KING OF TIME

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
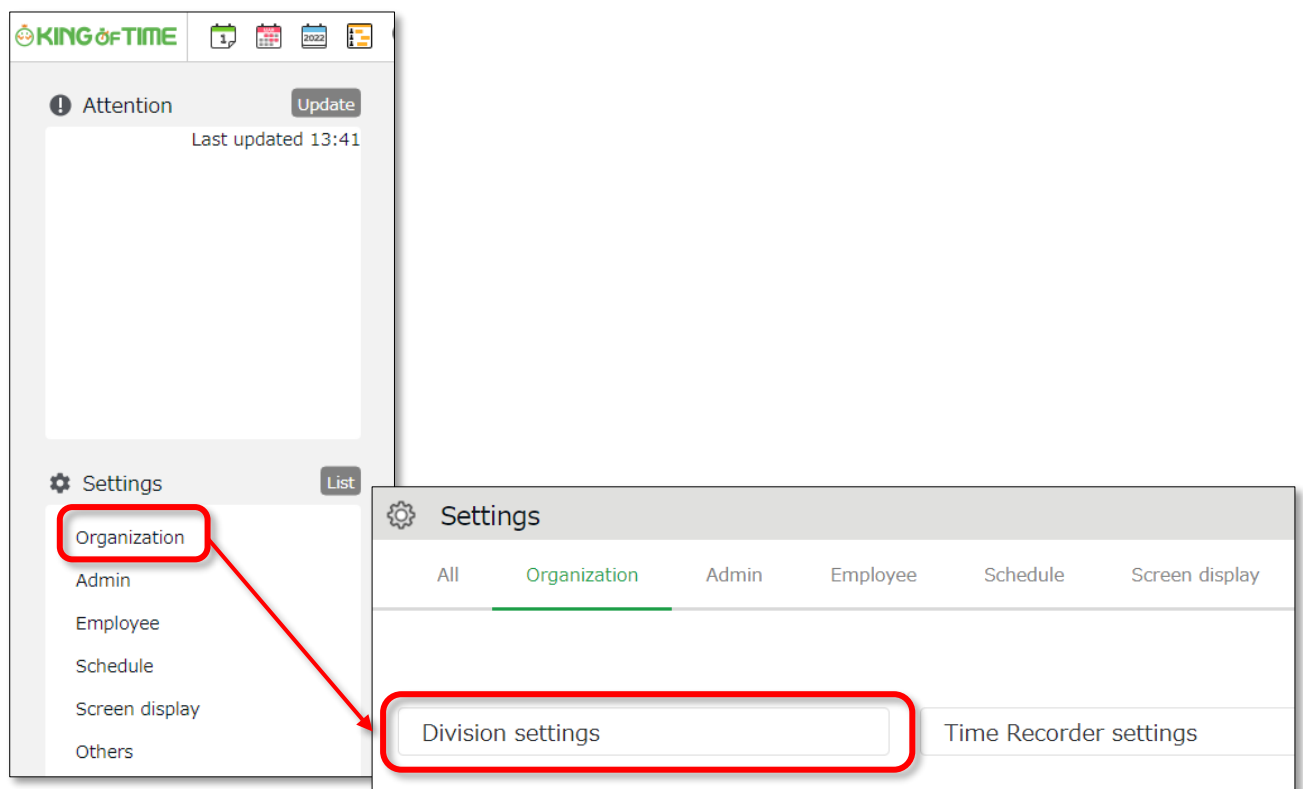> clock-in/out!

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.
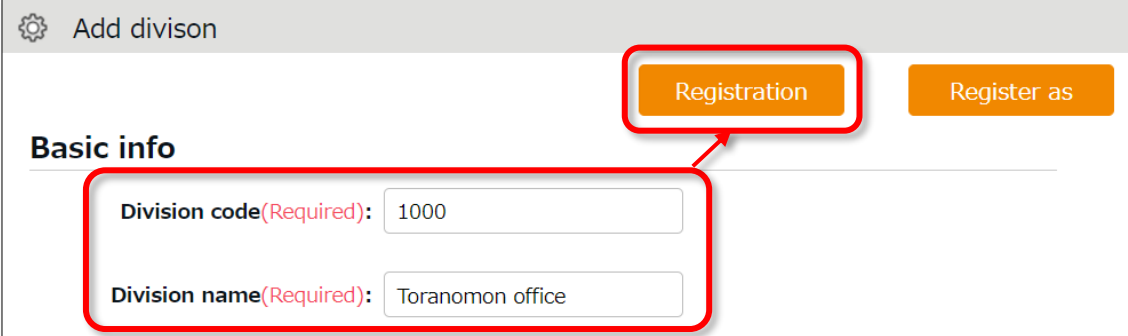

Click [Create New] to add a division. You can also [Edit] and [Delete] here.
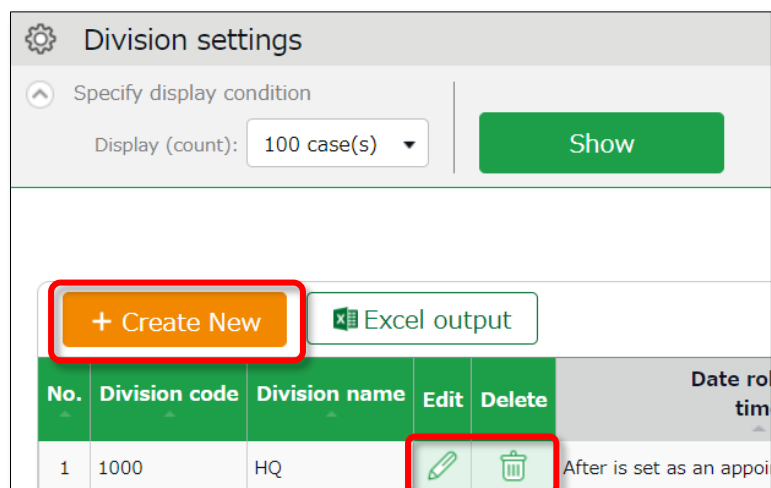
Please feel free to use our sample data.

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

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.

https://support.ta.kingoftime.jp/hc/en-us/articles/360038340114

Settings > Admin > Request approval flow settings

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)
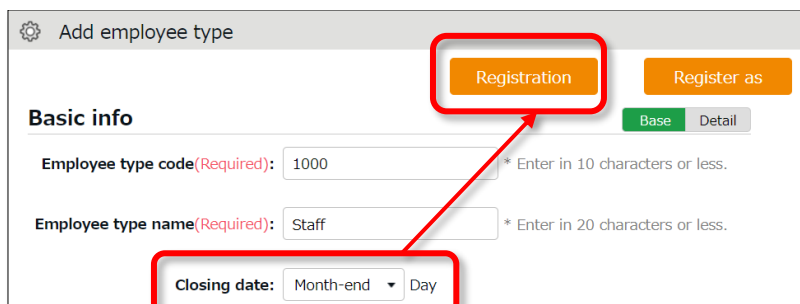
Go to Home page [Settings] > [Employee] > [Employee type] to create or edit Employee type data.
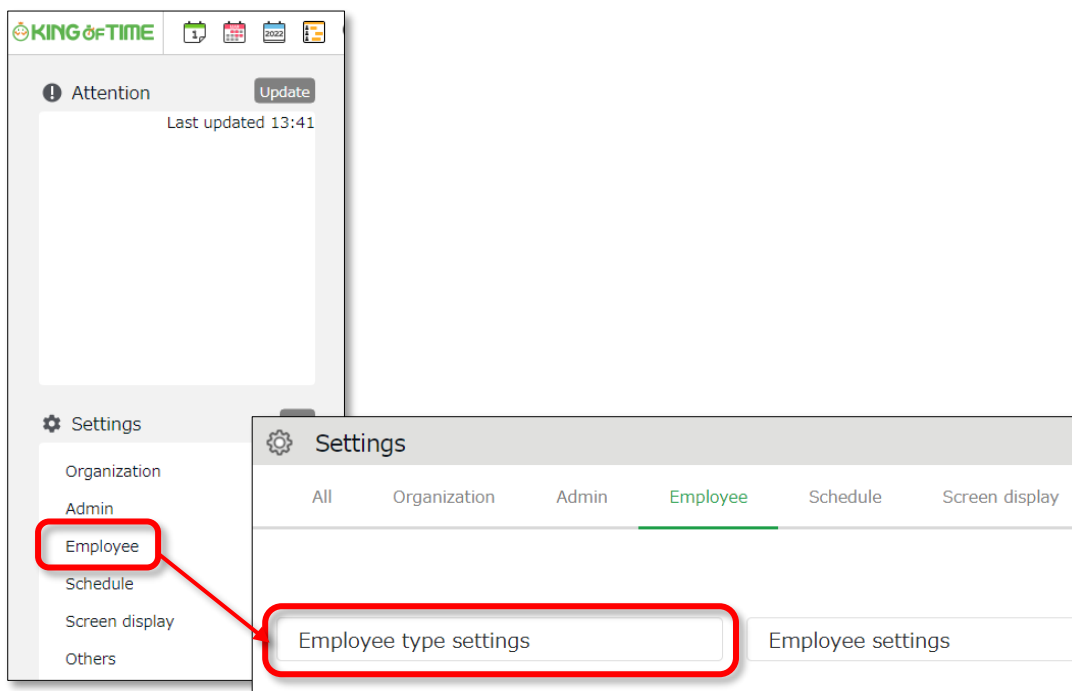
Two preset employee sample data are available.

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

Click [Registration] to save the changes.

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.

● Variable working hours setting feature

https://support.ta.kingoftime.jp/hc/en-us/articles/360038341334

● Flex time system

1 month: https://support.ta.kingoftime.jp/hc/en-us/articles/360038341094

3 months: https://support.ta.kingoftime.jp/hc/en-us/articles/360038341134

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.

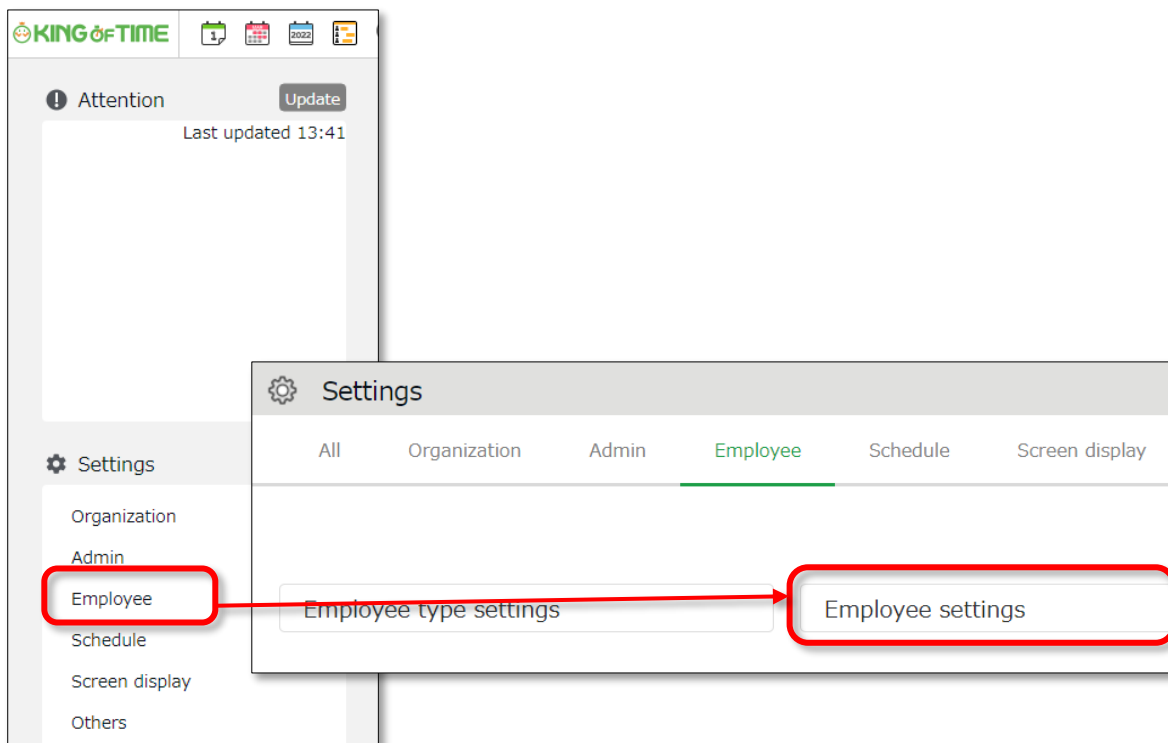https://support.ta.kingoftime.jp/hc/en-us/articles/360045911813

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.

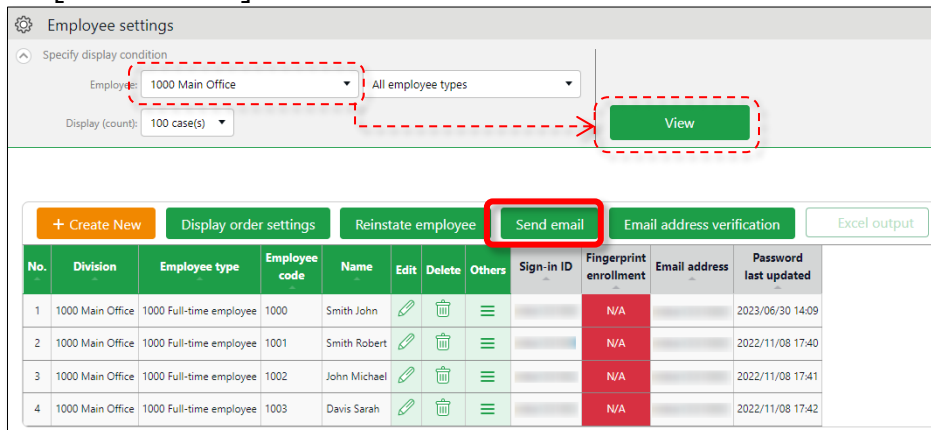| Time Recorder name	Time recording method	Details
My Recorder	Click-authentication using a browser	Log in to Time Recorder with a smartphone or PC browser.
Mobile browser Recorder	Click-authentication using a browser	Employees are given individual URLs to clock in and out with their feature phone browser. 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.
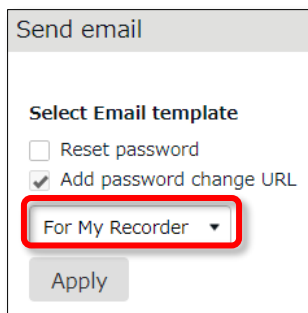
Administrator's task

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

1. 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	Sign-in ID	Fingerprint enrollment	Email address	Password last updated	
1	1000 Main Office	1000 Full-time employee	1000	Smith John	✎	🗑	☰		N/A		2023/06/30 14:09	
2	1000 Main Office	1000 Full-time employee	1001	Smith Robert	✎	🗑	☰		N/A		2022/11/08 17:40	
3	1000 Main Office	1000 Full-time employee	1002	John Michael	✎	🗑	☰		N/A		2022/11/08 17:41	
4	1000 Main Office	1000 Full-time employee	1003	Davis Sarah	✎	🗑	☰		N/A		2022/11/08 17:42	

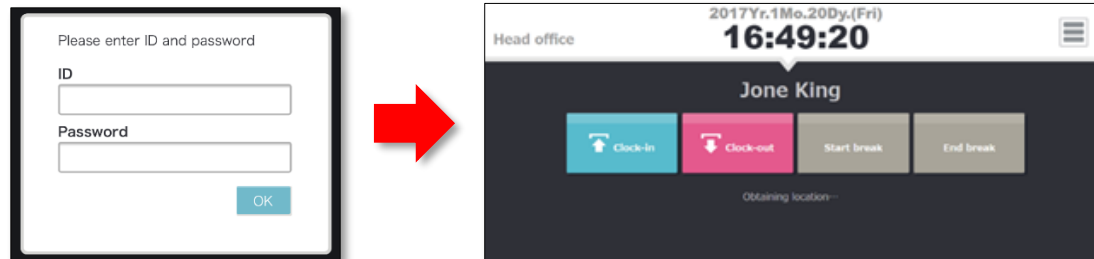2. Select [For My Recorder] from the Email template list, then click [Apply].

3. 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.

Setting up the Smartphone app

We also offer a personal time recorder app available for iPhone and Android smartphones. For details, please refer to the following article.

https://support.ta.kingoftime.jp/hc/en-us/articles/360038496074

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.
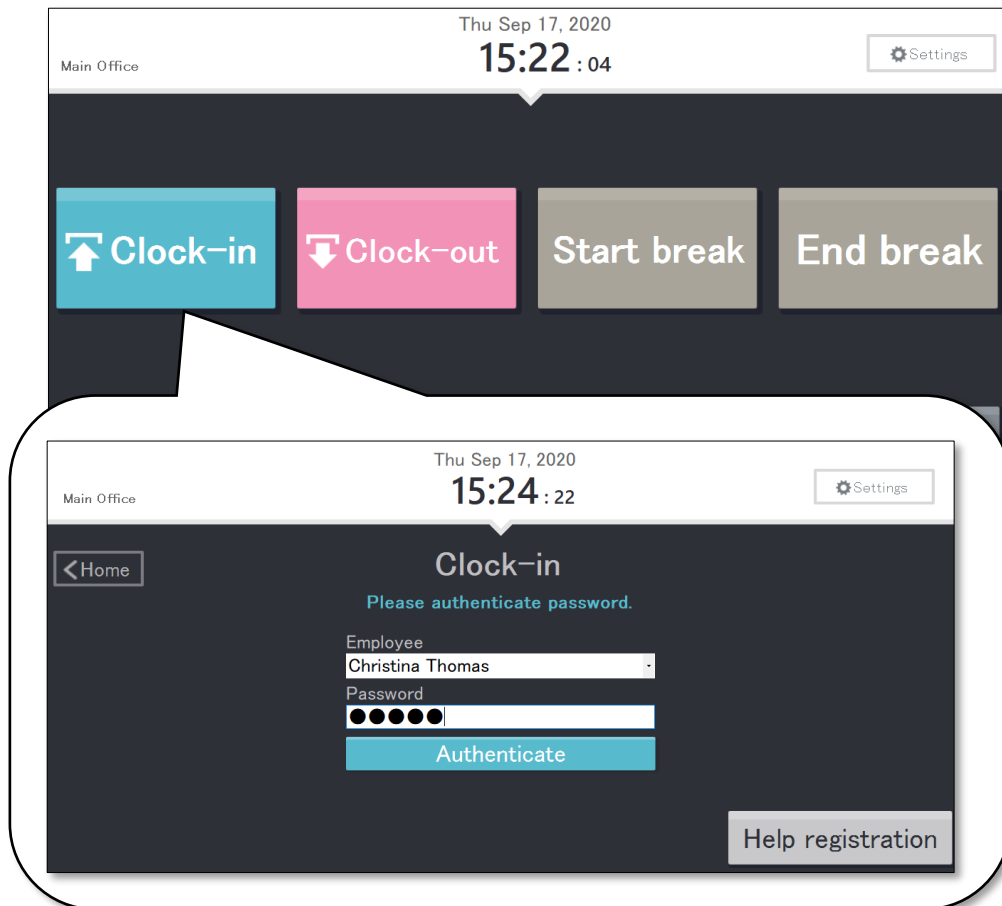
Various authentication methods are available.

・Prevent cheating in attendance

・Manage by card

・Make clock-in/out easier, etc.
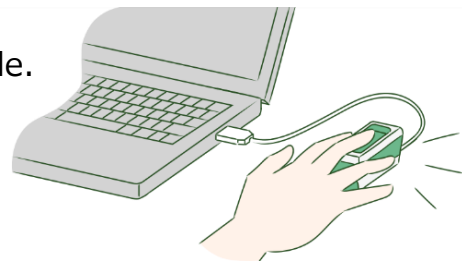
Customers can choose any method that suits their work environment.

For details on various types of Time Recorders, please refer to this article.

https://support.ta.kingoftime.jp/hc/en-us/articles/360040626274

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 [Ξ] in the Others column and select [Send Time Recorder URL].
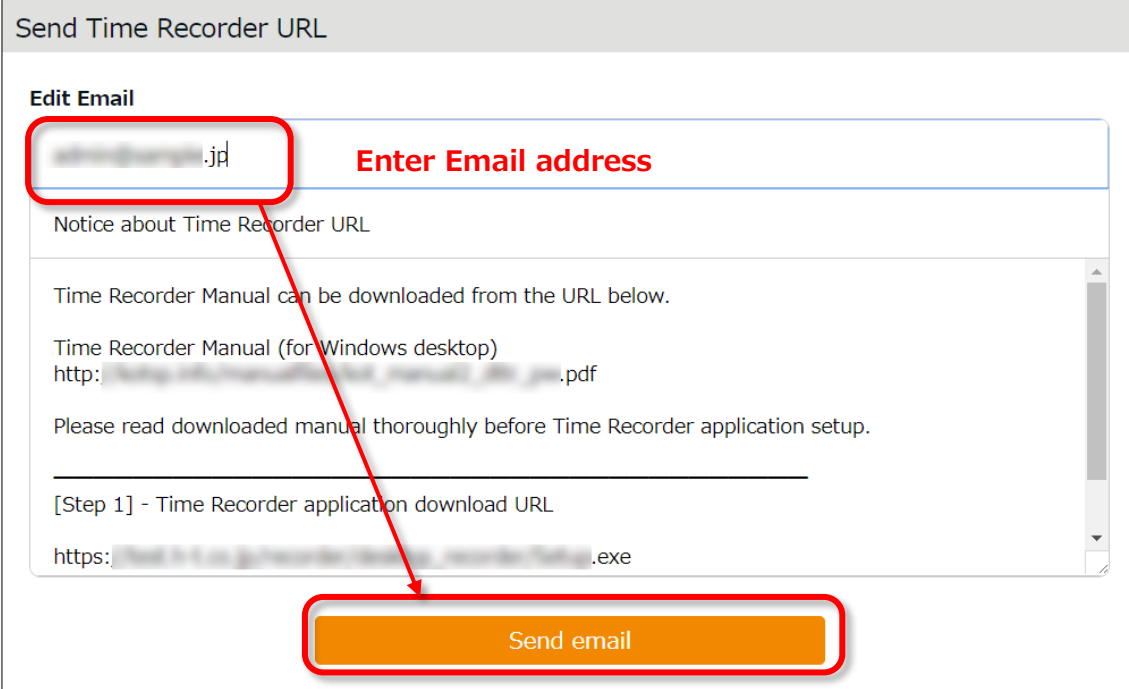
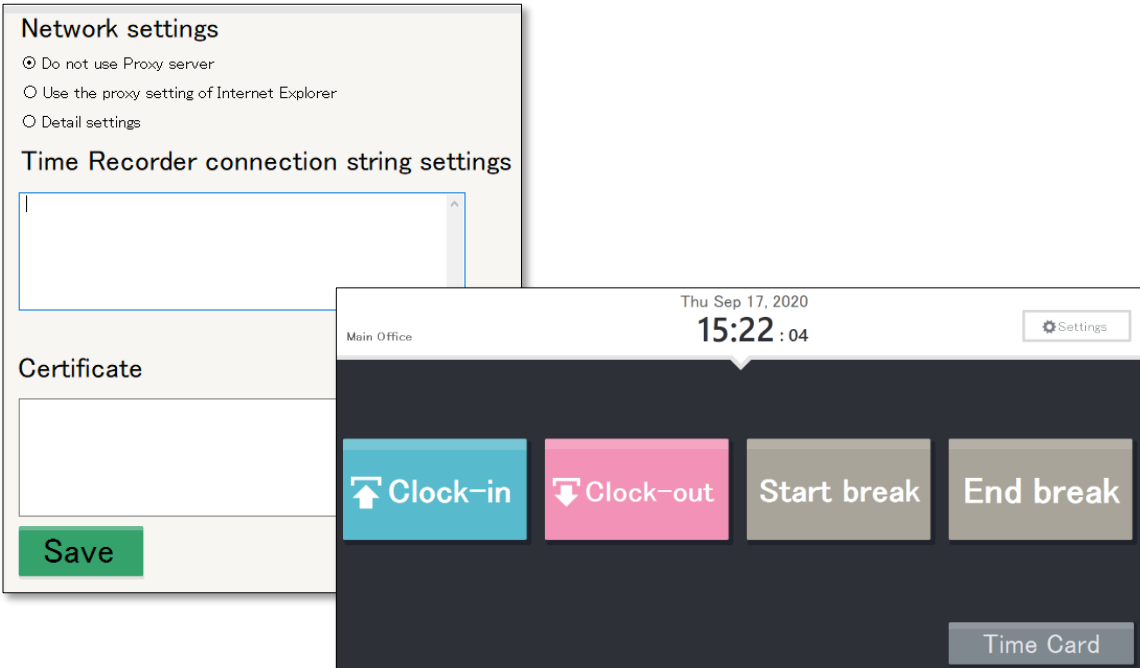3. Enter the Email address and click [Send email].

4. You can send Time Recorder setting details to Email addresses you entered in the step above.
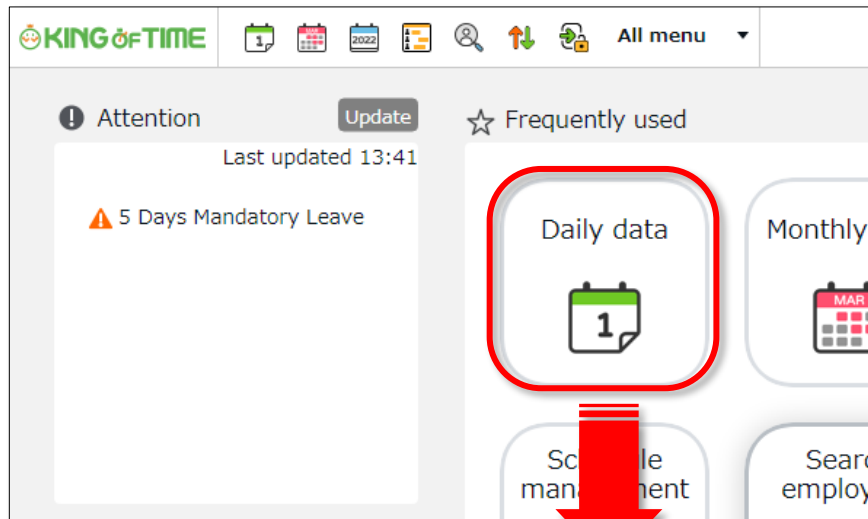
The Time Recorder Manual is available from the URL shown in the Email.

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	

Yes! We did it!

You have made your first step. Congratulations!

There are many other advanced calculation/management features on KING OF TIME.
You can use these settings when needed.

Use KING OF TIME to the fullest

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

Confirm error

Leave manage

Plan/Actual management

Labor cost estimation

Shift management

Alert

Import

Export

Request approval

.csv
.pdf
.xls

Detailed instructions on how to use the system are provided in the manuals for Admins.

◆[Web manual] 1. Basic Settings

https://support.ta.kingoftime.jp/hc/en-us/sections/21561135754009

◆ [Web manual] 2. Advanced Settings

https://support.ta.kingoftime.jp/hc/en-us/sections/21561158969881

◆ [Web manual] 3. Practical Use

https://support.ta.kingoftime.jp/hc/en-us/sections/21561200763161

◆Manuals (PDF/Word) and Video Tutorials

https://support.ta.kingoftime.jp/hc/en-us/sections/21561475251865

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