



Quick Start Guide

Setup steps

This guide describes the quickest way to start operating in 4 steps.

STEP 1

CREATE DIVISIONS

STEP 2

CREATE EMPLOYEE TYPES

STEP 3

ADD EMPLOYEE

STEP 4

CONFIGURE TIME RECORDER SETTINGS

Start operating



I wonder if I can do the settings correctly.
Everything seems so complicated.

No worries!
Once the four simple steps are completed,
all that's left is for the employee to do the
clock-in/out!

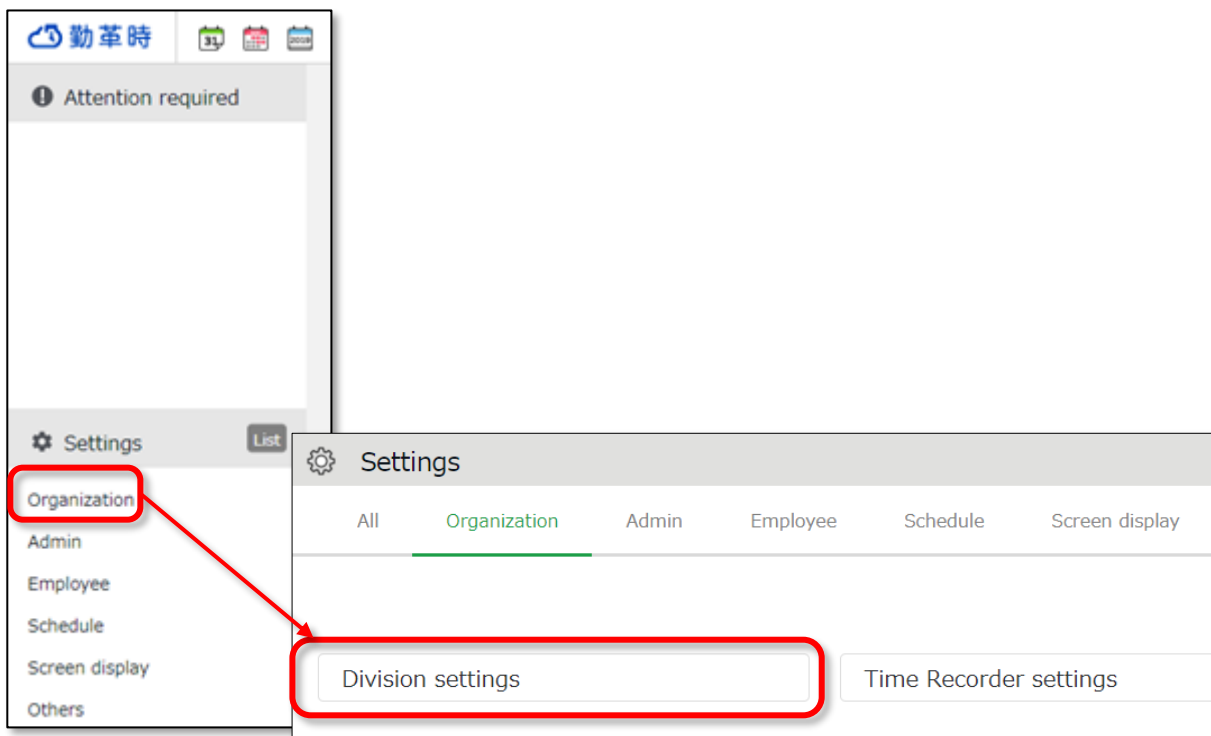


STEP 1 Create Divisions

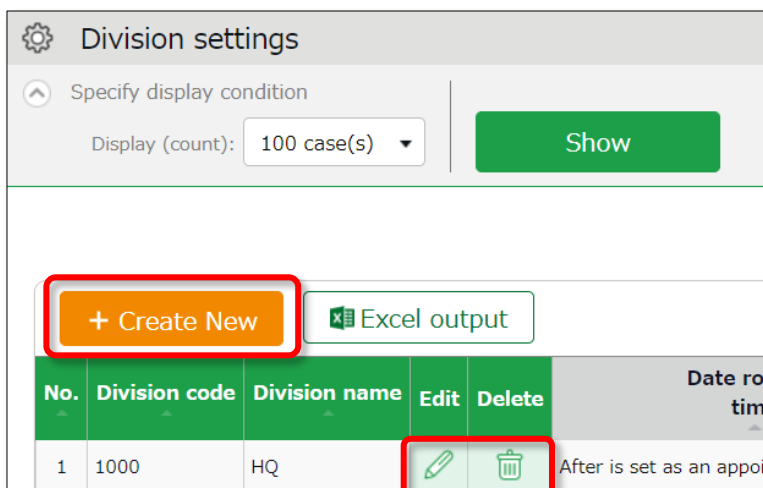
(Duration: approx. 5 minutes)

Add Branch stores or offices where your Time Recorder is located.
If divisions or teams have different request approval flows, create a Division according to the smallest unit (see p.3).

Go to Home page > [Settings] > [Organization] > [Division settings] to create or edit Division data.

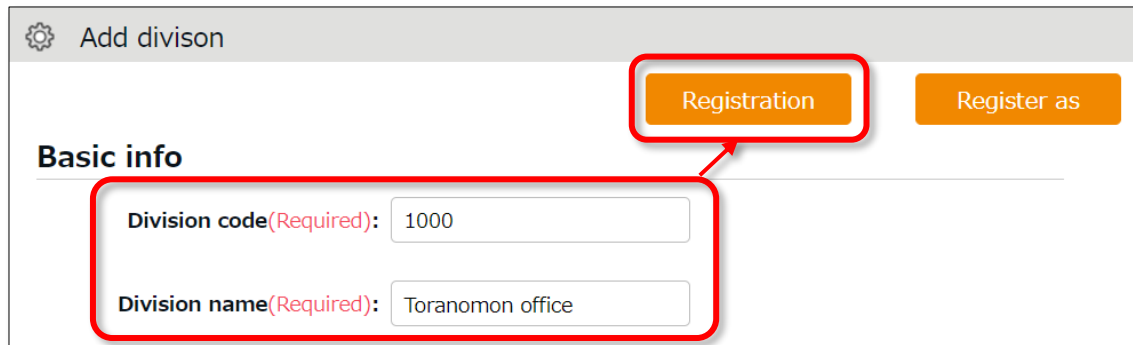


Click [Create New] to add a division. You can also [Edit] and [Delete] here.



Please feel free to use our sample data.

Go to the [Edit] screen and enter [Division code] and [Divisions]. Click [Registration] to save the changes.



Add division

Registration Register as

Basic info

Division code(Required): 1000





Division name(Required): Toranomom office

Configure Request approval flow settings

This flow is used to check and process various requests received from employees and general admins. For details, please refer to the following article (Japanese).

https://n_help.kingtime.jp/h-t/web5/Detail.aspx?id=1643

Settings > Admin > Request approval flow settings

Request approval flow by division					
No.	Division	Edit	1 th/st Approver	2 th/st Approver	3 th/st App
1	Main Office		Master Admin		
2	Office 1		Admin No.2		
3	Office 2		Admin No.3		
4	Office 3		Admin No.4		

STEP 2

Create Employee types

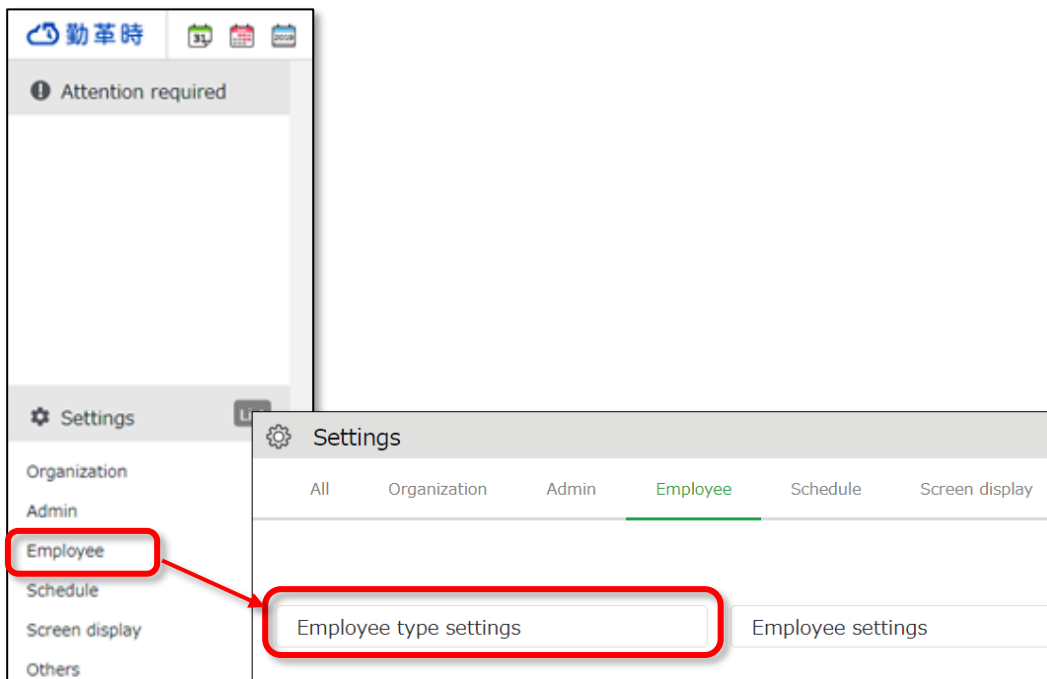
(Duration: approx. 5 minutes)

Add employee types such as “Full time” and “Part time”.

Employee type settings determine calculation rules. When applying different closing days and calculation methods, please create new employee types for each variation.

(eg. Even if they are under the same “Full time” category, create two if there are different methods)

Go to Home page [Settings] > [Employee] > [Employee type] to create or edit Employee type data.



Two preset employee sample data are available.

Go to the [Edit] screen of the sample data and edit [Closing date].

Click [Registration] to save the changes.

Add employee type

Registration Register as

Basic info Base Detail

Employee type code(Required): 1000 * Enter in 10 characters or less.

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

Closing date: Month-end Day

To add a division, go to the edit screen of the existing division, change the [Employee type code] and [Employee type name] and click on the [Register as] button.

Workstyle > [Work (hrs)]

If you are applying the variable work system or flex work schedules, you can perform related settings here.

For details, please refer to the following articles (Japanese).

- Variable working hours setting feature

https://n_help.kingtime.jp/h-t/web5/Detail.aspx?id=1558

- Flex time system

1 month: https://n_help.kingtime.jp/h-t/web5/Detail.aspx?id=1559

3 months: https://n_help.kingtime.jp/h-t/web5/Detail.aspx?id=3437

Set up automatic calculation of paid leave

Leave-related > [Paid vacation grant]

Automatically calculates the number of paid leaves and when to grant them.

For details, please refer to the following article (Japanese).

https://n_help.kingtime.jp/h-t/web5/Detail.aspx?id=1534

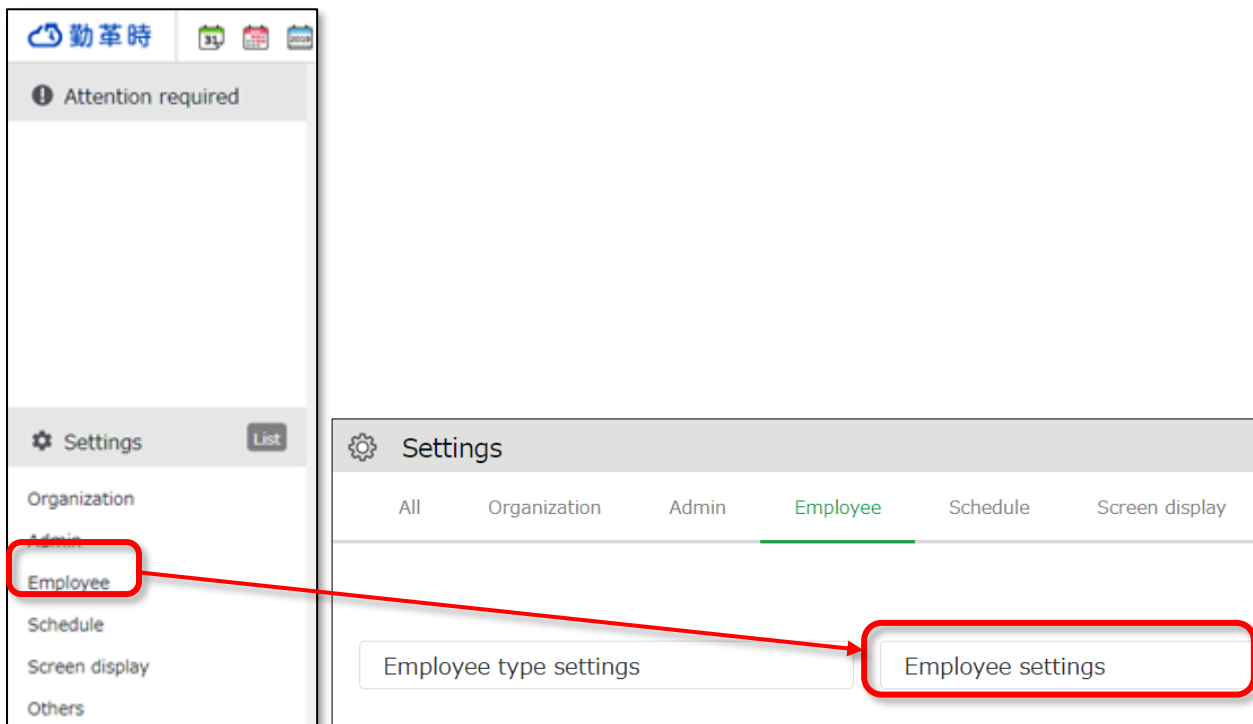
STEP 3

Add [Employee]

(Duration: approx. 10 minutes)

Add [Employee] to manage their attendance.

Go to Home page [Settings] > [Employee] > [Employee Settings] to create or edit Employee data.



Click [New Registration] and start by creating 2 or 3 employees.
The basic setting items are as follows.

Employee code (Required)	Set a code for identifying employees. (Enter in 3-10 alphanumeric characters.)
Last/First name (Required)	Enter the name of employee.
Email address	The Email address is required for sending of Personal Time Recorder URL in STEP 4. It is also used for notifying Request/Approvals.
Division (Required)	Select employee's Division created in STEP 1.

Employee type (Required)	Select Employee type created in STEP 2.
Hired date	It is used to calculate the years of service for the purpose of calculating the number of paid leave days granted. Note: Employees cannot clock in/out before this date.

STEP 4 Configure Time Recorder settings

(Duration: approx. 10 minutes)

Send an Email to instruct employees to install and access the Time Recorder.

There are [Personal] and [Division] Time Recorders, which require different operation procedures.

[Personal]



Use your own PC or mobile

[Division]



Share the same Time Recorder

Personal Time Recorder

Personal Time Recorders are used on personal mobile phones or PC.

There are 2 types of this Recorder.

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



These are useful time recorders that you can use without installing any apps. Since they also record location info, they can come in handy when clocking-in/out at a remote location.

Administrator's task

Send Time Recorder instructions to employees by Email.
(Requires employee Email address. See STEP3.)

- Go to Home page > [Settings] > [Employee] > [Employee settings].
Select a division from the drop-down list and click [Show].
Click the [Send email] button that shows on the screen.

No.	Division	Employee type	Employee code	Name	Edit	Delete	Others	Date of birth	Sign-in ID	Fingerprint enrollment	Hired date	Email address	Email address verification	Password last updated
1	1000 Main Office	1000 Full-time employee	1000	Smith John				1987/01/15		N/A	2021/04/01		Done	2023/06/30 14:09
2	1000 Main Office	1000 Full-time employee	1001	Smith Robert				1975/05/12		N/A	2022/10/01		Done	2022/11/08 17:40
3	1000 Main Office	1000 Full-time employee	1002	John Michael				1975/07/06		N/A	2001/04/03		Done	2022/11/08 17:41
4	1000 Main Office	1000 Full-time employee	1003	Davis Sarah				2000/06/25		N/A	2022/10/01		Done	2022/11/08 17:42

- Select [For My Recorder] from the Email template list, then click [Apply].

Send email

Select Email template

Reset password

Add password change URL

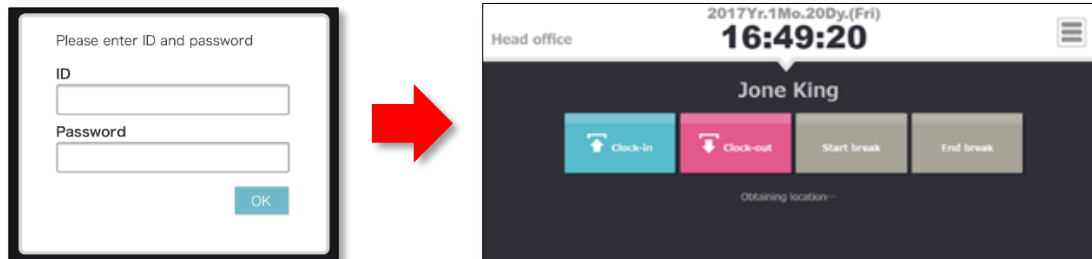
For My Recorder

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

Employees' task (Clock-in/out)

Employees can sign in by accessing the Time Recorder URL in the Email they receive.

If the employee receives a password change link, he/she must set a new password first.

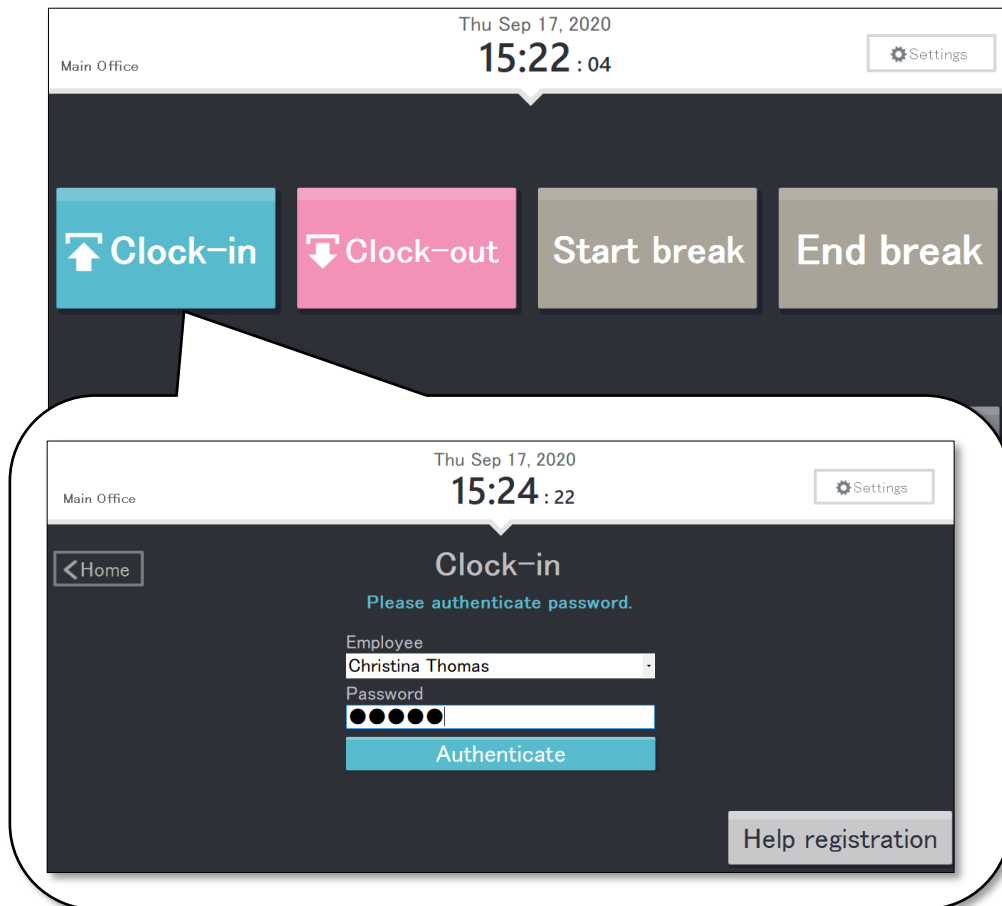


Please refer to the Employee Manual for details.

Division Time Recorder

A Division Time Recorder shared by multiple employees, is usually placed at the office entrance.

There are various authentication methods available, such as biometric and IC card authentication.



Various authentication methods are available.

- Prevent cheating in attendance
- Manage by card
- Make clock-in/out easier, etc.



Customers can choose any method that suits their work environment.

For details on various types of Time Recorders, please refer to following article (Japanese).

https://n_help.kingtime.jp/h-t/web5/Detail.aspx?id=3748

Installation instructions

Send Time Recorder setting instructions by Email.

1. Go to Home page > [Settings] > [Organization] > [Time Recorder settings].
2. The Division name set in STEP1 is displayed under Division Time Recorder settings.
Click [≡] in the Others column and select [Send Time Recorder URL].

⚙️

Time recorder settings

⤴
Specify display condition

Display (count):

View

✖️ Excel output

Basic time recorder settings

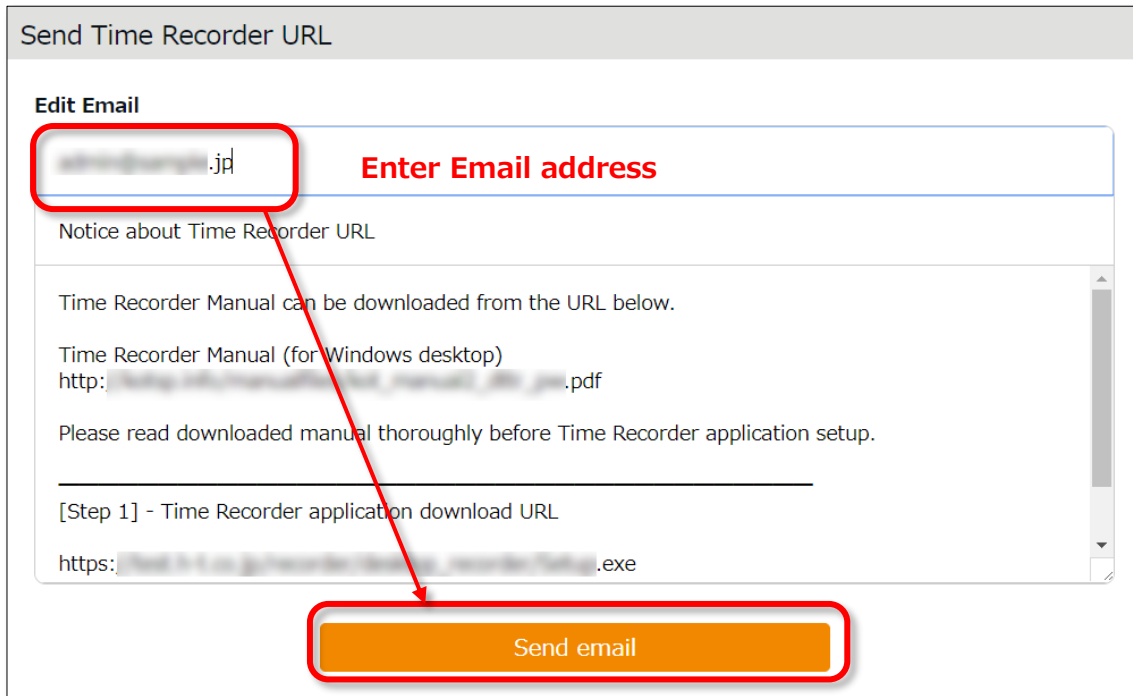
No.	Company code	Company name	Edit	Authentication device	Authentication level
1	██████	██████	✎	Fingerprint authentication	Mid

Division Time Recorder settings

No.	Division code	Division name	Edit	Others	Time Recorder ID	Version	Authentication device
1	1000	Main Office	✎	≡	1800047875	██████	Follow company setting
2	2000	Osaka Office	✎	≡		██████	Follow company setting
3	3000	Singapore office	✎	≡		██████	Follow company setting
4	4000	Bangkok office	✎	≡	1800108486	██████	Follow company setting

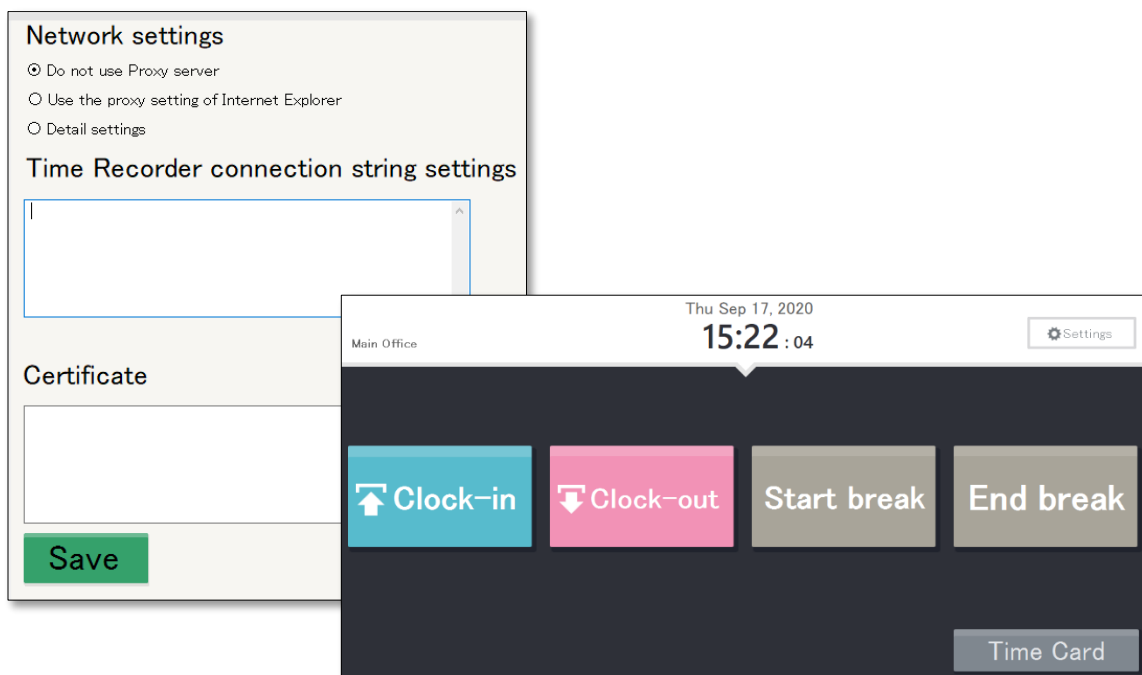
12

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



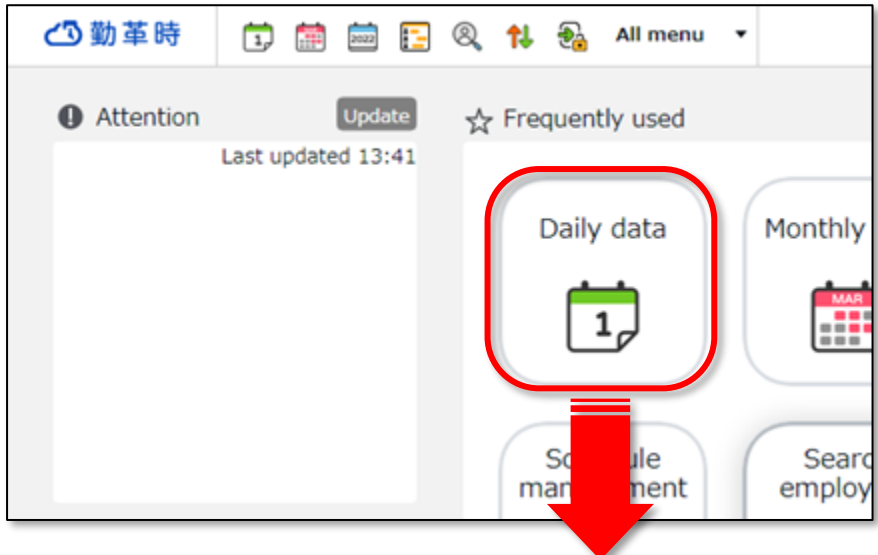
4. You can send Time Recorder setting details to Email addresses you entered in the step above.

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



Start operating!

You can check the Time record data from [Daily data] in the [☆Frequently used] menu.



No.	Name	Time card	Edit	Clock-in	Clock-out	Start break	End break	Assigned	Unassigned	Overtime	La
1	1001 John King			P 05/01 08:52	P 05/01 18:07	P 05/01 12:02	P 05/01 12:57	8.00		0.20	
2	1002 Robert King			P 05/01 09:05	P 05/01 18:30	P 05/01 12:25	P 05/01 13:19	8.00		0.31	
3	1003 Michael King			P 05/01 08:31	P 05/01 19:24	P 05/01 13:01	P 05/01 13:58	8.00		1.56	
			Total	3 people attending	3 clocked out	3 started break	3 ended break	24.00		2.47	



You have made your first step. Congratulations!

There are many other advanced calculation/management features on Kinkakuji.

You can use these settings when needed.



Use Kinkakuji to the fullest

Not only it can run calculations that fit your office regulations, but it can also help you improve attendance management efficiency.



Detailed instructions on how to use the system are provided in the administrator's manual and the employee manual.

Admin Manual (English)

https://n_help.kingtime.jp/h-t/web5/Detail.aspx?id=3483

Employee Manual (English)

https://n_help.kingtime.jp/h-t/web5/Detail.aspx?id=3482

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The contents of this guide are subject to change without prior notice, for revision and further improvement.

Last Updated – July 14, 2025