	Name	Detail	At the start of year 2023	Grant	Acquired	Utilized Ratio	Expired	Will expire	At the start of year 2024
1	1000 Main Office	1000 Full-time employee	1000	Smith John	Detail	0.0	10.0		--			10.0
2	1000 Main Office	1000 Full-time employee	1001	Smith Robert	Detail	0.0	10.0		--			10.0
3	1000 Main Office	1000 Full-time employee	1002	John Michael	Detail	0.0	10.0		--			10.0

No.	Buttons	Description
1		Grants leaves to multiple employees at once (p.44). * 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 described below shows the details of each employees' leaves.

[Where to look] "Frequently used" menu > Schedule > Leave management > Employee [Detail] screen

### 7.3.1. Descriptions

The screenshot displays the 'Vacation details' for 'Yokohama Office / Full time / 4000 Tho'. It shows the period '2021Year 2021/04/01(Thu) ~ 2022/03/31'. The 'Remaining days valid (subtr. type)' section includes a table with the following data:

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

The 'Yearly total days (Addition type)' section includes a table with the following data:

	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

The 'Thomas Susan 's leave application record' section lists various leave types with their effective periods:

- ✓ 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.

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

2. Enter [Grant date] and [Grant days]. Click [Save].

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 [Grant at once] button displayed.
2. Enter a value in [Increase/decrease grant (days)] in the next screen.  
To apply the value to all employees displayed in the screen, click [Copy].
3. Click [Save] to save the settings.

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

---

To check how many leaves are taken every month, go to the Yearly data screen (p. [15](#)).


[Where to look] “Frequently used” menu > Attendance data > Yearly data

## 7.6. Grant leaves by auto-calculation



Please complete the Grant paid leave settings in advance. For details, please refer to this article (Japanese).

[https://n\\_help.kingtime.jp/h-t/web5/Detail.aspx?id=1534](https://n_help.kingtime.jp/h-t/web5/Detail.aspx?id=1534)

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 ["Frequently used" menu > Leave management > Employees entitled to Paid leave].)

### 7.6.1. 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.

No.	Name	Hire date or	Entitlement method	Paid leave days selection method	Weekly contract days	Days within period	Workday total	Days worked	Attendance (s)	Days to entitle	Paid leave granted date at point of grant date	Tenure (s) 6 Mo. period	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	103.6	18	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	--	--	--
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	--	--	--

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.

## 7.6.2. 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 calculated from Paid Leave-related settings and Hired date.
<b>Grant method</b>	The paid leave grant method specified in the Paid Leave-related settings is 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 the Paid Leave-related settings is shown. This is either [Contract days] or [Work days].
<b>Weekly contract work days</b>	Weekly contract work days are shown, based on the settings in Employee type settings > Paid Leave-related settings > [Set the number of workdays designated per week (Required)]. <ul style="list-style-type: none"> <li>• If you set the number of days: Displays the number of workdays designated per week</li> <li>• If you select [Calculate the total working days per year based on the designated number of working days per week]: Displays the calculated number of workdays designated per week If the number of days worked is not enough to calculate the number of days in a given workweek, the number is displayed in yellow.</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 Paid Leave-related settings) during the period.
<b>Working days</b>	The number of days specified as workday (in Paid Leave-related settings) during the period.
<b>Attendance rate (%)</b>	Number of days worked / Total working days = Attendance rate Yellow 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. Pink 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.

## 7.7. Manage long-term leave



Prior settings are required to register the leave period. For details, please refer to the following articles (Japanese).

Childcare Leave:

[https://n\\_help.kingtime.jp/h-t/web5/Detail.aspx?id=4998](https://n_help.kingtime.jp/h-t/web5/Detail.aspx?id=4998)

Postpartum Paternity Leave:

[https://n\\_help.kingtime.jp/h-t/web5/Detail.aspx?id=4996](https://n_help.kingtime.jp/h-t/web5/Detail.aspx?id=4996)

### 7.7.1. Descriptions

**Specify display condition**

Specify division, employee type, etc. You can also filter by employee code, employee name, leave type, and year.

No.	Division	Employee type	Name	Detail	Leave category	Start date	End date	Scheduled workday
1	1000 Main Office	1000 Full-time employee	1000 Smith John	<a href="#">Detail</a>	Postpartum leave	2024-10-07	2024-10-20	Yes
2	1000 Main Office	1000 Full-time employee	1001 Smith Robert	<a href="#">Detail</a>				
3	1000 Main Office	1000 Full-time employee	1002 John Michael	<a href="#">Detail</a>				
4	1000 Main Office	1000 Full-time employee	1003 Davis Sarah	<a href="#">Detail</a>				

**List of long-term**

Check the registered leave periods and whether there are any scheduled workdays for each employee (only for "Postpartum Paternity Leave (Childbirth Leave)").

## 7.7.2. Operations

Leave of absence list

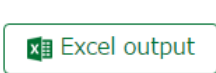

Leave management Employees entitled to Paid vacation Leave of absence list

Specify display condition

2024/04/01(Mon) - 2025/03/31(Mon) < This fiscal year >

1 Excel output

No.	Division	Employee type	Name	Detail	Leave category	Start date	End date	Scheduled workday
1	1000 Main Office	1000 Full-time employee	1000 Smith John	2				
2	1000 Main Office	1000 Full-time employee	1001 Smith Robert	Detail				
3	1000 Main Office	1000 Full-time employee	1002 John Michael	Detail				
4	1000 Main Office	1000 Full-time employee	1003 Davis Sarah	Detail				
5	2000 Osaka Office	1000 Full-time employee	2000 Jamie Lee	Detail				
6	3000 Singapore office	1000 Full-time employee	1005 Anderson Linda	Detail				
7	4000 Bangkok office	1000 Full-time employee	1004 Moore Patricia	Detail				

No.	Buttons	Description
1		Download the data shown in the leave of absence screen in Excel format.
2		Display the leave details screen. You can set the start and end dates of the leave, among other details.

### 7.7.3. Registering leave periods and workable days

---

1. On the leave details screen, open the details of the relevant leave category.
2. Enter the "Leave Start Date", "Leave End Date", and "Scheduled Workdays", then click [Save].

\*Note: "Scheduled Workdays" can only be entered for "Postpartum Paternity Leave (Childbirth Leave)".

The screenshot shows the 'Extended absence details' interface for a user named John Smith. It displays the fiscal year 2024 (from 2024/04/01 to 2025/03/31) and a table for 'Yearly total days (Addition type)'. The table shows 0.0 days accumulated for both Parental leave and Postpartum leave. Below this, there are sections for 'Parental leave' and 'Postpartum leave'. The 'Postpartum leave' section is expanded to show a table with columns for 'Start of extended absence', 'End of extended absence', 'Scheduled workday', and 'Edit'. A single row is visible with dates 2024/10/07, 2024/10/20, and 2024/10/11, along with 'Delete', 'Add', and 'Save' buttons. A large orange 'Save' button is at the bottom of the form.

Yearly total days (Addition type)			Parental leave	Postpartum leave
Number of day(s) accumulated from beginning of year 2024 to present			0.0	0.0

Start of extended absence	End of extended absence	Scheduled workday	Edit
2024/10/07	2024/10/20	2024/10/11	Delete Add Save

3. The leave category for the relevant leave will be automatically assigned for the period from the registered "Leave Start Date" to "Leave End Date" (excluding "Scheduled Workdays" and non-working holidays).

Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in
	10/07(Mon)			--(Postpartum leave)	Weekday	
	10/08(Tue)			--(Postpartum leave)	Weekday	
	10/09(Wed)			--(Postpartum leave)	Weekday	
	10/10(Thu)			--(Postpartum leave)	Weekday	
	10/11(Fri)			Normal work	Weekday	



### What are Non-Working Holidays?

Leave categories that are not checked as "All Working Days" in the following menu are treated as non-working holidays. The leave category for the relevant leave will not be automatically assigned on non-working holidays, even during the leave period.

Settings > Employees > Employment Category Settings > Edit the relevant category > Leave Category > Paid Leave Grant > [Paid Leave Grant Related Settings] > Set the number of working days and all working days to be counted as the basis for granting.

For example, in the diagram below, "Substitute Holiday", "Public Holiday", and "Alternative Leave" that are not checked as "Full-day work" are considered non-working holidays.

5. Set the number of working days for calculating the number of leave to grant, or the number of days counted as the total working days.

	Weekday work	Legal Holiday Work	Non-legal holiday work	Paid vacation	Comp. vacation	Absent	Sick child leave	Care leave	Maternity leave	Par	Postpartum leave	Public Holiday	Alternative Leave
Working day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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] "Frequently used" 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>Supplemental Working Records</b>	Exports Supplemental Working Record registered in Schedule.	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
<b>Admin-employee link data</b>	Exports Admin-employee link data of employees who are assigned as administrators.	CSV
<b>Request approval flow data</b>	Exports all Request Approval Flow data in a single CSV file.	CSV
<b>Image for Leave Application Request</b>	Export request info and files attached to leave requests.	ZIP

### 8.1.1. Descriptions

The screenshot shows the 'Export/Import' menu with the following options:

- Monthly data [CSV] [Create export file layout](#)
- Time card [PDF] [Create export file layout](#)
- Employee data [CSV]
- Data by divisions and groups[CSV]
- Supplemental Working Record [CSV]
- Admin data [CSV]
- Annual Leave Data [EXCEL]
- Request Approval Flow Data [CSV]
- Daily 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 own layout.

## 8.2. Create export file layout

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

1. Go to ["Frequently used" 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 100 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 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 [Save].

The screenshot shows a user interface for creating an export file layout. It features two main columns: 'Available items' and 'Items selected'. The 'Available items' list includes various categories like 'Division Code', 'Assigned (hrs)', 'Unassigned (hrs)', 'Overtime (hrs)', 'Late night work (hrs)', 'Late night overtime (hrs)', 'Assigned time-off (hrs)', 'Time-off late night (hrs)', 'Break (hrs)', 'Late-in (hrs)', 'Early-out (hrs)', and 'Total work (hrs)'. The 'Items selected' list includes '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 (hrs)', 'Break (hrs)', and 'Total work (hrs)'. A red box highlights the 'Add ->' button between the two lists. Below the lists is a 'Sample preview' section showing a comma-separated list of the selected items: '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 (hrs)'. Navigation buttons like 'Release', 'Add blank', and 'Order' are also visible.

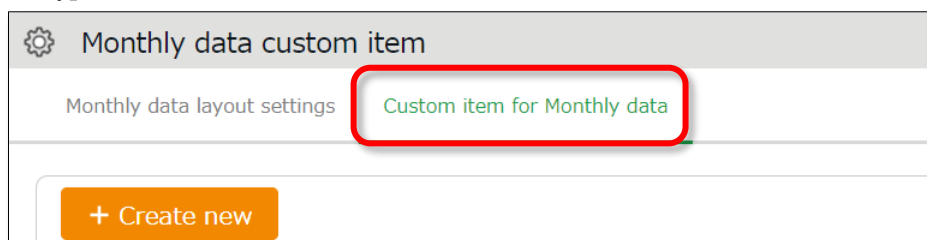
- To specify as the default layout template, press the [Set to default] displayed on the list. The selected layout is specified as default when exporting the data.

No.	Layout name	Edit	Delete	Others	Already set	Data orientation	Export item name
1	For flextime			Set to default		Vertical	Yes
2	For part-time			Set to default		Vertical	Yes
3	Payroll				✓	Vertical	Yes

### 8.2.1. Create custom items

You can create original export items by combining existing attendance-related items (e.g. An item that adds up Overtime work and Late-night overtime work).

- Go to ["Frequently used" 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 100 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> <li>• If you set it to [Use], please enter the Fixed value in minutes.</li> <li>• 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.</li> </ul>

### 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/value) at the same time.

\*The formula created here will also appear on the Output data custom items screen.

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 [Save] 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)
<b>070 - Total overtime(hrs)</b>

## 8.3. Export

This section describes the steps to export data.

1. Go to the Export / Import screen and click [Monthly data CSV]
2. Specify exporting conditions such as data period, export layout and division. Click [Data output].
3. 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 style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 5px;">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. <i>* Not available in Time Card output.</i>
<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. <i>* Not available in Time Card output.</i>

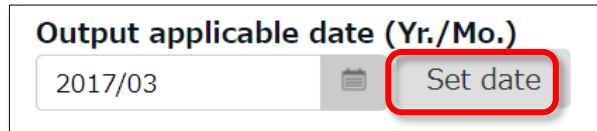
### 8.3.1. Time range of data

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.



Output applicable date (Yr./Mo.)

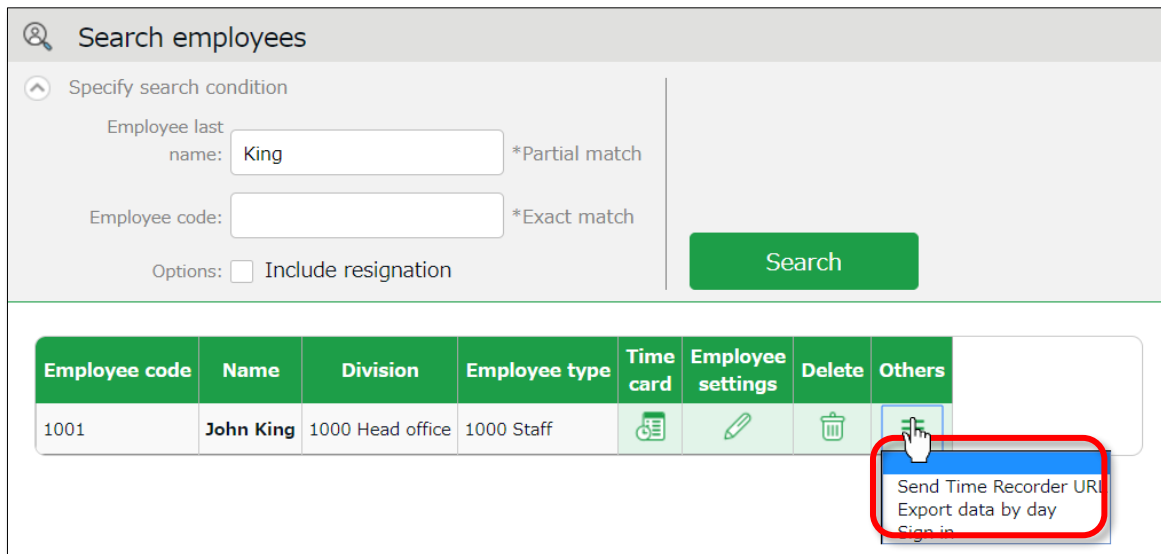
2017/03  **Set date**

#### Export 5 Years' Data

Up to 5 years of data (Daily data [CSV] and Time Card [PDF]) can be exported, if you are exporting 1 employee's data at a time.

[Where to look] "Frequently used" menu > Others > Search employees

1. Search an employee by name or employee code.
2. Click [ ≡ ] of the employee to open a drop-down menu.
3. Click [Export data by day] or [Time Card output] in the menu.



Search employees





Specify search condition

Employee last name: King \*Partial match

Employee code: \*Exact match

Options:  Include resignation

Search

Employee code	Name	Division	Employee type	Time card	Employee settings	Delete	Others
1001	John King	1000 Head office	1000 Staff				 Send Time Recorder URL Export data by day Sign in

4. 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>Work time</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	Weekday

	overlap.	
<b>Assigned time-off hours</b> <b>Time-off late night hours</b>	Working hours during [Legal time off] or [Non-legal time 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.	Legal time off + Non-legal time off
<b>Unassigned time-off hours</b> <b>Unassigned Late-night hours</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 hours/ Legal time-off late night hours</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 time-off hours/ Unassigned Late-night hours on Legal holiday/</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>Unassigned legal time-off hours/ Assigned Late-night hours on Non-legal holiday/</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 worked under the [Legal time off] workday type. Total days worked.	Legal time off
<b>Non-legal time-off clock-in days</b>	Number of working days under the [Non-legal time off] workday type. Total days worked.	Non-legal time off
<b>Total clock-in days</b>	Total days worked.	-

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