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# Employee Manual

## TABLE OF CONTENTS

1.	WHAT CAN I DO ON KINKAKUJI? .....	3
1.1.	USE THE TIME RECORDER.....	3
1.2.	CHECK YOUR ATTENDANCE DATA .....	3
1.3.	SUBMIT REQUESTS .....	3
2.	USING TIME CARD ON PC .....	4
2.1.	SUPPORTED BROWSERS.....	4
2.2.	SIGN INTO TIME CARD .....	4
2.3.	ALL MENU.....	5
2.4.	CHECK THE TIME CARD.....	6
2.4.1.	Description .....	6
2.4.2.	Operation .....	8
2.5.	EDIT TIME RECORD DATA.....	9
2.5.1.	Description .....	9
2.5.2.	Submit request .....	10
2.6.	EDIT SUPPLEMENTAL ITEM .....	11
2.6.1.	Description of the Supplemental item request screen .....	11
2.6.2.	To Submit Supplemental item request.....	12
2.6.3.	Edit Supplemental item screen description .....	13
2.6.4.	To edit supplemental item .....	13
2.7.	EDIT SCHEDULES/TAKE LEAVES (MULTIPLE REQUESTS AT ONCE).....	14
2.7.1.	Description .....	15
2.7.2.	To Submit Request .....	16
2.8.	EDIT SCHEDULE AND TAKE LEAVE (DETAILED REQUEST) .....	17
2.8.1.	Description .....	18
2.8.2.	To Submit Request .....	19
2.9.	TO SUBMIT OVERTIME REQUESTS .....	20
2.9.1.	Description .....	21
2.9.2.	To Submit Request .....	21
2.9.3.	Important: When submitting the request.....	23
2.10.	CONFIRM REQUEST LOG / CANCEL REQUESTS .....	24
2.11.	TO RESOLVE ATTENDANCE ERRORS .....	25
2.12.	TO CHANGE THE ATTENDANCE DATA STATUS TO [CONFIRMED] .....	28
2.13.	TO CHECK THE ATTENDANCE CONFIRMATION STATUS .....	30
2.14.	CHANGE PASSWORD.....	31
2.14.1.	To change password .....	31
3.	USING TIME CARD ON MOBILE BROWSER .....	32
3.1.	SUPPORTED BROWSERS.....	32
3.2.	SIGN INTO TIME CARD .....	32

3.3.	ALL MENU.....	33
3.4.	CONFIRM TIME RECORD/SUPPLEMENTAL ITEMS .....	34
3.5.	CONFIRM SUPPLEMENTAL ITEMS .....	35
3.6.	CONFIRM SCHEDULE.....	36
3.7.	SUBMIT VARIOUS REQUESTS .....	37
3.7.1.	Schedule Request .....	37
3.7.2.	Time record request.....	39
3.7.3.	Overtime Request.....	41
3.7.4.	Submit Supplemental Item Info.....	43
3.7.6.	Edit Supplemental Item Info.....	45
3.7.6.	Confirm or cancel request.....	47
3.8.	TO CONFIRM ATTENDANCE DATA .....	48
<b>4.</b>	<b>MY RECORDER .....</b>	<b>50</b>
4.1.	MY RECORDER .....	50
4.2.	SUPPORTED DEVICES AND BROWSERS .....	50
4.3.	TO ACCESS MY RECORDER.....	51
4.4.	TO USE MY RECORDER.....	52
4.4.1.	Clock-in/out .....	53
4.4.2.	Check Time record history .....	53
4.4.3.	Display Time Card .....	54
<b>5.</b>	<b>MOBILE BROWSER RECORDER .....</b>	<b>55</b>
5.1.	WHAT IS A MOBILE BROWSER RECORDER? .....	55
5.2.	SUPPORTED MODELS AND MOBILE CARRIERS .....	55
5.3.	TO ACCESS MOBILE BROWSER RECORDER .....	56
5.3.1.	Check Email settings .....	56
5.3.2.	To access .....	57
5.4.	OPERATING THE MOBILE BROWSER RECORDER.....	58
5.4.1.	Clock-in/out .....	59
5.4.2.	Check attendance status.....	59
5.4.3.	To Check Time Card.....	59
<b>6.</b>	<b>FAQ .....</b>	<b>60</b>
6.1.	I FORGOT MY LOGIN INFO. ....	60
6.2.	I SUBMITTED THE WRONG REQUEST. ....	60
6.3.	I SOMEHOW LOGGED OUT. HOW DO I RE-LOGIN? .....	60
6.4.	[ADMIN] HOW DO I SEND MY RECORDER URL? .....	60
6.5.	WHAT SHOULD I DO IF I RECEIVE AN EMAIL TITLED "EMPLOYEE EMAIL ADDRESS VERIFICATION NOTICE"? .....	60

# 1. What can I do on Kinkakuji?

Kinkakuji is an attendance management system.  
You can keep attendance record, manage shifts and leaves.

## 1.1. Use the Time Recorder

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In the Time Recorder screen, you can record clock-ins/outs, start/end of breaks.  
Please refer to the [Time Recorder manual] for information on Time Recorder.  
This manual describes 2 methods to operate Personal Time Recorder.

### My Recorder

For smart phones and PC browsers - [p. 48](#)

### Mobile browser recorder

For mobile phones and smart phones - [p. 55](#)

## 1.2. Check your attendance data

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You can check your attendances and working hours by logging into [Time Card], with your PC or mobile phone.  
Please refer to the following pages for instructions on Time Card.

## 1.3. Submit requests

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You can submit schedule change requests by logging into [Time Card], with PC or mobile phone. Requests are reflected on Actual work data upon your administrator's approval.  
Please refer to the following pages for instructions on Time Card.

### What is Time Record Request?

This is a request to make changes to time record data (clock-in/out time).

Employees usually submit time record requests when they forgot to clock-in/out or have clocked-in/out by mistake.

### What is Schedule request?

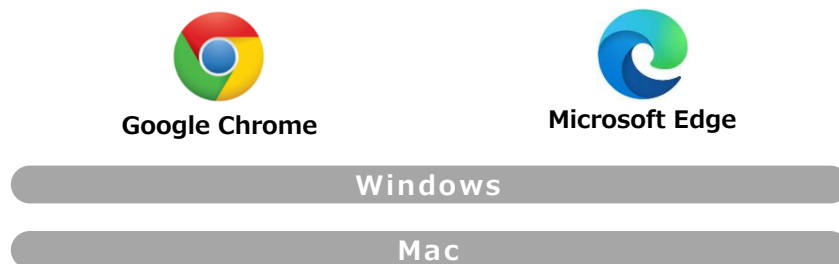
This is a request to edit schedules. You can take leaves from Schedule Request as well.  
Submit Schedule requests to change shifts or to take leaves.

## 2. Using Time Card on PC

You can review your attendance data, submit requests and change your password from Time Card. This section describes how to use it on a PC browser.

### 2.1. Supported browsers

The following browsers support Time Card.  
Please use the latest version.



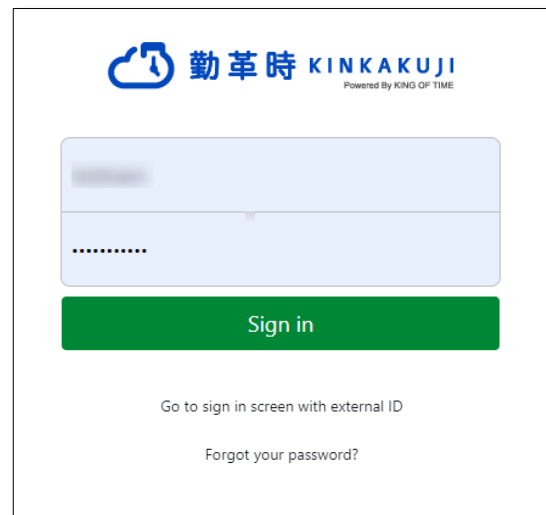
### 2.2. Sign into Time Card

There are 2 ways to access the Time Card screen; by entering your ID, and by using the Time Recorder.

#### Sign in with ID

Start your browser and enter the Login URL. Enter your login ID and Password, then click [Login].

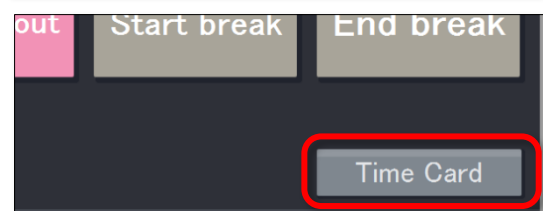
\* Please use the login URL and ID issued by your administrator. Please be sure to set your password.



#### Sign in from Time Recorder

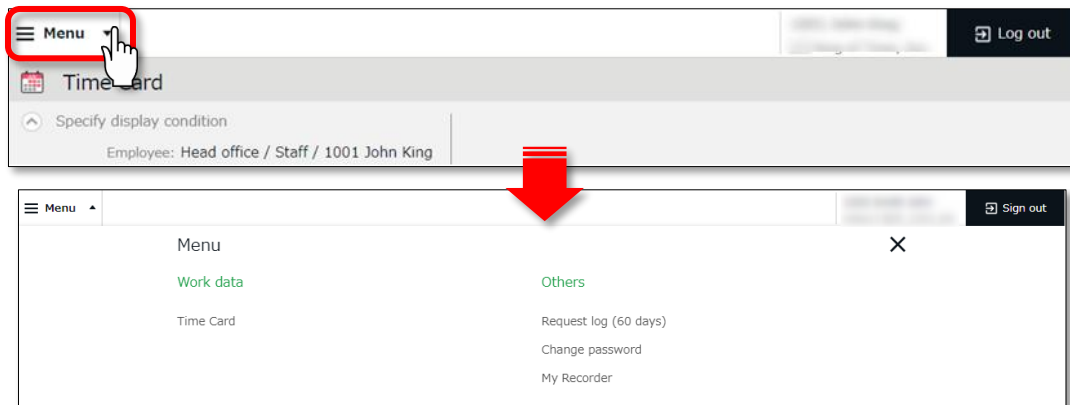
To access the Time Card screen, press the [Time Card] button on the Time Recorder and authenticate by fingerprint, IC card or password.

\* Time Recorder design may vary by authentication type.



## 2.3. All menu

After login, select an item on All menu, in the top left of the screen.



The following are available on Menu.

<b>Time Card</b>	Check your attendance data. Submit time record edit requests and Schedule requests from here.	<a href="#">p.6</a>
<b>Request log (60 days)</b> <b>Request log (60 days)</b>	Shows the requests that you have submitted in the past 60 days. You can cancel requests from here.	<a href="#">p.24</a>
<b>Change password</b>	Change your password from here.	<a href="#">p.25</a>

## 2.4. Check the Time Card

Check your time record, attendance data and reports in real time.

Time record edit requests and Schedule requests can be submitted from here as well.

☰ All menu > Attendance data > Time Card

### 2.4.1. Description

#### Specify the display condition

Select a month. 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.

The screenshot shows the 'Time Card' interface for employee 'Headquarter / Full-time employee / 1000 Smith John' for the month of 2021/03. The interface includes a 'Specify display condition' section with a 'Display' button. Below this, there are navigation controls for the date range '2021/03/01(Mon) ~ 2021/03/31(Wed)'. A 'Schedule request' section contains a warning: 'You can't Confirm Attendance. There is an attendance error during the same period.' The main data is presented in three sections: 'Monthly data', 'Calculate days', and 'Daily data'. The 'Monthly data' section includes a 'Summary by time' table and a 'Calculate days' table. The 'Daily data' section is a detailed table with columns for Request, Date, Closed, Apprv., Schedule, Workday type, Clock-in, Clock-out, Start break, End break, Fixed, Extra Hours, Overtime, late night hours, overtime, Holiday, Extra Hours, overtime, on holiday, and on ho.

Request	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out	Start break	End break	Fixed	Extra Hours	Overtime	late night hours	late night hours	overtime	Holiday	Extra Hours	overtime	on holiday	on ho
	03/01(Mon)			Regular	Weekday	P 08:50	P 18:25			7.50	0.10	0.35								
	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								

#### Monthly data

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

#### Daily data

Check time record, schedule and attendance calculations.

## Check Daily data

**Attendance data error**

Light red indicates Attendance error. To run calculations correctly, you need to fix the errors.

Request	Date	Closed	Schedule	Workday type	Clock-in	Clock-out	Assigned	Unassigned	Overtime
	03/01(Wed)	✔	Normal shift	Weekday	P 08:58	P 18:02	8.00		0.04
☰	03/02(Thu) ⚠		Normal shift	Weekday	P 08:29				
☰	03/03(Fri)		Normal shift	Weekday	P 08:59	P 20:39	8.00		2.40
☰	03/04(Sat)		Public holiday	Non-legal time-off					

**Click [ ☰ ] at Request**

Click [ ☰ ] to open the Request menu.

	This mark is shown next to dates with Attendance error, which is also highlighted in light red. It will be hidden once the error is resolved.
<b>Cl.(Close)</b>	You can check closing status. The check mark (✔) indicates that the attendance is settled (closed) by your administrator. You cannot submit Time record edits and Schedule requests.
<b>Schedule</b>	Shows schedules and leaves. If an Admin creates and applies a Pattern to the schedule, the name of the pattern shows on the grid. [Shift] indicates a schedule that does not belong to any pattern.
<b>Workday type</b>	Either of the 3 types are applied: [Weekday], [Legal time off], and [Non-legal time off].
<b>Clock-in/out</b>	Clock-in/out time and method are shown. P - Password, IC - Card reader, HB - Finger hybrid scanner, Edit - Time record has been edited, Approve - Changes to time record approved
<b>Note</b>	Comments from your administrator are shown. The administrator can choose whether to reflect your Request message to the Note field when processing the request.

## 2.4.2. Operation

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 a navigation bar with buttons for 'Schedule request' (1), 'Confirm Attendance Data' (2), and 'EXCEL Output' (3). Below this are summary tables for 'Monthly data' and 'Calculate days'. A 'Daily data' table is at the bottom, with a callout (5) pointing to a menu icon on the left. Another callout (4) points to a 'Details' link in the 'Calculate days' table.

No.	Buttons	Description
1		Submit a month's worth of schedule or leave requests at one time ( <a href="#">p.6</a> ).
2		Mark your attendance data for the displayed month as confirmed. The button is displayed when there are no attendance errors or unapproved requests.
3		You can download Time Card data in Excel format.
4		Check the leaves taken/remaining.
5		Submit request to edit time record ( <a href="#">p.9</a> ).
		Submit Supplemental item request ( <a href="#">p.10</a> ).
		Edit Supplemental item data from here ( <a href="#">p.13</a> ).
		Submit schedule or leave request by day ( <a href="#">p.17</a> ).
		Submit overtime request ( <a href="#">p.20</a> ).



The items shown in the screen may vary by settings.

## 2.5. Edit time record data

You can submit time record requests if you forgot to clock-in/out.

Go to the Time Card screen and click [ ≡ ] in the Request column of the corresponding date. Then click [Time record request].

≡	03/02(Thu) ⚠	Normal shift	Weekday	P 08:29	
		Normal shift	Weekday	P 08:59	P 20:39
	03/04(Sat)	Public holiday	Non-legal time-off		

### 2.5.1. Description

**Edit work data**

• Error is found in this attendance data. (Clock-in and clock-out are not paired.)

Head office / Staff / 1001 John King

2017/03/02(Thu)

[Time-record request](#)

**Edit time-record**

Time-record type	Time-record method	Time-record time	Time record division	Delete	Request message
Clock-in	P	2017/03/02 08:29	Head office	<input type="checkbox"/>	
--Select--		2017/03/02 1800	Head office	<input type="checkbox"/>	Forgot to clock-out.
--Select--		2017/03/02 hhmm	Head office	<input type="checkbox"/>	
Clock-out		2017/03/02 hhmm	Head office	<input type="checkbox"/>	
Start break		2017/03/02 hhmm	Head office	<input type="checkbox"/>	
End break					

[Add time record](#)

**Hour calculation result**

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

[Time-record request](#)

**Time record request**

Submit change request from here.

#### Time record request

Edit time record data.

<b>Time-record type</b>	Select a time record type 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</b>	Enter clock in/out time. Enter in alphabets (half-width characters).
<b>Time record division</b>	Select another division if you are clocking-in to another division as a guest. Unless specified, your own division is set to default.
<b>Delete</b>	Turn the check box on to submit deletion request.
<b>Request message</b>	Enter the reason of request. Your administrator will read this message when checking your request.
<b>Add time record</b>	Click here to add new fields.

## 2.5.2. Submit request

Enter the items required and press [Time record request].

### 1. Delete time record

For example, you can delete time record data if you clocked in/out by mistake.

Put a check in the [Delete] column and enter [Request message].

### 2. Edit time record

For example, you can edit time record data if you selected the wrong Time record type (e.g. selected "Clock-in" when requesting changes to clock-out record by mistake).







Correct the existing data and enter [Request message].

### 3. Add time record

For example, you can add time record data if you have forgotten to clocked-in/out.

Enter the Time record type (clock-in/out) and time in the new row.

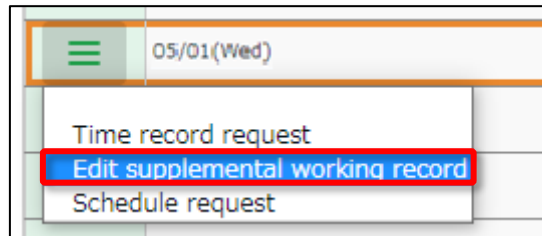
Enter [Request message] and submit.

Edit time-record						
Time-record type	Time-record method	Time-record time		Time record division	Delete	Request message
Start break ▾	P	2017/06/01 	14:20	Head office ▾	<input type="checkbox"/>	
Start break ▾	P	2017/06/01 	14:21	Head office ▾	<input checked="" type="checkbox"/>	
End break ▾	P	2017/06/01 	15:18	Head office ▾	<input type="checkbox"/>	
Clock-in ▾	P	2017/06/01 	20:36	Head office ▾	<input type="checkbox"/>	
--Select-- ▾		2017/06/01 	hhmm	Head office ▾		
--Select-- ▾		2017/06/01 	hhmm	Head office ▾		

## 2.6. Edit Supplemental Item

You can edit or submit requests for clock-in/out data for urgent attendance work, transportation expenses, allowances, etc. This service is available only if the administrator has created the custom data item in advance.

Go to the Time Card screen and click [ ≡ ] in the Request column of the corresponding date. Then click [Suppl. items request] or [Edit Supplemental Item].



### 2.6.1. Description of the Supplemental item request screen

39 Edit work data  
Main Office / Proper / 1000 Smith John

2019/05/01 (Wed)

Suppl. items request

**Submit Supplemental items request**

Submit change request from here.

Time record

Time-record type	Time-record method	Time-record time	Time record division
Clock-in	Edit	2019Yr 05Month 01Day 08Hr. 51Min.	Main Office
Clock-out	Edit	2019Yr 05Month 01Day 18Hr. 15Min.	Main Office

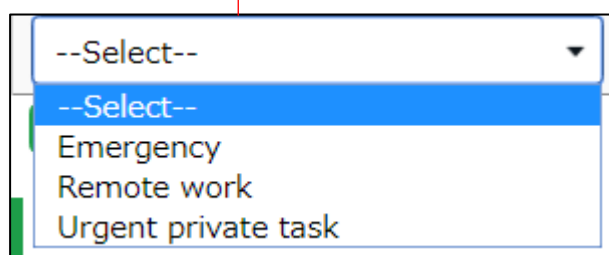
Edit supplemental working record

Item	Details	Delete	Request message
Urgent private task	Start time: Appointed day 14:30 End time: Appointed day 14:40		Call from home
--Select--			

Weekday

Fixed	Extra Hours	Overtime	Late night	Late night overtime	Late-in	Early-out	Break
8.00		0.24					1.00

Suppl. items request



### Suppl. items request

Enter the details of request.

<b>Item</b>	Select an item.
<b>Details</b>	Enter details accordingly.
<b>Delete</b>	Turn the check box on to submit deletion request for existing content.
<b>Request message</b>	Enter the reason of request. Your administrator will read this message when checking your request.
<b>Add record</b>	Click here to add new fields.

## 2.6.2. To Submit Supplemental item request

Enter required info, then press the [Request] button.

### 1. To add Supplemental Item

Enter the items, content, or message, then click the [Request] button.

To submit request for more than one data item per day, click the [Add record] button to add a new row.

### 2. To edit Supplemental Item

If you need to change an existing supplemental item, edit the data as needed, then enter the Request message and click the [Request] button.

### 3. To delete item

Delete the entire row as follows.

Turn the check on the [Delete] column and enter [Request message] before submitting.

Edit supplemental working record

Item	Details	Delete	Request message
Phone Calls	Start time: Appointed day 11:00 End time: Appointed day 11:20	<input checked="" type="checkbox"/>	Sorry! I chose the wrong data

[Add record](#)

### 2.6.3. Edit Supplemental item screen description

You can add or edit supplemental item data without the approval of the admin.

\* Available only if the registration feature has been enabled by the Admin.

**Edit**  
Edit the supplemental item data as follows.

2022/06/01(Wed)

Suppl. items registration

Time record

Time-record type	Time-record method	Time-record time	Time-record division
--	--	--	--

**Edit supplemental working record**

Items	Details	Delete	Note
Work from home	Start time: Appointed day 15:00 End time: Appointed day 18:00	<input type="checkbox"/>	After returning from the hea

Add record

Hour calculation result

Weekday						Late-in	Early-out	Break
Fixed	Extra Hours	Overtime	Fixed Late-night hours	Extra Late-night Hours	Late night overtime			

Suppl. items registration

#### Edit supplemental working record

Enter the details.

<b>Item</b>	Select an item.
<b>Details</b>	Enter details accordingly.
<b>Delete</b>	Turn the check box on to delete existing content.
<b>Note</b>	Enter items as needed. This message is displayed along with the details of the item.
<b>Add record</b>	Click here to add new fields.

### 2.6.4. To edit supplemental item

Enter required Details, then click [Suppl. items registration].

After saving it, you can edit or delete the item from [Edit supplemental item] (the procedure is the same as described in p.12). To delete the data, turn the check box on in the Delete column of the item.

## 2.7. Edit schedules/Take leaves (multiple requests at once)

This section describes the steps to submit a month's worth of requests at once. Click [Schedule request] in the Time Card screen.



If an overtime work request (p.20) is pending, you cannot submit a schedule request. Please submit the schedule request after the overtime work request for the relevant day has been approved or rejected.

The screenshot shows the 'Time Card' interface. At the top, there is a title bar with a calendar icon and the text 'Time Card'. Below this is a dropdown menu labeled 'Specify display condition'. The main area displays the date range '2021/01/01(Fri) ~ 2021/01/31(Sun)' with navigation arrows and the text 'Current'. At the bottom, there are four buttons: 'Schedule request' (highlighted with a red box), 'Confirm Attendance Data', 'EXCEL' (with a dropdown arrow), and 'Output'.

## 2.7.1. Description

✓ Schedule request

**Request**  
Submit change

Specify display condition  
 Displaying period: 2020/

---

1000 Attendance Taro

2020/07/01(Wed) ~ 2020/07/31(Fri) < Current >

Request

Date	Closed	Clock-in	Clock-out	Current schedule	Request schedule	Workday type	Leave schedule		Request message <small>(v All)</small>
07/01(Wed)					<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">           No changes            No changes            Regular            Late Night Shift            No changes         </div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">           Weekday            No changes            Weekday            Legal time-off            Non-legal time-off         </div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">           --            --            Paid vacation            Comp. vacation            Absent            Summer Holiday         </div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">           --            --            All-day vacation            AMHalf-day vacation            PMHalf-day vacation         </div>	<span>edit</span>
07/02(Thu)									<span>edit</span>
07/03(Fri)									<span>edit</span>

### Schedule request

Enter the details of request.

<b>Clock-in/out</b>	Time record are displayed.
<b>Current schedule</b>	Existing schedules are shown.
<b>Request schedule</b>	Set a schedule pattern for intended day.
<b>Workday type</b>	You can choose from 3 types: [Weekday], [Legal time off], and [Non-legal time off]. If none is specified, this is set to [No changes].
<b>Leave schedule</b>	Take full day or half-day leaves (AM or PM leave) from here.
<b>Request message</b>	Enter the reason of request. Click [Edit] to enter Request message. Your administrator will read this message when processing your request.

## 2.7.2. To Submit Request

Enter the items required, then press the [Request] button.

The screenshot shows the 'Schedule request' interface for user '1000 Attendance Taro' covering the period '2020/07/01(Wed) ~ 2020/07/31(Fri)'. The interface includes a 'Request' button and a table with the following data:

Date	Closed	Clock-in	Clock-out	Current schedule	Request schedule	Workday type	Leave schedule	Request message (All)
07/01(Wed)				Regular Workday type: Weekday	Late Night Shift	No changes	--	edit
07/02(Thu)				Regular Workday type: Weekday	No changes	No changes	Paid vacation	edit
07/03(Fri)				Regular Workday type: Weekday	No changes	No changes	Paid vacation AM Half-day vaca	edit

### 1. To edit schedule

Select a Schedule pattern for intended day.

Press the [Edit] button at [Request message] to enter the reason of request, etc.

Enter your message and submit.

### 2. To take full-day leave

To take leave, specify the leave type first, then select [All-day vacation] under [Leave schedule]. As an alternative, you can also use a leave pattern at [Request schedule] if there is one.

## 2.8. Edit schedule and take leave (Detailed request)

Submit schedule edit requests or leave requests. This section describes the steps to submit a detailed Schedule request for a single day.



If an overtime work request (p.20) is pending, you cannot submit a schedule request. Please submit the schedule request after the overtime work request for the relevant day has been approved or rejected.

Go to the Time Card screen and click [ ≡ ] in the Request column of the corresponding date. Then click [Schedule request].

☰	04/01(Sat) ⚠	Public holiday	Non-legal time-off	P 09:54	P 19:11
Time record request		Public holiday	Legal time-off		
<b>Schedule request</b>		Normal shift	Legal time-off	P 08:21	P 18:23

### 2.8.1. Description

📅 **Edit work data**

! • Error is found in this attendance data. (Clock-in/out has been recorded for

Head office / Staff / 1000 John King

## 2017/04/01(Sat)

Schedule request

### Time record

Time-record type	Time-record method	Time-record time	Time record division
Clock-in	P	2017Yr 04Month 01Day 09Hr. 54Min.	Head office
Clock-out	P	2017Yr 04Month 01Day 19Hr. 11Min.	Head office

### Edit schedule

⌵ **Edit Regular schedule**

Pattern: Public holiday

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

Break schedule: Start break: Appointed day hhmm    End break: Appointed day hhmm

Add break schedule

Break schedule time: Planned time:  Min.

Workday type: Legal time-off

Vacation category: Type: --    Leave Unit: --

Clock-in division: Main Office

Auto break off: --

Note:

### Hour calculation result

Non-legal time-off		Late-in	Early-out	Break
Assigned	Late night			

Schedule request

Schedule request

Submit change request from here.

Time record data

Shows the time record data.

Edit schedule

Edit your schedule here. Please refer to the following pages for details on each item.

## Items in Edit schedule

<b>Pattern</b>	By selecting a pattern, the time set to the schedule pattern is applied to the schedule. You can also enter the items manually.
<b>Clock-in/out schedule</b>	This sets the clock-in/out schedule.
<b>Work time</b>	Working time within this time range will be calculated. 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. Press the [Add break schedule] button to add new fields.
<b>Break schedule time</b>	The specified time will be calculated as break time, automatically.
<b>Workday type</b>	Determines whether the work took place during holiday or not. You can choose from 3 workday types: [Weekday], [Legal time off], and [Non-legal time off].
<b>Vacation category</b>	When taking leave, select its type (e.g., paid leave, comp leave, etc.) and the unit (e.g., full-day leave, AM half-day leave, PM half-day leave, time, etc.).
<b>Leave by hours</b>	If your company uses the 'Pattern Method', this item appears in place of 'Vacation category'. Select the type of leave, start and end time.
<b>Clock-in division</b>	Shows where the employee clocked in. The name of the last used Division Time Recorder is automatically applied.
<b>Auto break off</b>	Submit a request if you could not take break at the scheduled time.
<b>Request message</b>	Enter the reason of request. Your administrator will read this message when checking your request.

### 2.8.2. To Submit Request

Enter the items required and press [Schedule request].

You can submit detailed schedules from here.

## 2.9. To submit overtime requests

You can submit overtime requests as follows.

Go to the Time Card screen and click [ ≡ ] in the Request column of the corresponding date. Then click [Overtime request].



- If a schedule request (p.14, p.17) is pending, you cannot submit an overtime work request. Please submit the overtime work request after the schedule request for the relevant day has been approved or rejected.
- On days when no schedule is registered, the "Overtime Work Request" option will not be displayed.

\* [Overtime request] is hidden if no schedule is set.

≡	06/07(Fri)	Regular	Weekday
Time record request		[Request]	
Suppl. items request			
Schedule request			
<b>Overtime request</b>		Regular	Weekday

## 2.9.1. Description

### Overtime request

Enter Clock-in/out schedule and details of the request.

<b>Request overtime before schedule</b>	Enter the time before the Clock-in schedule. *The End time field is disabled since it should be the same as the scheduled Clock-in time.
<b>Request overtime after schedule</b>	Enter the time after the Clock-out schedule. *The Start time field is disabled since it should be the same as the scheduled Clock-out time.
<b>Delete</b>	Turn the check box on to request deletion.
<b>Request message</b>	Enter the reason of request. Your administrator will read this message when checking your request.

## 2.9.2. To Submit Request

Here is how to submit requests for overtime before and after work schedule.

### Request overtime before work

Example: If you have a schedule of 9:00 AM to 6:00 PM and overtime from 7:00 AM to

9:00 AM.

Select [Request overtime before work] and enter "Appointed day" and "07:00" for the "Start time". After entering your request message, click the [Request overtime] button.

The screenshot shows the 'Edit overtime info' form. Under the 'Overtime' tab, 'Overtime before work' is selected. Under the 'Contents' tab, 'Start time' is set to 'Appointed day' and '07:00'. 'End time' is set to 'Appointed day' and '09:00'. A red box highlights the 'Overtime before work' dropdown and the 'Start time' fields. A red box highlights the 'Start time' fields. A red box highlights the 'End time' fields. A red box highlights the 'End time' fields. A red box highlights the 'End time' fields. A red box highlights the 'End time' fields.

### Request overtime after work

Example: If you have a schedule of 9:00 AM to 6:00 PM and overtime from 6:00 PM to 8:00 PM.

Select [Request overtime after work] and enter "Appointed day" and "20:00" for the "End time". After entering your request message, click the [Request overtime] button.

The screenshot shows the 'Edit overtime info' form. Under the 'Overtime' tab, 'Overtime after work' is selected. Under the 'Contents' tab, 'Start time' is set to 'Appointed day' and '18:00'. 'End time' is set to 'Appointed day' and '20:00'. A red box highlights the 'Overtime after work' dropdown. A red box highlights the 'End time' fields. A red box highlights the 'End time' fields. A red box highlights the 'End time' fields.



If your clock-out time is earlier than the requested overtime after work, your working hours will be calculated up to your clock-out time.

Example: If your clock-out time is 6:30 PM and the approved "Request overtime after work" end time is 7:00 PM

⇒ Working hours will be counted until your clock-out time of 6:30 PM.

If your clock-out time is later than the requested overtime after work time, your working hours will be calculated up to the approved overtime end time.

Example: If your clock-out time is 7:30 PM and the approved "Request overtime after work" end time is 7:00 PM

⇒ Working hours will be counted until the overtime end time of 7:00 PM.

### 2.9.3. Important: When submitting the request

When submitting both a schedule request and an overtime request on the same day, always submit the schedule request first. You should only apply for overtime after your schedule request has been approved by your Admin.

If you don't follow the steps mentioned, the following issues will occur:


#### If you submit the overtime request first, and then submit a schedule request before the overtime request is approved:

You will see an error message that says, "You cannot submit schedule requests on this date. An overtime request is still under process" And you will not be able to submit the schedule request.

#### If you submit the overtime request first, and then submit the schedule request the overtime has been approved:

When your schedule request approved, your standard clock-in/out schedule will change. This will invalidate (reset) your previously approved overtime application.

Schedule	Workday type	Clock-in	Clock-out	Start break	End break	Fixed	Extra Hours	Overtime
9am-6pm	Weekday	Edit 09:00	Edit 19:30			8.00		1.30



Schedule	Workday type	Clock-in	Clock-out	Start break	End break	Fixed	Extra Hours	Overtime
8am-5pm	Weekday	Edit 09:00	Edit 19:30			8.00		

## 2.10. Confirm request log / Cancel requests

You can check requests that you have submitted during the past 60 days.

Requests that have not been approved yet can be canceled, by pressing the [Cancel submission] button.

☰ All menu > Others > Request log (60 days)

Request log (60 days)

Schedule request list

Request date	Applicant	Cancel	Schedule on file	Schedule to be requested	Applicable day	Request Attending location	Last updated by	Current representative	Approval status	Approve/Reject date	Request message	Admin's comment
2017/06/21 11:13	John King	Cancel submission	Normal shift	Paid leave Workday type: Weekday	2017/06/05(Mon)	Head office		Master Admin	Ongoing		Take a sick day.	
2017/06/21 11:13	John King		Public holiday	Holiday work ( Normal work ) Workday type:Non-legal time-off	2017/06/03(Sat)	Head office	Master Admin	None	Approved	2017/06/21 11:14	For budget preparation.	

Time-record request list

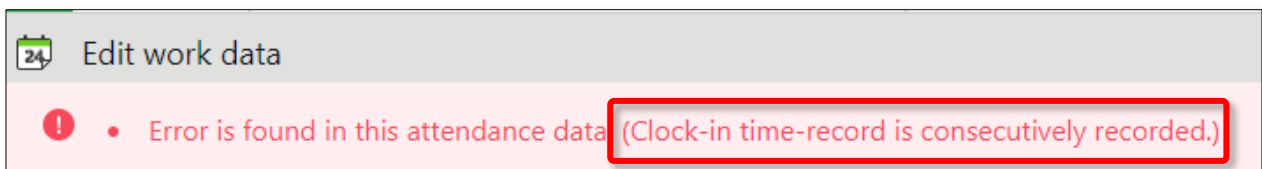
Request date	Applicant	Cancel	Time-record on file	Time-record to be requested	Applicable day	Request Time recording location	Last updated by	Current representative	Approval status	Approve/Reject date	Request message	Admin's comment
2017/06/21 11:12	John King	Cancel submission		2017/06/06(Tue) 18:00 (Clock-out)	2017/06/06(Tue)	Head office		Master Admin	Ongoing		I forgot to put on record.	

## 2.11. To resolve attendance errors

When an attendance error occurs, the corresponding day on the time card is displayed in red.

Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in
	05/01(Wed)			Normal work	Weekday	Edit 09:00 Edit 09:00

You can check for the cause of the error from the Attendance data edit screen (Click request [≡] and choose any of the request items).



Please refer to the list of error causes below and submit a request to resolve the issue. The error will be resolved when your request is approved by the Admin.

### Clock-in time-record is consecutively recorded.

This error indicates there are overlapping clock-in/out records within a short period.

Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in
	05/01(Wed)			Normal work	Weekday	Edit 09:00 Edit 09:00

Please submit a request to delete the unwanted time record.

To delete time record, please refer to "Delete time record" in p.[10](#).

### No clock-in time record has been made first.

This error indicates that you have clocked-out before the clock-in time. The clock-out time must be after the clock-in time.

Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out
	05/01(Wed)			Normal work	Weekday	Edit 18:00	Edit 08:45

Please submit a request to correct the time record.

For details on submitting the request, please refer to “Edit time record” in p.[10](#).

### Clock-in and clock-out are not paired.

This error indicates the clock-in time and clock-out time are not paired.

Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out
	05/01(Wed)			Normal work	Weekday	Edit 08:45	

Please submit a request to add the appropriate time record that pairs with the other.

For details on submitting the request, please refer to “Edit time record” in p.[10](#).

### Obtained leave is exceeding the remaining leave.

This indicates you have taken more leaves than you have left.

Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out
	05/01(Wed)			Normal work (Paid vacation)	Weekday		

Please check again to see you have enough number of remaining leaves to submit the request. For details on submitting the request, please refer to “To take full-day leave” in p.[16](#).

### Attendance for only late-in/early-out.

This error indicates you have clocked-in/out outside of the scheduled hours.

Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out
	05/01(Wed)			Shift (09:00-18:00)	Weekday	Edit 06:00	Edit 18:00

Please select the correct pattern or edit the clock-in/out schedule directly.

For details on submitting the request, please refer to “To edit schedule” in p.[16](#).

### Schedule has not been registered.

This error indicates the clock-in/out schedule is missing from the day you have clocked-in/out.

\* This message may not show depending on the your company settings.

Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out
	05/01(Wed)			--	Weekday	Edit 09:00	Edit 18:00

Please select the correct pattern or edit the clock-in/out schedule directly.

For details on submitting the request, please refer to “To edit schedule” in p.16.

### There is no time-record.

This error indicates that a clock-in/out record is missing from your workday.

\* This message may not show depending on the your company settings.

Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out
	05/01(Wed)			Normal work	Weekday		

If you have forgotten to clock-in/out, please submit a request for your attendance record or submit a leave request.

To submit request to add your time record, please refer to “Add time record” in p.10.

To submit leave request, please refer to “To take full-day leave” in p.16.

### Clock-in/out record exists in a holiday/leave day.

This error indicates you have an attendance record on your holiday.

Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out
	05/01(Wed)			Normal work (Paid vacation)	Weekday	Edit 09:00	Edit 18:00

Please follow the steps below to undo the holiday.

For details, please refer to the notes on “To take full-day leave” in p.16.

## 2.12. To change the attendance data status to [Confirmed]

You can check your attendance data for the month and change the status to "Attendance confirmed".

Open the Time Card screen of the month and click [Confirm Attendance Data].

\* This feature may not be available depending on the settings by your Admin.

1. Click [Confirm Attendance Data].

\* The button is hidden if there are any attendance errors or unapproved requests.

The screenshot shows the 'Time Card' interface. At the top, there is a 'Menu' dropdown and a 'Time Card' title. Below the title, there is a 'Specify display condition' section with the following details: Employee: Main Office / Full-time employee / 1000 Smith John, Display month: 2023/06, and Options: Weekly summary (checked), Display location information (checked), and Classify holidays as Legal and Non-legal holidays (checked). The main display area shows the date range '2023/06/01(Thu) ~ 2023/06/30(Fri)' with navigation arrows and a 'Current' label. At the bottom, there is a row of buttons: 'Schedule request', 'Confirm Attendance Data' (highlighted with a red box), 'Attendance confirmation status', 'EXCEL' (dropdown), and 'Output'.

2. The confirmation screen will be displayed. Check your total hours in office, working hours and break time. If there are no issues with your data, click [Confirm Attendance Data].

\* Clicking on the button will not send off any notifications to your Admin.

\* Items such as Hours in Office and Discretionary leave hours may not be displayed, depending on the settings by your Admin.

The screenshot shows the 'Confirm processed attendance' screen. It has a title 'Confirm processed attendance' and a subtitle 'Make attendances within the following period as confirmed.' Below this is a table with the following data:

Applicable employee	1000 Smith John
Applicable period	2023/06/01(Thu) ~ 2023/06/30(Fri)
Hours in Office	203.00
Discretionary leave hour	0.00
Overall Working Hours	181.00
Break (hrs)	22.00

At the bottom right of the screen, there is a green button labeled 'Regard as confirmed' which is highlighted with a red box.

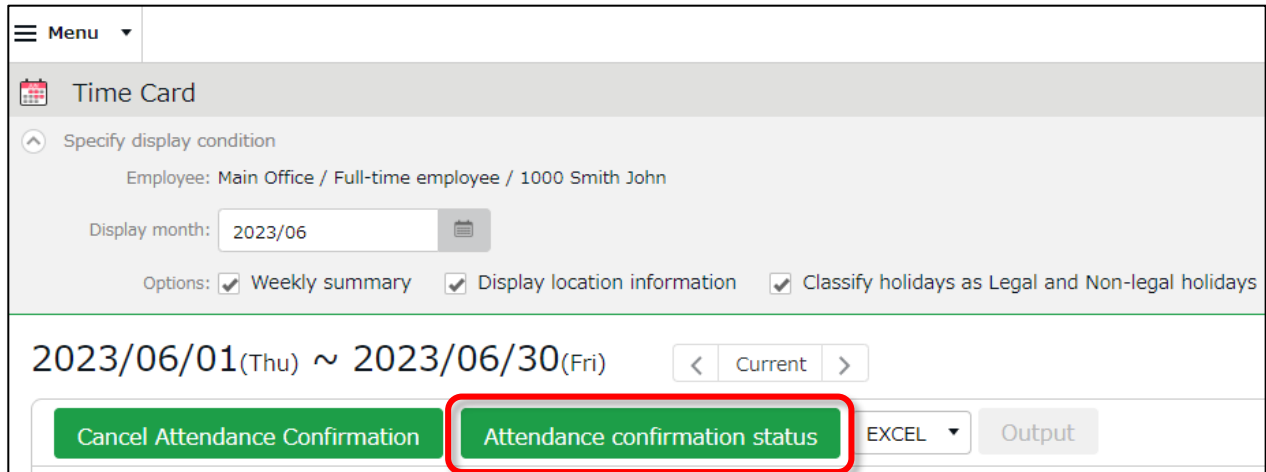


If there is a significant difference between the [Total working hours + Break time] and the [Hours in office + Discretionary leave hours], you may have an unsubmitted overtime request. Please click on [< Return] at the top left of the screen and return to your Time Card screen and check the details again. If needed, please submit your overtime request.

**\*Total working hours include Discretionary leave hours.**

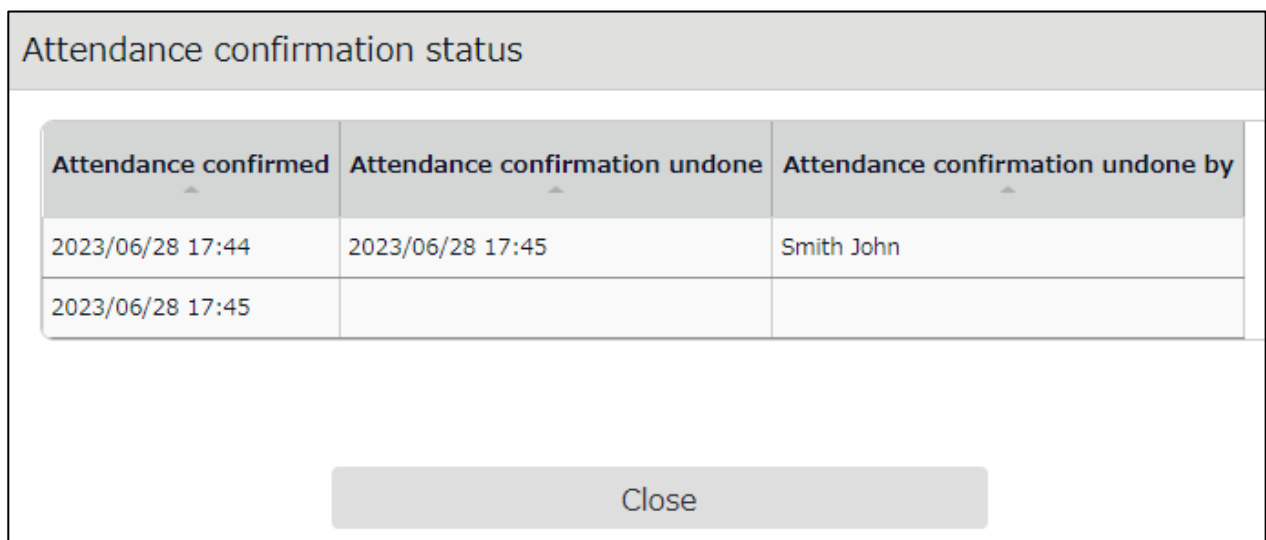
## 2.13. To check the attendance confirmation status

You can keep track of the date you confirmed your attendance data or when you canceled the confirmation. Open the Timecard screen of the month and click [Attendance confirmation status].



The screenshot shows the 'Time Card' interface. At the top, there is a 'Menu' dropdown. Below it, the 'Time Card' title is displayed. Underneath, there is a section for 'Specify display condition' with the following details: Employee: Main Office / Full-time employee / 1000 Smith John. The 'Display month' is set to 2023/06. There are three checked options: 'Weekly summary', 'Display location information', and 'Classify holidays as Legal and Non-legal holidays'. Below this, the date range is shown as 2023/06/01(Thu) ~ 2023/06/30(Fri) with navigation arrows and a 'Current' button. At the bottom, there are three buttons: 'Cancel Attendance Confirmation' (green), 'Attendance confirmation status' (green, highlighted with a red box), and 'EXCEL' (dropdown menu). To the right of the 'EXCEL' menu is an 'Output' button.

The date of the attendance confirmation, the date and the name of the person who made the cancellation.



The screenshot shows the 'Attendance confirmation status' dialog box. It contains a table with the following data:

Attendance confirmed	Attendance confirmation undone	Attendance confirmation undone by
2023/06/28 17:44	2023/06/28 17:45	Smith John
2023/06/28 17:45		

At the bottom of the dialog box, there is a 'Close' button.

## 2.14. Change password

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Change your password from here.

☰ All menu > Others > Change password

### 2.14.1. To change password

---

1. Enter your current password in the Password change screen. Then enter your new password.
2. Press the [Change Password] button.  
The next time you log in, use the new password.

Change password

You can use new password the next time you log in.  
Please remember your new password.

Current password:

New password:

 \* Half-width uppercase alphabet, lowercase alphabet, numbers, symbols  
\* {minLength}-35 characters

Confirm new password:

Change Password



**You need your password for the following purposes.**

- Log into Employee screen
- To clock-in/out by password authentication (If Password Time-record is enabled)

If you forgot your password, please contact your administrator to have it re-issued.

## 3. Using Time Card on Mobile Browser

You can check your attendances, schedules, submit requests and change password from mobile phones or smart phones.

### 3.1. Supported browsers

The following browsers support Time Card.  
Please use the latest version.



\* Operations are not confirmed on all devices.

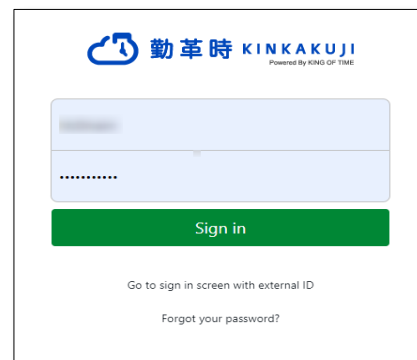
### 3.2. Sign into Time Card

There are 2 ways to access the Time Card screen; by entering your ID, and by using the Time Recorder.

#### Sign in with ID

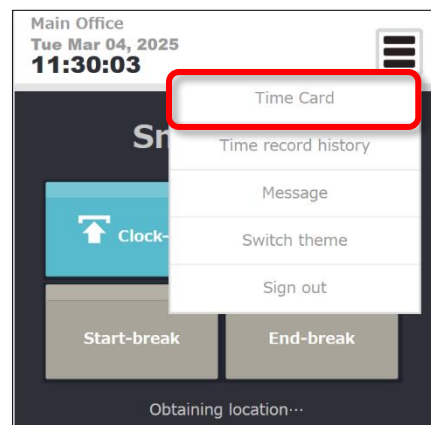
Start your browser and enter the login URL in the address bar. Enter your login ID, password, then click [Login].

\* The login ID and password are the same as those of PC browser version. \* Please use the login URL and ID issued by your administrator. Please be sure to set your password.

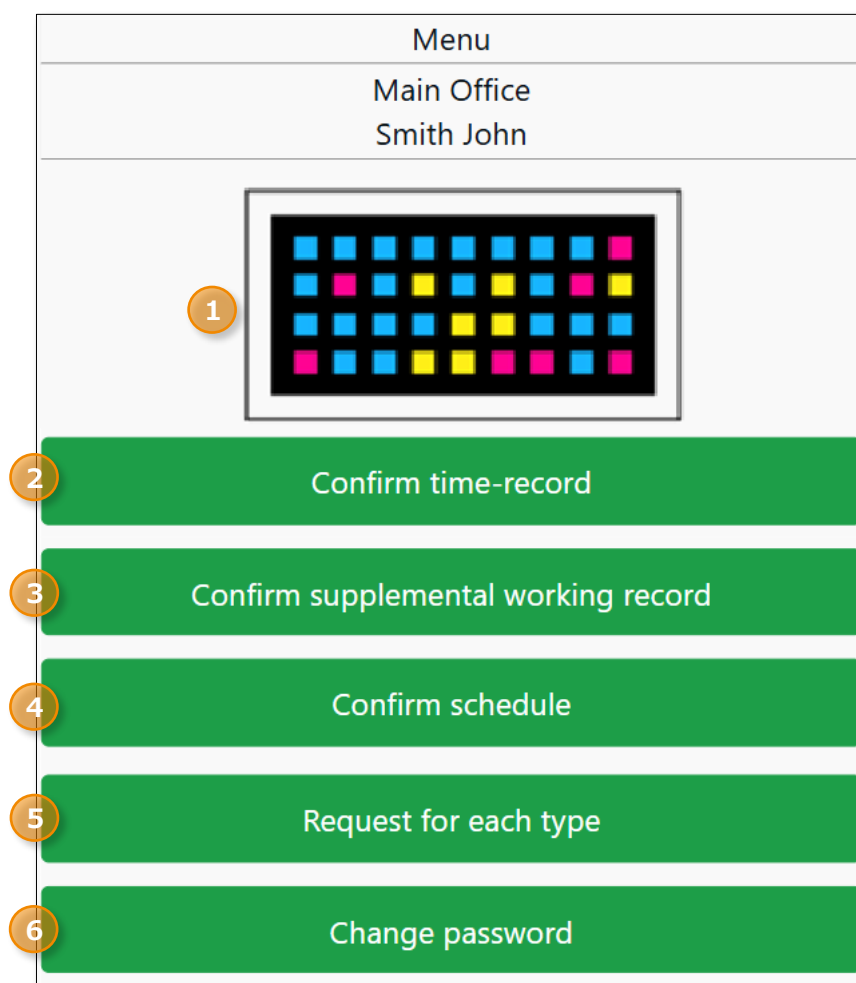


#### Sign in from Time Recorder

To view your Time Card, go to the Mobile browser Time Recorder (or My Recorder) screen, open the menu in the upper right corner and select [Time Card].



### 3.3. All menu



<b>1</b>	<b>Chameleon code</b>	Shows your Chameleon code to use when clocking in/out. * Only available when using the iPad Time Recorder app.	-
<b>2</b>	<b>Confirm time-record</b>	Shows the time record data.	<a href="#">p.34</a>
<b>3</b>	<b>Confirm Supplemental items</b>	Shows Supplemental items data.	<a href="#">p.34</a>
<b>4</b>	<b>Confirm schedule</b>	Shows the current schedule.	<a href="#">p.36</a>
<b>5</b>	<b>Request for each type</b>	Submit requests from here.	<a href="#">p.37</a>
<b>6</b>	<b>Change password</b>	Change your password from here. Enter your current and new password, then click [Change password].	-

### 3.4. Confirm Time Record/Supplemental Items

Tap [Confirm time-record] in Menu. Light red indicates Attendance data error.

#### Confirm time-record

Time Card [Attendance]

2019 ▾ Yr 06 ▾ Month 1 Show

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

2 Aggregate

Date	Clock-in	Clock-out	Start break	End break	Details
06/01(Sat)					<span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">3</span> <span style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 5px;">Detail</span>
06/02(Sun)					<span style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 5px;">Detail</span>
06/03(Mon)	08:40	18:51			<span style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 5px;">Detail</span>
06/04(Tue)	08:36				<span style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 5px;">Detail</span>
06/05(Wed)	08:27	18:12			<span style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 5px;">Detail</span>
06/30(Sun)					<span style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 5px;">Detail</span>

: Attendance error

<b>1</b>	Select Year and Month, then click [View].
<b>2</b>	Calculation results of the corresponding period are shown by pressing the [Aggregate] button.
<b>3</b>	To check daily time record, schedules and other info, press [Detail].

### 3.5. Confirm Supplemental Items

Tap [Confirm supplemental working record] to check Supplemental items.  
Light red indicates Attendance data error.

#### Confirm Supplemental items

Date	Item	Details
06/01(Sat)		Detail
06/02(Sun)		Detail
06/03(Mon)	Item: Emergency Meeting Start: Appointed day 20:00 End Appointed day 22:00	Detail
06/04(Sun)		Detail

■ : Attendance error

1	Select Year and Month, then click [View].
2	Calculation results of the corresponding period are shown by pressing the [Aggregate] button.
3	To check daily time record, schedules and other info, press [Detail].

### 3.6. Confirm schedule

To check your schedule, press [Confirm schedule] in Menu.

Light red indicates Attendance data error.

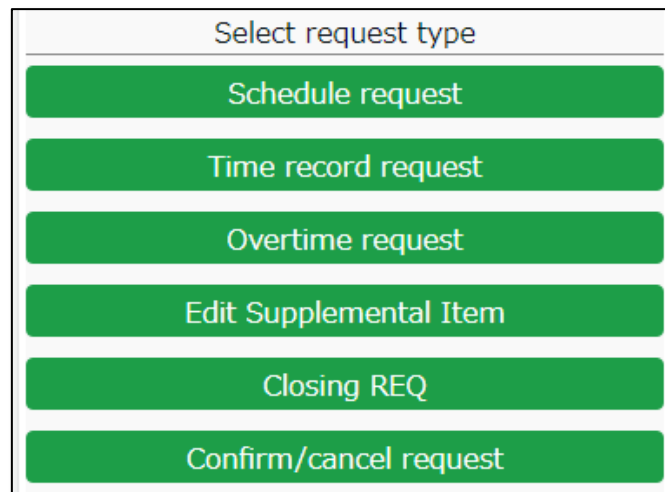
#### Confirm schedule

Time Card [Schedule]		
2019 ▾ Yr	06 ▾ Month	<b>1</b> Show
2019/06/01(Sat) ~ 2019/06/30(Sun)		
<b>2</b> Aggregate		
Date	Schedule pattern	Detail
06/01(Sat)		<b>3</b> Detail
06/02(Sun)		Detail
06/03(Mon)	Regular	Detail
06/04(Tue)	Regular	Detail
06/05(Wed)	Absent	Detail

<b>1</b>	Select Year and Month, then click [Display].
<b>2</b>	You can check calculation results by pressing the [Aggregate] button.
<b>3</b>	To check daily time record, schedules and other info, tap [Details].

## 3.7. Submit Various Requests

You can submit different kinds of requests.



### 3.7.1. Schedule Request

Submit shift changes and leave requests from here.



- If an overtime work request (p.41) is pending, you cannot submit a schedule request. Please submit the schedule request after the overtime work request for the relevant day has been approved or rejected.
- If the submitted schedule request has not been approved, you cannot submit an additional schedule request for the same day. After it has been approved or rejected by the administrator, you can submit a schedule request again for the same day. How to check or cancel a request (p.47)
- If a date is already assigned as a comp leave or workday (including those with pending status), you will be unable to submit a schedule request for that day.

1. Tap [Request for each type], then [Schedule request].
2. Select a date from the calendar. You can also choose the date from [Target request date], then tapping [Select].

Schedule request  
Select the date

<		2023/02					>	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
29	30	31	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	01	02	03	04		

**Target request date (y/m/d)**

2023 ▾ Yr 02 ▾ Month 27 ▾ Day

Select

3. Select a schedule pattern at [Request schedule].

To take leave, select [Full day leave] or [Half day leave]. If you have not taken any break, select [Auto break off]. Enter the [Request message], then tap [Submit].

**Example1: Work schedule request**

**Example2: Leave request**

**Request schedule**

Normal work ▾

---

**Clock in/out schedule**

Clock in: Appointed day ▾ 09 Hr.  
00 Min.

Clock-out: Appointed day ▾ 18 Hr.  
00 Min.

---

**Request message**

Request

to select request date

To menu

**Half-day vacation**

AM Paid vacation ▾

PM -- ▾

---

**Leave by hours<sup>1</sup>**

-- ▾

Start time Appointed day ▾ Hr.  
Min.

End time Appointed day ▾ Hr.  
Min.

---

**Disable auto break**

-- ▾

---

**Request message**

Request

\* If there are any unapproved schedule under the same date, you cannot submit another. You can send new schedule requests only after your manager approves the previous request.

To confirm or cancel requests.....[p.47](#)

### 3.7.2. Time record request

You can submit time record requests in case you forgot to clock-in/out.

1. Tap [Request for each type], then [Time record request].
2. Select a date from the calendar. You can select the date from [Target request date], then [Select].

Time record request  
Select applicable day

<
2023/02
>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	01	02	03	04

Target request date (y/m/d)

2023 ▾ Yr
02 ▾ Month
27 ▾ Day

Select

3. Press the buttons accordingly.

Time record request  
2023/02/27(Mon)

Time-record list for 2023/02/27(Mon).

Type	Time-record time	Time record division	Edit	Delete
Clock-in	02/27 09:00	Main Office	Edit	Del

You can't submit the time record request in red, as it is in progress.

New request

<b>[Edit]</b>	Submit a request to edit the existing time record.
<b>[Del]</b>	Submit request to delete the existing time record.
<b>[New request]</b>	To add a new time record data, submit a request from here.

4. Enter the Time-record type, Time, Request message then tap [Request].

Time record request 2023/02/27(Mon)	
<b>Time-record type</b>	
Clock-out ▾	
<b>Time-record date (y/m/d)</b>	
2023 ▾ Yr	02 ▾ Month 27 ▾ Day
<b>Time-record time</b>	
18 Hr.	00 Min.
<b>Request message</b>	
I forgot to use the time recorder.	
<b>Request</b>	

### 3.7.3. Overtime Request

If you have worked before or beyond normal working schedule, you can submit overtime requests as follows.



- If a schedule request (p.37) is pending, you cannot submit an overtime work request. Please submit the overtime work request after the schedule request for the relevant day has been approved or rejected.
- On days when no schedule is registered, the “Overtime Work Request” option will not be displayed.

This is useful for reporting early-ins and overtime work.

By performing the following steps, the system counts overtime as working hours.

1. Tap [Request for each type], then [Overtime request].
2. Tap either [Request overtime before schedule] or [Request overtime after schedule].

Select overtime request type

Request overtime before schedule

Request overtime after schedule

3. Select a date from the calendar.

You can also choose the date from [Target request date], then tapping [Select].

Schedule request  
Select the date

<
2023/02
>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	01	02	03	04

Target request date (y/m/d)

2023 ▾ Yr
02 ▾ Month
27 ▾ Day

Select

4. If you are requesting overtime before schedule, enter [Start time].

Start time		
Appointed day ▾	7	Hr. 00
Min.		
End time		
Appointed day ▾	09	Hr. 00
Min.		
Request message		
Early-in for preparation		
* Overtime before work ends at Clock-in time. You cannot change it.		

If you are requesting overtime after schedule, enter [End time].

Start time		
Appointed day ▾	18	Hr. 00
Min.		
End time		
Appointed day ▾	20	Hr. 00
Min.		
Request message		
To take care of remaining		
* Overtime after work begins at Clock-out time. You cannot change it.		

5. Enter the [Request message], then tap [Submit].



Please note you cannot request overtime before schedule and after schedule at the same time.

### 3.7.4. Submit Supplemental Item Info

You can submit requests for clock-in/out data for urgent attendance work, transportation expenses, allowances, etc. This feature is available only if the administrator has created the Supplemental item in advance.

1. Tap [Request for each type], then [Suppl. items request].
2. Select a date from the calendar. You can also choose the date from [Target request date], then tapping [Select].

Select date for supplemental item edit

<
2023/02
>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	01	02	03	04

**Date to edit**

2023 ▾ Yr   02 ▾ Month   27 ▾ Day

Select

3. Press the buttons accordingly.

#### New request

Edit supplemental working record  
2023/02/27(Mon)

---

The date selected doesn't have any supplemental working record item.

Edit new
Select editing date
To menu

#### Screen with existing data

Edit supplemental working record  
2023/02/27(Mon)

---

2023/02/27(Mon) Supplemental Item List

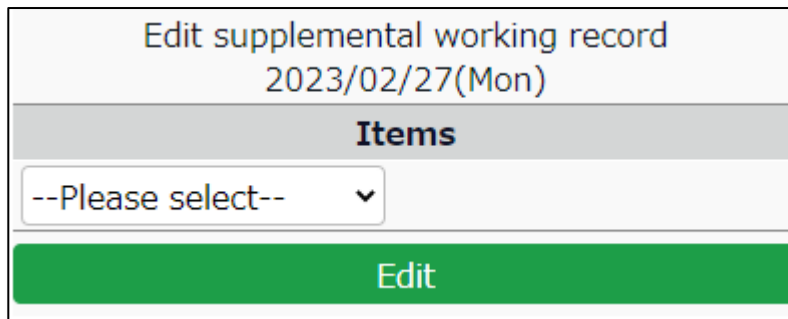
Items	Contents	Edit	Delete
Work from home	Start time: Appointed day 09:00 End time: Appointed day 18:00	<span style="background-color: #00a651; color: white; padding: 5px 10px; border-radius: 5px; border: 2px solid red;">Edit</span>	<span style="background-color: #00a651; color: white; padding: 5px 10px; border-radius: 5px; border: 2px solid red;">DEL</span>

Edit new

[Edit]	Submit a request to edit the existing data.
[Del]	Submit request to delete the existing data.
[New request]	Submit new request from here.

## New registration

- After selecting a date, tap [New request].  
(The number of items shown depends on settings by your admin.)



Edit supplemental working record  
2023/02/27(Mon)

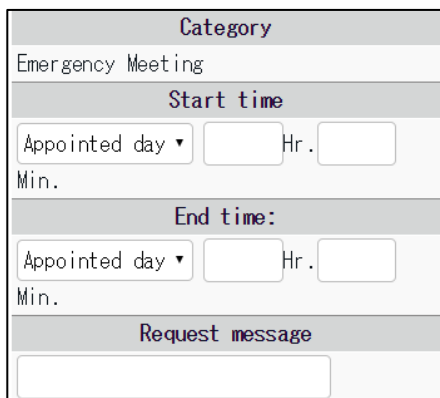
**Items**

--Please select-- ▾

Edit

- Input method varies by the item selected.  
Enter the items as required before submitting.

Time Span



Category

Emergency Meeting

Start time

Appointed day ▾ Hr.

Min.

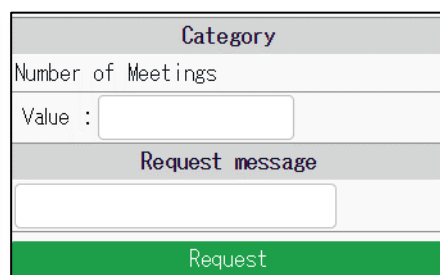
End time:

Appointed day ▾ Hr.

Min.

Request message

Value



Category

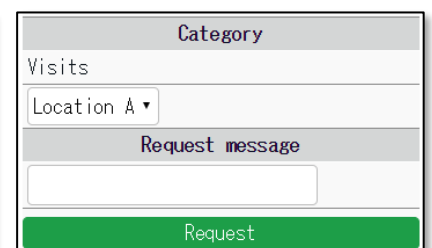
Number of Meetings

Value :

Request message

Request

Dropdown



Category

Visits

Location A ▾

Request message

Request

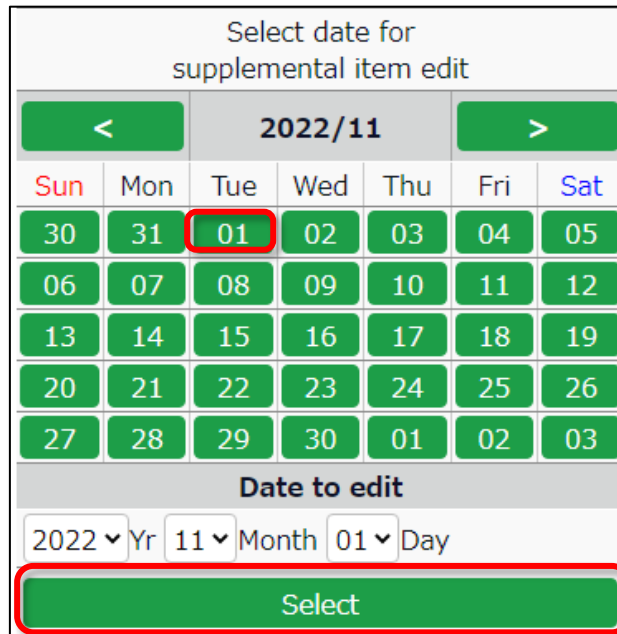
### 3.7.6. Edit Supplemental Item Info

You can add or edit supplemental item data without the approval of the admin.

\* Available only if the registration feature has been enabled by the Admin.

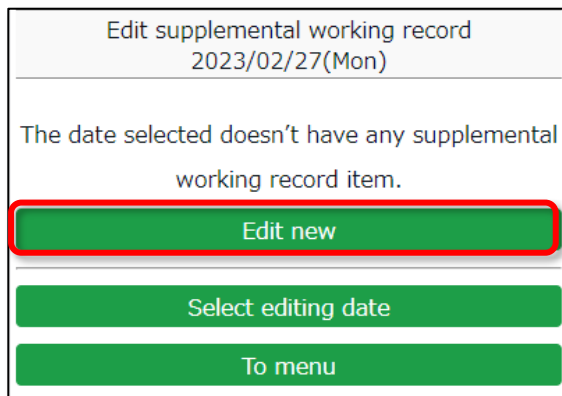
1. Tap [Request for each type], then [Edit Suppl. Items].

2. Select a date from the calendar.

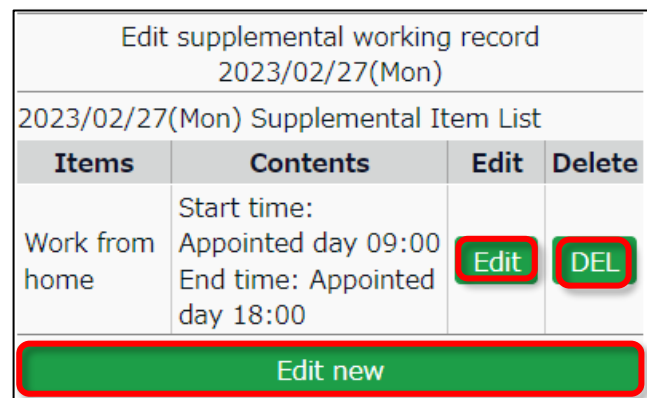


3. Tap on the buttons accordingly.

#### New request



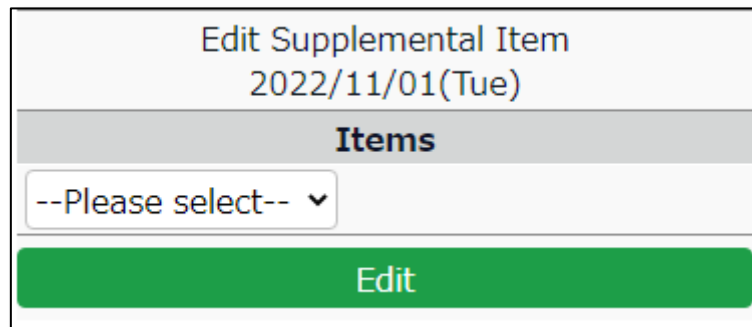
#### Screen with existing data



<b>[Edit]</b>	Edit existing Supplemental item info.
<b>[Del]</b>	Delete existing Supplemental item info.
<b>[Edit new]</b>	Register a new Supplemental item.

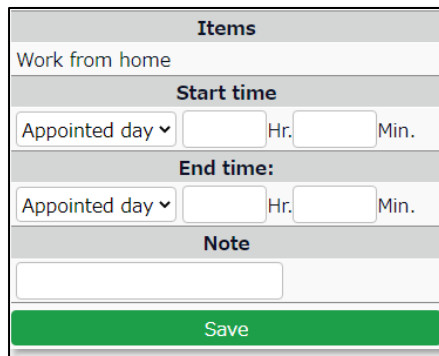
### Edit new

1. After selecting a date, tap [Edit new]. You can select items which are created by the Admin.

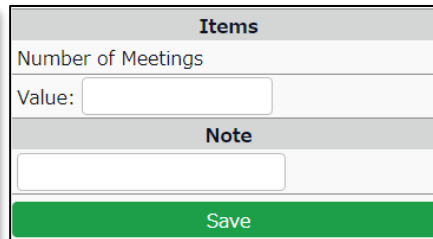


2. The input method varies depending on the item selected. Enter the items as required before [Registration].

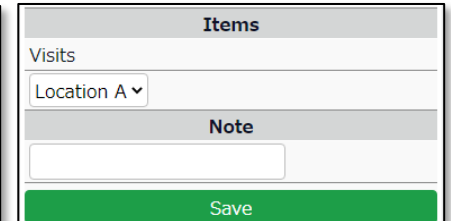
Time Span



Value



Dropdown

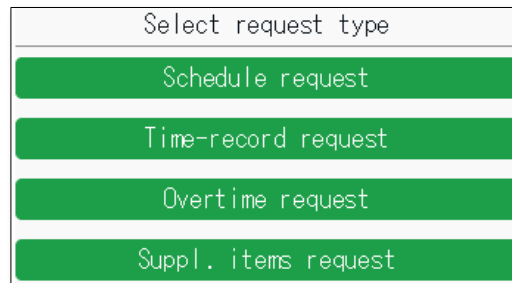


### 3.7.6. Confirm or cancel request

Confirm or cancel request.

Tap [Request for each type], then [Confirm/cancel request].

Here, you can confirm or cancel your requests.



\* You can check requests submitted during the past 60 days.

Request date	Applicable day	Schedule	Status	Delete
06/07 (Fri)	06/08 (Sat)	Holiday Work (Normal)	Request	DEL
06/07 (Fri)	06/17 (Mon)	Regular (Normal)	Approved	

Only 60 days of the applicable days will be displayed.

Request date	Applicable day	By type	Time	Status	Delete
06/07 (Fri)	06/07 (Fri)	Clock-in	09:00	Del	

Only 60 days of the applicable days will be displayed.

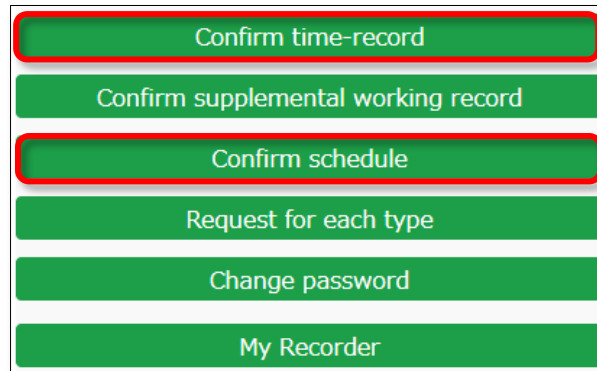
<b>Request</b>	This request has not been approved yet. You can cancel the request by tapping the [DEL] button on the screen.
<b>Approved</b>	The request has been approved.
<b>Del (Reject)</b>	The request has been rejected.

### 3.8. To confirm attendance data

You can check your attendance data for the month and change the status to [Attendance confirmed].

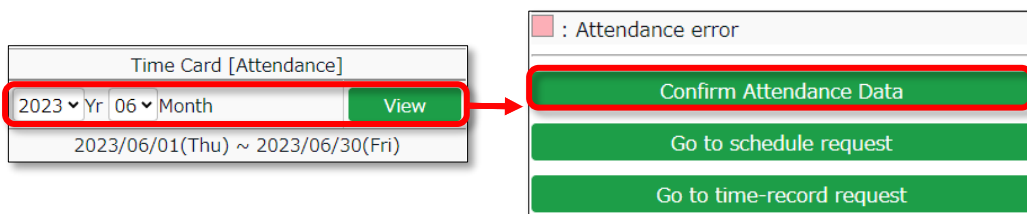
\* This feature may be unavailable, depending on the settings by your Admin.

1. Tap on [Confirm time-record] or [Confirm schedule].



2. Specify the year and month, and tap on the [Show] button. Scroll to the bottom of the screen and tap on the [Confirm Attendance Data] button.

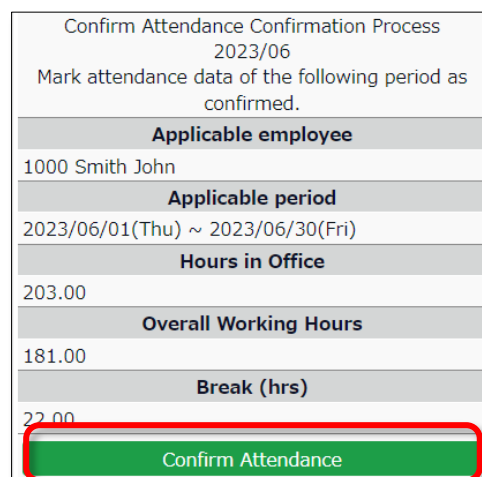
\* The button is hidden if there are any attendance errors or unapproved requests.



3. The confirmation screen will be displayed. Check your total hours in office, working hours and break time. If there are no issues with your data, tap on [Confirm Attendance Data].

\* Tapping on the button will not send off any notifications to your Admin.

\* Items such as total hours in office may not be displayed, depending on the settings by your Admin.





If there is a significant difference between the [Total working hours + Break time] and the [Hours in office + Discretionary leave hours], you may have an unsubmitted overtime request. Please click on [< Return] at the top left of the screen and return to your Time Card screen and check the details again. If needed, please submit your overtime request.

**\*Total working hours include Discretionary leave hours.**

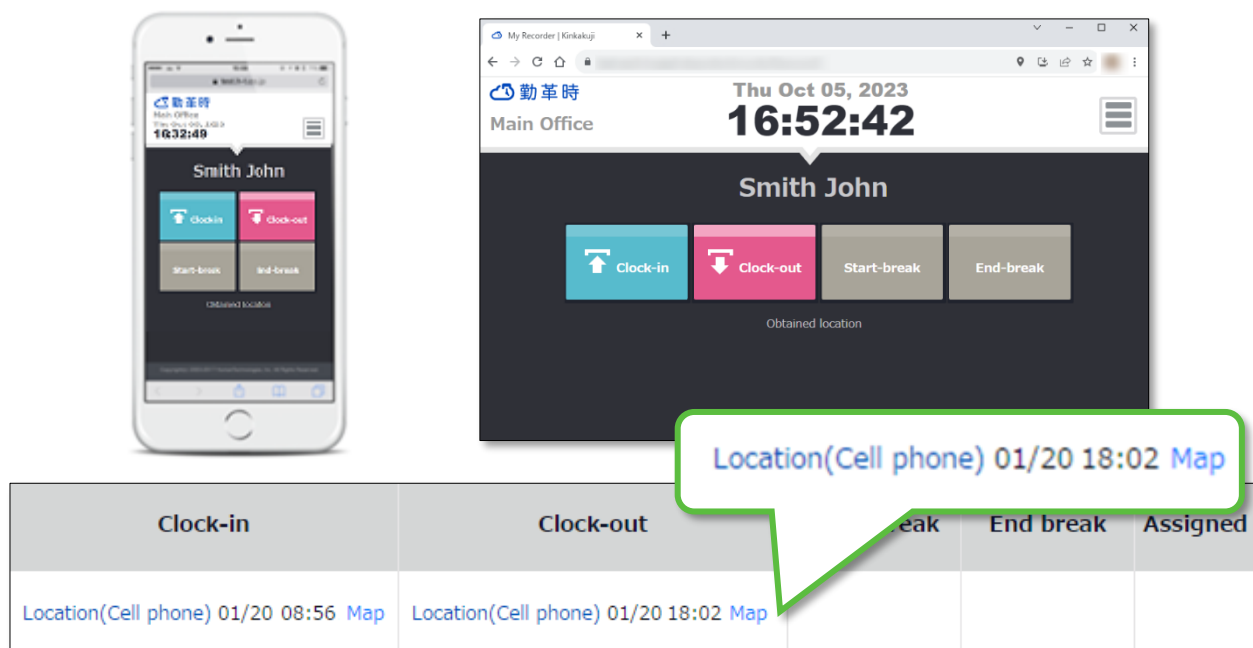
## 4. My Recorder

This section describes how to clock in/out on My Recorder.

### 4.1. My Recorder

My Recorder is a personal Time Recorder that you can access from your smartphone, tablet or PC browser. It can record time and location info.

**\* To use My Recorder, your administrator needs to send you the My Recorder URL and ID. Please use your password to login.**



### 4.2. Supported devices and browsers

The following browsers support My Recorder. Please use the latest version. My Recorder is not available on feature phones (mobile phones).

Device	Browser
<b>Windows PC</b>	Google Chrome / Microsoft Edge /
<b>Mac</b>	Google Chrome / Microsoft Edge
<b>Android smart phone</b>	Google Chrome for Mobile
<b>iOS (iPhone, iPad)</b>	Mobile Safari

**\* The Location info feature is only available on devices with GPS function.**

### 4.3. To access My Recorder

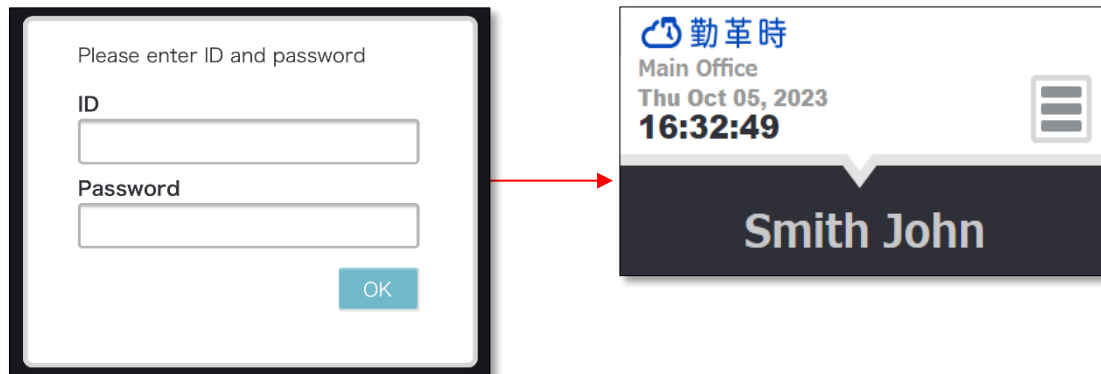
1. Access the Time Recorder URL by following the instructions on the [Notice about Time Recorder URL/My Recorder URL] Email, sent from your administrator.

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

2. ID/password entry screen is initially displayed.

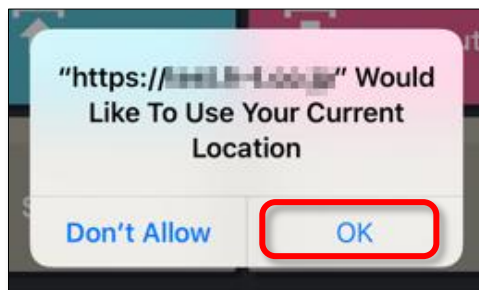
Enter your login ID and the password you have set, then click [OK].

If the authentication succeeds, Time Card is displayed.

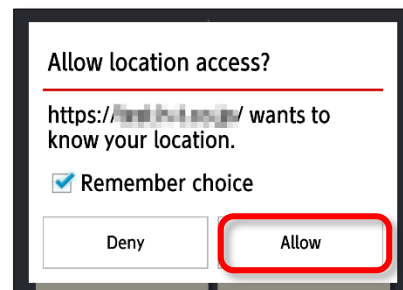


3. If the [Obtain location info] mode is turned on at the Admin screen, the screen may show a location permission message. Please permit.

\* Messages may vary by browser and version.



On Safari



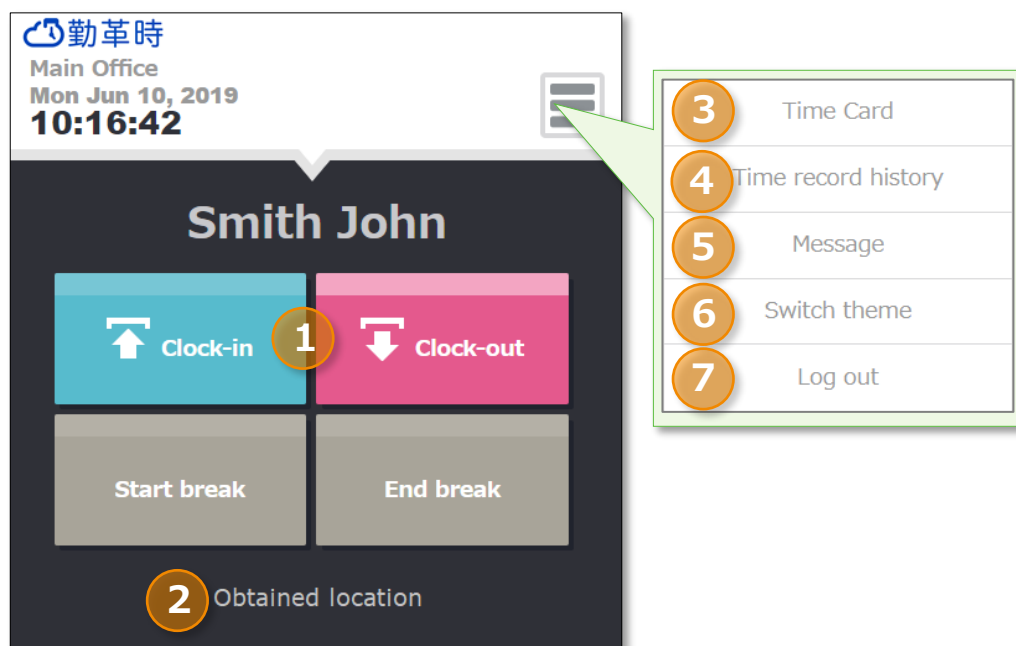
On Google Chrome



Please bookmark the My Recorder URL and open it from the bookmark when you want to clock in/out.

## 4.4. To Use My Recorder

This section describes the steps to use My Recorder.



1	<p>Tap here to clock-in/out.          [Clock-in] [Clock-out]          [Start break] [End break]  <i>* [Start break] [End break] buttons may or may not be displayed, depending on settings.</i></p>
2	<p>Location info status is shown. (Available if the Obtain location info mode is turned on, in the Admin screen) Location info can be edited, if [Obtained location] is displayed.</p>
3	<p>Displays Time Card. You can check attendances and submit requests from here.</p>
4	<p>Shows the time record data performed on the browser.  <i>* You cannot check data recorded from other Time Recorders.</i></p>
5	<p>Shows updates related to Kinkakuji (System maintenances etc.).</p>
6	<p>2 themes are available. Please choose the one you like.          Changes to theme only apply to the browser that you are using.</p>
7	<p>Log out of My Recorder from here.          After logout, ID and password are required to re-login.</p>

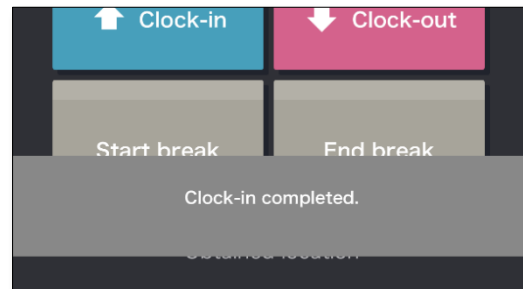
#### 4.4.1. Clock-in/out

1. Access My Recorder URL from your bookmark.
2. Tap [Clock-in].

If the clock-in succeeds, the screen shows the [Clock-in completed] message.

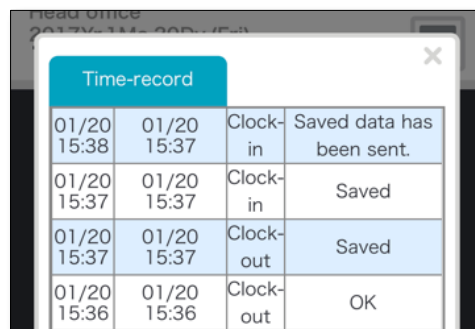
\* Perform the same procedure to clock-out/start and end break.

\* Depending on the settings, you may need to select your division before clocking in/out.



#### 4.4.2. Check Time record history

To check time record log performed on the browser, click [Time record history] in the menu.



Status	Details
OK	Time record data has been submitted to the server successfully.
Save	Time record data has not been submitted. Instead, it has been temporarily saved on the device. This is displayed if the Time Recorder was off-line when the clock-in/out took place.
Saved data has been sent	Time record data temporarily saved on your device has been submitted to the server successfully.

\* You cannot check edited data and data recorded from other Time Recorders.

If you clear your web browser's cache and cookies, Time record history will be cleared as well.

#### 4.4.3. Display Time Card

---

To access Time Card, press the [Time Card] button in All menu.  
For instructions, please refer to the following pages.

To access Time Card on PC - [p.4](#)

With Mobile device - [p.32](#)

## 5. Mobile browser recorder

This section describes how to use the Mobile browser recorder.

### 5.1. What is a Mobile browser recorder?

A Mobile browser recorder is a time recorder that you can use on your mobile phone or smartphone.

Employees can clock-in/out by using personal Time Recorders. The URL is issued to each employee. It can record time and location info.

**\* To use it, your administrator needs to issue a Time Recorder URL.**



Clock-in	Clock-out		
Cell phone 01/23 10:54 Map	Cell phone 01/23 13:06 Map	Cell phone 01/23 13:06 Map	2.12

### 5.2. Supported models and mobile carriers

The following devices and environment support Mobile browser recorder.

Device	Mobile carrier/OS	Conditions required for Location info mode
Feature phones	docomo	Open area i-mode-compatible devices
	au	Devices that support Location info by EZ Navi and Device compatible with EZ Navi network types (device:gpsone)
	SoftBank	Devices that support "location" scheme specified in "Action" attribute, under "form" element
Smart phones	Android	Browsers that support Geolocation API
	iPhone	Browsers that support Geolocation API

**\* The Location info feature is only available to devices with GPS or cell location function.**

## 5.3. To access Mobile browser recorder

This section describes how to go to the Time Recorder.

### 5.3.1. Check Email settings

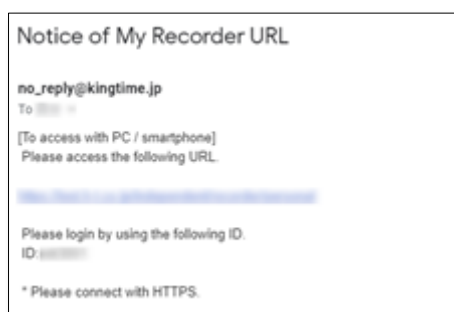
Time Recorder URL Email notifications are sent by administrators from the Admin screen. If you are using a Mobile phone, please check your Email settings beforehand.

Mobile carrier	To check Email settings (may not be applicable to some models)
docomo	iメニュー (i Menu) > お客様サポート (Customer Support) > 各種設定 (Settings) > メール設定 (E-mail settings) > 迷惑メール対策設定 (Spam Mail Prevention) > 詳細設定 (Detailed settings) > URL 付きメール拒否設定 (Reject mail with URL) > [設定解除 (Undo settings)]
au	E-mail button > Eメール設定 (E-mail Setup) > メールフィルター (Filter Settings) > 個別設定 (Individual Settings) > その他の設定 (Other Settings) > URL リンク規制 (URL link restriction) > [規制しない (Do not restrict)]
SoftBank	E-mail button > 設定 (Mail setting) > メール・アドレス設定 (Address setting) > Enter security code > 迷惑メールブロック設定 (Spam mail settings) > [個別に設定 (Individual settings)] URL リンク付きメール拒否設定 (Block E-mails with URL link) > [全て受け取る (Receive all)]

\* Setup method may vary by software versions released from the mobile carrier. Display format may also vary by device models.

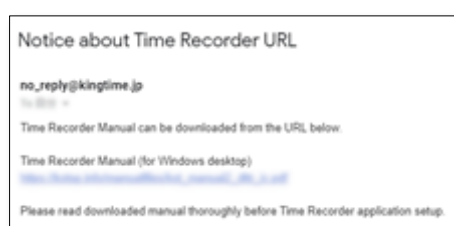
### 5.3.2. To access

Access the Time Recorder URL by following the instructions on the [Notice about Time Recorder URL/My Recorder URL] Email, sent from your administrator.



The sender of the Email is [no\_reply@kingtime.jp] (send-only address). You cannot reply to this Email.

If there is a line-break in the middle, please fix it to one line before entering it into the address bar.

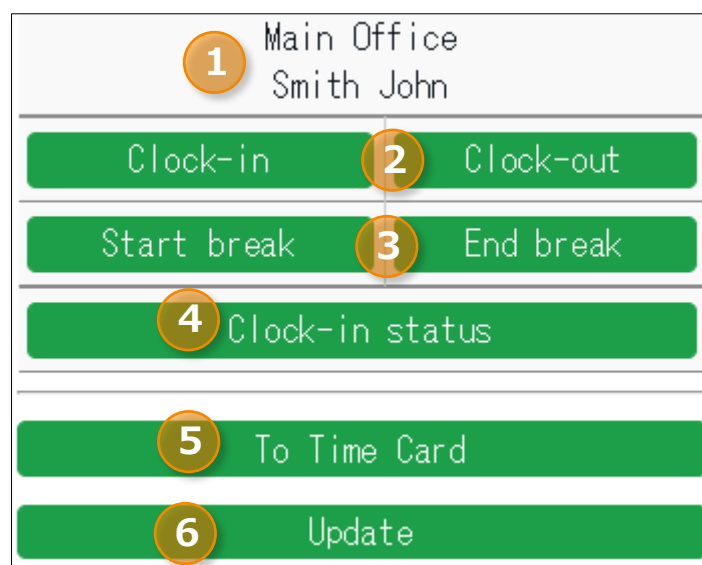


Bookmark the Time Recorder URL for easier access.

(If you use the Screen Memo function instead of bookmarking the URL, some features may not function correctly when updated.)

## 5.4. Operating the Mobile browser recorder

This section describes the steps to use Mobile browser recorder.



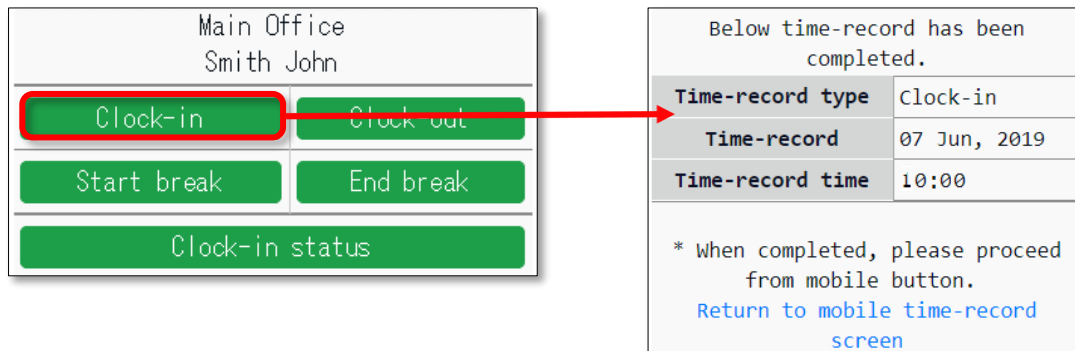
1	Shows your name and division.
2	Click here to clock-in/out. [Clock-in] [Clock-out] [Start break] [End break] <i>* [Start break] [End break] buttons may or may not be displayed, depending on settings.</i>
3	Shows present or past time record data. <i>* You cannot check data that were recorded from other Mobile browser recorders.</i>
4	Location info obtainment status is shown. (Available if the Obtain location info mode is turned on, in the Admin screen) Location info can be edited, if [Obtained location] is displayed.
5	Displays Time Card.
6	Reloads browser.

### 5.4.1. Clock-in/out

Go to Time Recorder URL from your bookmark.

2. Select [Clock-in]. Confirmation screen is displayed if clock-in succeeds.

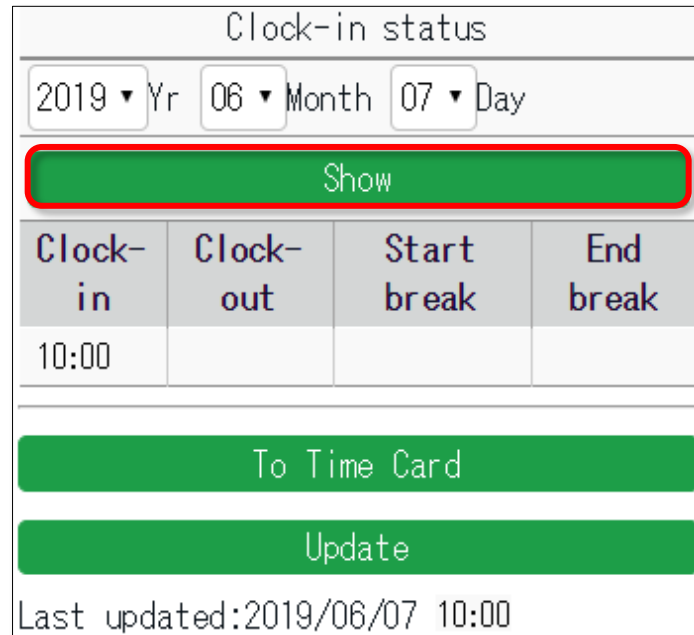
\* Perform the same procedure to clock-out/start and end break.



### 5.4.2. Check attendance status

You can check time record data by each day.

1. Tap [Clock-in status].
2. Select a date and tap [Display].
3. To return to the Time Recorder screen, select [Update].



### 5.4.3. To Check Time Card

To check your Time Card, select [Time Card].

For instructions, please refer to [p.32](#).

## 6. FAQ

### 6.1. I forgot my login info.

---

If you have forgotten your ID or password, please contact your administrator. The administrator can check your ID and re-issue your password.

### 6.2. I submitted the wrong request.

---

You can cancel requests if they have not been approved yet. Please cancel the wrong request, then submit a correct one. If the request has already been approved, please submit a new request. Make sure the same request date is set. Unless the administrator has closed the attendance data, you can submit requests for the same date as many times as you need.

### 6.3. I somehow logged out. How do I re-login?

---

If you clear your web browser's cache and cookies, you will log out of My Recorder. Please enter your login ID and password again.

### 6.4. [Admin] How do I send My Recorder URL?

---

First, log into the Admin screen. Go to [Home page > Settings > Employee > Employee settings].

Press [Send Email] to send.

If My Recorder Email template is not available, please contact the support center to add the function.

When using My Recorder, please check the version of your browser.

### 6.5. What should I do if I receive an Email titled "Employee Email Address Verification Notice"?

---

This Email is sent by the system to verify that the registered Email address is correct. By clicking the link in the Email, the Email address will be activated, and you will be able to receive various notification Emails from the system. If the link expires (after 7 days), please request a resend from the administrator.

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