時計, 挿絵 が含まれている画像

自動的に生成された説明

Employee Manual

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# What can I do on KING OF TIME?

KING OF TIME is an attendance management system.

You can keep attendance record, manage shifts and leaves.

## Use the Time Recorder

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.46

#### Mobile browser recorder

For mobile phones and smart phones - p.53

## Check your attendance data

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.

## Submit requests

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.

# 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.

## Supported browsers

The following browsers support Time Card.

Please use the latest version.

|  |  |
| --- | --- |
| Google Chrome | **抽象, 挿絵 が含まれている画像  自動的に生成された説明**  **Microsoft Edge** |

**Windows**

**Mac**

## 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.

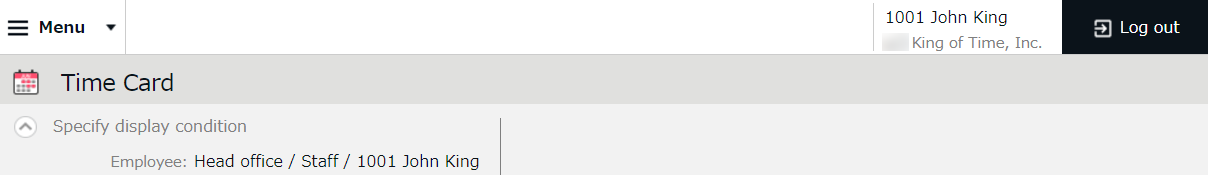
#### Sign in from Time Recorder

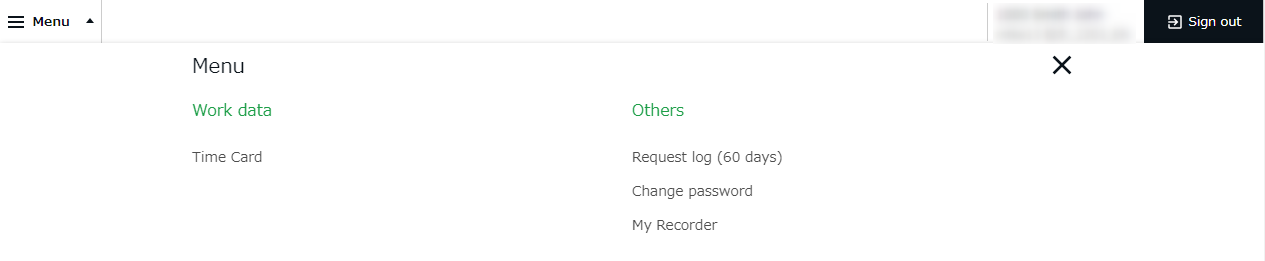
To access the Time Card screen, press the [Time Card] button on the Time Recorder and authenticate by fingerprint, IC card or password.

\* Time Recorder design may vary by authentication type.

## All menu

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





The following are available on Menu.

|  |  |  |
| --- | --- | --- |
| Time Card | Check your attendance data.  Submit time record edit requests and Schedule requests from here. | p.6 |
| Request log (60 days) | Shows the requests that you have submitted in the past 60 days.  You can cancel requests from here. | p.24 |
| Change password | Change your password from here. | p.28 |

## 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

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

**Options**

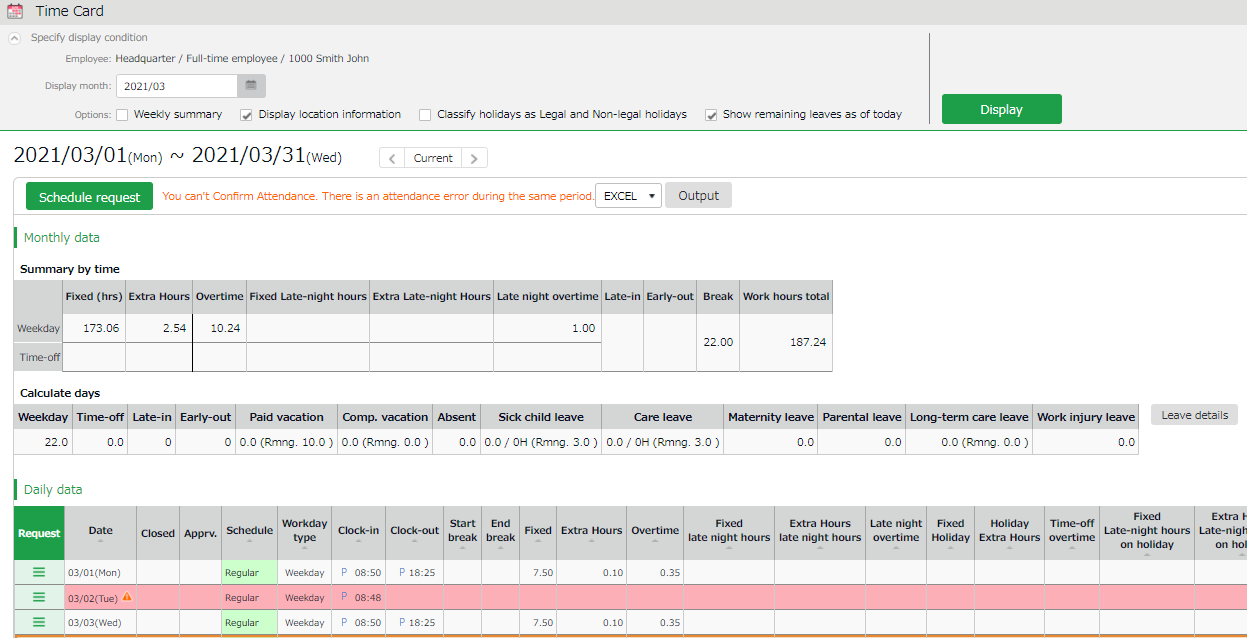
Gather time-record: Arrange time record data to a single cell.

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.

**Specify the display condition**



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

**Monthly data**

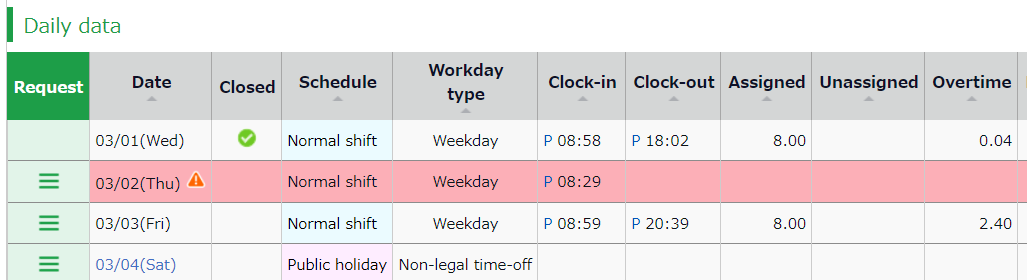
**Daily data**

Check time record, schedule and attendance calculations.

#### Check Daily data

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

**Attendance data error**



Click [ Ξ ] to open the Request menu.

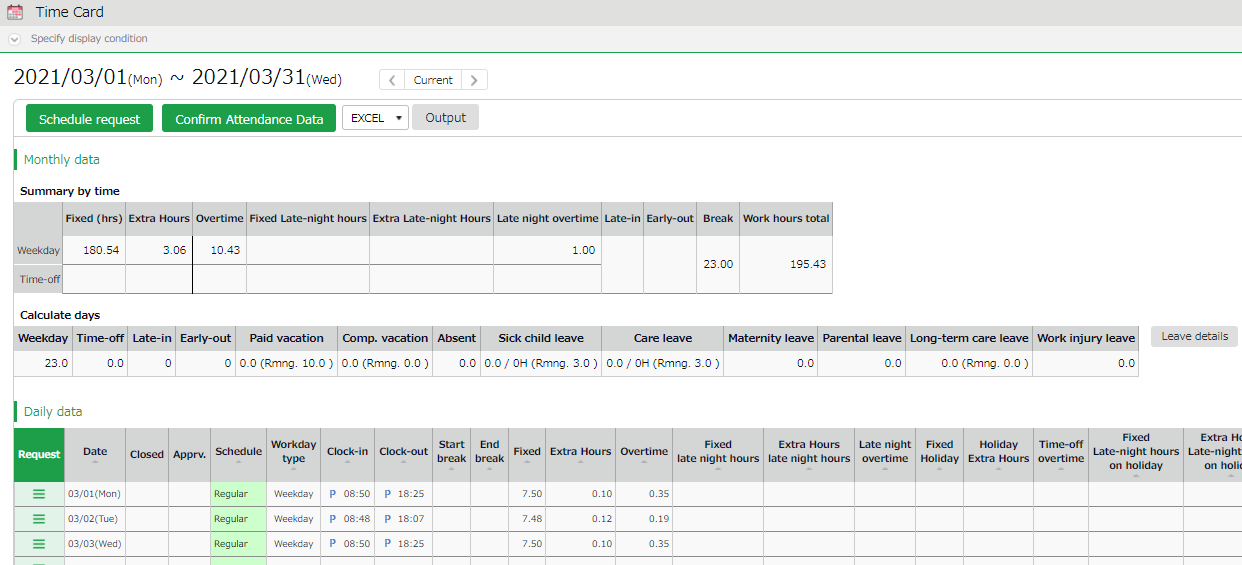
**Click [ Ξ ] at Request**

**Click**

|  |  |
| --- | --- |
|  | 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. |
| Cl.(Close) | 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. |
| Schedule | 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. |
| Workday type | Either of the 3 types are applied: [Weekday], [Legal time off], and [Non-legal time off]. |
| Clock-in/out | Clock-in/out time and method are shown. E.g. P - Password, IC - Card reader, HB - Finger hybrid scanner, Edit - Time record edited, Approve - Request approved |
| Note | 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.



**3**

**2**

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**4**

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|  |  |  |
| --- | --- | --- |
| No. | **Buttons** | **Description** |
| 1 |  | Submit a month’s worth of schedule or leave requests at one time (p.16). |
| 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 (p.9). |
| Submit Supplemental item request (p.12). |
| Edit Supplemental item data from here (p.15). |
| Submit schedule or leave request by day (p.19). |
| Submit overtime request (p.22). |

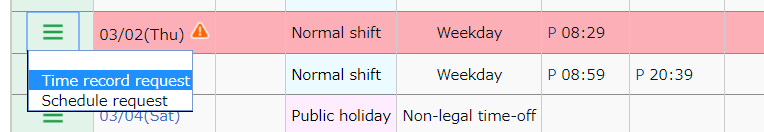


The items shown in the screen may vary by settings.

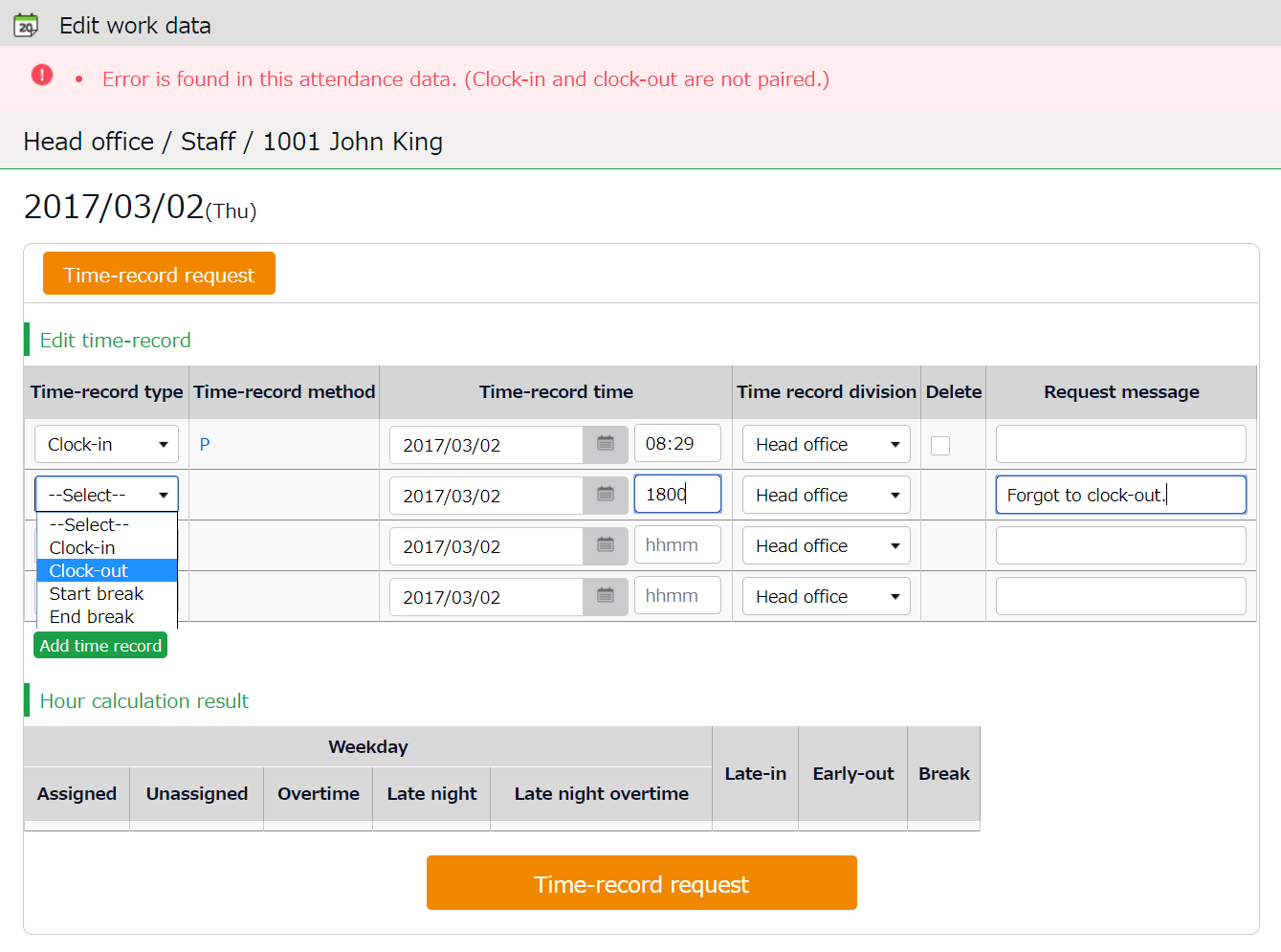
## Edit time record data

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

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



### 2.5.1.　Description



**Time record request**

Submit change request from here.

**Time record request**

Edit time record data.

|  |  |
| --- | --- |
| Time-record type | Select a time record type such as Clock-in, Clock-out, Start break and End break. |
| Time record method | Time-record method is displayed automatically. |
| Time record | Enter clock in/out time. |
| Time record division | Select another division if you are clocking-in to another division as a guest. Unless specified, your own division is set to default. |
| Delete | Turn the check box on to submit deletion request. |
| Request message | Enter the reason of request.  Your administrator will read this message when processing your request. |
| Add time record | Click here to add new fields. |

### 2.5.2.　Submit request

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

#### 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].

#### 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).

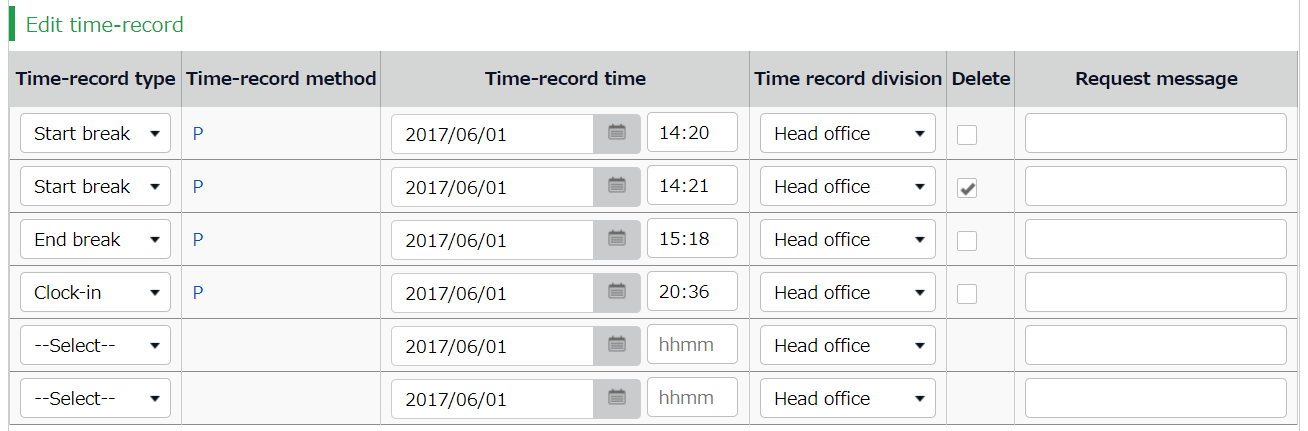
Correct the existing data and enter [Request message].

#### 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.



**1**

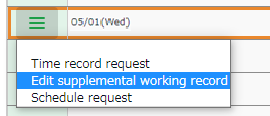
**2**

**3**

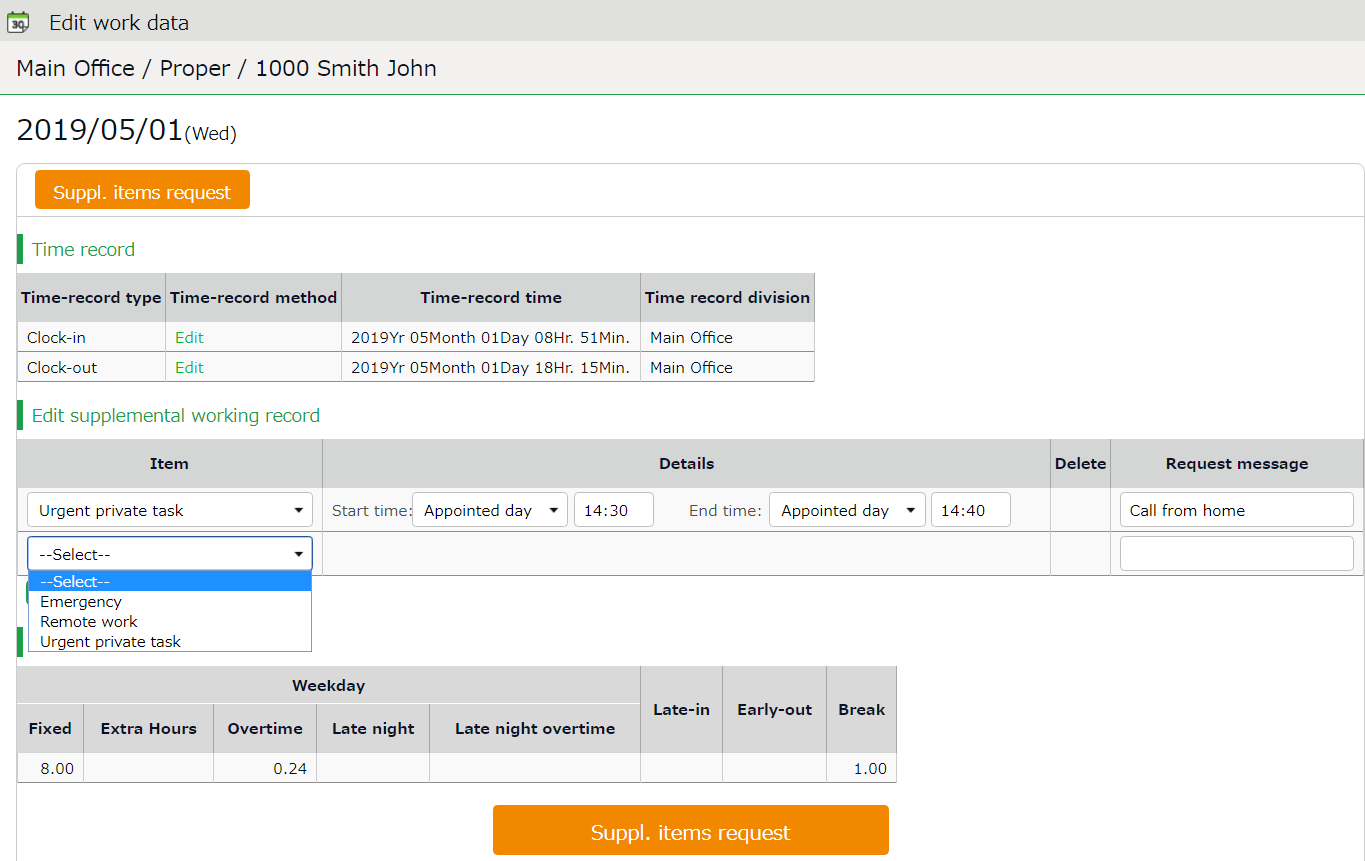
## Edit Supplemental Item

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 [ Ξ ] in the Request column of the corresponding date. Then click [Suppl. items request] or [Edit Supplemental Item].

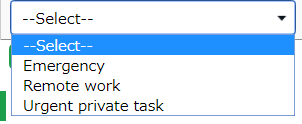


### 2.6.1.　Description of the Supplemental item request screen



Submit change request from here.

**Submit Supplemental items request**



**Suppl. items request**

**Submit the request.**

Enter the details of request.

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

### 2.6.2.　 To submit Supplemental item request

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

#### 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.

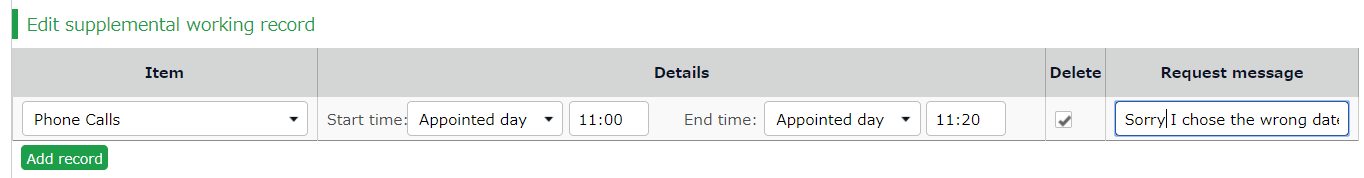
#### To edit Supplemental Item

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.



### 2.6.3.　Edit supplemental item screen description

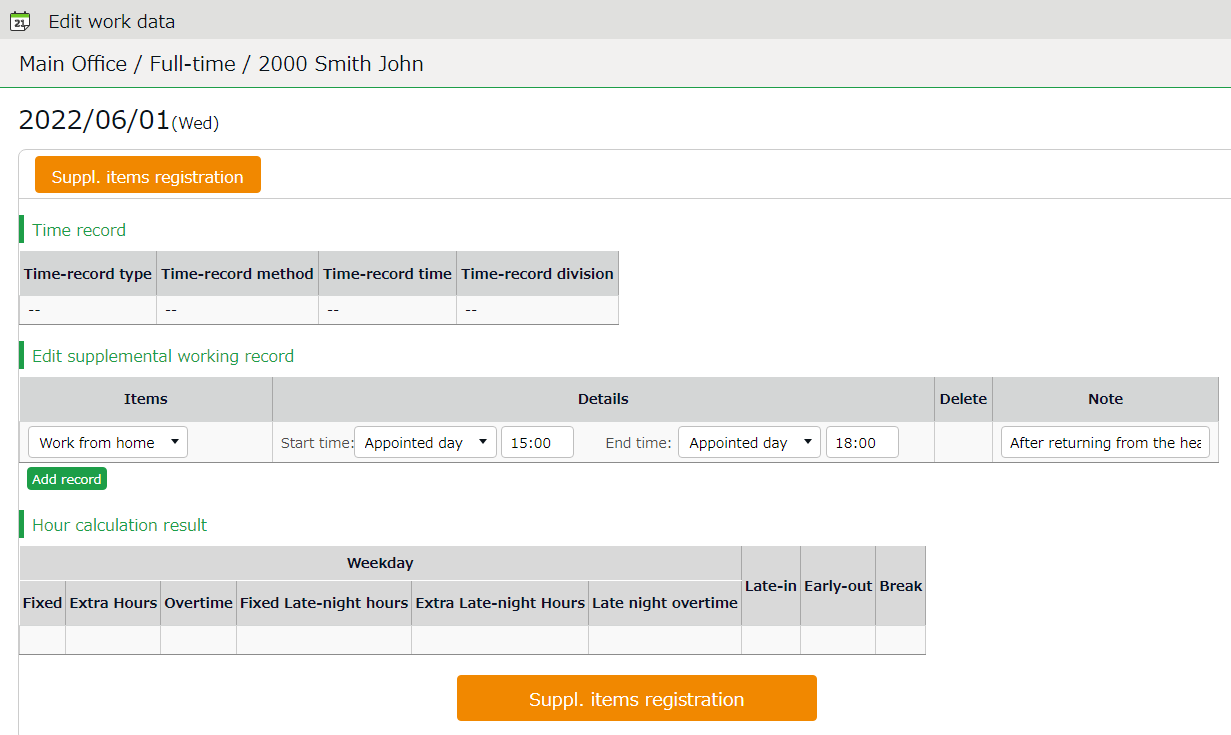
You can add or edit supplemental item data without the approval of the admin.

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

Edit the supplemental item data as follows.

**Edit supplemental working record**

**Submit change request from here.**



Enter the details.

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

**Edit supplemental working record**

**Submit the request.**

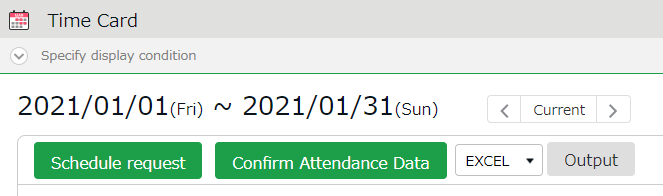
### 2.6.4.　To edit supplemental item

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.14). To delete the data, turn the check box on in the Delete column of the item.

## 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.

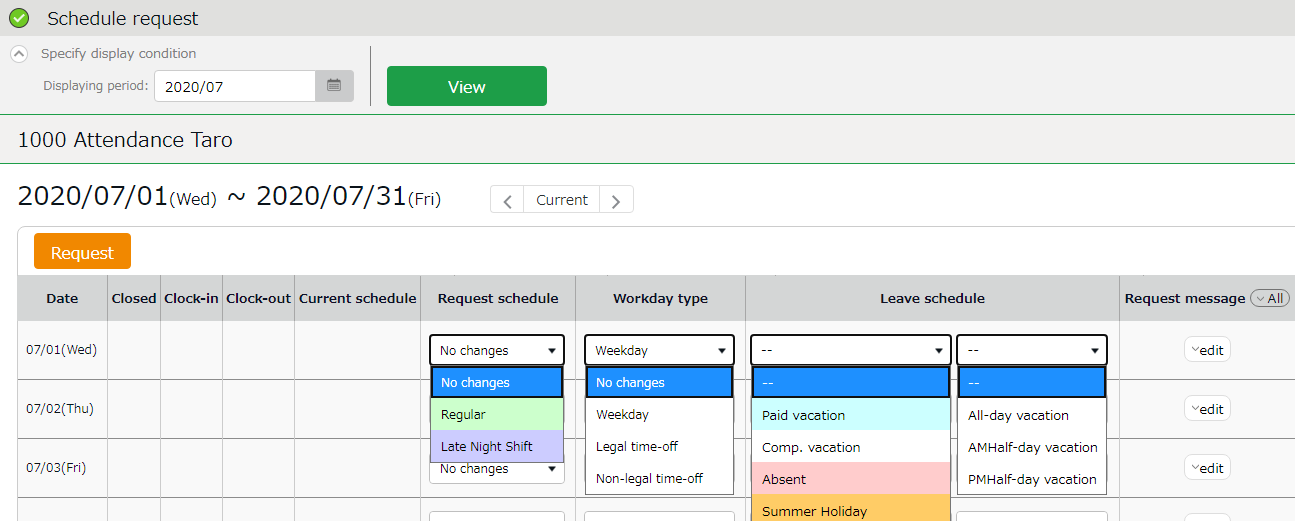


### 2.7.1.　Description

Submit change request from here.

**Request**

**Schedule request**

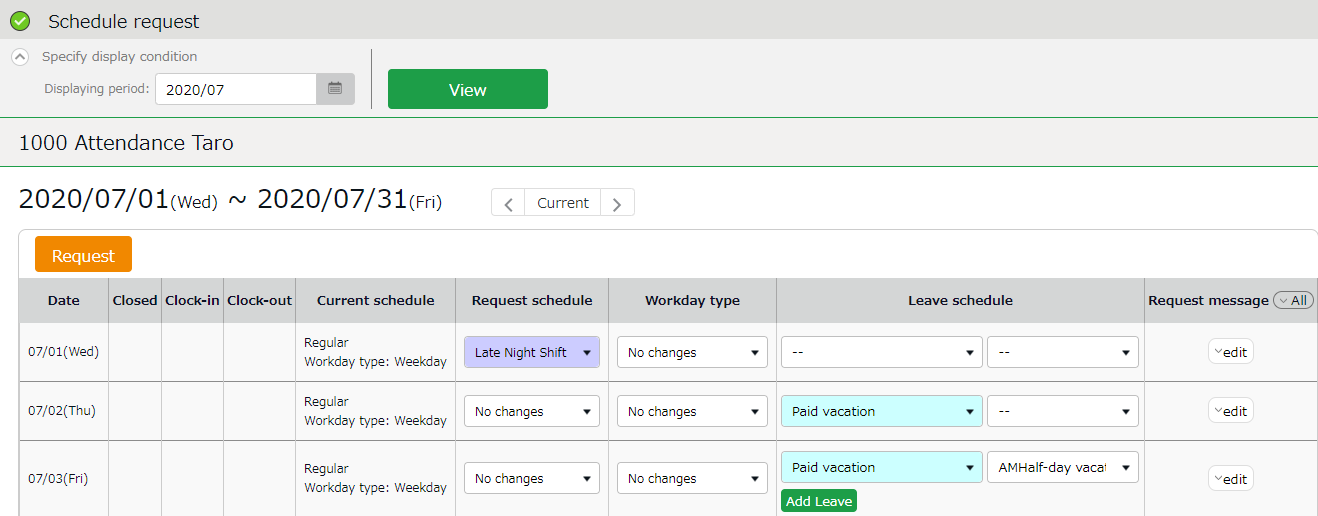
****

Enter the details of request.

|  |  |
| --- | --- |
| Clock-in/out | Time record are displayed. |
| Current schedule | Existing schedules are shown. |
| Request schedule | Set a schedule pattern for intended day. |
| Workday type | 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]. |
| Leave schedule | Take full day or half-day leaves (AM or PM leave) from here. |
| Request message | 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.



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**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.

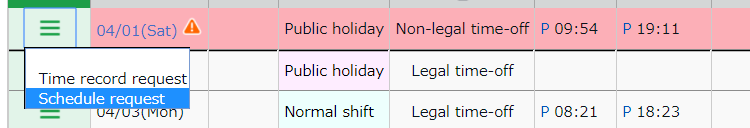
#### To take full-day leave

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.

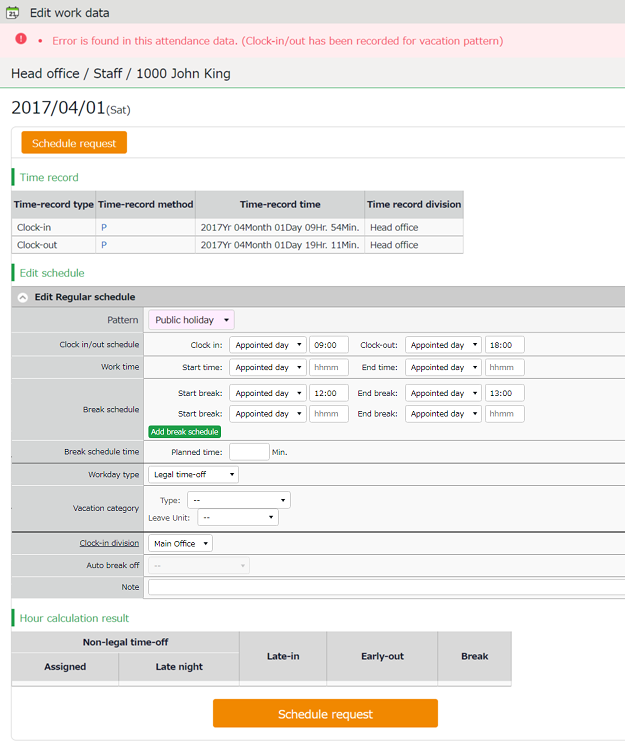
## Edit schedule and take leave (Detailed request)

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

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



### 2.8.1.　Description



**Schedule request**

Submit change request from here.

Shows the time record data.

**Time record data**

**Edit schedule**

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

#### Items in Edit schedule

|  |  |
| --- | --- |
| Pattern | By selecting a pattern, the time set to the schedule pattern is applied to the schedule.  You can also enter the items manually. |
| Clock-in/out schedule | This sets the clock-in/out schedule. |
| Work time | 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. |
| Break schedule | The time between [Start break] and [End break] are regarded as break time.  Press the [Add break schedule] button to add new fields. |
| Break schedule time | The specified time will be calculated as break time, automatically. |
| Workday type | 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]. |
| Vacation category | 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.). |
| Leave by hours | If your company uses the ‘Pattern Method', this item appears in place of 'Vacation category'. Select the type of leave, start and end time. |
| Clock-in division | Shows where the employee clocked in.  The name of the last used Division Time Recorder is automatically applied. |
| Auto break off | Submit a request if you could not take break at the scheduled time. |
| Request message | Enter the reason of request.  Your administrator will read this message when processing your request. |

### 2.8.2.　To Submit Request

Enter the items required and press [Schedule request].

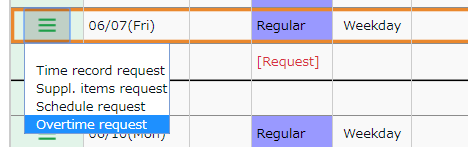
You can submit detailed schedules from here.

## To submit overtime requests

You can submit overtime requests as follows.

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

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



### 2.9.1.　Description

Submit change request from here.

**Overtime request**

**Time record data**

**Shows the time record data.**

Shows the time record data.

First, check your regular clock-in/out schedule to decide between Overtime before work or Overtime after work. Please refer to the following pages for details on each item.

**Edit overtime info**

**Overtime request**

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

|  |  |
| --- | --- |
| Request overtime before schedule | 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. |
| Request overtime after schedule | 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. |
| Delete | Turn the check box on to request deletion. |
| Request message | Enter the reason of request.  Your administrator will read this message when processing your request. |

2.9.2.　To Submit Request

This section describes steps to submit requests.

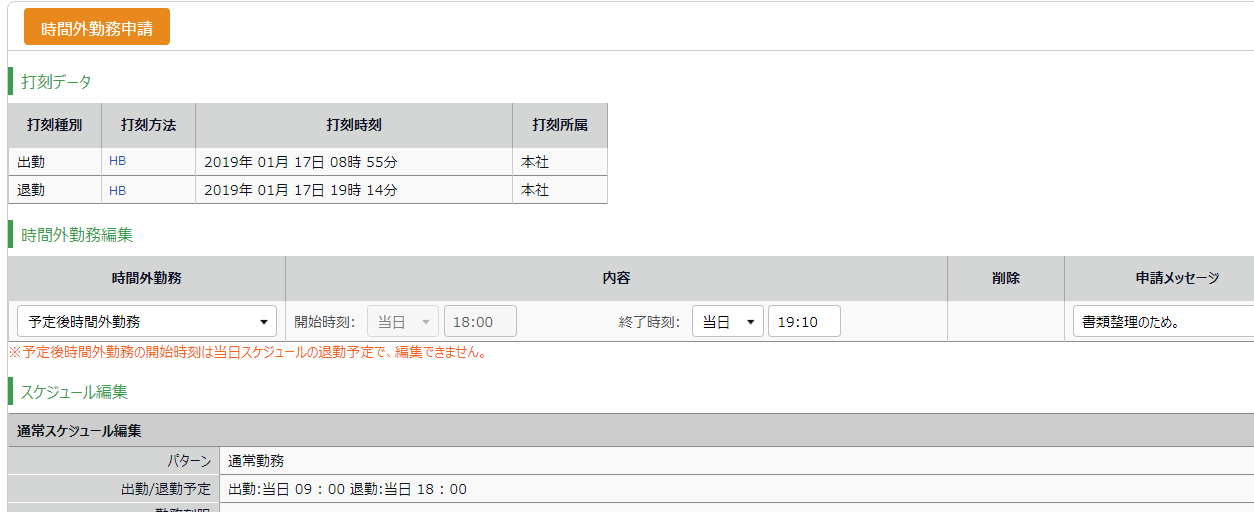
1. At Overtime request, select [Request overtime before schedule] or [Request overtime after schedule].

To submit request for overtime before work hours, select [Request overtime before schedule].

To submit request for overtime after work hours, select [Request overtime after schedule].

\* Since there is no [Add item] button in this feature, you need to send separate requests for overtime before and after scheduled work hours.

1. Enter start and end time.
2. Enter the request message and press [Request].



**3**

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Example of a Schedule Pattern:  
Clock-in 9:00 AM - Clock-out PM

An employee has worked from 7:00 AM and wants to submit an overtime request.

-> Select [Request overtime before schedule] and enter [7:00] in the Start time field.

Enter Request message, then click [Request].

An employee has worked until 8:00 PM and wants to submit an overtime request.

-> Select [Request overtime after schedule] and enter [20:00] in the End time field.

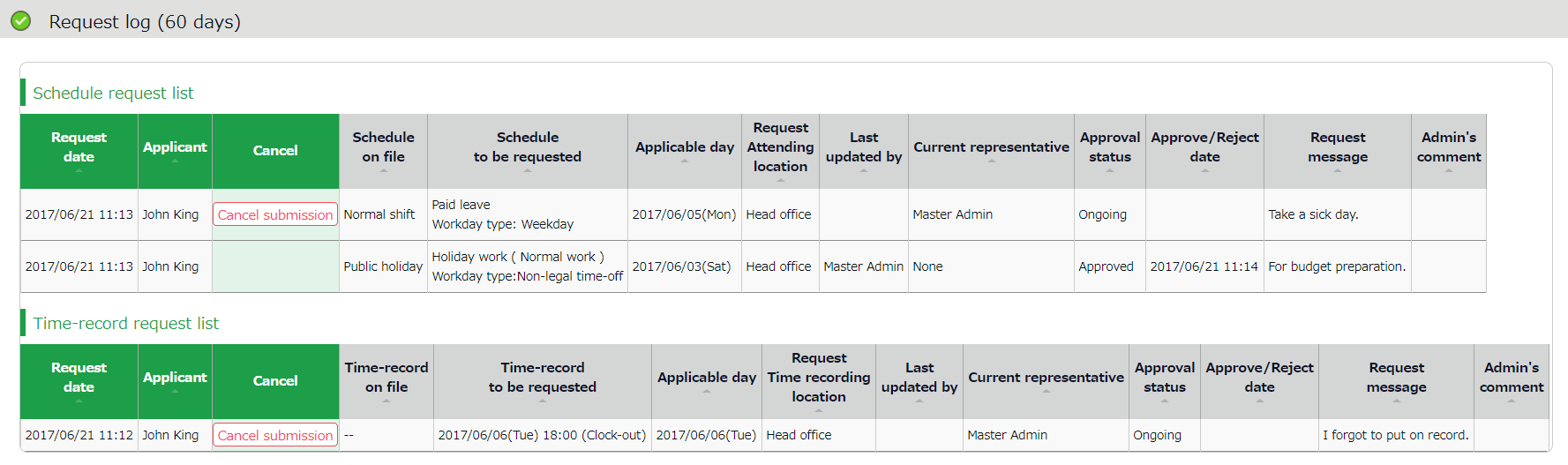
Enter Request message, then click [Request].

## 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)



## 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.

グラフィカル ユーザー インターフェイス, テキスト, アプリケーション

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1. 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 time may not be displayed, depending on the settings by your Admin.

グラフィカル ユーザー インターフェイス, テキスト, テーブル

自動的に生成された説明

抽象, 挿絵 が含まれている画像

自動的に生成された説明

If there is a significant difference between the [Total working hours + Break time] and the [Hours in office + Discretionary leave time], 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 time.

## 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].

グラフィカル ユーザー インターフェイス, テキスト, アプリケーション, チャットまたはテキスト メッセージ

自動的に生成された説明

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

テーブル

自動的に生成された説明

## Change password

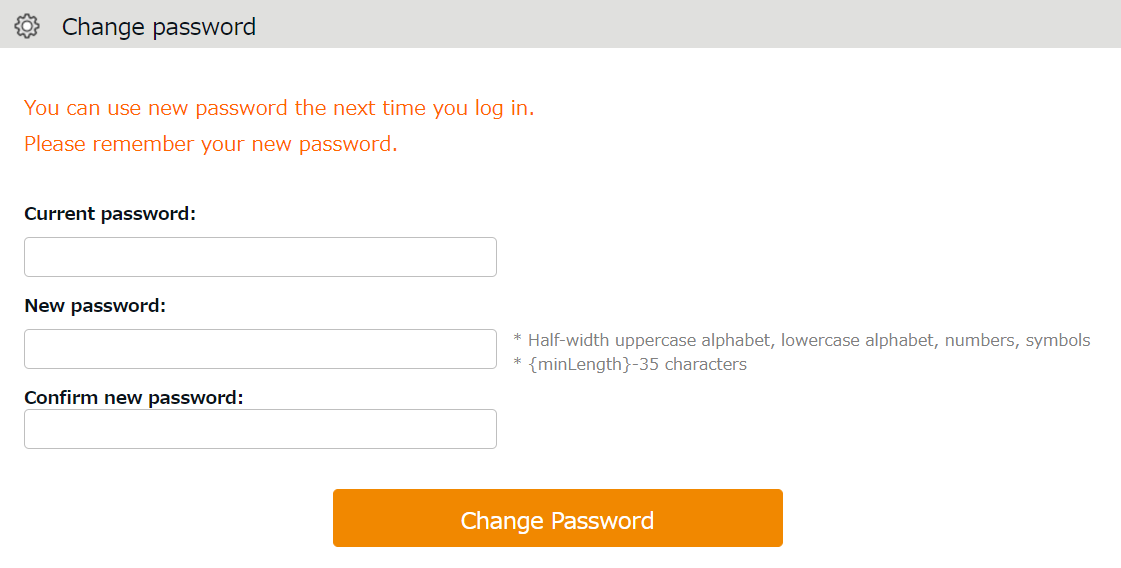
Change your password from here.

 All menu > Others > Change password

### 2.13.1.　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.





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

* Log into Employee screen
* To clock-in/out by password authentication

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

# Using Time Card on Mobile Browser

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

## Supported browsers

The following browsers support Time Card.

Please use the latest version.

|  |  |  |
| --- | --- | --- |
| **Mobile phones**  Mobile Safari  **iOS** | **Google Chrome for Mobile**  **Android** | **Default browsers\*** |

\* Not tested on all devices.

## Sign into Time Card

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

#### グラフィカル ユーザー インターフェイス, アプリケーション 自動的に生成された説明 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].

#### グラフィカル ユーザー インターフェイス, アプリケーション 自動的に生成された説明Sign in from Smartphone app

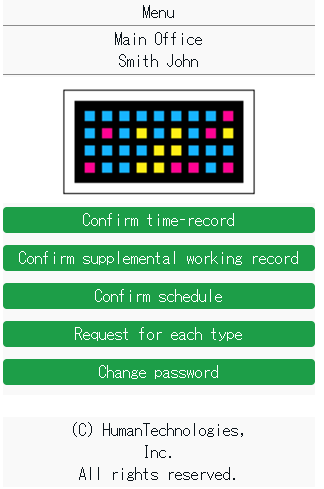
Press "My Menu" at the bottom of the

smartphone app screen to switch to

various confirmation and application screens.

\*The screenshot is the Japanese version of the app.

## All menu



**1ｚ**

**2ｚ**

**3ｚ**

**4ｚ**

**5ｚ**

**6ｚ**

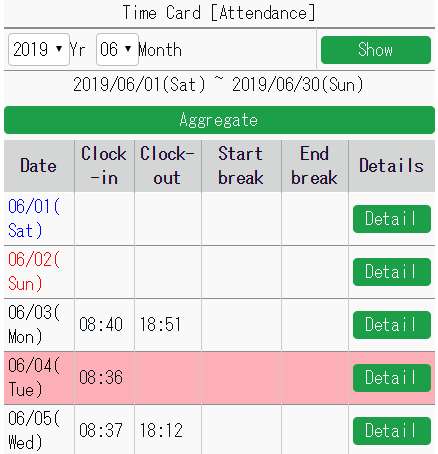
|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **Chameleon code** | Shows your Chameleon code to use when you clock in/out.  \* Only available when you are using Chameleon Code. | - |
| 2 | **Confirm time-record** | Shows the time record data. | p.32 |
| 3 | **Confirm Supplemental items** | Shows Supplemental items data. | p.32 |
| 4 | **Confirm schedule** | Shows the current schedule. | p.34 |
| 5 | **Request for each type** | Submit requests from here. | p.35 |
| 6 | **Change password** | Change your password from here. Enter your current and new password, then tap [Change password]. | - |

## Confirm Time Record

Tap [Confirm time-record] in Menu.

Light red indicates Attendance data error.

#### Confirm time-record



**1ｚ**

**2ｚ**

**3ｚ**



|  |  |
| --- | --- |
| 1 | Select Year and Month, then click [Display]. |
| 2 | You can check calculation results by pressing the [Aggregate] button. |
| 3 | To check daily time record, schedules and other info, press [Detail]. |

## Confirm Supplemental Items

Tap [Confirm supplemental working record] to check Supplemental items.

Light red indicates Attendance data error.

四角形 が含まれている画像

自動的に生成された説明グラフィカル ユーザー インターフェイス が含まれている画像

自動的に生成された説明

#### Confirm Supplemental items

**1ｚ**

**2ｚ**

**3ｚ**

|  |  |
| --- | --- |
| 1 | Select Year and Month, then click [Display]. |
| 2 | You can check calculation results by pressing the [Aggregate] button. |
| 3 | To check daily time record, schedules and other info, press [Detail]. |

## Confirm schedule

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

Light red indicates Attendance data error.

**Confirm schedule**

グラフィカル ユーザー インターフェイス, テキスト, アプリケーション, チャットまたはテキスト メッセージ

自動的に生成された説明

**1ｚ**

**2ｚ**

**3ｚ**

|  |  |
| --- | --- |
| 1 | Select Year and Month, then click [View]. |
| 2 | You can check calculation results by pressing the [Confirm Monthly Summary] button. |
| 3 | To check daily time record, schedule, and other info, tap [Details]. |

## Submit Various Requests

ゲームの画面

低い精度で自動的に生成された説明Submit various requests.

### 3.7.1.　Schedule Request

Submit shift changes and leave requests from here.

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].

テーブル

自動的に生成された説明

1. 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**

**グラフィカル ユーザー インターフェイス

自動的に生成された説明グラフィカル ユーザー インターフェイス, アプリケーション

自動的に生成された説明**

\* 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……………44

### 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].

テーブル

自動的に生成された説明

1. テーブル

   自動的に生成された説明Press the buttons accordingly.

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

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

グラフィカル ユーザー インターフェイス, アプリケーション

自動的に生成された説明

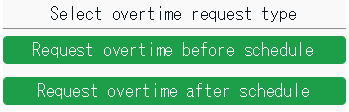
### 3.7.3.　Overtime Request

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

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

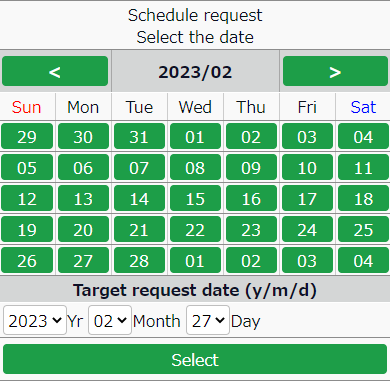
By performing the following steps, the system counts overtime as working hours.

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



1. Select a date from the calendar.

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



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

グラフィカル ユーザー インターフェイス, テーブル

中程度の精度で自動的に生成された説明

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

グラフィカル ユーザー インターフェイス, テーブル

自動的に生成された説明

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

抽象, 挿絵 が含まれている画像

自動的に生成された説明

Please note you cannot request overtime before schedule and after schedule at the same time. To submit requests for both, please do so one at a 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].

テーブル が含まれている画像

自動的に生成された説明

3. Press the buttons accordingly.

　　　　　　　　**New request**　　　　　　　　　　**Screen with existing data**

グラフィカル ユーザー インターフェイス, アプリケーション, テーブル

自動的に生成された説明グラフィカル ユーザー インターフェイス, アプリケーション

中程度の精度で自動的に生成された説明

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

**New registration**

1. After selecting a date, tap [New request].

(The number of items shown depends on settings by your admin.)

グラフィカル ユーザー インターフェイス, アプリケーション

自動的に生成された説明

1. Input method varies by the item selected.

Enter the items as required before submitting.

Dropdown

Time Span

Value

グラフィカル ユーザー インターフェイス, アプリケーション

自動的に生成された説明グラフィカル ユーザー インターフェイス, アプリケーション

自動的に生成された説明

グラフィカル ユーザー インターフェイス, アプリケーション

自動的に生成された説明



### 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].

1. Select a date from the calendar.

テーブル が含まれている画像

自動的に生成された説明

3．Tap on the buttons accordingly.

**New request**　　　　　　　　　　**Screen with existing data**

グラフィカル ユーザー インターフェイス, アプリケーション, テーブル

自動的に生成された説明グラフィカル ユーザー インターフェイス, アプリケーション

中程度の精度で自動的に生成された説明

|  |  |
| --- | --- |
| [Edit] | Edit existing Supplemental item info. |
| [Del] | Delete existing Supplemental item info. |
| [Edit new] | Register a new Supplemental item. |

**Edit new**

1. グラフィカル ユーザー インターフェイス, アプリケーション

   自動的に生成された説明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].

Dropdown

Time Span

Value

グラフィカル ユーザー インターフェイス, アプリケーション

自動的に生成された説明グラフィカル ユーザー インターフェイス, アプリケーション

自動的に生成された説明グラフィカル ユーザー インターフェイス

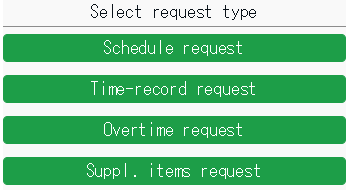
自動的に生成された説明

### 3.7.6.　Confirm or cancel request

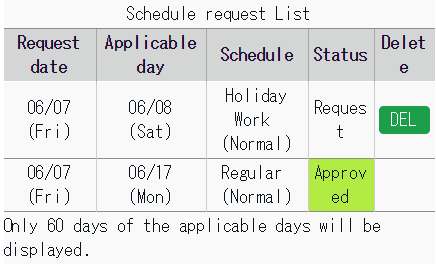
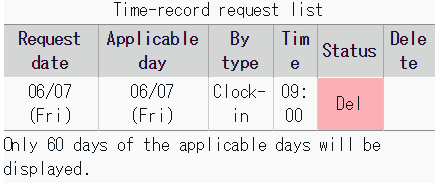
Confirm or cancel request.

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

## 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.

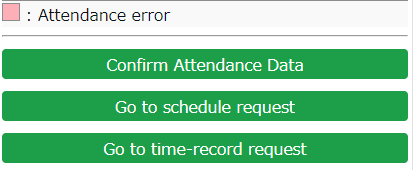
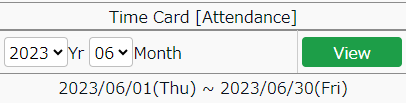
1. Tap on [Confirm time-record] or [Confirm schedule].

記号, 屋外, ストリート, 草 が含まれている画像

自動的に生成された説明

1. 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.



1. 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.

テーブル

自動的に生成された説明

抽象, 挿絵 が含まれている画像

自動的に生成された説明

If there is a significant difference between the [Total working hours + Break time] and the [Hours in office + Discretionary leave time], 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 time.

# My Recorder

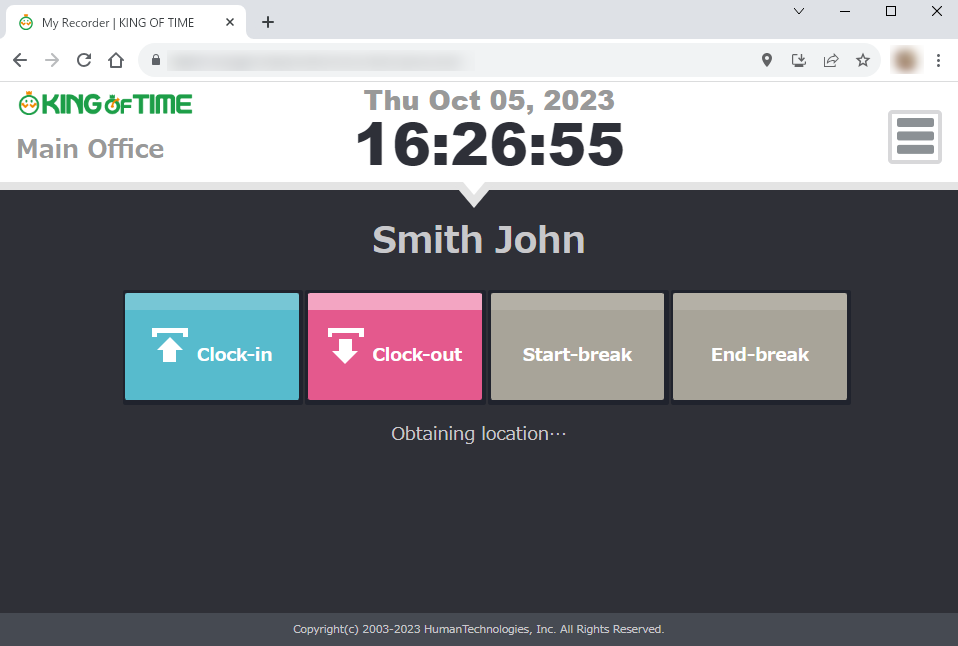
This section describes how to clock in/out on My Recorder.

## My Recorder

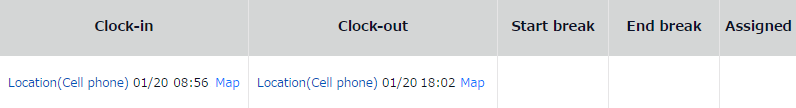
My Recorder is a personal Time Recorder that you can access from your smartphone, tablet or PC browser. It can record time and location info.

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

Please use your password to login.







## 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** |
| Windows PC | Google Chrome / Mozilla Firefox |
| Mac | Google Chrome / Mozilla Firefox / Safari |
| Android smart phone | Google Chrome for Mobile |
| iOS (iPhone, iPad) | Mobile Safari |

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

## 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.

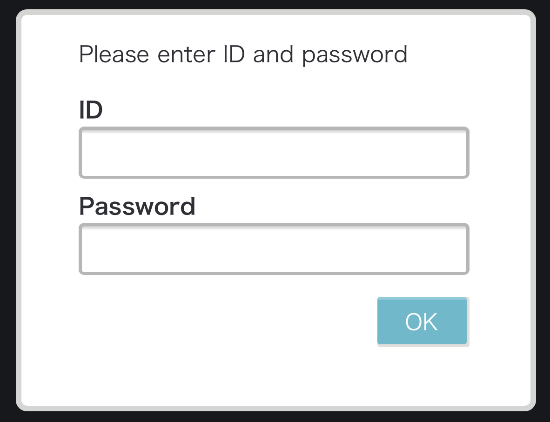
\* The sender of the Email is [no\_reply@kingtime.jp](mailto:no_reply@kingtime.jp).

1. ID/password entry screen is initially displayed.

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

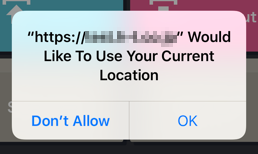
If the authentication succeeds, Time Card is displayed.

グラフィカル ユーザー インターフェイス, アプリケーション

自動的に生成された説明

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

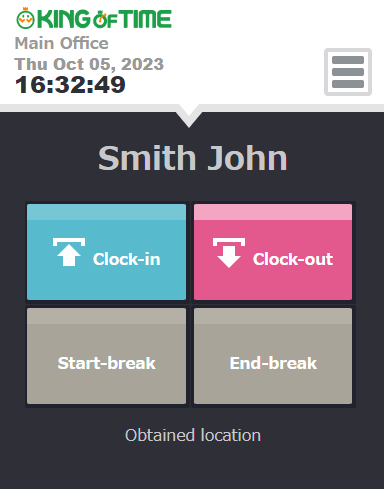
抽象, 挿絵 が含まれている画像

自動的に生成された説明

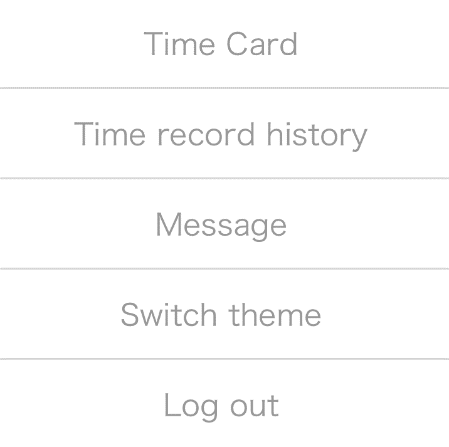
Please bookmark the My Recorder URL and open it from the bookmark when you want to clock in/out.

## Use My Recorder

This section describes the steps to use My Recorder.



**3**



**4**

**5**

**1ｚ**

**6**

**7**

**2**

|  |  |
| --- | --- |
| 1 | Tap here to clock-in/out.  [Clock-in] [Clock-out]  [Start break] [End break]  \* [Start break] [End break] buttons may or may not be displayed, depending on settings. |
| 2 | 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. |
| 3 | Displays Time Card. You can check attendances and submit requests from here. |
| 4 | Shows the time record data performed on the browser.  \* You cannot check data recorded from other Time Recorders. |
| 5 | Shows updates, maintenance info and messages from your administrator. |
| 6 | 2 themes are available. Please choose the one you like.  Changes to theme only apply to the browser that you are using. |
| 7 | Log out of My Recorder from here.  After logout, ID and password are required to re-login. |

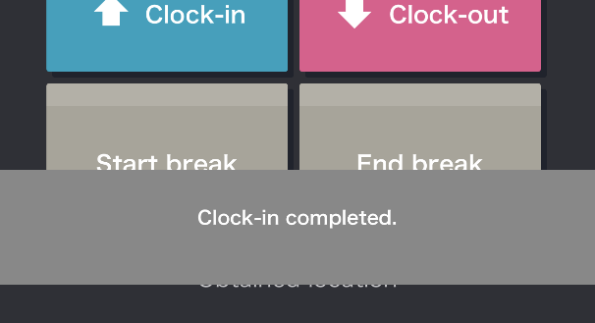
### 4.4.1.　Clock-in/out

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

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

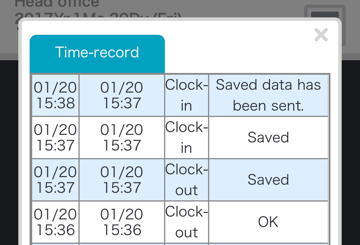
\* Perform the same procedure to clock-out/start and end break.

\* 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 are 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.29

# Mobile browser recorder

This section describes how to use the Mobile browser recorder.

## 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.









## 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.

## 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.

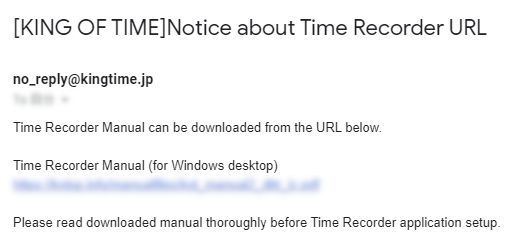
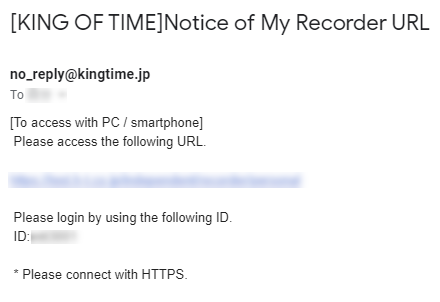
If you are using a Mobile phone, please check your Email settings beforehand.

|  |  |
| --- | --- |
| 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](mailto:no_reply@kingtime.jp)] (send-only address).

You cannot reply to this Email.

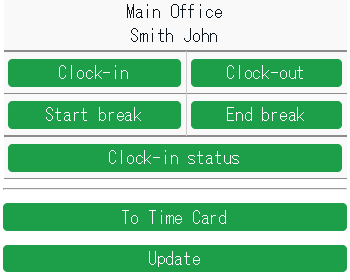
If there is a line-break in the middle, please fix it to one line before entering it into the address bar.

For easier access, bookmark the Time Recorder URL.

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

## Operating the Mobile browser recorder

This section describes the steps to use Mobile browser recorder.



**6**

**1ｚ**

**2**

**5**

**4**

**3**

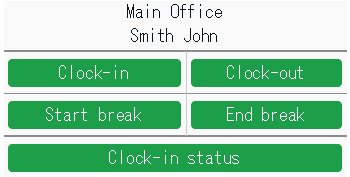
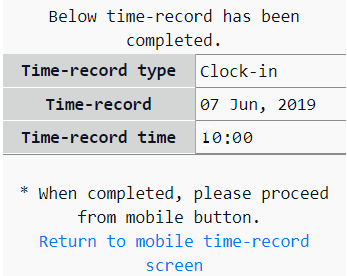
|  |  |
| --- | --- |
| 1 | Shows your name and division. |
| 2 | Tap here to clock-in/out.  [Clock-in] [Clock-out]  [Start break] [End break]  \* [Start break] [End break] buttons may or may not be displayed, depending on settings. |
| 3 | Shows present or past time record data.  \* You cannot check data that were recorded from other Mobile browser recorders. |
| 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.

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

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



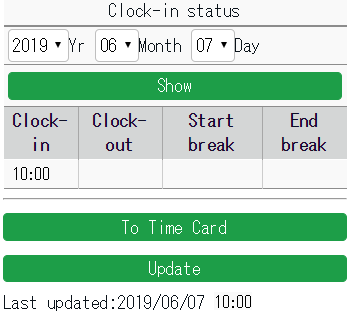
### 5.4.2.　Check attendance status

You can check time record data by each day.

1.　Tap [Clock-in status].

2.　Select a date and tap [Show].

3.　To return to the Time Recorder screen, select [9] Update.



### 5.4.3.　To Check Time Card

To check your Time Card, select [0] Time Card.

For detailed instruction, please refer to 29.

# FAQ

## 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.

## I submitted the wrong request.

You can cancel requests if they have not been approved yet.

Please cancel the wrong request, then submit the correct one. If the request has already been approved, please submit a new request. Make sure the same request date is set. You can submit requests on the same date as many times as you need unless your administrator has closed the attendance data.

## I got logged out when I accessed the My Recorder URL. What happened?

You may have cleared your web browser's cache and cookies, causing it to log out from My Recorder. Please enter your login ID and password again.

## [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.



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