Admin Manual

Table of Contents

This manual consists of 3 chapters.
The Introduction describes system configurations and instructions to sign in. Chapter 1 describes the basic settings, and chapter 2 describes the frequently used features.

INTRODUCTION

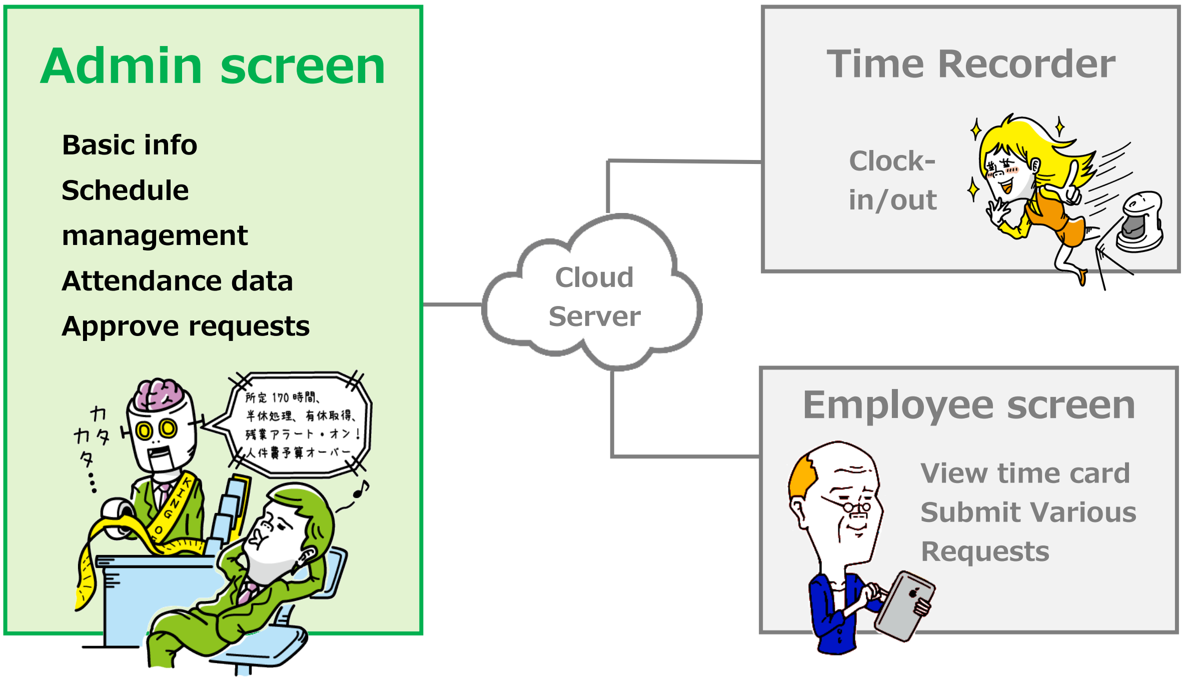
Introduction

The Introduction describes system configurations and instructions to sign in.

1. System configuration

The attendance management system “KING OF TIME” consists mainly of 3 features.

[Admin] screen is used for basic settings, reviewing time record data and calculated information.
[Time Recorder] is for recording clock ins and outs. There are several types of Time Recorders to choose from.
Employees can review their time card from the [Employee] screen.



This Admin Manual covers the setting procedures on the Admin screen.
Some of the features described may only be accessible to users with Master Admin privileges.
If the item described is disabled or not shown on the screen, please check your Admin authorization.

2. Supported browsers

The Admin screen supports the following browsers. Please use the latest version.

Internet Explorer*1 | **Google Chrome** | **Microsoft Edge*2**

Windows

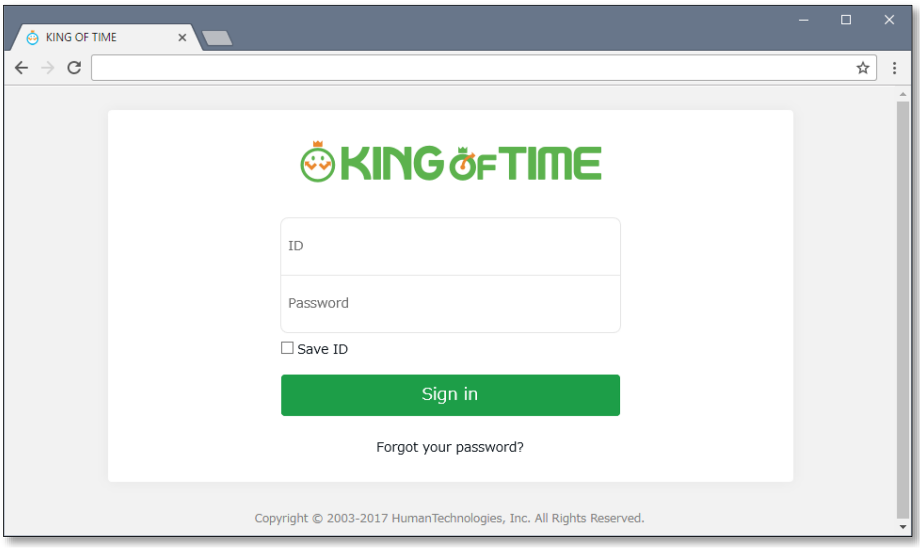
Mac

*1 Some of the items displayed on Internet Explorer are modified due to rendering speed.

*2 The system supports chromium-based Microsoft Edge version 79.0.309.713 or later.
We do not support earlier versions.

3. Login

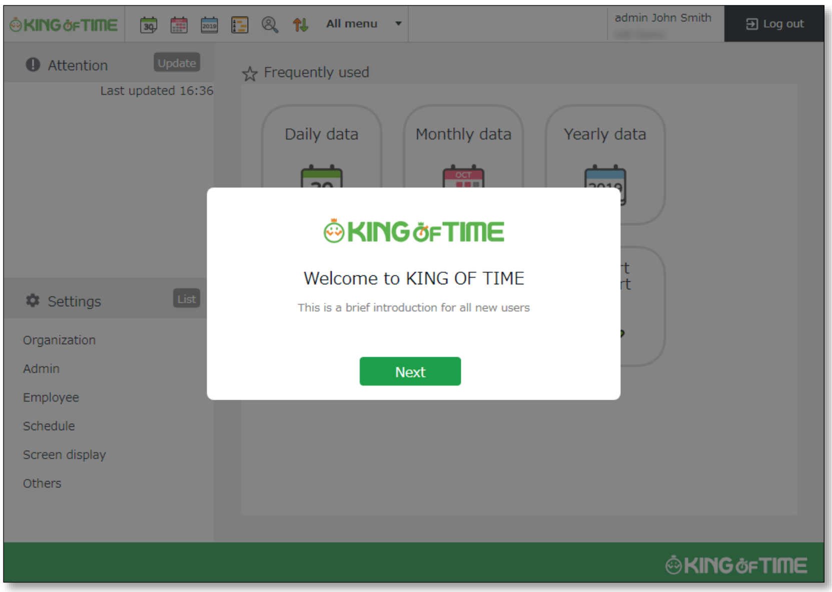
Use the system login URL to access the screen below.
Please use the login ID and password given to your company.

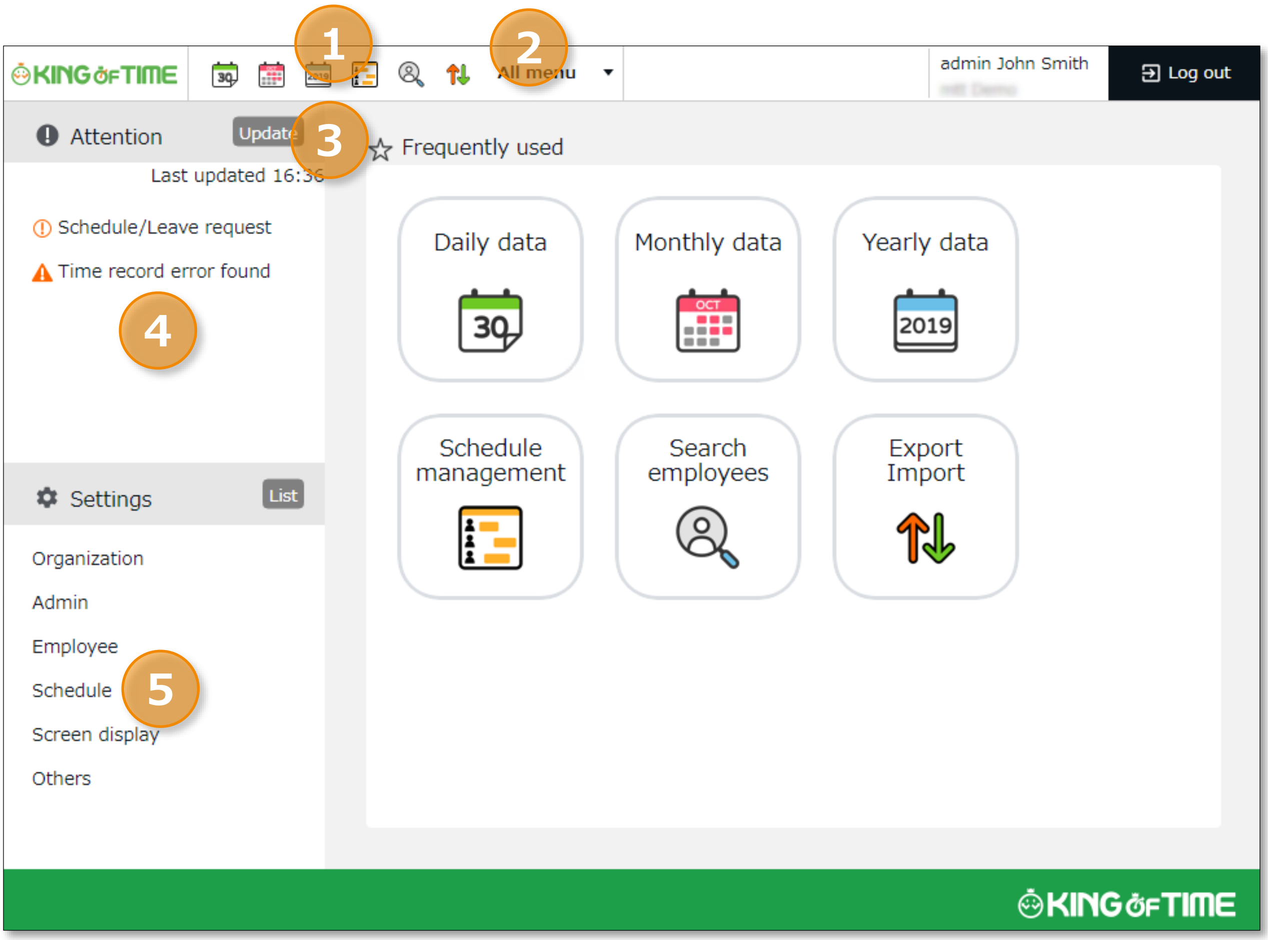


We recommend bookmarking the login URL.

4. Tutorial view

A simple instruction for Admin screen settings is shown on the screen at initial login.
You can skip this tutorial by clicking outside the highlighted area. Once you've completed the tutorial, it will not be shown again, unless clearing the browser cache.





1	Frequently used menu	Shortcuts to frequently used features.
2	All menu	Check attendance data and schedule.
3	Update	Click [Update] to show latest alert.
4	Attention required	Check attendance data error and requests from your employees here.
5	Settings	Configure various settings from here.

5. Quick Start Guide

For quicker setup, please refer to the Quick Start Guide.

Quick Start Guide

http://kotsp.info/manualfiles/kot_quickstart_en.pdf

6. Online help

Please refer to our FAQ page [Online Help] for detailed instructions and advanced settings.

Online help (Japanese)

https://help.kingtime.jp/h-t/web/Search.aspx

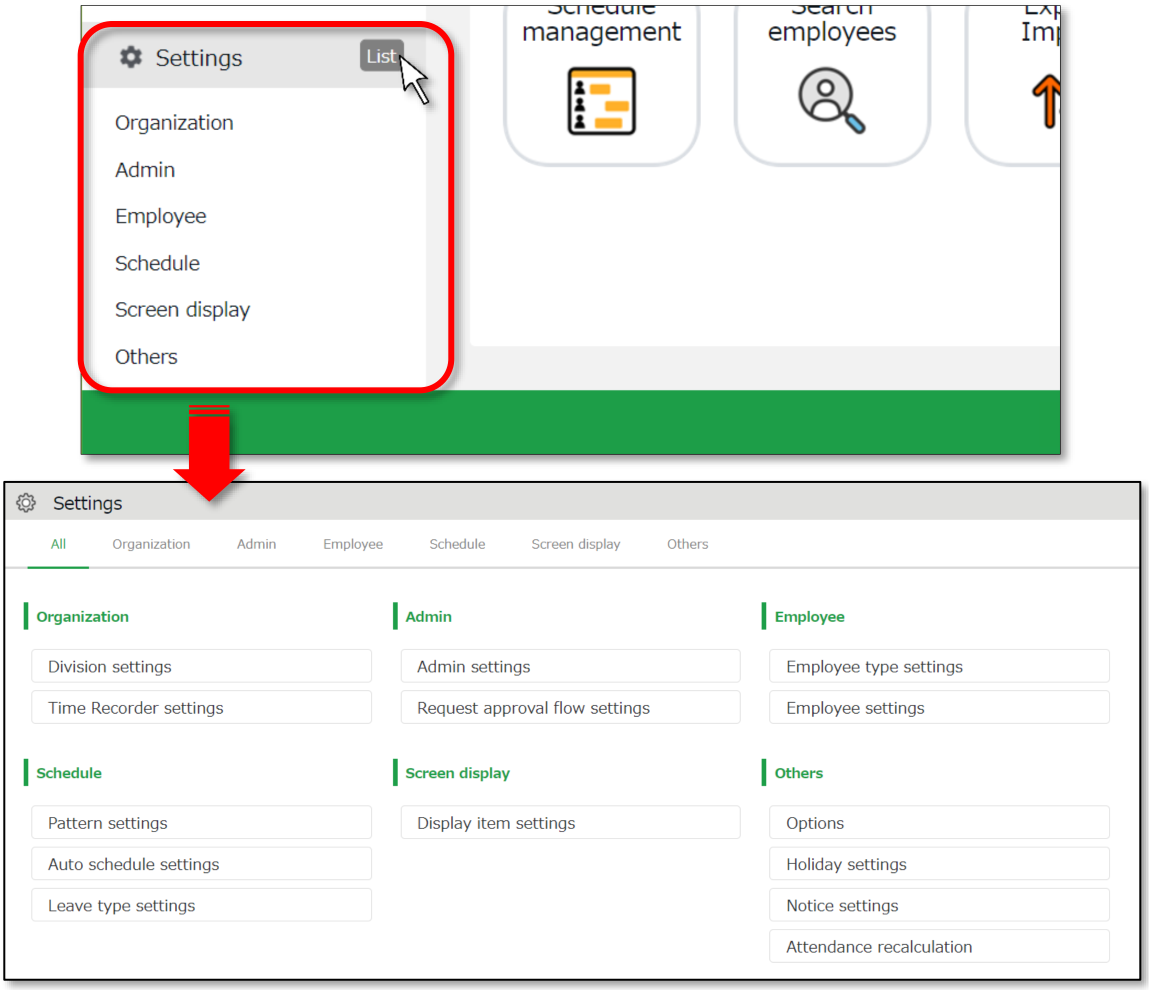
Chapter 1 Basic　settings

Chapter 1 describes the basic settings.

This chapter provides information on organization and employee data settings, administration flow settings and constituting a base for schedule management.

1. [SETTINGS] OVERVIEW

Perform basic settings in [Settings] at the left column of the Home screen, displayed after login.
The settings are classified under 6 categories. Click [List] to show all categories.



Below are descriptions of each setting screen.

Organization

Division settings	[Division settings] perform settings for [Division], a unit for managing employees.	p.11
Time Recorder settings	Provides Time Recorder setup info. Perform Time Recorder display settings from here.	p.13

Admin

Admin settings	Creates Admin account.	p.21
Request approval	Performs approval flow settings for processing time record	p.27

flow settings	and schedule requests.	

Employee

Employee type settings	Creates employee types such as “Full time” and “Part time”. Calculation method can be configured here.	p.28
Employee settings	Enter the name, division and hired date of the employee.	p.39

Schedule

Pattern settings	Create schedule patterns here.	p.58
Auto schedule settings	Performs Auto schedule settings.	p.69
Leave type settings	Creates leave types for administration. Create leave types for administration. You can create new leave types such as “Special holiday” and “Maternity leave”.	p.50

Screen display

Custom data item settings	You can configure attendance data items that show on the Time Card screen.	p.79
Display item settings	Performs settings for the items on your Time Card. You can hide unnecessary items.	-

Others

Options	Turns optional functions on/off.	p.88
Holiday settings	Add national holidays and closing days of your company.	p.67
Notification settings	Set Email reminders for those who have forgotten to clock-in/out.	p.71
Supplemental working record settings	You can create additional request items (e.g. travel expense).	p.84
Workstyle reform-related settings	Perform settings for items related to Work Style Reform (Japan's plan to redress long working hours and disparities). For details, please refer to the following document (Japanese). https://kotsp.info/manualfiles/kot_work_style_reform_manual.pdf	-
Attendance recalculation	Recalculates attendance data. Please run [Attendance recalculation] after configuring basic settings that affect calculations (Employee type settings, Pattern settings, etc.), if you want to apply the	-

	changes to past calculation data as well.	
Support Menu	You can grant access permission to our Support Team when you need our help.	-

2. CONFIGURE ORGANIZATION SETTINGS

This section describes the Organization settings. Instructions for [Time Recorder] settings are also included.

- [Division settings]
- [Time Recorder settings]

2.1. [Division settings]

Settings > Organization > Division

A [Division] is a unit for managing employees, which you can set at [Division settings]. You can think of Divisions as locations (example: branch stores and offices) to install Time Recorders.

If you are enabling the Request approval feature, note that approval flows are set by division. If you have different approval flows within a single division, we recommend creating individual divisions for each flow.

2.1.1. Add a Division

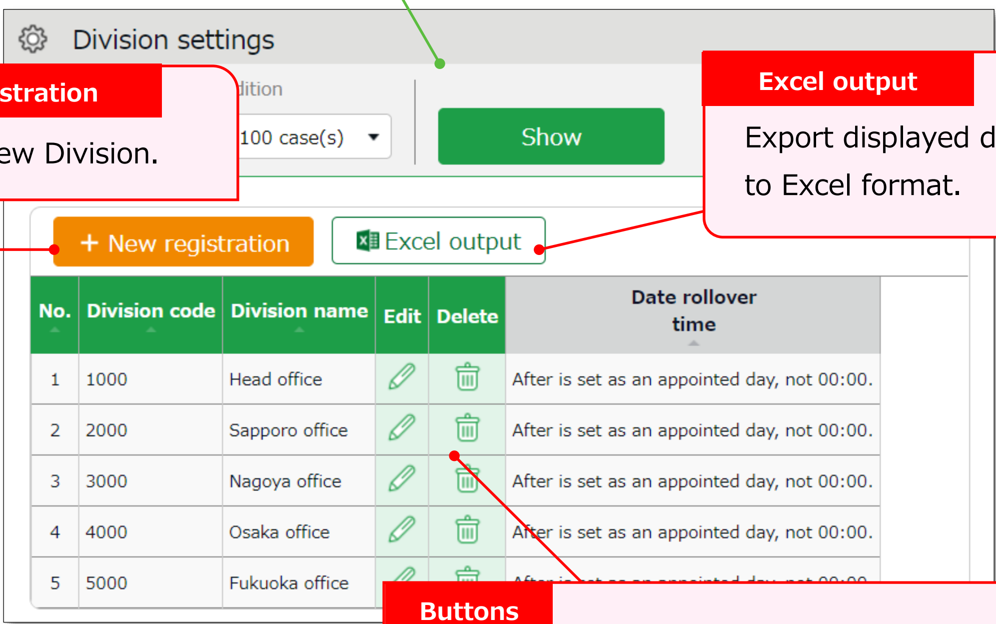
1. Go to [Settings > Organization > Division settings].
2. Click [New Registration] or [Edit] to open the registration page.

Specify the display condition

Specify the number of displaying items.
Click [Show] to view data.

New registration

Creates new Division.



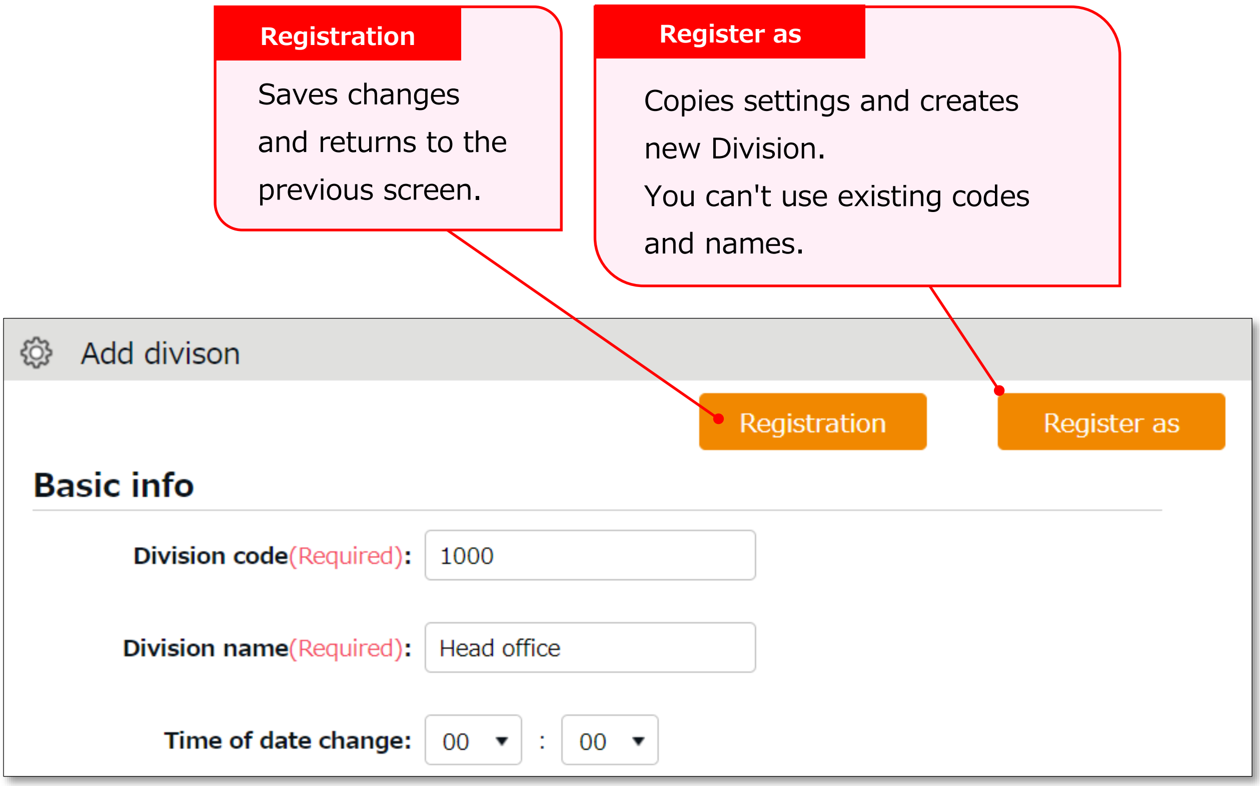
Excel output

Export displayed data to Excel format.

Buttons

Edit	Edit Division data from here.
Delete	Deletes Division data.

3. In the Add division screen, enter the required info and click [Registration] to save.



Details of the setting items are described below.

Division code	Set a code for identifying division. Enter in 3-10 alphanumeric characters. You can't use existing codes.
Division name	Enter the name of the division. (In 50 characters or less.) You can't use existing names.
Time of date change	Any clock in before specified time is regarded as time record of the day before. The date of [Clock out] and [Start/End of Break] record depend on their preceding Clock in date. However, time record date is determined by [Time of date change] if no clock-in record is found within 48 hours.
Display language	Performs Time Recorder language settings. Japanese and English versions are available.

Please feel free to use our preset sample data.

2.2. [Time Recorder settings]

Perform settings for your Time recorder.

2.2.1. The 2 types of Time Recorder

There are 2 types of Time Recorder: [Personal Time Recorder] and [Division Time Recorder].

Personal Time Recorder

You can use Personal Time Recorders on your mobile phone and PC.

Time Recorder name	Time recording method	Detail
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.

Division Time Recorder

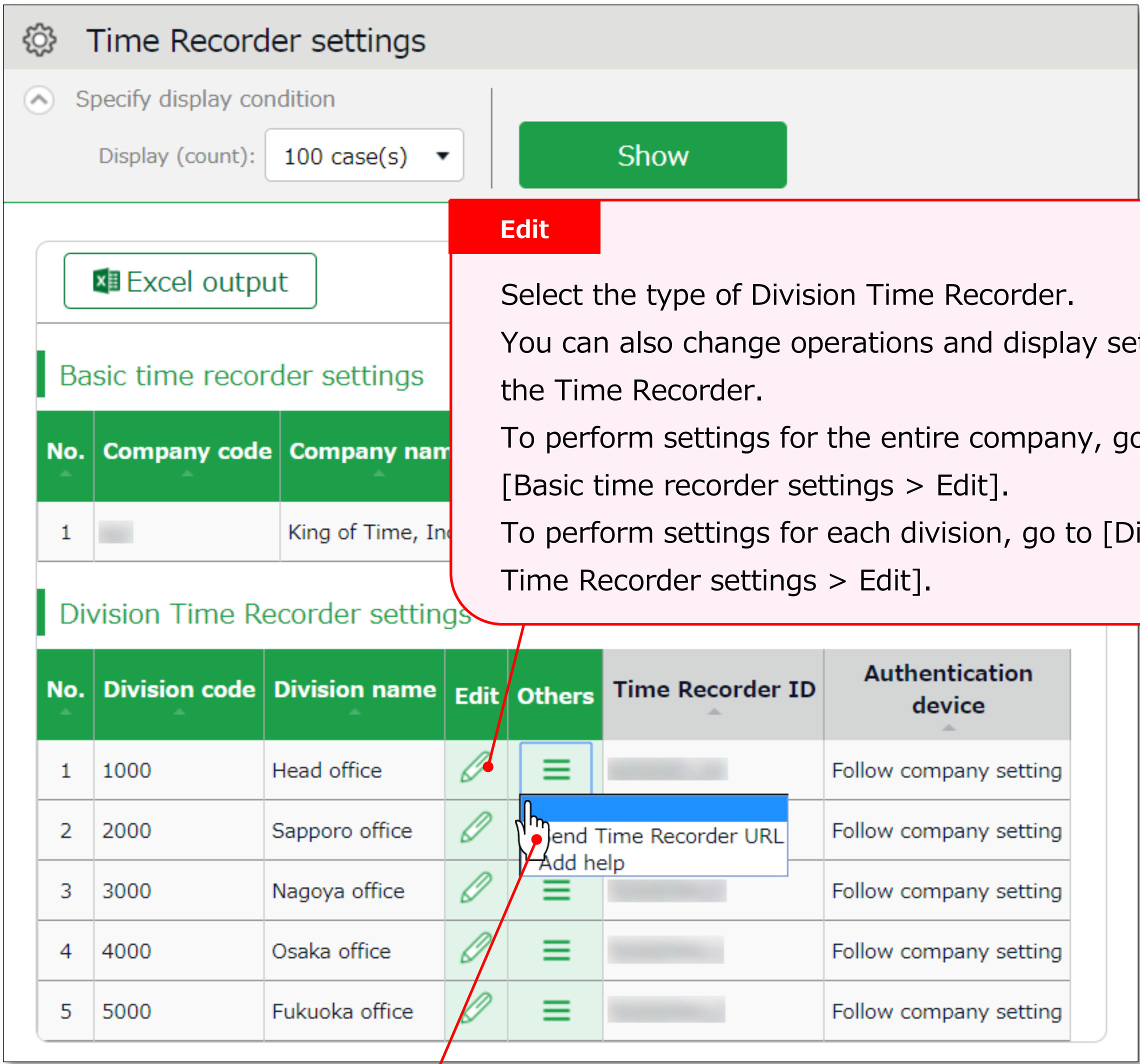
This is a Time Recorder shared by multiple employees.
Division Time Recorders are usually placed in office entrances.

Time Recorder name	Time recording method	Detail
Time Recorder (Desktop version)	Biometric authentication (Fingerprint/Finger vein authentication)	Connect the biometric scanner to the PC where you have installed the app. Place your finger on the device.
	IC authentication	Connect the IC card reader to the PC with the app installed. Place your IC card over the device to clock in/out.
	Password authentication	Clock in/out by entering your password into the PC with the app installed.
iPad Time Recorder	Chameleon code and Face authentication	Clock-in/out by facial image capture and Chameleon codes, using an iPad app.
Cloud Recorder	Click	Access the Time Recorder URL from the WEB

	authentication using a browser	browser. Enter your password to clock-in/out.
PitTouch series	Time recording device (IC authentication)	Record attendances using a dedicated device.
BT Series	Time recording device (IC/Biometric authentication)	Record attendances using a dedicated device. Hybrid fingerprint authentication is used as biometric authentication.

2.2.2. Descriptions

Go to [Time Recorder settings] for Time Recorder setup, and to check Division Time Recorder setup info.



Edit

Select the type of Division Time Recorder.
You can also change operations and display settings of the Time Recorder.
To perform settings for the entire company, go to [Basic time recorder settings > Edit].
To perform settings for each division, go to [Division Time Recorder settings > Edit].

Others

Click [Ξ] to open the drop-down menu.

Time Recorder Send Time Recorder URL	Provides Division Time Recorder setup info. You can download manuals for each Time Recorder types from here.
Add help	This permits employees from other Divisions (guest employees) to use the Time Recorder beforehand.

2.2.3. Edit

Perform operation and display settings for your Time Recorder.
You can also choose the type of Division Time Recorder.

For Division Time Recorders

The main setting items are described below. The displaying items vary by different authentication devices.
Please refer to the corresponding Time Recorder manual for details.
Time Recorder manuals are described in the following pages.

Authentication device	Select the type of Division Time Recorder. (IC card authentication, fingerprint authentication, etc.) [Send Time Recorder URL] provides setup info and a Time Recorder manual for the specified authentication device.
Time record button settings	You can also set operation modes from here.
Display Time Card button	Display/hide Time record button. Employees can review their attendance data and submit requests from their Time Cards.
Display [Add help] button	Display/hide [Add help] on the Time Recorder menu. By adding Help, employees from other divisions can use the Division Time Recorder.

For Personal Time Recorders

Configure operation settings for [My Recorder] and [Mobile browser recorder].

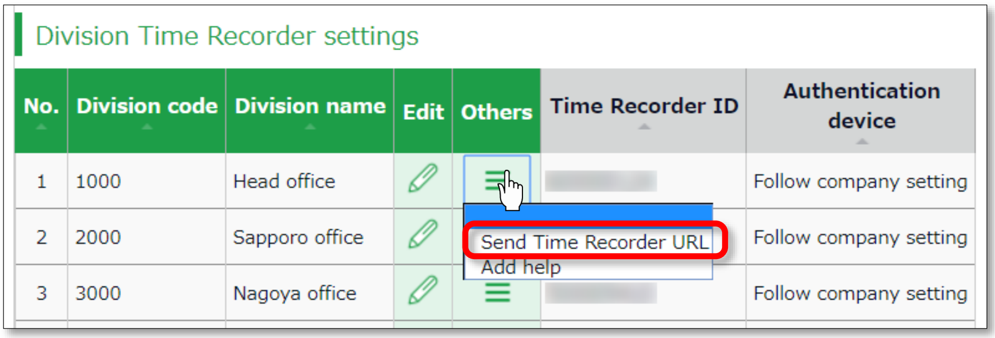
Location acquisition mode	This setting determines whether to acquire location info when recording time. Turn the [Disable time records when location info cannot be obtained] checkbox on to keep employees from clocking-in/out from browsers without location info. * The accuracy of the location info depends on the positioning accuracy level of the user's device. * If [Obtain location info] is selected, the Time Recorder may not function on non-GPS devices.
Mobile browser time recorder - login password	Determines whether to require a password when employees access the Mobile browser recorder screen.
My Recorder Password-required function	Determines whether to require password when employees record time by My Recorder or reviews Time card.

2.2.4. Send Time Recorder URL

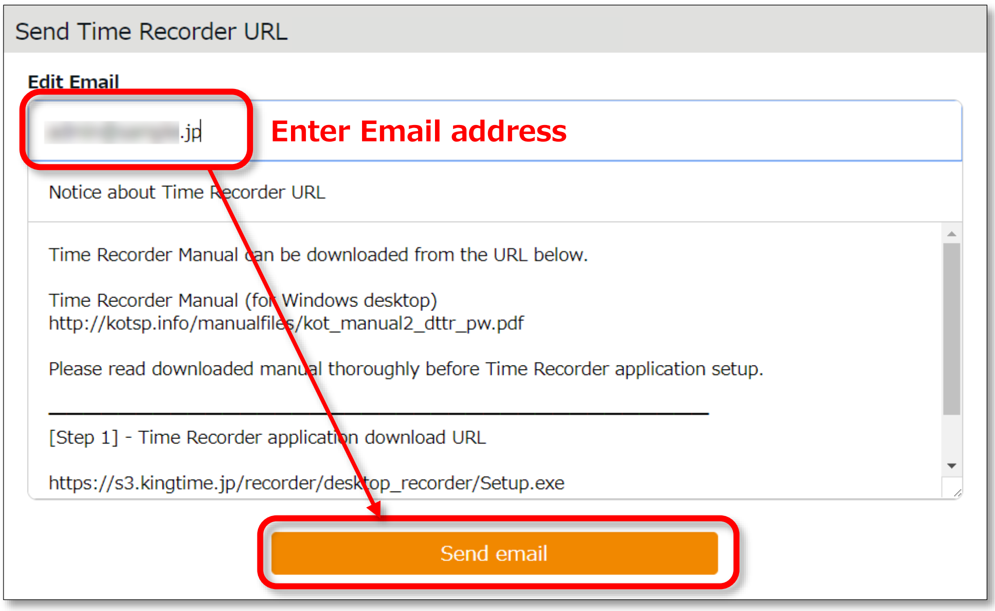
Settings > Organization > Time Recorder

Provides Division Time Recorder setup info.

1. Select the division where the Time Recorder is installed. Click [Send Time Recorder URL].



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



3. Details of Time Recorder settings are sent to the Email addresses specified 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.

The sender of the Email is [no_reply@kingtime.jp].
The Certificate URL is only valid within 48 hours from accessing the [Send Time Recorder URL] page.
Ensure that employees access the URL before it expires.

Settings > Employee > Employee settings]. (p.46)

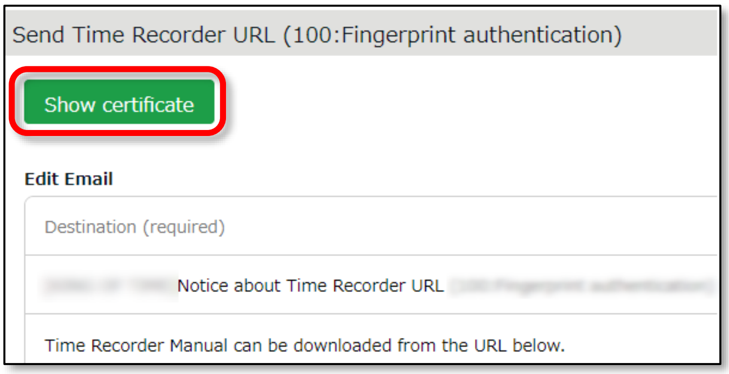
2.2.5. About Certificate

Settings > Organization > Time Recorder

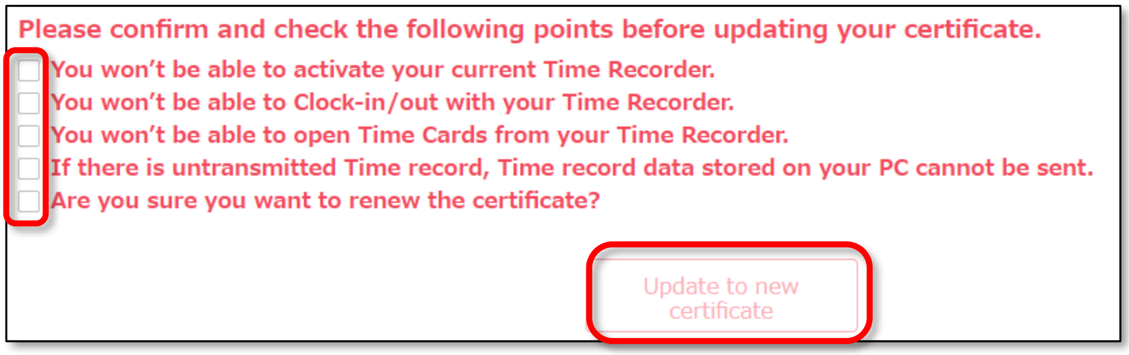
The Desktop Time Recorder requires a certificate. A certificate is a digitally issued word string which you can't alter. It is used to verify the user company and divisions' identity when the Time Recorder connects to the server. When a server receives an invalid certificate, it denies the access. You can't start the Time Recorder.

You can enforce Time Recorder's security by updating its certificate.
By updating it periodically, you can prevent malicious third parties from activating the Time Recorder.

Select the division where the Time Recorder is installed. Click [Send Time Recorder URL]. Then click [Show certificate].



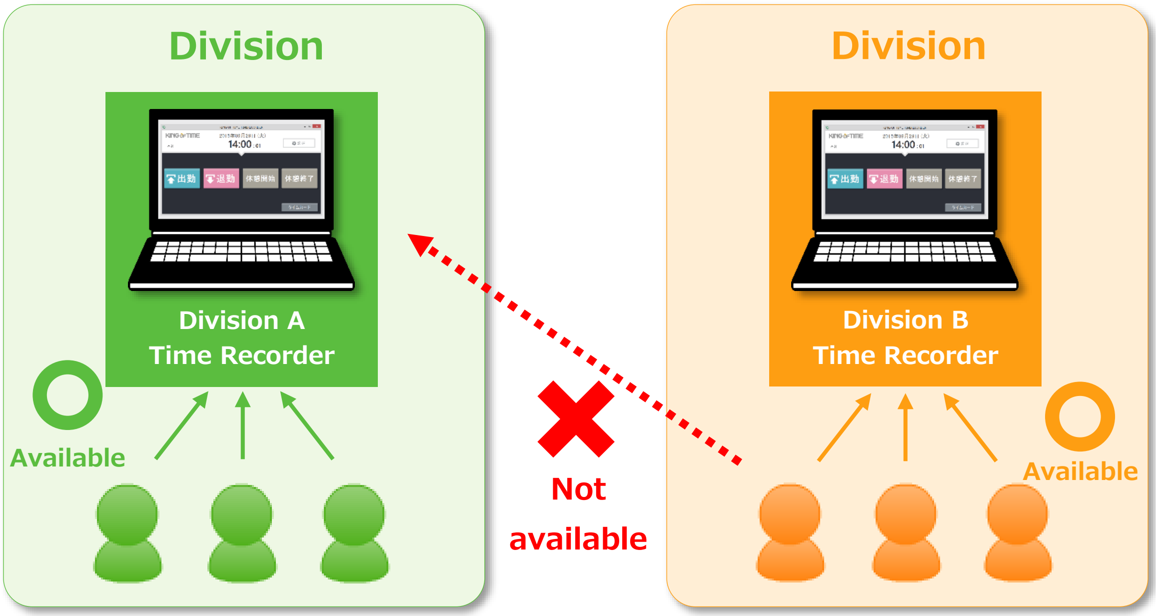
Please read each description. By turning on all checkboxes, you can activate the button at the bottom of the page.



Please note that you can't use the Division Time Recorder after updating the certificate.
Inform the employees of the new certificate through [Send Time Recorder URL], Then copy & paste the word string into the Time Recorder Certificate field.

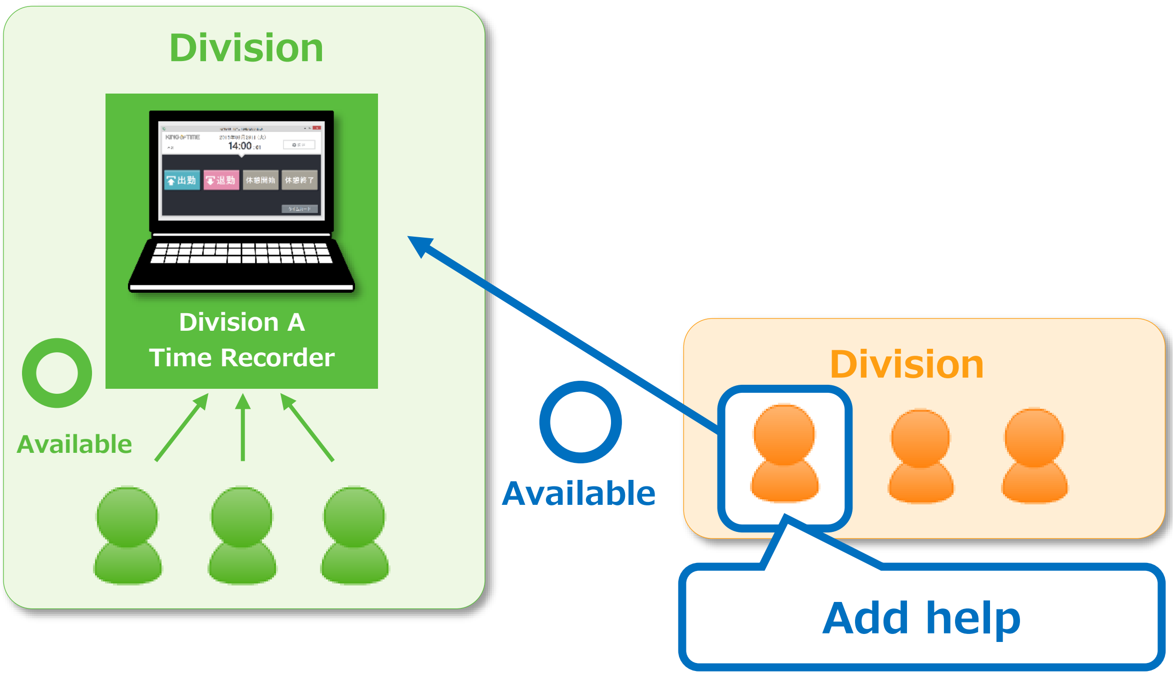
2.2.6. Add help

A Division Time Recorder is usually installed per Division. The initial setting does not allow clock-in/outs by employees from other divisions.



To allow employees from other Divisions (guests employees) use the Time Recorder, go to [Add help] to permit clock-in/out.

This is also useful when multiple divisions need to share a single Time Recorder.

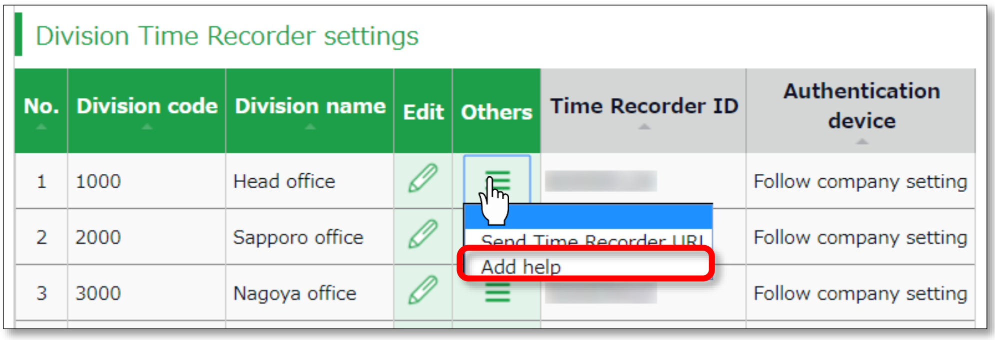


The Add help feature is also available from the [Add help] button on the Time Recorder screen. However, please note that the settings from this button are reset every time you close the Time Recorder screen.

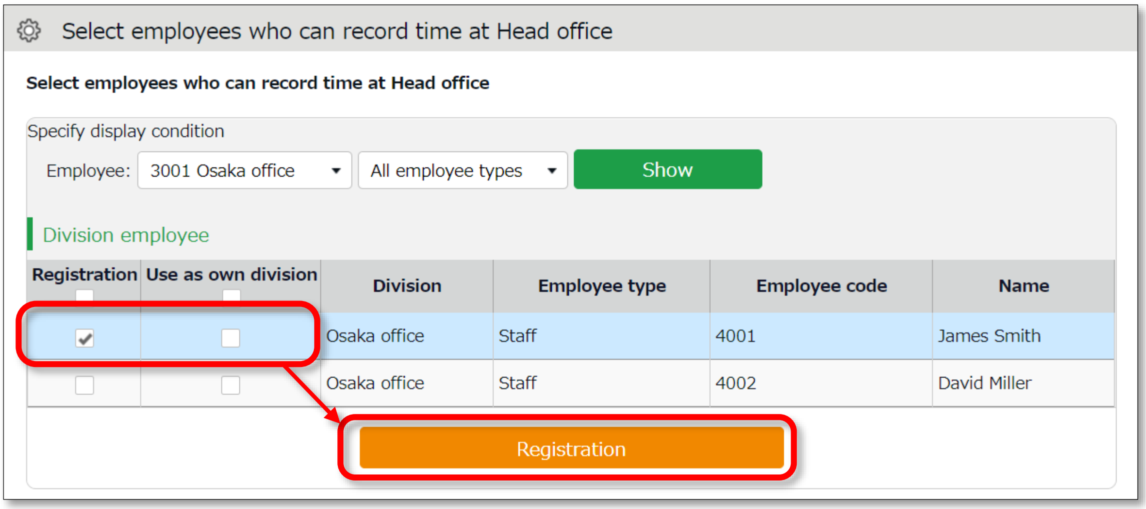
If employees need to use a Time Recorder outside of their division frequently, we recommend you change the [Add help] settings from the Admin screen. Instructions to [Add help] in the Admin screen are described in the following pages.

[Add help] from Admin screen

1. Select the division where the Time Recorder is installed. Click [Add help].



2. Click [Add new] in the next screen.
3. Select employees and click the [Registration] button.



Registration	The selected employee can the Division Time Recorder. Work time recorded on this Time Recorder is regarded as work outside of their division.
Use as own division	The selected employee can use the Time Recorder. Work time is regarded as work in their own division. In this case, you can't identify which division the work time had been recorded.

You can perform the same settings in [Settings > Employee > Employee settings > Employee data edit > Time recorder info category > Division available for Time record].

3. ADD AN ADMINISTRATOR

This section describes authorization-related settings, such as adding Admin and setting request approval flows.

- Admin settings
- [Request approval flow settings]

3.1. Admin settings

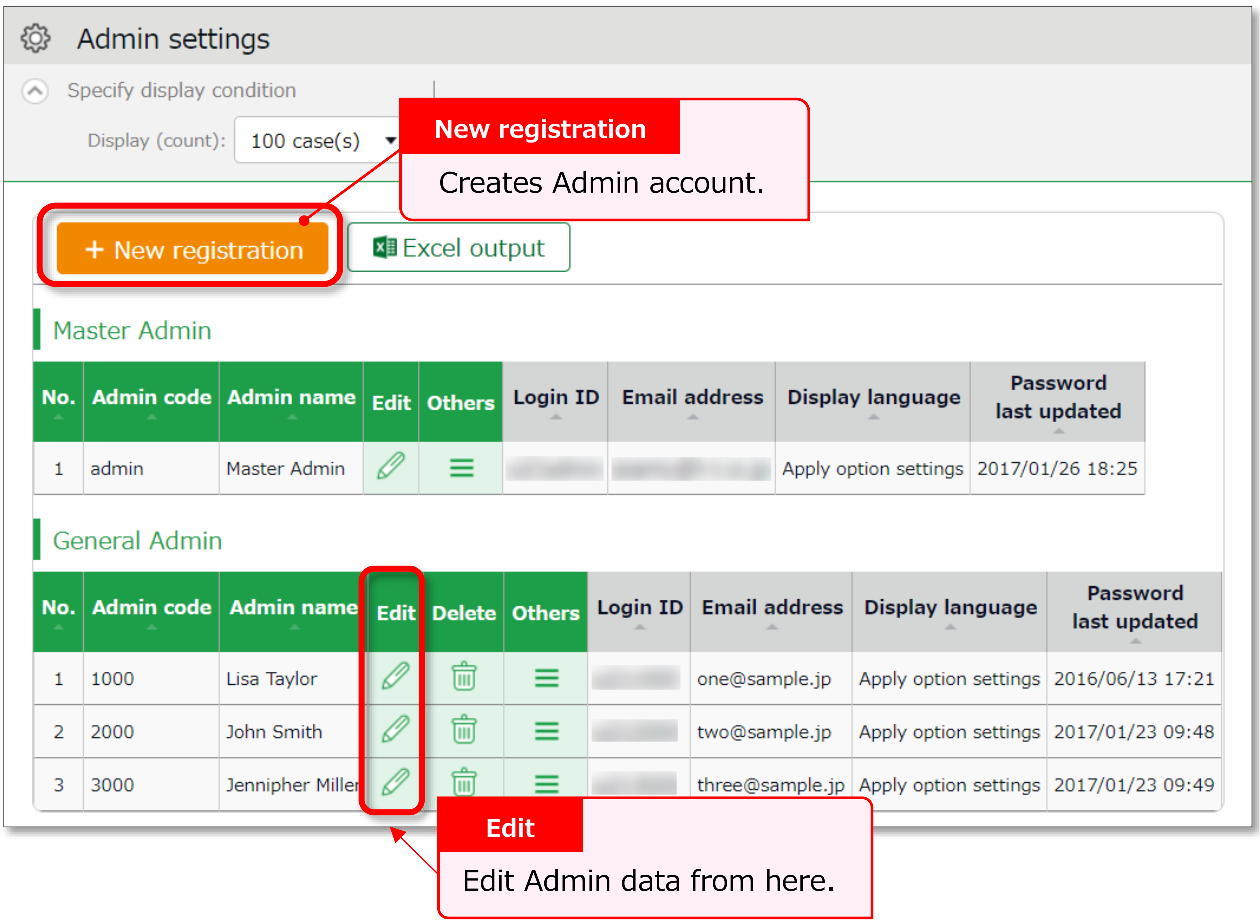
Settings > Admin > Admin settings

You can create multiple Admin accounts. There are different kinds of Admin account: a "Master Admin" can perform all tasks, while a "General Admin" is limited to editing and registration tasks which they are authorized to.

3.1.1. Add an administrator

Perform Admin account settings (Name, Email address, etc.) and set authorizations.

1. Go to [Settings > Admin > Admin settings].
2. Click [New Registration] or [Edit] to open the registration page.



Other buttons are described in page 25.

3. Enter required info then click [Registration] to save.
   Details of the setting items are described below.

Basic info

Enter basic Admin info.

Admin code	Enter code for identifying the Admin user. Enter in 3-10 alphanumeric characters. You can't use existing codes. This code serves as a part of the user’s login ID.
Admin name	Enter name of the Admin user. (In 30 characters or less.)
Login password	Enter login password. Enter in 6-35 alphanumeric characters. The password policy can be configured in [Settings > Others > Options]. * You can't confirm the current password. Forgotten passwords must be changed or reset by Master Admin.
Email address	The Admin's Email address is used for the following purposes: Receive request notifications from employees Password reset notification
Display language	You can select Japanese or English.
Admin authorization	The account is granted Master Admin privileges by putting a check on the check box. * This check box is only available to the initial Master Admin (Admin ID: ___1admin).

Master Admins can:

- Create Admin accounts
- Log in on behalf of another Admin user or an employee.
- Configure Request approval flow settings
- Display item settings
- Generate invoice (Customers in contract with sales
- agent excluded)

The initial Master Admin (Admin ID: ___1admin) can:

- Perform all the above
- Promote General Admins to Master Admins
- Edit company info such as address, etc. (Customers in contract with sales agent excluded)

Authorization for basic settings

Set permissions to configure basic settings.
There are 3 authorization levels.

○ **View / Edit** - Enables viewing and editing.
△ **View only** - Allows viewing corresponding items.
× **No authorization** - Corresponding items are hidden.

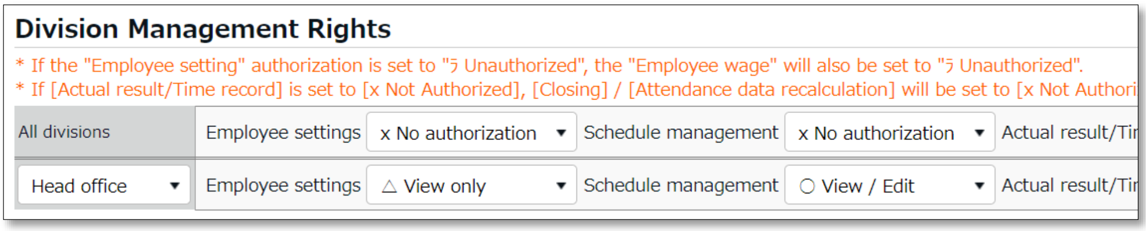
Options	Option features that are configured in [Settings > Others > Options] and can be activated/deactivated. The export layout feature at [All menu > Import/Export] is enabled when [○ View / Edit] is set. The feature supports Monthly, Daily and Time card data.
Division/Time Recorder settings	Sets authorization to operate [Settings > Employee > Time Recorder settings]. Required for creating and editing Divisions and sending Time Recorder URL.
Employee type settings	Sets authorization to operate [Settings > Employee > Employee type settings]. Required for adding and editing Employee types and calculation methods.
Pattern settings	Sets authorization to operate [Settings > Schedule > Pattern settings]. Required for creating and editing Schedule patterns.
Login password **Login password change rights**	Go to [Settings > Admin > Admin settings] to permit changes to Admin password.

Division/Employee type Authorization

Configure authorization levels by combining [Division management] and [Employee type management] authorizations. This defines the level of authorization and range of operations the administrator can perform.

1. Select authorization levels for each operation in [Division Management Rights].
   (A) Perform settings at [All divisions] row to assign administrative tasks across divisions.
   (B) To assign administrative tasks for a specific division, select a division from the [Please select division] drop-down list.

(A)
(B)



2. Select authorization levels for each operation in [Employee type management authorization].
   You can apply authorization settings to all or selected employee types.
3. The combination of these settings defines the range of operations that administrators can perform. Lower authorization levels are recommended.

There are 4 authorization levels.

○ **View / Edit** - Enables viewing and editing.
■ **View / Request** - Enables creating or editing data with permission from a higher-rank Admin.
△ **View only** - Allows viewing only.
× No authorization - Corresponding items are hidden.
* [－Inherit upper level setting] will inherit [All divisions] or [All employee types] authorization settings.

The setting items are described below.

Employee settings	Sets authorization to create and edit Employee data. The [○ View / Edit] permission allows sending Email from the Employee setting screen.
Schedule management	Set authorization to edit schedules. To create schedules, the [○ View / Edit] privilege is required.
Actual result/Time record	Set authorization to manage Time record data. To edit or delete time record, the [○ View / Edit] privilege is required.
Data export	Set authorization to export data from [All menu > Export / Import] and other screens.
Closing	Set authorization to close attendance data. Employees and General Admins can’t edit closed attendance data. Master Admins are allowed editing as an exception.
Attendance recalculation	Set authorization to recalculate attendance data. Attendance recalculation applies new attendance-related settings to past attendance data.

3.1.2. Admin login info

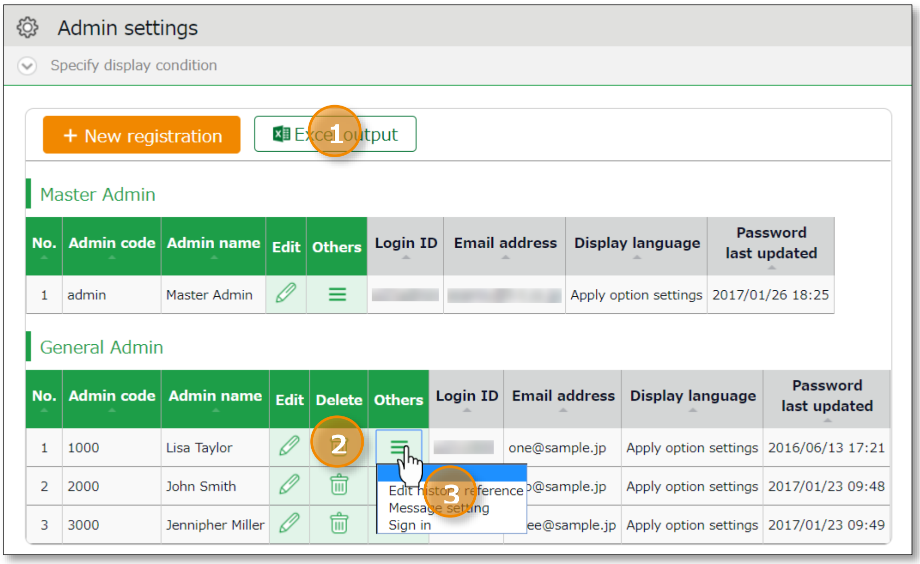
By creating Admin accounts, users can login as administrators.
Inform the Admin account user of the following login info.

Login info

Login URL	Same as Master Admin login URL.
Login ID	Generated automatically. Company code + 1+ Admin code (e.g. xyz11000) You can confirm login info in the Admin settings screen.
Login password	Set a password when creating an Admin account. If the password is forgotten, change or reset it in [Settings > Admin > Admin settings > Edit > Password].

3.1.3. Operation

Master Admins can perform the following tasks in the Admin setting screen.



No.	Buttons	Description
1	Excel output	Downloads Admin setting screen in Excel format.
2	(Delete)	Deletes unused admin data. * You can't delete if the Admin belongs to a [Request approval flow]. * Deleted Admins are hidden from the attendance data edit screen and request approval logs. * You can't delete Master Admin.

3	☰ (Others)	Click here to open the drop-down menu. **Edit history reference** Shows attendance data change log of each Admin. **Request message** Sets authorization to operate [All menu > Message management]. **Login** Logs in on behalf of the Admin user.

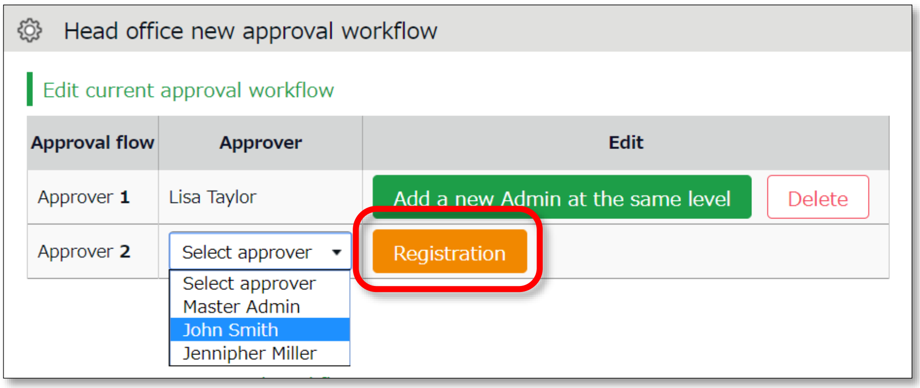
3.2. Request approval flow settings

You can receive Attendance data/Schedule edit requests from employees and other administrators by using the Request approval feature.

Follow the instructions below to assign an Admin to a request approval flow.

3.2.1. Setting instructions

1. Go to the Request approval flow settings screen, then press the [Edit] button of a division.
2. Select an Admin to assign the approver role. Then click the [Registration] button.
3. If there are multiple levels in a flow, add Approver 2, 3, etc. accordingly.
   You may add up to 5 layers, but you do not necessarily need to do so.
4. When settings are complete, click [< Return] on the upper left of the screen to return to the previous screen.



To assign multiple approvers in a level

You can assign more than one approver to the same level.
In that case, either one needs to approve the request before passing it on to the next level.

To add another approver, click [Add a new Admin at the same level], then select an administrator from the list of approvers.

Create an approval flow for each division.

Admins (Master Admin included) who aren’t added to the approval flow can't confirm nor approve requests.

4. ADD EMPLOYEE ACCOUNTS

This section describes settings related to employee data.

- Employee type settings
- Employee settings

4.1. Employee type settings

Settings > Employee > Employee type settings

Creates employee types e.g. “Full time” and “Part time”. Employee type settings include attendance calculation settings. If you have several different calculation methods, create Employee types for each method.

4.1.1. Add an Employee type

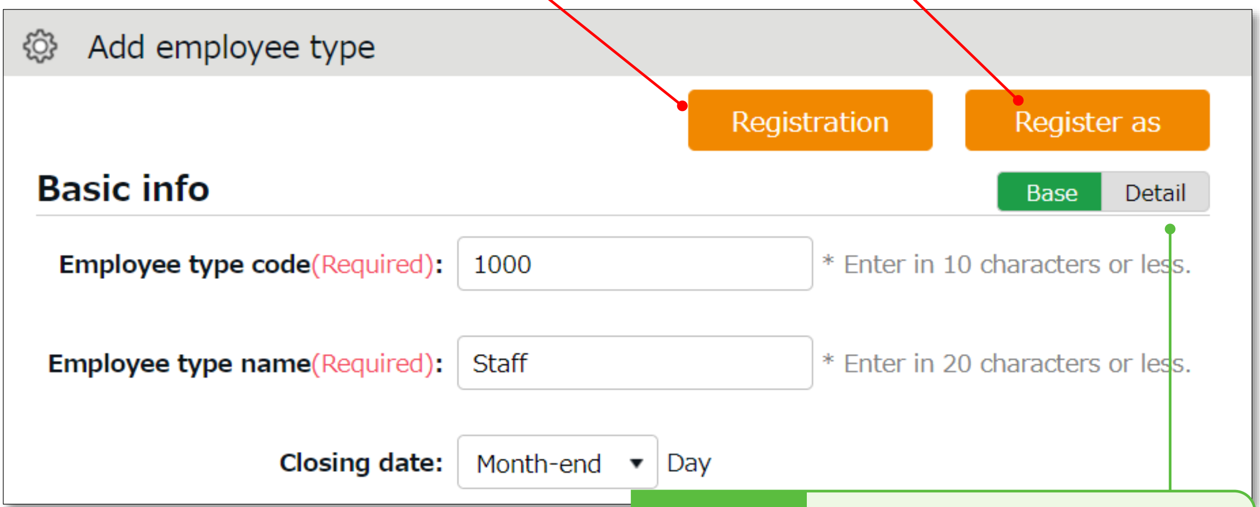
Click [New Registration] or [Edit] to go to the registration screen.
Enter required info then click [Registration] to save.

Registration

Saves changes and returns to the previous screen.

Register as

Copies settings and creates new Employee type. You can't use existing names and codes.



Detail

Shows advanced settings. Perform advanced settings from here.

Two preset Employee sample data are available. The sample data is a typical calculation setting. Please feel free to use it and customize accordingly.

Setting items are categorized.
Additional items in [Details] are also described in this manual.

Basic info

Employee type code	Enter a code for identifying the Employee type. Enter in 10 characters or less. You can't use existing codes.	Basic
Employee type name	Enter the name of Employee type. (In 20 characters or less.)	Basic
Closing date	Set the day of settling (closing) attendances. You can select from the 1st to the end of the month. For example, if you select [15th], the time card shows attendances from the 16th to the 15th of the next month.	Basic
Daily contract hours	Required for calculating deemed working hours during Paid leave.	Detail
Weekly contract days	Required for granting paid leaves. Employees are granted paid leaves, based on the employee's number of contract work days per week.	Detail
Discretionary Overtime of the Month	Required if your company only pays overtime beyond a specified amount of time. This item is available at Custom data item settings and Monthly data export.	Detail
Weekly closing date	Select a weekday for closing attendance data. For example, if you select [Saturday], the week starts with Sunday and ends with Saturday.	Detail
Display language	Set language settings for Employee screen (Time Card) and My Recorder. You can select Japanese or English.	Detail

Hmm…

There are so many items. Seems complicated, doesn't it?
Why don't you try focusing on [Basic items] at first?
[Details/Advanced features] are for advanced settings, but not all companies need these settings. You can also use the sample data.

Break-related

Time-record break	Employees use the Time Recorder to record the start and end of break. [Do not approve] disables break time by Time Recorder.	Basic
Break time 1-3	With this setting, employees can take breaks automatically. Enter in alphanumeric characters. This feature takes break time automatically when work hours reaches the specified time. Break time are deduced from working hours. If the item is blank, break time is not taken automatically. Click [Add break] to add a new row.	Basic
Priority of Employee type break to subtract from	Specify which attendance category to subtract [Break time 1-3] (auto-break) from.	Detail
Break time priority	Perform settings on how to handle break time if manual break time record and auto-break mode coexist. **Auto-detection (default)** Compares [Time-record break + Break specified by Schedule pattern] and break time specified by Employee types. The longer of the two is applied. **Prioritize time record break** If breaks are recorded by Time Recorder, select “Time-record break” only. **Sum up each break type** Adds up break taken by time record, break planned in Schedule, and break time specified by employee types.	Detail

Types of break

There are 3 ways to take breaks.

1. **Time-record break**
   Employees take break by Time Recorder.
   This is suitable for recording actual break time.
   To disable it, you can change configurations in [Time-record break] in Employee type settings.

2. **Auto break**
   Takes break time automatically when daily work hours exceed specified time.
   Configure settings in [Break time 1-3] in Employee type settings.

3. **Scheduled break**
   Adds schedule for break time.
   Suitable for taking different types of breaks depending on work shift.
   See "Pattern settings" (p.58) for details.

Choose a method that fits your company.
You can also combine different break types. When combining break types, configure the break priority settings in [Employee type settings > Break related > Details - Priority order of break].

Night work

Late night work slot	Any work during this time of the day is regarded as Assigned Late-night hours, Unassigned Late-night hours or Late-night overtime. Enter in [hh:mm] or [hhmm] format.	Basic
Unassigned Late-night work hour allocation type	Settings for handling unassigned work (neither included in schedule nor under Overtime/Unassigned Late-night work hours), that occur during the time specified above.	Detail

Daily overtime calculation

Overtime start time	Work time past the specified time during this day counts as [Overtime]. Turn the check box on before entering Overtime start time. To regard work hours that are past schedule as overtime work, check the box below.	Basic
Overtime (cumulative) time for early-in	Working time that exceed the specified number of hours are regarded as overtime work. This setting determines whether to start counting the working hours from actual clock-in time (if an employee comes in earlier than scheduled time).	Detail
Overtime (cumulative) time for late-in	Working time that exceed the specified number of hours are regarded as overtime work. This setting determines whether to start counting the working hours from actual clock-in time (if an employee comes in after scheduled time).	Detail
Unassigned work (hrs) start time	The system generally handles work time that are neither included in schedule, nor under Overtime/Late night time slot, as [Overtime work (Unassigned work)]. However, by configuring this item, any work outside the schedule can be regarded as overtime work. This setting is unnecessary if schedules are set every day.	Detail
Unassigned work hour allocation type	Settings for handling unassigned work (neither included in schedule nor under Overtime/Late night time slot) if there are any.	Detail

If you need to calculate overtime work by month, go to [Settings > Others > Options > Attendance management settings > Flex work setting]. Select [Apply].
[Flex work] is added under [Employee type settings > Monthly overtime work summary]. Here, you can specify when overtime work begins, every month.

Weekly overtime calculation

Weekly legal working hours	The system handles working hours that exceed the specified value as Overtime.	Basic

Schedule

Days applied to Auto schedule	Set the number of days to apply Auto schedules (p.69).	Basic
Handling of work before clock-in schedule	This setting determines whether to count work before scheduled clock-in time as work time.	Basic
Handling of work time after clock-out schedule	This setting determines whether to count work after scheduled clock-out time as work time.	Basic
Discretionary-rounding of clock-ins before scheduled time	This setting determines whether to regard clock-ins before specified minutes as “clocked-in exactly on planned time”. [Example] Set to 10 minutes Clock-in schedule: 9:00 AM Result: Any clock-ins between 8:50 AM to 9:00 AM are regarded as 9:00. Rounding-off only takes place during the Attendance calculation process. The clock in data remains. Maximum value is 30 minutes.	Detail
Discretionary-rounding of clock-outs after scheduled time	This setting determines whether to regard clock-outs after specified minutes as “clocked-out exactly on scheduled time”. [Example] Set to 10 minutes Clock-out schedule: 6:00 PM Result: Any clock-outs between 6:00 PM to 6:10 PM are regarded as 6:00 PM. Rounding-off only takes place during the Attendance calculation process. The clock out data remains. Maximum value is 30 minutes.	Detail
Handling of clock-ins coinciding with scheduled time	To regard clocks-ins that are exactly on scheduled time as “late-ins”, select [Treat as late-in time record]. * Please note that if you select [Treat as late-in time record], clock-in records that are regarded as [clock-in before scheduled time] in the [Discretionary-rounding of clock-ins before scheduled time] setting are also regarded as Late-ins.	Detail

Leave related

Paid leave grant method	Perform settings for automatic paid leave administration (p.53).	Basic
Paid leaves grant selection method	Specify the condition on granting paid leaves. To grant proportional paid leaves, select [Grant depending on work days].	Basic
Addition to Fixed time when obtaining half-day or hourly leave	Determines whether to regard half-day leave and hourly leave as Fixed time (work time). Checked leave types are regarded as work time when employees take half-day and hourly leaves during "Fixed time" hours.	Detail
Discretionary vacation time's overtime calculation	Determines how to handle discretionary vacation time (time deemed as holiday) that are added up to work time, when calculating overtime. **Don't include** Excludes discretionary vacation time (hours regarded as holiday) when calculating overtime work. **Include (Not included in overtime)** Includes discretionary vacation (hours regarded as holiday) when calculating overtime work. However, the calculation does not include discretionary vacation that are beyond the hours specified in [Overtime work start]. **Include (Include in overtime)** Includes discretionary vacation (hours regarded as holiday) when calculating overtime work. This also includes discretionary vacation beyond hours specified in [Overtime work start].	Detail
Increase/decrease of Compensatory leaves when Working days on holiday is taken	This setting determines whether to grant compensatory leaves by holiday work. You can also perform general settings in [Settings > Schedule > Leave type settings]. However, if you want to apply different settings to each Employee types, perform settings here.	Detail

Advanced features

You can perform more advanced attendance management and calculation settings.
You can change round-off settings for time record and calculations from here.
Click on the category name to show setting items.

Time-record edit by employees	By selecting [Approve], employees can edit their time record from their Time Cards. To require employees to submit edit requests, select [Do not approve].
Detect attendance data error in discretionary work	The system may detect error, if overlapping time records exist on the day [Discretionary work pattern] (such as direct-visit/no-return work) is applied. If you select [Don't detect], clock-ins/outs are recorded without error. (This data won't affect attendance calculation results.)
Time Card export format	You can export Time Cards in PDF from [All menu > Daily data > Time Card > EXCEL]. You can also set different layouts by employee types.
Rounding unit of time record	Rounds off clock-in/out time record. Rounds off work time. Rounding-off takes place during the calculation process. However, clock-in/out data will remain as recorded.
Time-record round off condition time	Determines the standard time for rounding off, if [Rounding unit of time record] above is set. **Always 0 min** Round off by 0. For example, if [15 min] is set, minutes are rounded off to 0, 15, 30 and 45. This setting may trigger some issues: If clock-in schedules are set to 8:50, and an employee clocks in at 8:48, the time record is rounded off to 9:00 when you run the calculation. Therefore, the time record is regarded as 10 minutes late-in because the clock-in schedule is set to 8:50. In this case, select either of the following. **Adjust clock-in/out time record depending on clock-in/out schedule time** Clock-in record is rounded off according to the scheduled clock-in time. Clock-out record is rounded off according to the scheduled clock-out time.

	Adjust all time record depending on clock-in schedule time For example, if clock-out schedule is set to 8:40, and clock-out schedule is set to 17:05, monthly data is rounded off by 40 (minutes).
Monthly data round unit	This rounds off month's calculation result. For example, if Round Unit is set to 30 (min), 170 hours and 25 minutes of working time is rounded off to 170 hours 0 minutes. If the checkbox is turned on, working time is rounded up to 170 hours 30 minutes. If it is set to [Round 60], values between 1-29 are rounded off. Values between 30-59 are rounded up to 1 hour. The unit specified won't affect the checkbox behind.
Daily data round unit	Rounds off the day's calculation result. Perform detailed settings e.g. to round up fractions of break time that are taken manually by time record.
Daily data lower validity limit	Sets the minimum threshold when displaying calculation results. Lower values won't be shown.
Apply round off/minimum (hrs) limit	This setting determines whether to round off not only calculation results, but also scheduled time, if the value satisfies the following 2 conditions. In the [Overtime start time] settings, working time that exceeds schedules are regarded as overtime work. • [Rounding unit of Daily data] is set.
Round off unit for start/end of break time-record	This rounds off clock-in/out records. For example, if you set it to 15 (min), break time started at 12:14 is rounded to 12:00. Likewise, break time ended at 12:46 is rounded to 13:00. * Please note that break time are rounded off, and not its duration. (e.g. 50 minute's breaks are not rounded to 45 minutes)
Round off timing for time-record break time	To round off break time by [Rounding unit of Daily data], specify when to run the round-off process. **Round off before calculating the attendance** Converts break time into rounded value before running the attendance calculation.

	Round off after Attendance calculations Runs Break time calculation based on actual values. The results are rounded off to nice round numbers after the calculation.

4.2. Employee settings

Settings > Employee > Employee settings

You can add basic employee data in the Employee settings screen.
It also provides details on Personal Time Recorder setup, login info and password for accessing the Employee screen (Time Card). Such info can be sent to employees by Email.

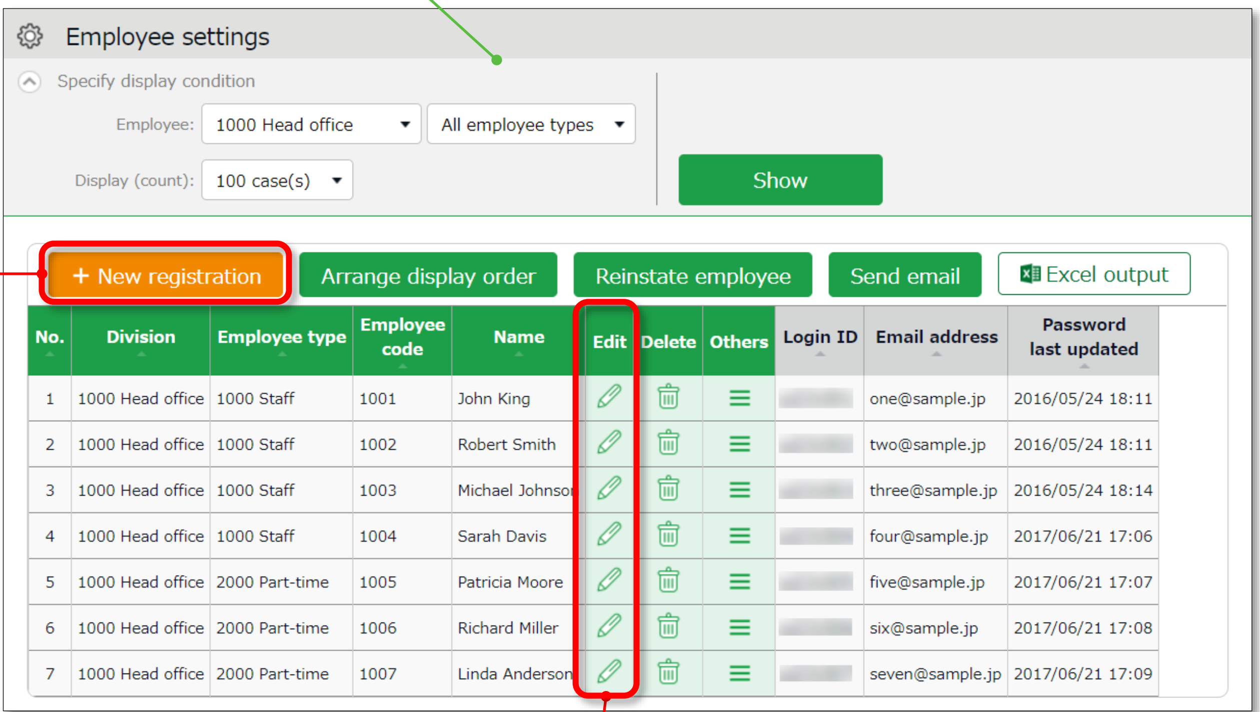
4.2.1. Add [Employee]

Enter employee data such as Name, Hired date and Employee code.

1. Go to [Settings > Employee > Employee settings].
2. Click [New Registration] or [Edit] to open the registration page.

Specify the display

Specify the number of displaying items.
Click [Show] to view data.



New registration

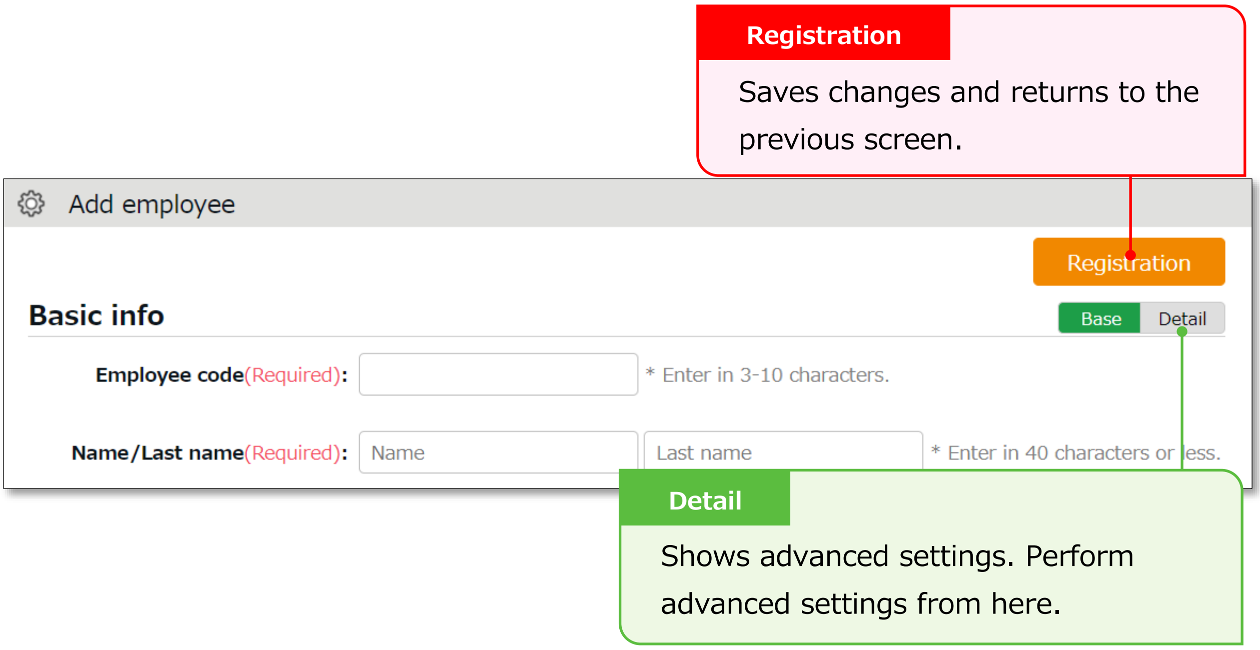
Creates employee account.

Edit

Click [Edit] to edit employee data.

* Other buttons are described in p.45.

3. Enter required info in the Add division screen and click [Registration] to save.



Details of the setting items are described below.

Basic info

Employee code	Set a code for identifying employees. Enter in 3-10 alphanumeric characters. You can't use existing codes.	Basic
Last/First name	Enter the name of employee. (In 40 characters or less.)	Basic
Last/First name (Phonetics)	Enter name phonetics. (In 40 characters or less.)	Basic
Email address	The Email address is used for the following purposes: • To notify employees of approved/rejected requests. • To notify missing time record To send employees info about their Time Recorder URL and Employee screen (Time Card) login info. • To notify employees that their password had been reset by their administrator.	Basic
Password	Required for logging into Employee screens and clocking-in/out by password authentication. * When this is left blank, [Employee code] is used as the employee's password. * The password entered here are temporary. When employees are using the temporary password on Time Records or in Attendance requests, a password reset screen is shown.	Basic

Gender	Select male or female.	Detail
Date of birth	Enter the date of birth.	Detail

Employment info

Division	Select employee's Division.	Basic
Employee type	Select an Employee type.	Basic
Hired date	Required for paid leave administration, etc. You can't record attendances before hire date.	Basic
Resignation date	Enter when the employee resigns. The employee will be hidden from Daily and Monthly data after the resignation date, but past attendance data will remain. You can't record attendances after resignation date.	Detail
Daily contract hours	Required for calculating deemed working hours during Paid leave. The same item exists in [Employee type settings], but the settings in [Employee settings] are prioritized.	Detail
Weekly contract days	The number of contract days serves as the reference value for granting leaves from the Grant paid leaves feature. The same item exists in [Employee type settings], but the settings in [Employee settings] are prioritized.	Detail
Discretionary Overtime of the Month	Required if your company only pays overtime beyond a specified amount of time. The same item exists in [Employee type settings], but the settings in [Employee settings] are prioritized.	Detail
Admin code 1 and 2	Enter code in 50 characters or less as needed. This item can be exported from the Export menu. This item is not required for running attendance calculation.	Detail

Time Recorder info

The following are related to Time Recorder.

Personal Time Recorder button	Choosing [Display] will enable a button that allows the employee to access his/her Time Recorder from the Time Card screen. Link to My Recorder or Mobile Browser Time Recorder appears on [Time Card > Menu] depending on your settings. * Available if you are using My Recorder or Mobile Browser Time Recorder.

Division available for Time record	Employees can use Division Time Recorders from different divisions by changing settings from here. This way, the employee can use the Division Time Recorder without changing the [Add help] settings from the Time Recorder.
___ **registration status**	Indicates whether authentication info (fingerprint, IC card, etc.) had been registered. If registered, a [Delete] button is displayed. You can re-register authentication info after deleting it. Deleting the authentication info won’t affect the employee’s attendance data.

4.2.2. Import Employee Data

You can import employee data in CSV format.

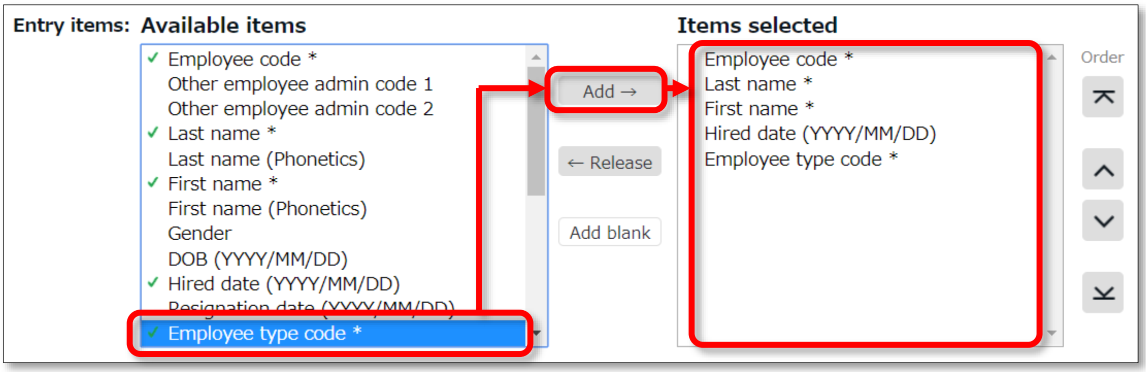
First, create an import file layout. You must arrange the content of the CSV file as specified in the Layout Setting. You can add employees easily by importing this file.

Create an import file layout (Only required once)

1. Go to [All menu > Export / Import] and click [Create import layout] next to Employee data [CSV].
2. Click [Create new] and fill in the following items in the Create employee data layout screen.

Layout name	Name the layout. (Example: New employees)
Applied type/category	To add new employees, select [New/Update]. * Select [Update only] to layouts used for updating existing employee data only. In this case, [Employee code] is the only mandatory item.

3. At [Entry items], select employee info to import.
   Select importing items from the [Available items] list, then click [Add]. The items added are shown in the [Items selected] list.



Add	Adds an item to the [Items selected] list.
Release	Removes item from the [Items selected] list.
Add blank	Adds a blank column to the [Items selected] list. This adds a blank column to the CSV template.
Orders	Changes the order of items in the [Items selected] list.

4. Click [Registration] to save the layout settings.

Import employee data

1. Go to [All menu > Export / Import > Employee data] and click [CSV].
2. Set following items.

Layout name	Select the layout created in the previous step.
Handling of empty items	This setting is applied when updating data of existing employees. If you select [Delete registered data], empty CSV items will clear away the items saved on the system. * This setting will not interfere with importing new employees.

3. Create a CSV template. If you already have one, please proceed to No.4.

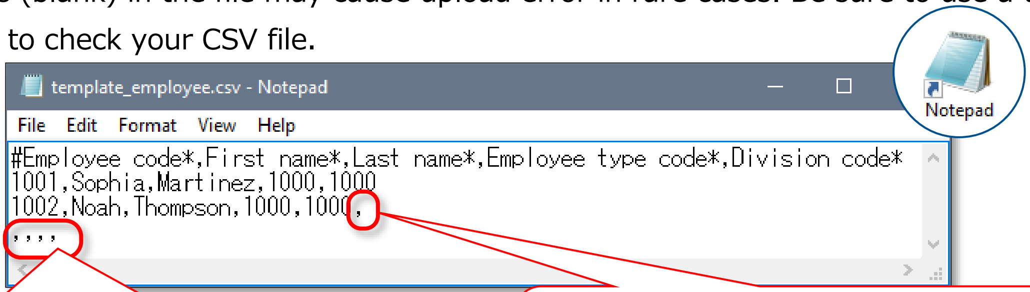
   Click [Download template] to download the template in CSV format. Save the file to your computer and open it with Excel or Notepad.
   Enter required information as in the first row, then save the data in CSV format.
   * For more information on entering data and creating files, please refer to [Read first] in the top of the Employee screen.

	A	B	C	D
1	#Employee code*	Last name*	First name*	Hired date
2	1001	Smith	John	2000/4/1
3	1002	Viau	Roseanna	2010/9/1
4	1003	Eury	Ellie	2010/9/1

4. Select importing CSV file. Click the [Select file] button and select the CSV file that you have prepared.
5. Click [Upload]. Then click [Registration] to proceed. Import will start.

Check your data with a text editor

If you created your data with Excel, please note that unintended commas (,) and spaces (blank) in the file may cause upload error in rare cases. Be sure to use a text editor to check your CSV file.



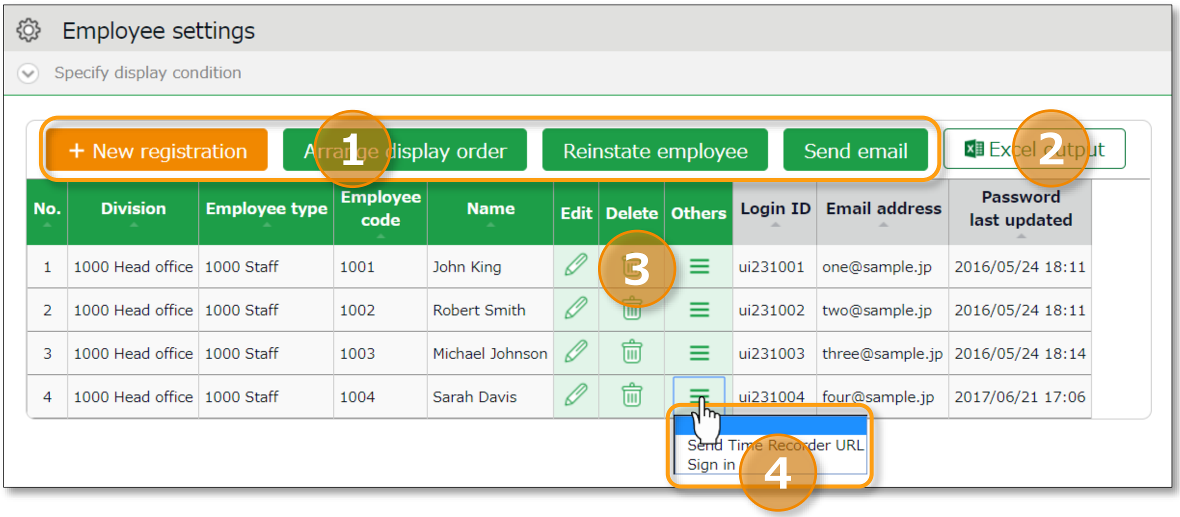
This causes the [No matching ___ found.] error. The commas below the last row adds unnecessary items.

This causes the [Too many items] error. A comma in the end of the last item adds unnecessary items.

4.2.3. Operations

Settings > Employee > Employee settings

In addition to adding/editing employee data, you can perform the following tasks in the Employee settings screen.



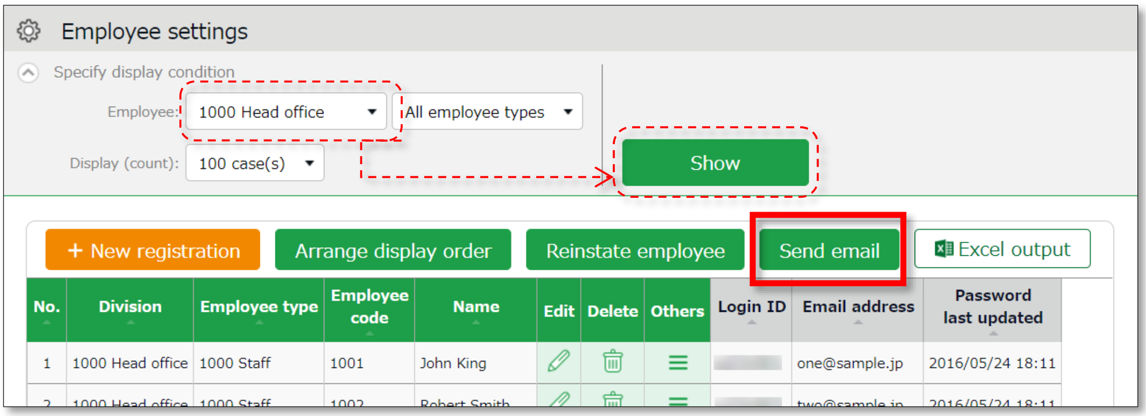
No.	Buttons	Description
1	Display order settings	If the employees belong to the same division, you can change the display orders. * Only available if one division is selected.
	Reinstate employee	Shows the list of deleted employee data. By clicking [Recover data] in the Deleted employee screen, you can return the data to the list of active employees. * This button is only displayed in the Master Admin screen.
	Send email	Sends Time Recorder instructions to multiple employees by Email. Sends details on Personal Time Recorder setup, login info and password change URL. Please refer to the following pages for details. * Only available if one division is selected.
2	Excel output	Downloads Employee setting screen in Excel format.
3	(Delete)	Deletes unused employee data. Deleted employees are removed from the attendance data edit screen and request approval logs. * Please use this feature when you registered mistaken Employee info, etc. As for the resigned employees, click [Edit] and expand [Detail] on the Employment data category. Then enter [Resignation date]. * Deleting the employee will also delete related authentication data such as Bio-information.

4	☰ (Others)	Click here to open the drop-down menu. **Send Time Recorder URL** Sends details on Personal Time Recorder setup to Employees by Email, individually. **Login** Logs in on behalf of the Employee. * This button shows on the Master Admin screen.

4.2.4. Send Email

Settings > Employee > Employee settings

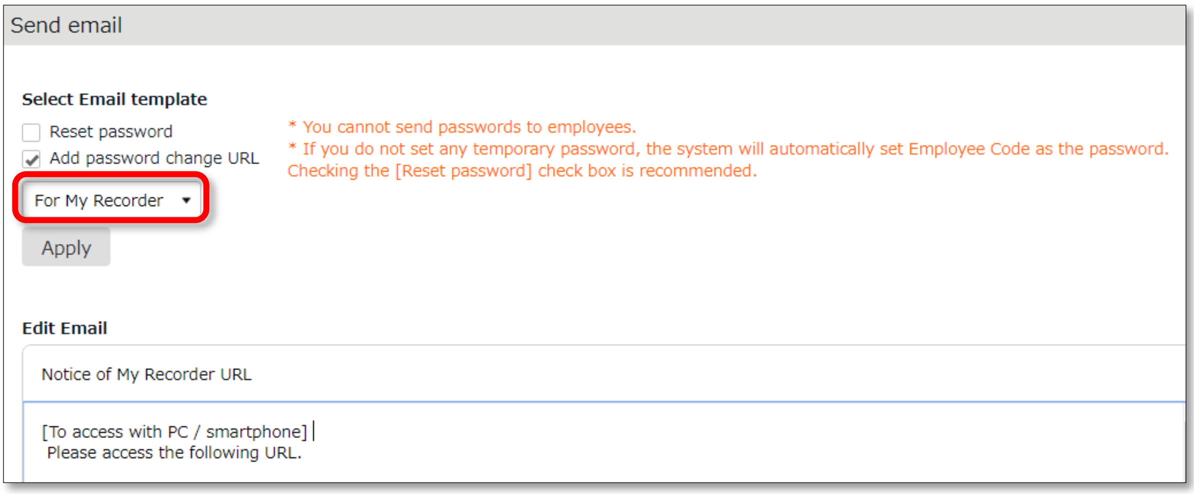
Go to [Home page > Settings > Employee > Employee settings].
Then select a division from the list and click [Show].
Click the [Send email] button displayed on the screen. Sends details on Personal Time Recorder setup, login info and password change URL.



The sender of the Email is [no_reply@kingtime.jp].

Send My Recorder URL by Email

1. Go to the Send email screen. Select [For My Recorder] from the Email template list, then click [Apply].
2. Select destination and click [Send email] in the bottom of the screen.



Employees can start using the Time Recorder by following the instructions sent by Email. Please refer to the [Employee manual] for information on My Recorder.

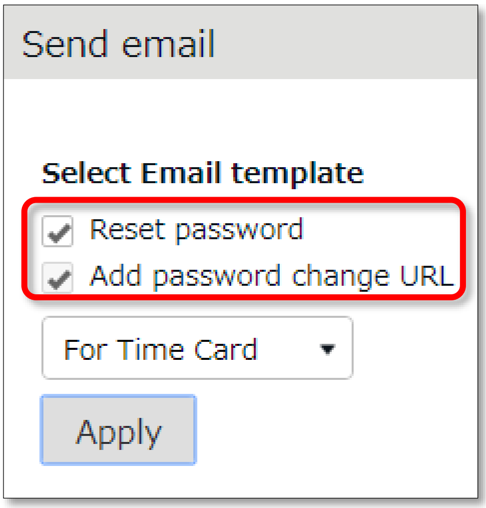
Send Login info by Email

1. Go to the Send email screen.
2. Select [For Time Card] from the Email template list, then click [Apply].
3. Select destination and click [Send email] in the bottom of the screen.

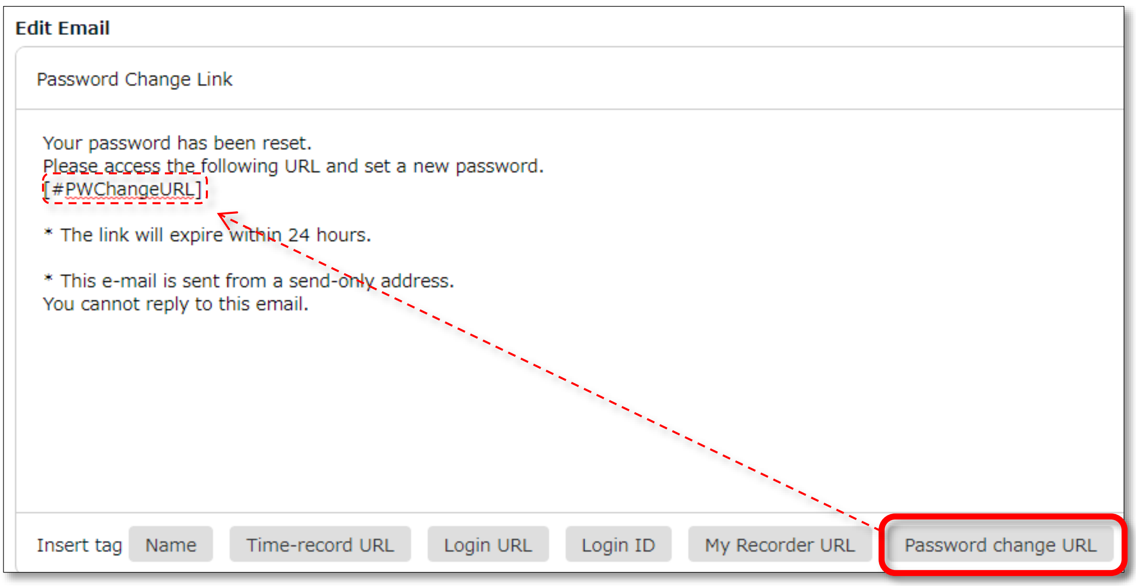
Reset Password and Send Password Change URL

To clock-in/out by password authentication, every employee needs a password.
Please follow the following steps to have employees set their passwords.

1. Select a Division or Employee type from [Specify display condition] at the Employee settings screen.
2. Click [Send email].
3. To reset password, select [Reset password]. If you do not want to reset password, only check [Add password change link].



4. Then click [Apply].
5. Enter subject and content of the Email accordingly.
   You can also add various items from [Insert tag] if needed. The tag is replaced by corresponding employee info during delivery.



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

The tags are converted as follows.

Item name	Tag	Function
Name	[#Name]	Converts to Employee code, Last name, First names.
Time record URL	[#TimeURL]	Converts to Mobile browser recorder URL.
Login URL	[#LoginURL]	Converts to Time Card login URL.
Login ID	[#ID]	Converts to Login ID.
My Recorder URL	[#BprURL]	Converts to My Recorder URL.
Password Change URL	[#PWChangeURL]	Converts to password change URL.

If no password is set to a new employee account, the initial password is the same as the Employee code.

5. PREPARE FOR SCHEDULE MANAGEMENT

This section describes the settings related to Schedule management, such as work hours and leaves.

- Leave type settings
- Paid leave feature settings
- Pattern settings
- Holiday settings
- Auto schedule settings

5.1. Leave type settings

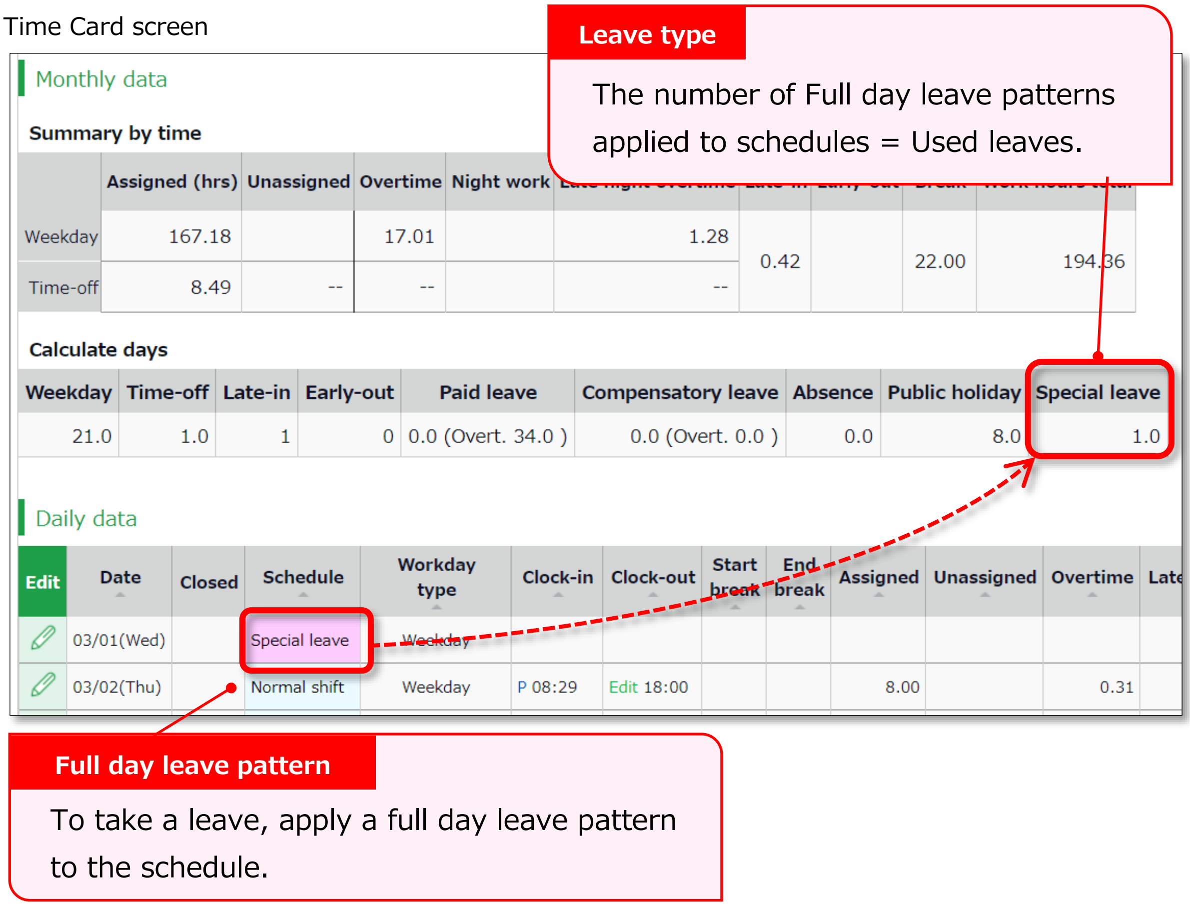
Settings > Schedule > Pattern settings

A Leave type is a unit for calculating leaves.
When you create a Leave type, a summary column is added to the Time card screen.

Leave types are used in combination with [Full-day leave pattern], described later in this manual (p.65).
By applying the [Full-day leave pattern] to a schedule, you are taking a full day leave. This action will affect the remaining leaves in the summary column.

Leave management image

Time Card screen



5.1.1. Setting instructions

This section describes the [Leave type] settings.

Click [New Registration] or [Edit] to go to the registration screen.
Enter required info then click [Registration] to save.
The setting items are described below.

Name	Enter the name of the leave. (Examples: Paid leave, Compensatory leave, Special leave, etc.)
Half-day leave	By selecting [Apply], users can take half-day leave.
Calculating obtained leaves	Choose either of the following to specify the leave calculation method. **Subtract (Subtraction)** Manages the number of granted leaves, leaves taken (used), and remaining leaves. Generally used for managing paid leaves. **Add (Addition)** This setting can be used for managing leaves that only needs monitoring of the numbers taken. This is generally used for managing absences and legal holidays.
Increase/Decrease of Leaves when Working days on holiday is taken	* Only shows in [Compensatory leave]. If you select [Increase by time-off clock-in], compensatory leaves are granted automatically, if working hours during [Legal or Non-legal time off] exceed specified hours.
Grant substitute time-off	Perform settings here to use this leave type as compensatory leave. If you select [Grant substitute time-off for substitute clock-in schedule], the [Substitute clock-in] (compensatory work day) item is available in the Add schedule screen. Compensatory leaves are granted automatically when working hours in [Substitute clock-in] exceed specified hours.
Allow negative number	This keeps employees from taking leaves when there are none left. * Only available if [Calculation method of leaves when obtained] is set to [Subtract].
Valid period	Leaves are available from its grant date until the period specified in this setting. You can't take leaves after this period. No validity period is set if the field is blank.

Leave by hours	By selecting [Apply], users can take hourly leaves. You can take Hourly leaves from the f[Subtraction] type leaves as well (maximum of 1 to 5 day's leave). This setting can limit the amount of hourly leaves that employees can take within a year. **<Contract work hours less than one hour>** Under Japan's Labor Standards Act, annual paid leave must be rounded up if there are a fraction of contract working hours for less than one hour. However, for holidays other than paid leave, you can choose between "Round up" or "Do not round up".
Image upload for Leave Request	Employees can attach doctor's note when requesting sick leaves. You can select [Required], [Optional] or [Not Required] for each leave types.

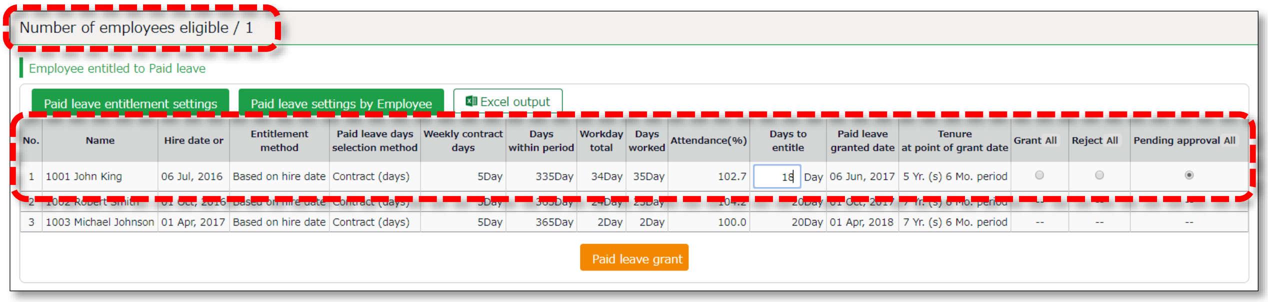
5.2. Paid leave feature settings

This feature calculates the grant date and the number of eligible paid leaves. You can also send notifications related to leaves.

5.2.1. Function

When the grant day comes, [Eligible for annual leave] will appear under [Attention required] in the home page. By clicking this item, employees eligible for paid leaves are listed.

The screen shows grant date, number of days granted, and calculation method. Please confirm details and proceed.



IMPORTANT:

IMPORTANT:

The system will alert paid leaves that occur in the days after all settings described in the following pages have been completed.

Please note that you can't grant leaves back from the past date point.

To grant leaves in past date points, please do so manually (p.138).

We also recommend granting leaves manually, if your company has leave regulations that our system (refer to specifications in the following pages) doesn't cover.

[Specification 1] Paid leaves granted

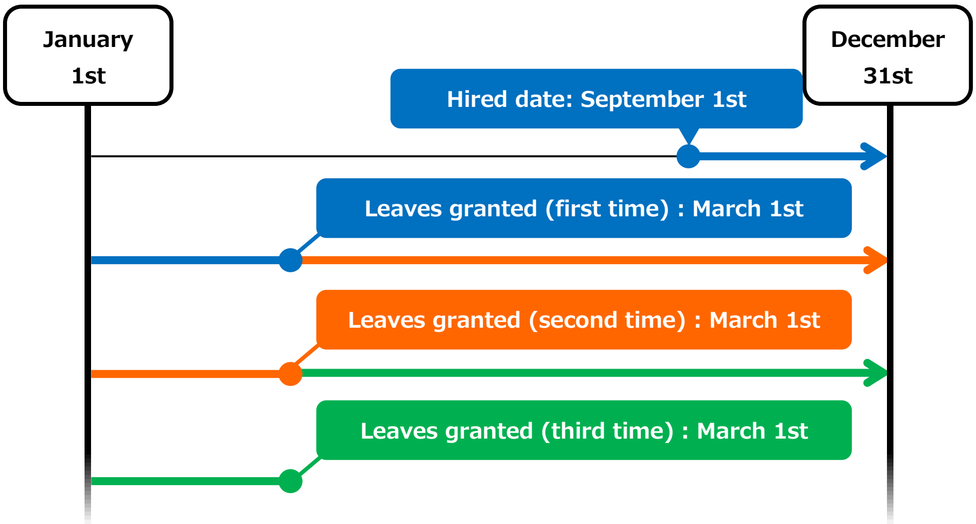
There are two methods of managing paid leaves.

- Grant paid leaves by hired date
- Grant paid leaves by grant date

This section describes the settings for each method.

・ Grant paid leaves by hired date

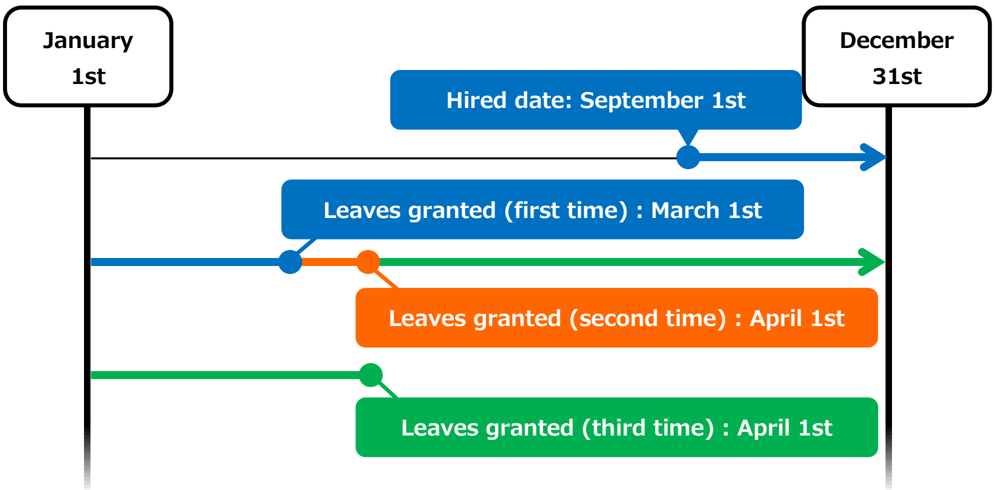
Paid leaves are granted for the first time, half a year after hired date. After that, paid leaves are granted every year on that day (half a year after hired date).



If an employee is hired on September 1st

・ Grant paid leaves by grant date

Paid leaves are granted for the first time, half a year after hired date.
After that, paid leaves are granted every year, on the specified date.



If an employee is hired on September 1st and grant date is set to April 1st

[Specification 2] Paid leaves calculation method

To manage paid leaves, you can choose from following two methods.

- Grant paid leaves by contract days
- Grant paid leaves by number of working days, flexibly

This section describes how paid leaves are calculated in each method.

・ Grant paid leaves by contract days

Leaves are granted according to the table of proportional paid leaves. The employee's number of years worked, and his/her [Weekly contract days] (see: Employee or Employee type settings) serves as the reference value to determine the number of leaves. For leave entitlement, the employee's attendance rate must be over 80%. If the minimum attendance is less than the specified rate, the user is entitled [0] leaves.

・ Grant paid leaves by number of working days, flexibly

Paid leaves are granted according to the estimation of weekly contract days deduced from the employee's annual total of working days. We recommend this setting if the employees' contract doesn't specify the number of workdays per week.

Example of an employee:
* Has worked for 6.5 years
* The year's total of actual work days: 200 days
In the Proportional grant day table (see below), the employee is assumed to be working 4 days per week, giving him/her 5 leave days. (200 days of working days fall under the 169-217 category)

Table - Example of proportional grant days (legal standard)

Weekly contract days	Minimum workdays required	Years worked						
		0.5 years	1.5 years	2.5 years	3.5 years	4.5 years	5.5 years	6.5 years and above
5 days and above	217 days	10 days	11 days	12 days	14 days	16 days	18 days	20 days
4 days	169 days	7 days	8 days	9 days	10 days	12 days	13 days	15 days
3 days	121 days	5 days	6 days	6 days	8 days	9 days	10 days	11 days
2 days	73 days	3 days	4 days	4 days	5 days	6 days	6 days	7 days
1 days	48 days	1 days	2 days	2 days	2 days	3 days	3 days	3 days

5.2.2. Paid leave feature settings

Please complete the following settings before beginning.

Options

Go to [Home page > Settings > Others > Options > Schedule settings] category.
Ensure that [Paid vacation grant function] is set to [Apply].

Employee type settings

1. Go to [Home page > Settings > Employee > Employee type settings]. Select an employee type and click the [Edit] button.
2. Select a [Paid leave grant method]. Please refer to [Specification 1] in the previous section.
3. Select a [Paid leave grant (days) selection method].
   If you select [Grant depending on work days], you will also need to specify [Weekly contract days]. This item is under [Detail] of the [Basic info] category in the same screen.
4. Click [Grant days settings] under [Paid leave grant method] and perform the following steps.
   Please refer to [Specification 2] in the previous page.

   [Proportional grant days]
   Paid leaves are granted by the employee's weekly contract hours times the years of tenure.
   Legal standard is applied to default settings, but you can make configurations that fits to your company's rule.

   [Work days for paid leave calculation condition/Item to be included in total working days]
   This is used for calculating attendance rates (Number of working days / Total working days × 100).
   You can select [Weekday work], [Legal holiday work], [Non-legal holiday work], and other leaves.

Employee settings

5. Go to [Home page > Settings > Employee settings > Edit] and enter [Hired date].
   If the [Hired date] is empty, the employee won't be entitled to paid leaves.

The system will start notifying paid leaves granted from the following day of completing all settings above. Please note that you can’t grant leaves back from the past date point.

5.2.3. Grant leaves by auto-calculation

For details, please refer to chapter 2 (p.141).

5.3. Pattern settings

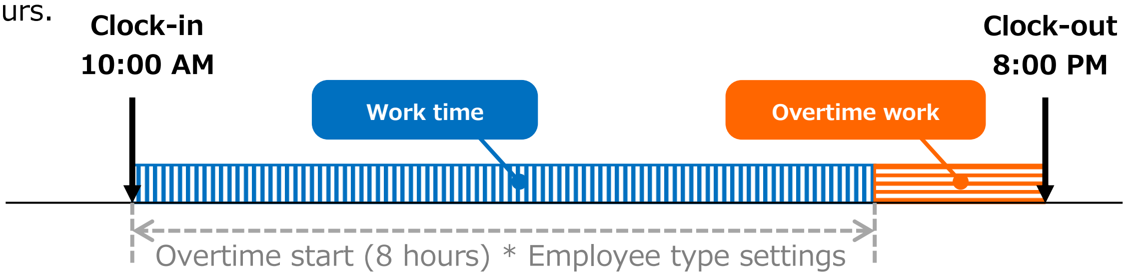
This section describes the Schedule pattern settings.

About [Schedule]

By setting schedules, administrators can organize works shifts (e.g. Create early and late shifts) as well as set late-in/early-out, break time, configure overtime calculation process, etc.

Example of a calculation (No schedule applied)

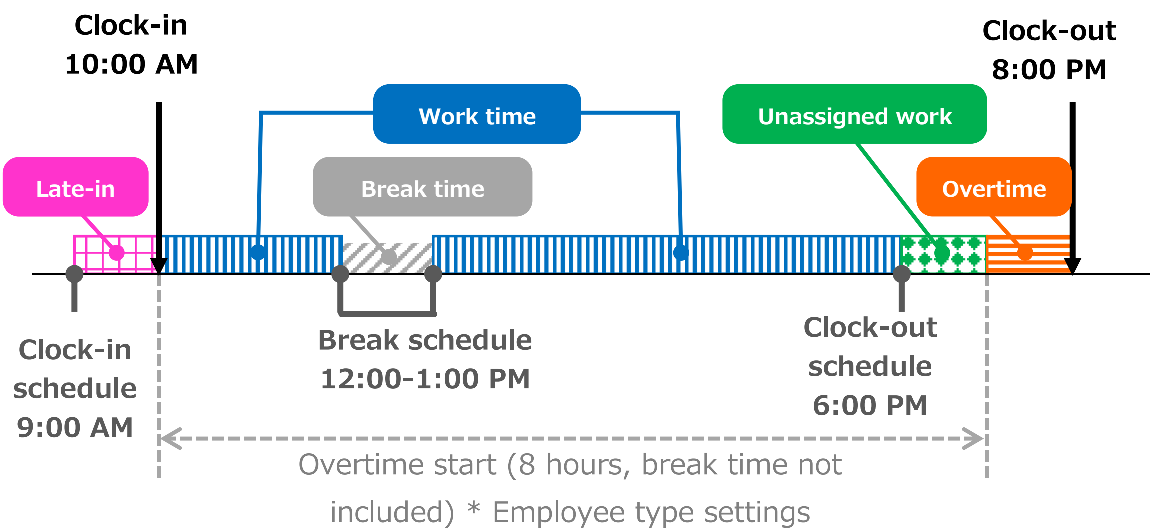
In this example, the time between clock-in and clock-out is regarded as working hours.



Example of calculation (No schedule applied)

The difference between clock-in schedules and actual clock-in records is calculated as [Late-in time].

In addition, any work that exceed scheduled time, but finished earlier than overtime hours, are calculated as [Unassigned work]. Schedules can be used to run various calculations.



Why do we create Schedule patterns?

It is hard to set clock in/out schedules manually every day. You can make it easier by creating a pattern for schedules and shifts. You can set clock-in/out schedules and related settings just by applying the pattern you created.

3 types of schedule patterns

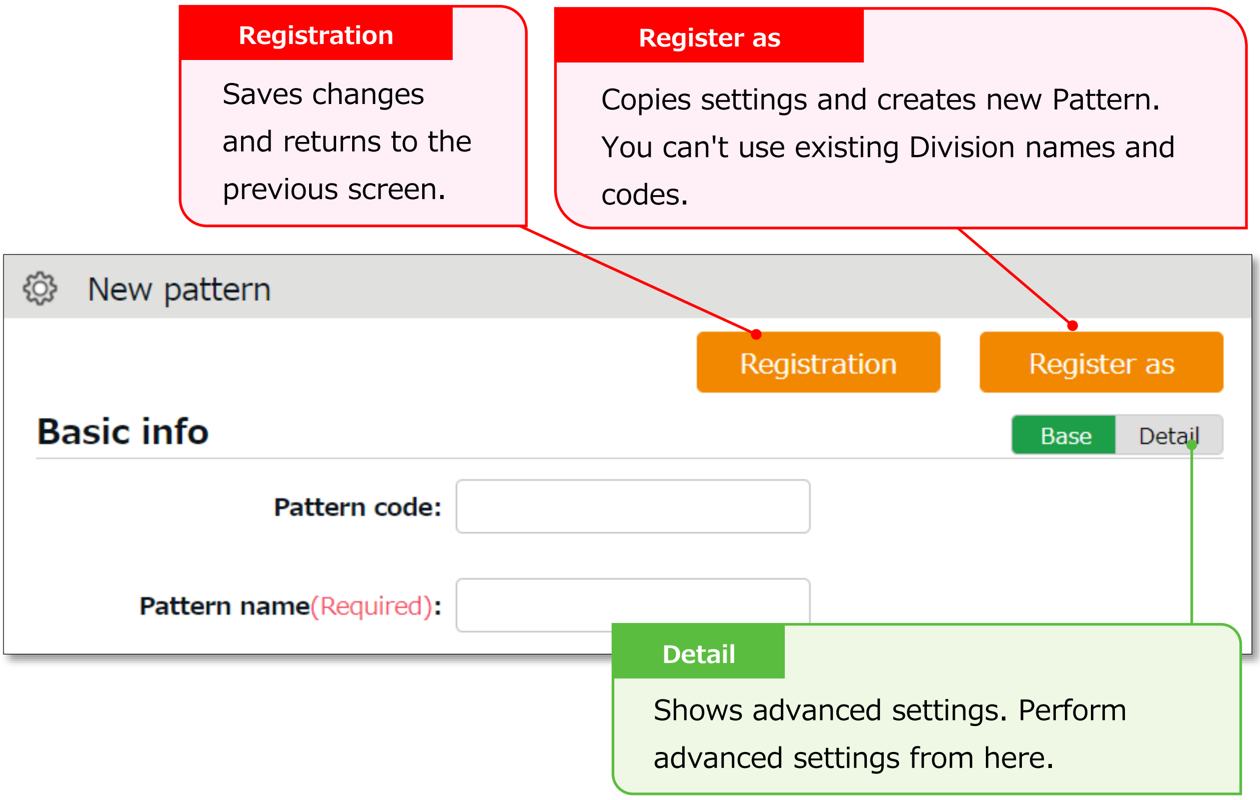
There are three types of schedule patterns. Each function differently.

Schedule type	Function
Normal work	This is a clock-in/out schedule pattern. By setting clock-in/out schedules, late-ins and early leaves are calculated. You can also set break schedules.
Discretionary work (Deemed work)	This schedule pattern handles a day as workday, even if employees haven't used the Time Recorder. This is useful when employees can't use the Time Recorder during their business trip.
Full-day leave	This pattern can be used for taking leaves (e.g. Paid leaves, compensatory leaves and special leaves). Apply this pattern to take a day off.

5.3.1. Create schedule patterns

Settings > Schedule > Pattern settings

Click [New Registration] or [Edit] to go to the registration screen.
Enter required info and click [Registration] to save.



5.3.2. Normal (regular) work day pattern Settings > Schedule > Pattern settings

This section describes settings to create regular work day pattern.

Basic info

Pattern code	Enter the code for identifying schedule patterns. Enter in 3-10 alphanumeric characters. Schedule patterns are arranged in ascending order of pattern codes. You can't use existing codes.	Basic
Pattern name	Enter the name of the pattern in 20 characters or less. * PDF may not be exported properly if full-byte and half-byte characters are mixed. There are 2 types of this Recorder.	Basic
Schedule type	Select [Normal work]. * Once you create a pattern, you can't edit the associated schedule type.	Basic
Pattern color	Set a color of the pattern. You can set background and font colors. Colors can be used to distinguish different schedules on the Schedule management screen.	Basic
Division to apply	Select divisions that can use this pattern.	Detail
Employee type to apply	Select employee types that can use this pattern.	Detail

Plan

Clock-in schedule (Core-time start)	Set a clock-in schedule. Clock-ins later than this time are regarded as late-in.	Basic
Clock-out schedule (Core-time end)	Set a clock-out schedule. Clock-outs earlier than this time are regarded as early-out.	Basic
Flex type	By selecting [Flex work], unassigned work (neither included in schedule nor under Overtime/Late night time slot) if any are regarded as assigned work. Please use this setting to manage flex time work.	Detail
Late-in/Early-out judgment	This counts late-ins and early-outs. Select [N/A] when not in use.	Detail
Work fixed start time	This specifies the range of attendance calculation. Regardless of clock-in time, only the hours after the specified time are	Detail

	calculated as work time.	
Work fixed end time	This specifies the range of attendance calculation. Regardless of clock-out time, only the hours before the specified time are calculated as work time.	Detail

Break schedule

Break setting 1-3	Employees can take breaks automatically at the specified time. To add up discretionary work hours, specify how many hours to regard as working hours. Click [Add break] to add a new row.	Basic
Break schedule (hrs)	Specify the duration of auto-break time in minutes.	Detail

Half-day work

Add AM work pattern	Add a schedule to take half-day leave in the afternoon. Click [Settings] to open a pop-up window. **[Discretionary half-day vacation work hours]** (see window) To count half-day off as working day (attended hours are added up to working time), configure the settings as needed.
Add PM work pattern	Add a schedule to take half-day leave in the morning. Click [Settings] to open a pop-up window. **[Discretionary half-day vacation work hours (AM)]** (see window) To count half-day off as working day (attended hours are added up to working time), configure the settings as needed.

Advanced features

Click on the category name to show setting items.

Force settings of workday type	This pattern overwrites Workday type settings.
Note	Enter a description for this pattern. Notes are shown in [Available schedule pattern] in the Employee screen (Time Card > All menu > Available schedule pattern).

About [Workday type]

There are 3 types of workday: [Weekday], [Legal time off], and [Non-legal time off].

Workday types determine whether to count working time as regular workday or as work on holiday (legal/non-legal).

Set Workday types as follows.

The priority order is 1 > 2 = 3 > 4 > 5.

1. Override schedule pattern (Force workday type)
2. Set workday type when setting schedules manually (p.127)
3. Set workday type by submitting schedule requests
4. Set workday type by auto schedule (p.69)
5. Don’t set any workday type

If none of 1 to 4 are specified, workday type is automatically set to [Weekday].

* Workday types are always set to workdays that have schedules or attendance records. You can't set it to [None].

5.3.3. Discretionary work pattern

Settings > Schedule > Pattern settings

By setting clock-in/out time, the system can also calculate attendances for employees who can't use their Time Recorders during business trips, etc.

When creating such schedule patterns, please select either of the following in [Schedule type].
* Direct-visit (discretionary clock-in)
* No-return (discretionary clock-out)
* Direct-visit/no-return (discretionary clock-in/out)
* Once you create a pattern, you can't edit the associated schedule type.

The other setting items are the same as creating a regular work day pattern.

Schedule type	Function
Direct-visit (discretionary clock-in)	The system will run calculations based on clock-in schedule, instead of the actual clock-in time, if none are available. Employees do not need to use the Time Recorder to clock-in when this pattern is applied to their schedules. Only clock-out is required.
No-return (discretionary clock-out)	By selecting this item, the day that sets this schedule type is regarded as a work day, even when employees can't clock-out with the Time Recorder. Employees don't need to clock-in/out if this pattern is applied to their schedules. Only clock-in is required.
No-return (discretionary clock-in/out)	By selecting this item, the days applying this schedule type are regarded as work day, even when employees can't clock-in/out with their time recorder. This is useful when employees are away on business trips and can't use the Time Recorder. Employees do not need to clock-in/out when this pattern is applied to their schedules. The specified hours are deemed as working hours on that day.

5.3.4. Full day leave pattern

This creates a pattern for taking leave.

To create this pattern, select [All day vacation] in [Schedule type].
The setting items are described below.

Leave info

Vacation unit	Choose the type of leave to count, from the following three. * Once you create a pattern, you can't edit Vacation units. **All-day** Takes a full day leave. Select this item unless otherwise specified. **All-day (Half-day × 2)** This schedule pattern is useful, for example, when employees want to take a paid leave in the morning, then take compensatory leave in the afternoon. **Half-day** Employees can take 0.5-day leaves by using this pattern. However, you can't record clock-in/outs on that day. To take half-day off in a half-work day, select [Half-day leave type] (p.133). You don't need to create a half-day leave pattern, unless otherwise specified.	Basic
Leave type	Select the Leave type to count the number of times applied to the schedule. Select the leave type created in [Settings > Schedule > Leave type settings]. * Please note that once a pattern is created, you can't edit associated Leave types.	Basic
Discretionary work (Deemed work)	Just like you keep count of leaves, you can count "Discretionary work hours" as work time. To add up discretionary work hours, specify how many hours to regard as working hours. If you check on [Calculate "Daily contract hours" applied to every Employee type or Employee as Discretionary work hours], the employee's daily contract working hours are regarded as working hours. This setting takes priority over the value entered above.	Detail

Please feel free to use the full day leave preset patterns.

- Paid leave
- Compensatory leave
- Absent

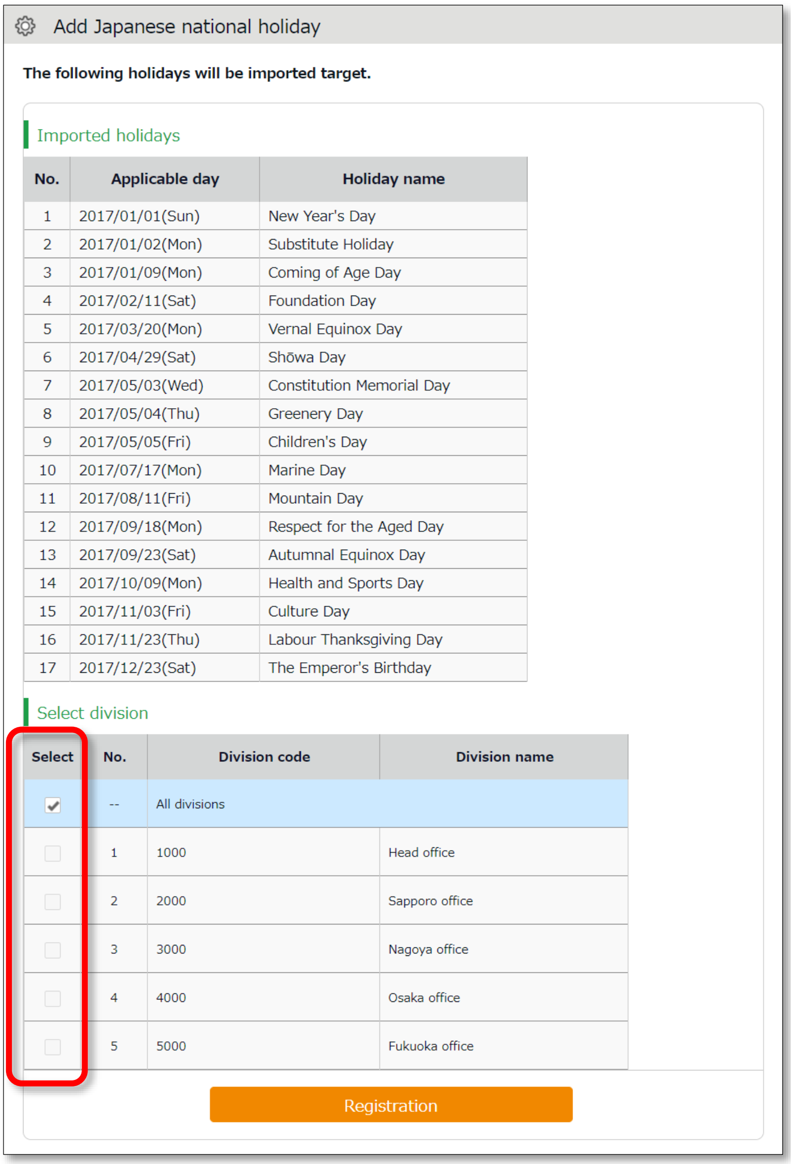
5.4. Holiday settings

To handle national holidays as regular holiday or distinguish from other weekdays, perform settings from here.

To schedule national holidays, please refer to [Auto schedule settings] in the following pages. Holidays are indicated in red font color in Time Card screens, etc.

5.4.1. To add Japanese national holidays

To add Japanese national holidays, click [Add Japanese national holiday] to view the list of national holidays.
Select division(s) to apply the holidays and click the [Registration] button.



Add Japanese national holiday

The following holidays will be imported target.

Imported holidays

No.	Applicable day	Holiday name
1	2017/01/01(Sun)	New Year's Day
2	2017/01/02(Mon)	Substitute Holiday
3	2017/01/09(Mon)	Coming of Age Day
4	2017/02/11(Sat)	Foundation Day
5	2017/03/20(Mon)	Vernal Equinox Day
6	2017/04/29(Sat)	Shōwa Day
7	2017/05/03(Wed)	Constitution Memorial Day
8	2017/05/04(Thu)	Greenery Day
9	2017/05/05(Fri)	Children's Day
10	2017/07/17(Mon)	Marine Day
11	2017/08/11(Fri)	Mountain Day
12	2017/09/18(Mon)	Respect for the Aged Day
13	2017/09/23(Sat)	Autumnal Equinox Day
14	2017/10/09(Mon)	Health and Sports Day
15	2017/11/03(Fri)	Culture Day
16	2017/11/23(Thu)	Labour Thanksgiving Day
17	2017/12/23(Sat)	The Emperor's Birthday

Select division

Select	No.	Division code	Division name
✓	--	All divisions	
	1	1000	Head office
	2	2000	Sapporo office
	3	3000	Nagoya office
	4	4000	Osaka office
	5	5000	Fukuoka office

Registration

5.4.2. Add custom holidays manually

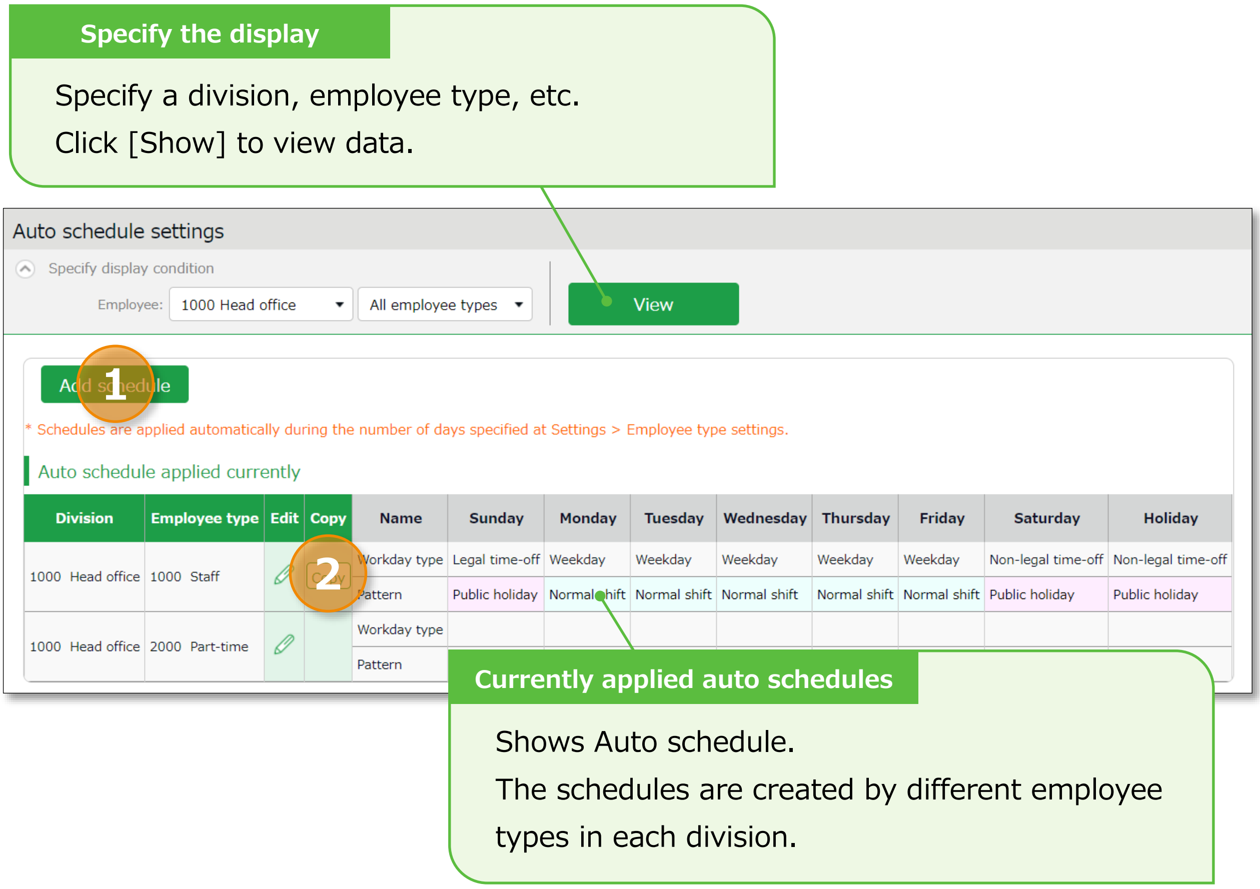
To add custom holidays such as your corporate anniversary, click [New registration]. Enter the name, date of the holiday and select divisions to apply the holiday. Click the [Registration] button.

5.5. Auto schedule settings

Settings > Schedule > Auto schedule settings

This feature adds schedules automatically.
Set schedules for each day of the week. The schedules are created according to different employee types and division.

5.5.1. Descriptions



No.	Buttons	Description
1	Add schedule	Adds a schedule to all employees displayed on the screen.
2	(Edit)	Configures settings for employee types in each division.
	Copy	Copies auto schedule settings to different employee types and divisions.

5.5.2. Setting instructions

Click [Add schedule] or [Edit] in the Auto schedule settings screen.
Specify a [Workday type] and a [Pattern] for each weekday.

Workday type	There are 3 types: [Weekday], [Legal time off], and [Non-legal time off]. Workday types determine whether to count working time as regular workday or as work on a holiday (legal/non-legal).
Patterns	Set an auto schedule pattern.

5.5.3. When auto schedule settings are reflected

Auto schedule settings are registered under the following circumstances.

When clocking-in/out

Schedules are added automatically when employees clocks-in/out or edits the attendance data.
This won't overwrite existing schedules.

Once a day (night time)

The schedules of the employees are registered when the system runs a regular update (takes place once a day during night).
Settings in [Home page > Settings > Employee type settings > Edit screen > Days to apply Auto schedule] are needed before beginning.
The settings are enabled from the following day of the setting.
You can’t apply new auto-schedules to past records and existing schedules.

You can’t apply auto schedules to employees with Resignation date set in the Employee setting page.

6. EMAIL NOTIFICATION FEATURE

The system can send notifications to employees and administrators according to different conditions.

This section describes three types of notifications.

6.1. Missing time record notification

Settings > Others > Notification settings> Missing time record

The system can send notifications if no clock-in/out is recorded by the scheduled time. You can also send Emails to remind employees to clock-in/out before time.

Basic info

Specify when and who to notify.

Notification timing

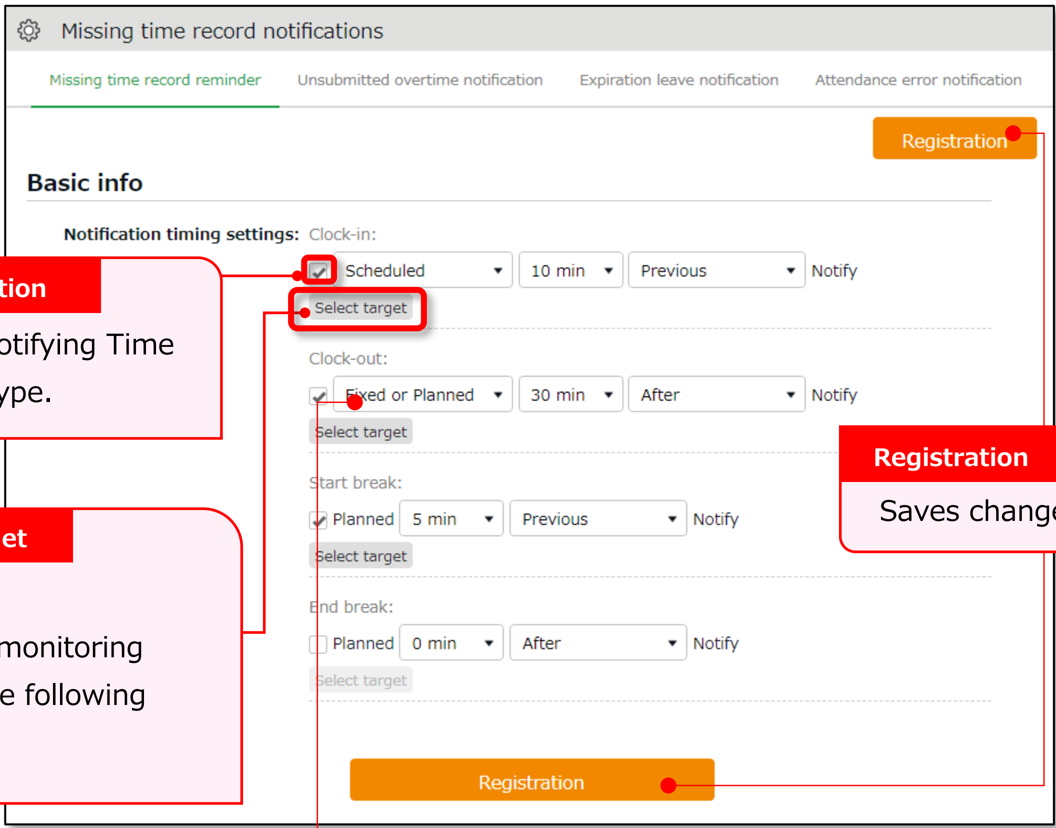
You can set notification conditions by Time record types. (Clock-in/out, Start/End break, etc.)

The system sends notification [0 to 60] minutes [before/after/before and after] the scheduled time has passed.

You can set it [Before], [After] and [Before and after] the scheduled time.

Before	The system sends notification __ minutes before the scheduled time. This is useful to prevent employees from forgetting to clock-in/out.
After	If no clock in/out is recorded by the specified time, the system sends a notification ___ minutes after the schedule. Use this setting to notify employees that they have forgotten to clock-in-out.
Before and after	The system will send notification ____ minutes after and before the scheduled time.

* The Missing Time record notification feature only supports Japan time.



Notification

Select notifying Time record type.

Select target

Select notifying/monitoring users. (see following pages)

Registration

Saves changes.

Select Schedule

Choose [Schedule] or [Fixed or planned].

Example: Send reminder 5 minutes after specified time.

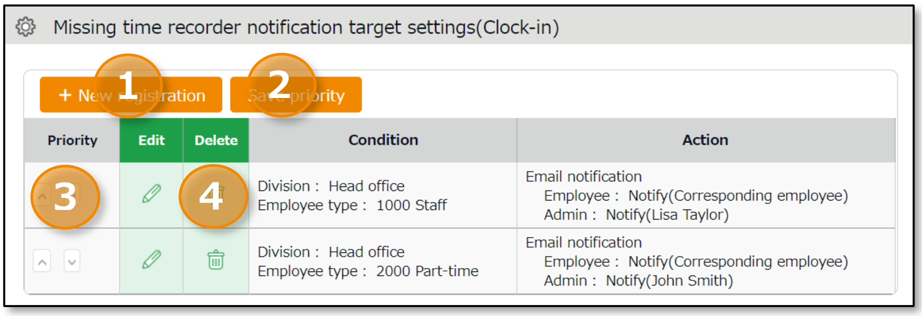
1st drop-down: Select [Fixed or planned]

2nd drop-down: Select [5 min]

3rd drop-down: Select [After]

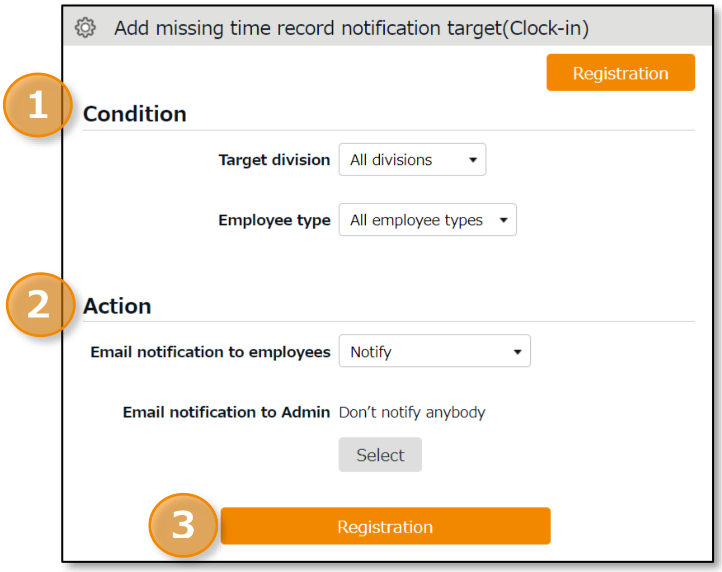
Select notifying/monitoring users.

From the [Select target] button, you can confirm the list of notifying employees.
The same instruction applies to all notification related settings.



No.	Buttons	Description
1	New registration	Creates notification target setting.
2	Save priority	Saves changes to priority.
3	Priority	Set priority if you have multiple conditions. The one closer to the top is prioritized. You can change the order using the up and down buttons. Click [Save priority] to save changes.
4	Edit / Delete	Edit or delete condition.

You can set Notification target settings from [+ New registration] or the (Edit) button.



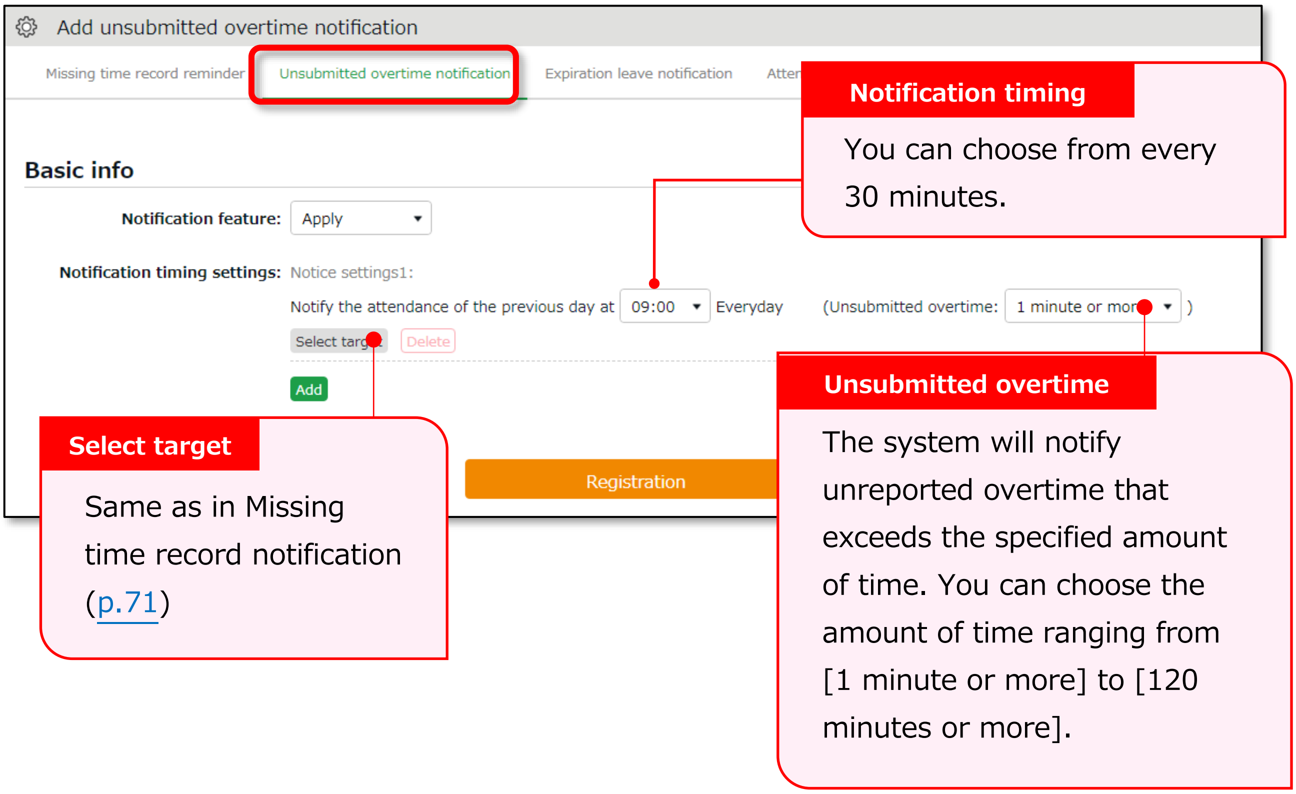
No.	Item	Description
1	Condition	Shows Division and Employee type to notify.
2	Action	Shows whether you notify specified employees and Admins or not. You can decide which Admin to notify, from the [Select] button.
3	Registration	Saves changes.

6.2. Unsubmitted overtime notification

The system can notify unreported overtime in the previous day and unapproved overtime requests by Email.

Basic info

By selecting [Apply], at [Notification feature], you can set Notification Timing.
Click the [Registration] button to save the settings.



6.3. Leave Expiration Notification

Settings > Others > Notification settings> Expiration Leave Notification

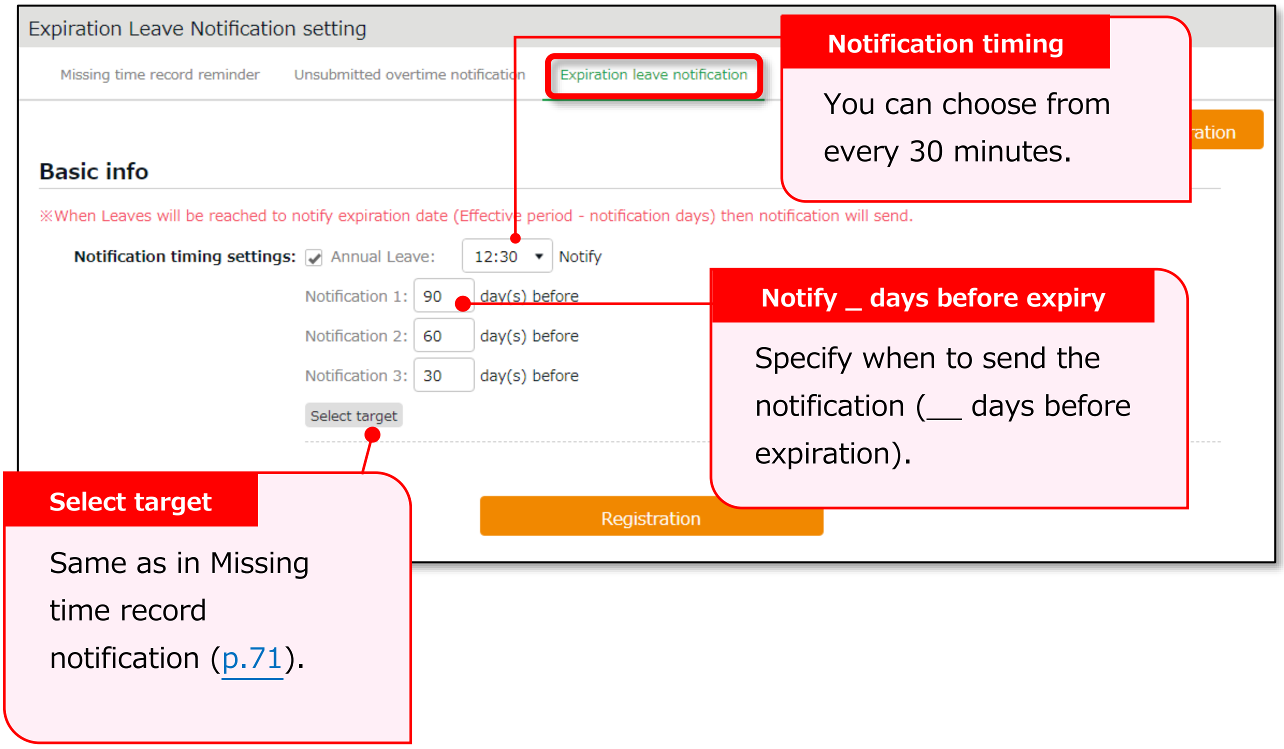
This setting alerts leaves that are expiring soon.

Basic info

To enable the leave expiry notification, ensure the following.

- [Calculation method of leaves when obtained] is set to [Subtract].

- [Valid period] is specified. Click the [Registration] button to save the settings.



Settings > Others > Notification settings > [Attendance data error notification

6.4. [Attendance data error notification]

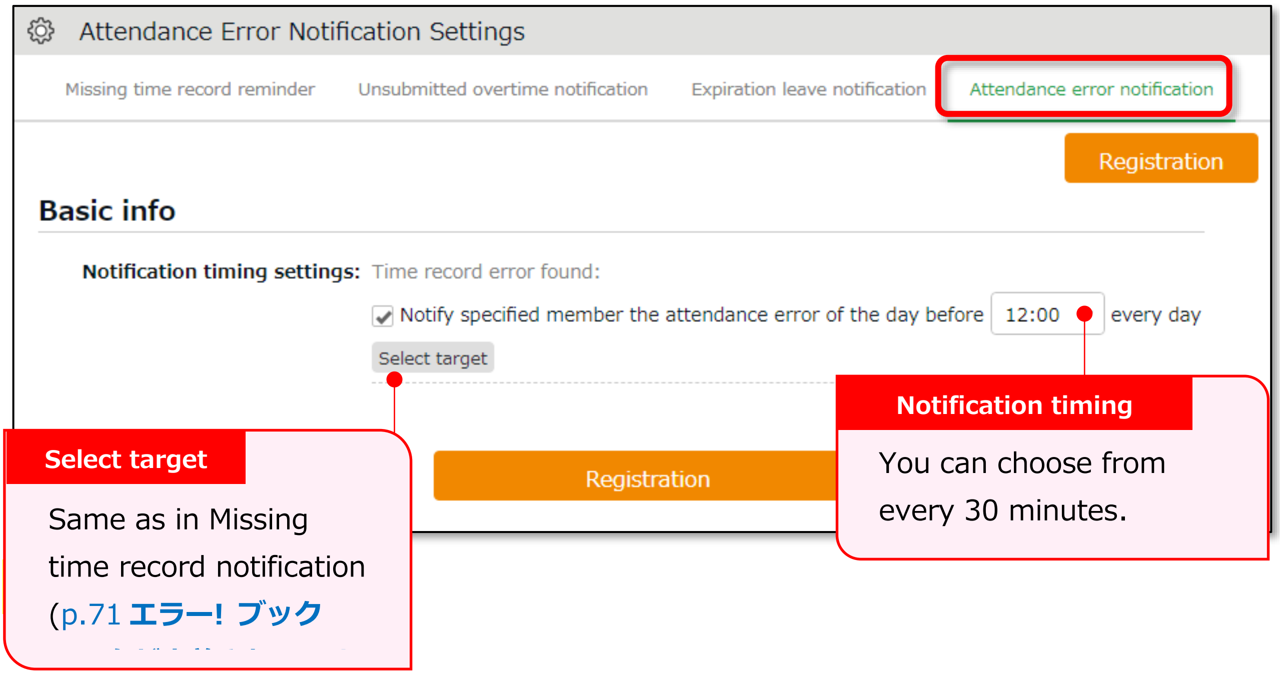
The system can send notifications to employees and administrators when attendance error occurs.

Basic info

The system can send notifications to employees and administrators when attendance error occurs.
The following are notified:

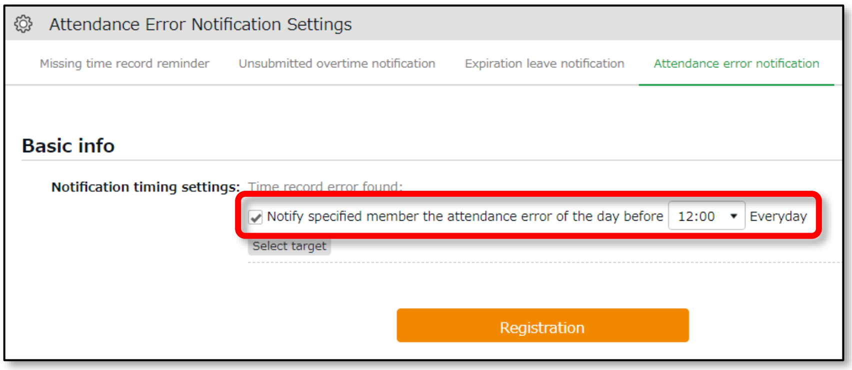
- Attendance data error
- No time record/ Schedule set (*1)
- Time record/ Schedule not set (*1)
- Consecutive work (*2)

*1 To enable this feature, select [Display] at Options > Attendance data error settings.
*2 The system will keep sending the notification every day, in case the number of consecutive working days reaches the threshold.

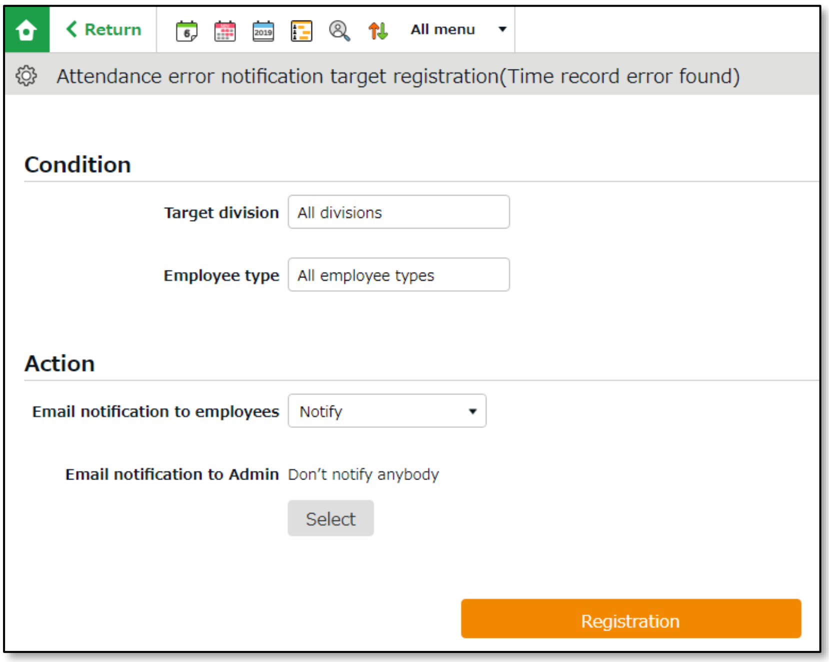


Setting instructions

1. Go to Settings > Others > Notice settings > [Attendance Error Notification Settings] tab.
2. Specify notification timing.



3. Click [Select target].
4. Click [Create new] and specify the Email recipient.



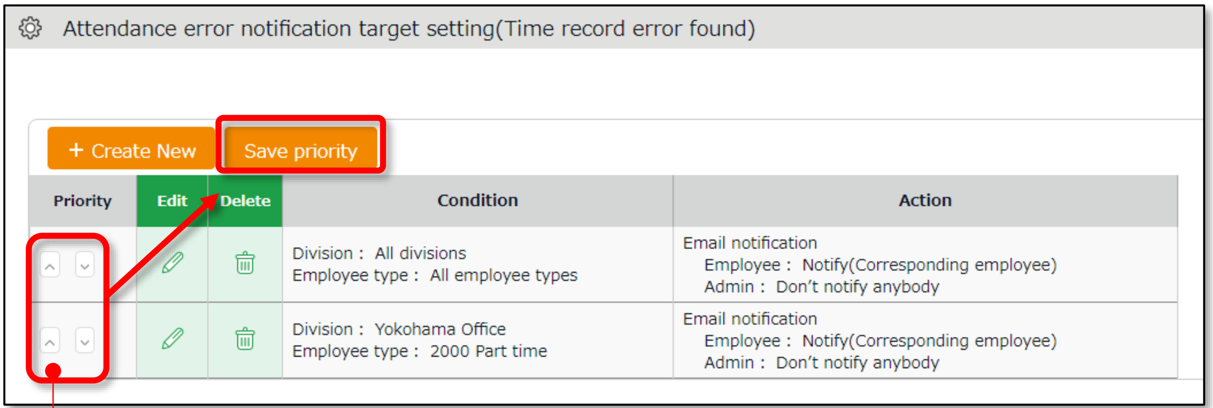
To notify employees

Specify the Division and Employee Type, then select [Notify] at [Email notification to employees]. The system sends notifications to Email addresses set at Employee settings.

To notify Admins

Select the Admin from [Select] at [Email notification to Admin].

5. You can set multiple conditions. You can set priority by changing the order at the [Priority] column if you have more than one condition. Please remember to click the [Save priority] button to save the setting.



Priority

You can change orders by clicking [^] and [v]. Click [Save priority] to save changes.

Priority

The system will check for matching users by applying the conditions in order of the list. Narrower settings should come on top of broader conditions.

7. CUSTOM FEATURES

This section describes the following customizable items to summarize attendance data.
- Custom data item settings
- Supplemental working record settings

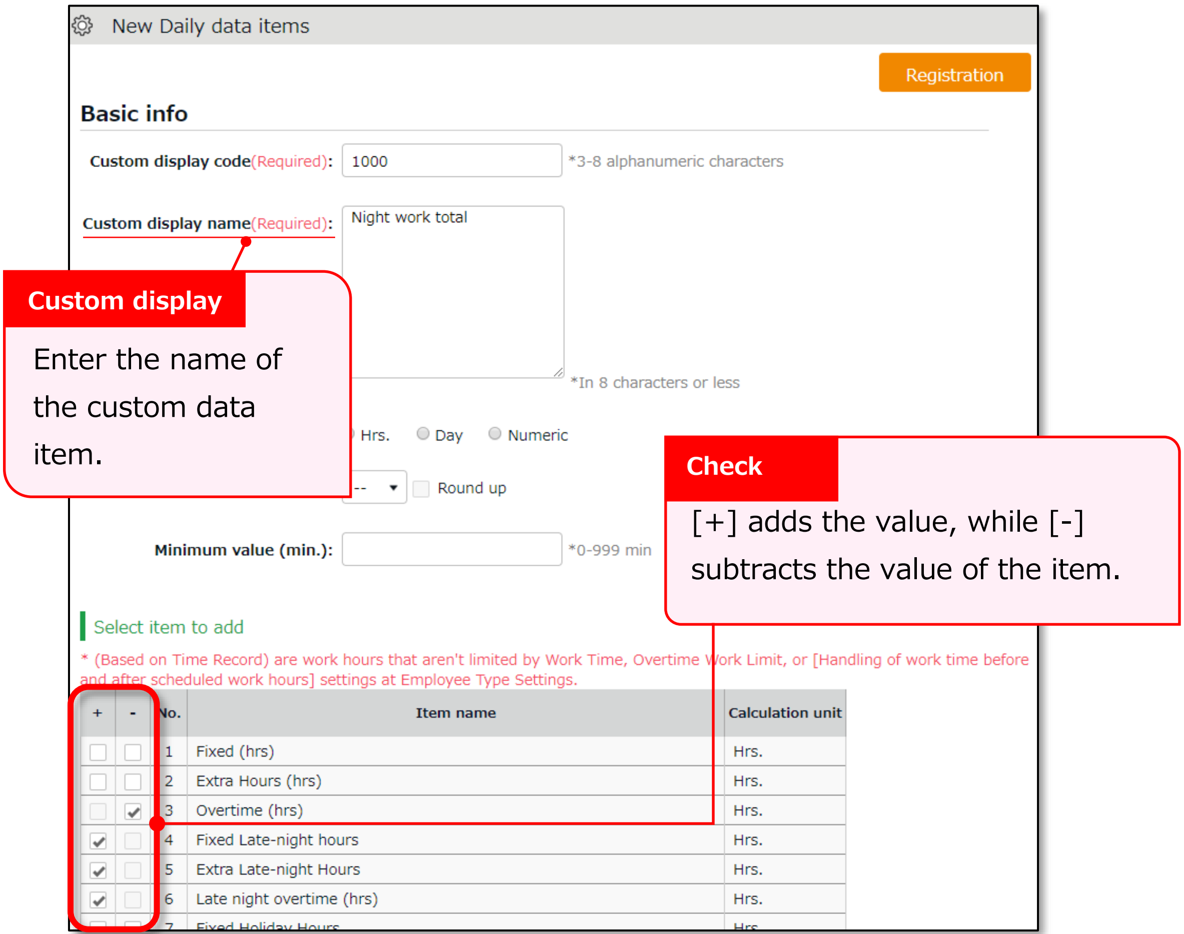
7.1. Custom data item settings Settings > Screen display > Custom data item

You can create a customized attendance data item by combining (add/subtract) multiple items.
You can also rename or change display orders of the items as needed.

7.1.1. Add custom items

Perform custom data item settings as follows.

1. Go to [Settings > Screen display > Custom data item settings].
2. Click [Daily] or [Monthly], then click the [Create New] button.
   Enter required info, then click [Registration] to save.
   If you need the same items for both Daily and Monthly view, you will need to create one for each.
   * You can create up to 20 items for each.



Details of the setting items are described below.

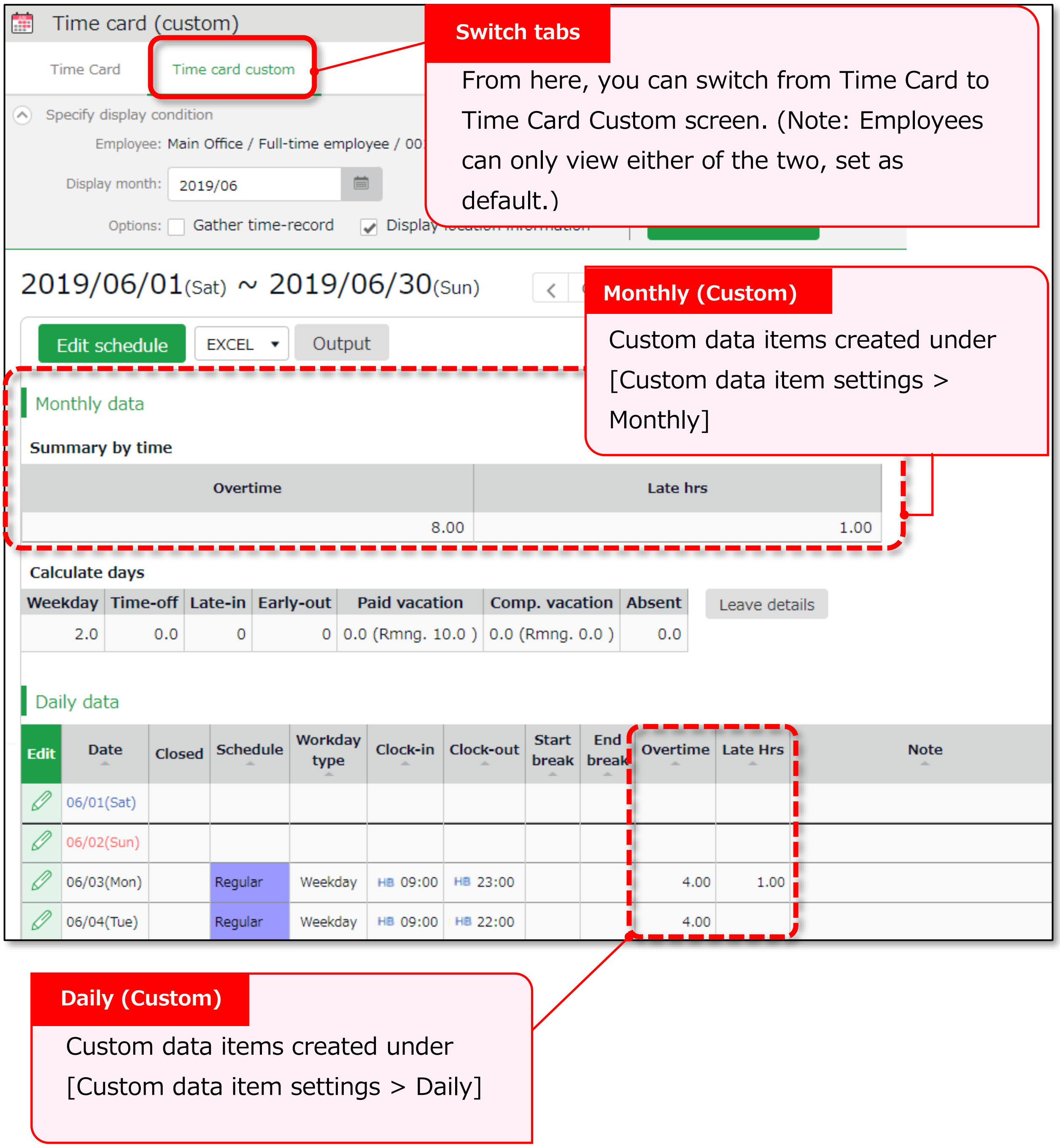
Custom display code	Set a code for identifying the item. Enter in 3-8 characters.
Custom display name	Enter the name of the custom data item (In 25 characters or less) . You can enter names vertically if it is too long to show horizontally.
Calculation unit	Select from Hrs (Hours), Day and Numeric. Note: You can't combine attendance data items with different units. e.g. (hrs) and (days)
Round off unit (min)	Rounds off the calculation result by the specified threshold. Turn the [Round up] checkbox to round up any fractions less than 1. Turn the checkbox off to round off fractions. You can perform the same settings under Employee Type Settings. However, please note that setting both will double the calculation process, causing inaccurate results. We recommend using either one.
Minimum value (min.)	Ignores attendance hours less than the specified value. e.g. To count out late-ins under 15 minutes, enter [16]. This process takes place after the value is rounded up/off.
Select item to add	[+] adds the value, while [-] subtracts the value of the item. This way, you can combine multiple items.

7.1.2. View custom items

You can check the items at Time Card, Daily, Monthly and Yearly data screens.
Here are the details of each screen.

Time Card screen

You can switch to the Custom view from the top of the Time Card screen.



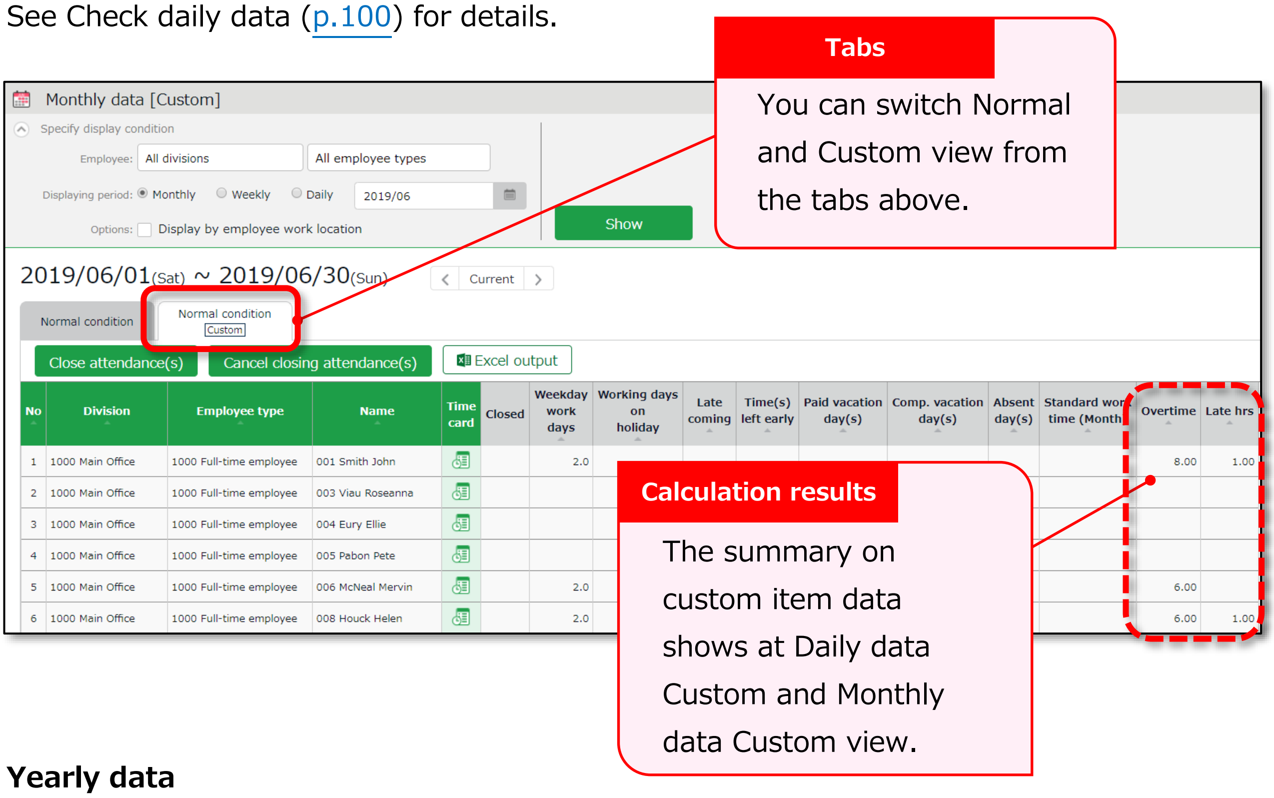
* To change default Time Card view to Custom, please contact our support team.

Daily/Monthly data

Go to [Daily data] or [Monthly], then click the [Normal condition (Custom)] tab.

You can check the summary of the Custom items you've created.

See Check daily data (p.100) for details.



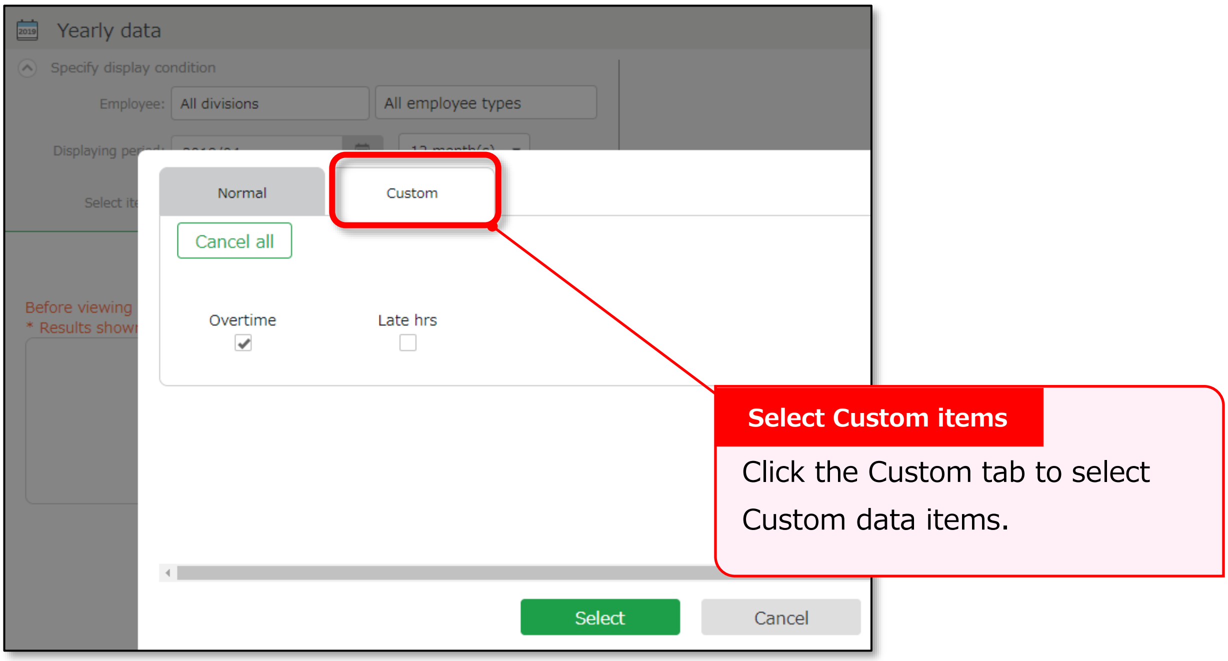
Yearly data

Go to [Yearly data > Click the Select button at Select items > Custom]

Custom data items are listed.

Check the items as needed, then click [Select]. Click the [Show].

(You can select items under Normal and Custom together if needed)

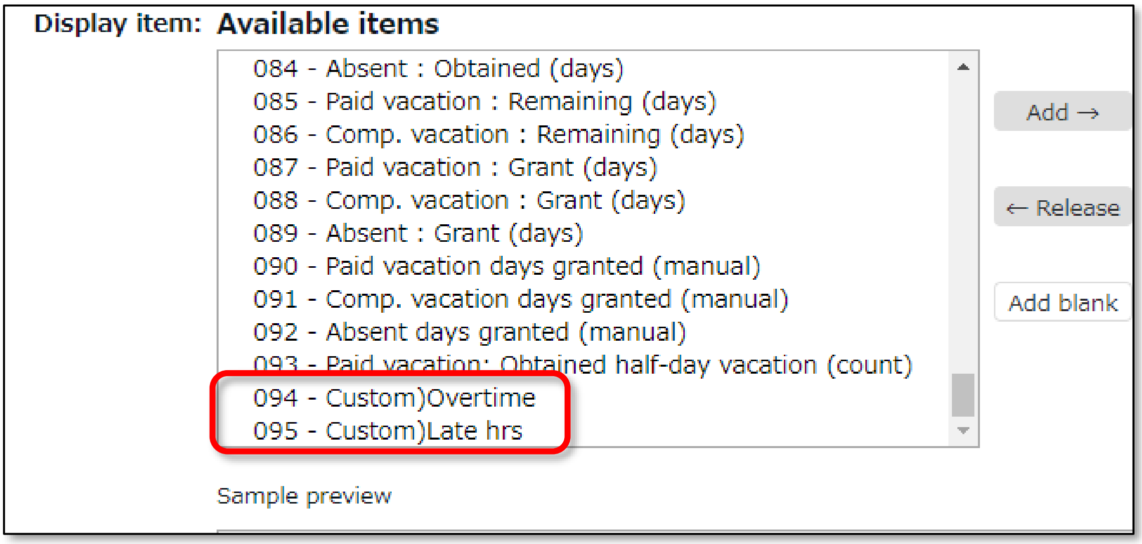


7.1.3. Export Custom items

You can export the custom data from the Export/Import screen.

1. Go to [All menu > Others > Export / Import].
2. Click [Create export file layout] under [Output data (Export)].
3. Click [Create New] at Monthly data layout settings.

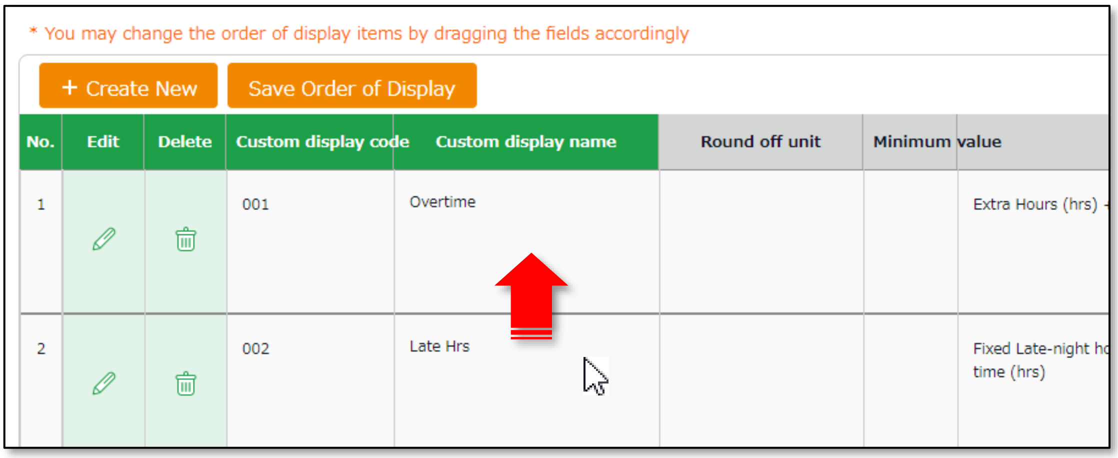
Every Custom data item have the prefix [Custom)].



See "The Export menu" (p.143) for details.

7.1.4. Sort Custom data items

You can sort the items as follows.
Settings > Screen display > Custom data item settings
Move the item by drag and drop (to hold down the mouse while moving it to another position). Click [Save Order of Display] to save the order.



7.2. Supplemental working record settings

You can create input fields for each division or employee type (e.g. Task duration etc.). Supplemental items can sum up data that attendance data doesn't cover. They can be useful along with Custom data items.

7.2.1. Add Supplemental items

Select its input type from 3 types; Time, Numeric (value) and Dropdown.
You can set name the item freely.

To use the Supplemental Item, you will need to perform settings at [**Supplemental working record settings**], [**Access Group Settings**], and [**Access Pattern settings**]. All 3 of the above are required.

Supplemental working record settings

First, decide what kind of data to collect through this item.
(e.g. Task duration time, errands, etc.)
Settings > Others > Supplemental working record settings > Create New

Code	Enter the code for identifying the item. Enter in 3-10 alphanumeric characters. You can't use existing codes.
Item name	Enter the name of the item. (In 40 characters or less.)
Input Unit	Enter the input type. Select from Time span,Value, and Dropdown. * If you select Dropdown, you are required to set options after saving this item.
Maximum value	* Available if input type is set to Value. Sets the maximum threshold for displaying its sum. Higher values won't be shown.
Minimum value	* Available if input type is set to Value. Sets the minimum threshold when displaying calculation results. Lower values won't be shown.
Digits after decimal point	* Available if input type is set to Value or Dropdown. Set the number of digits after the decimal point. Select from 0 to 3.
Unit	* Available if input type is set to Value. Enter its unit (e.g. Tickets, kg, km, etc.). (In 10 characters or less.)

Access Group Settings

Next, create a group that can use this item by setting its code, name and items to use.
You can choose multiple items for a single Access Group.
Settings > Others > Supplemental working record settings > Access Group Settings > Create New

Access Group Code	Enter the code for identifying the group. Enter in 3-10 alphanumeric characters.
Access Group Name	Enter the name of the pattern (In 40 characters or less.)
Supplemental Working Records	The items created in the previous step are listed. Check the items this group is using.

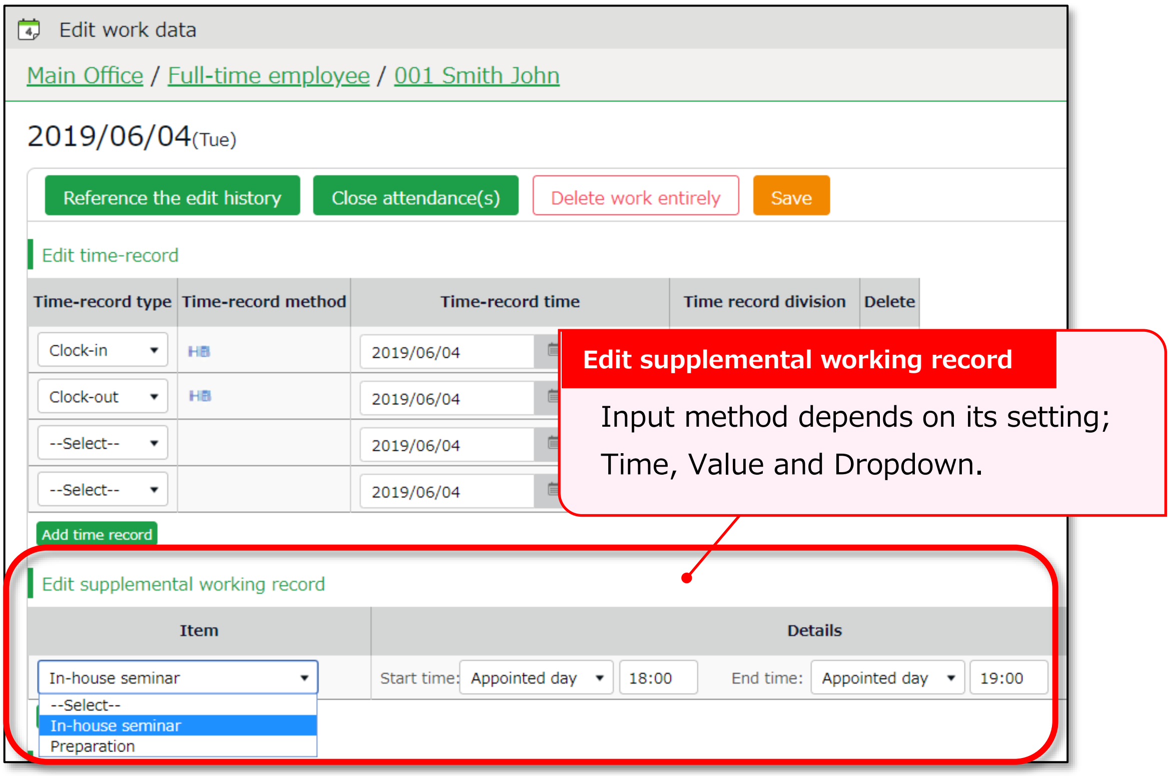
Access Pattern settings

Finally, select the Division, Employee Type and the Schedule Type using the item(s).
Settings > Others > Supplemental working record settings > Access Group Settings > Click [Create New]

Division	Select division.
Employee type	Select Employee type.
Schedule type	Select Schedule type.
Access Group	Groups created in the previous step are listed. Choose one from the dropdown list.

7.2.2. Edit Supplemental items

Admins can add and edit the items from the Daily data screen.
Add items as needed from [Edit work data > Edit supplemental working record > Item].
Then click [Save].



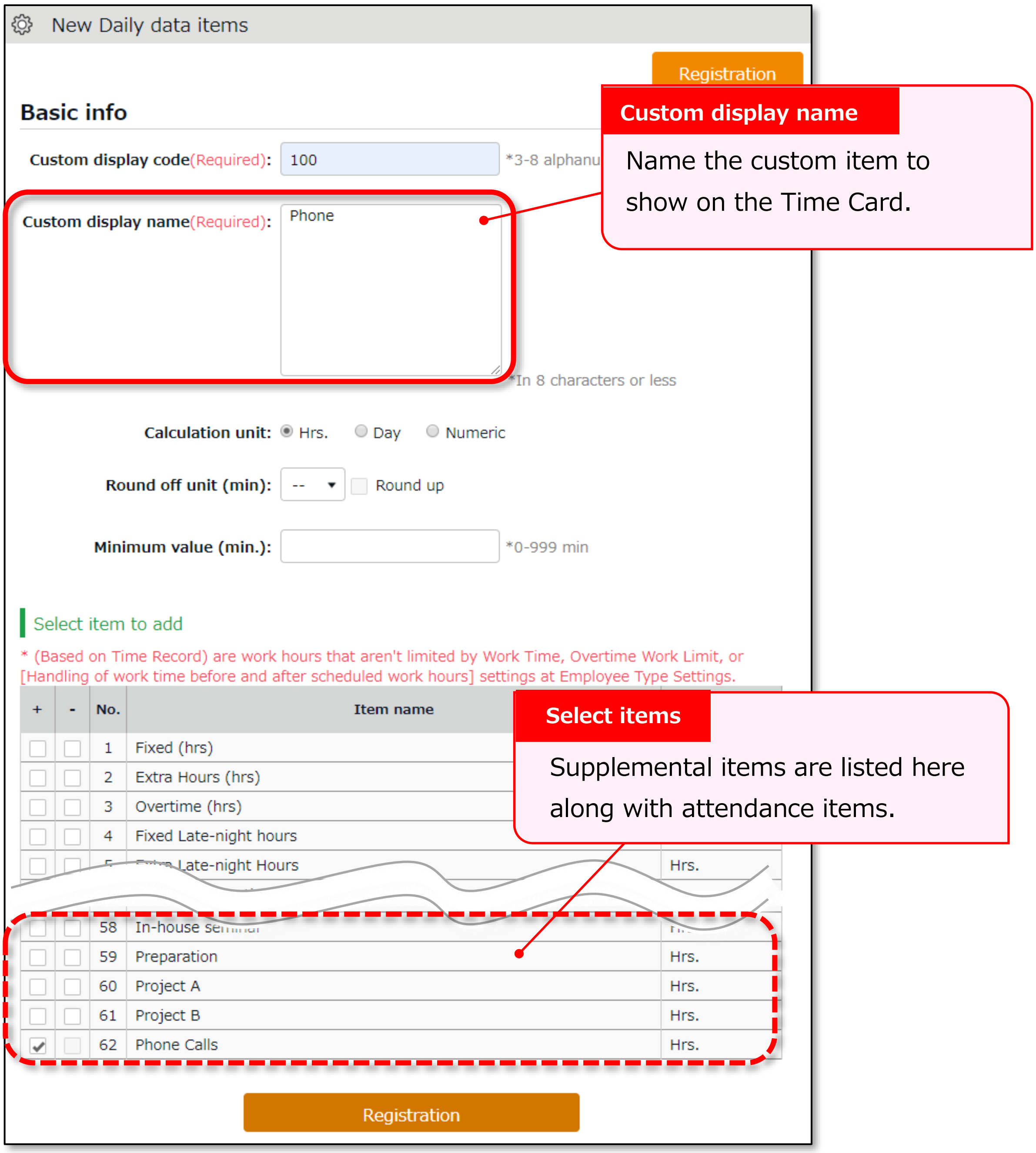
7.2.3. Confirm Supplemental item

By adding the Supplemental item at Custom Item Settings, you can also check them at Time Card, Daily and Monthly data screens.

They are listed under [Select item to add].

Enter required info, then click [+] next to the Supplemental item listed.

(If items are using the same unit (minutes or hours), you can combine them with default attendance items using [+] and [-].)



You can check the summary on the items at Daily and Monthly custom screens by creating custom items for each Supplemental item.

8. OPTIONAL FEATURES

The optional features provide more advanced calculations and attendance management.

8.1. Options

Settings > Others >Options

This section describes Optional features.

Usage data

The user statistics are provided.

User statistics (Current Mo.)	Shows the number of users with time record (including discretionary work hours) within this month. Please note that deleted employees are also subject to calculation.
User statistics (Last Mo.)	Shows the number of users last month. If you have already implemented our system and received the last month's invoice, it shows the number of settled users.
Date of consent of billing	Shows the date of subscription (billing acceptance). (No info for customers in contract with our sales agency.)

Company info

The following are some basic information on your company.

Company name	The name of your company is displayed.
Fiscal year start date	A fiscal year starts from this day. The default is set to April 1st. To change this setting, please contact the Support Center.
Password policy settings	This feature adds requirements for employees' login passwords, such as minimum password length and password duration.

Attendance management settings

The following are advanced settings for attendance management.

Time-slot category settings	This feature divides a day into a maximum of 8 time slots, and calculates working time occurred in each time slot. This is useful when wages differ from a time slot to another.
	[Apply] enables the following. • [Time-slot category settings] under [Settings > Schedule]. • By selecting [Apply], time-slot categories are set to schedules in the Schedule management screen. • Adds the [Time-slot category] tab in the Attendance data screen. There, working hours are shown by time-slot categories. Working time in each time slot can be exported in the [Export / Import > Monthly or Daily data] screen.
Labor cost estimate output	This feature provides a simple summary on labor costs based on the attendance data. First, set transportation expense and wages for each employee or by Employee type. The system calculates labor cost estimations according to this setting. The results are shown in the Attendance data screen.
	[Apply] enables the following. [Wage] button in [Settings > Employee > Employee type settings and Employee settings]. • Labor cost estimation is available in the Attendance data screen. • Labor cost estimation is data available from the Monthly and Daily data export screen.
Alert feature	Set colors by criteria (greater than, less than) to daily/weekly/monthly attendance data.
	[Apply] enables the following. • [Alert settings] under [Settings > Display settings]. • Attendance data (see Monthly and Daily data screen) are colored to indicate the alert. You can filter Monthly data that indicate alert, from display conditions on the top of the screen.
Flex work setting function	This feature handles working time that exceed specified hours (set by month or week) as overtime work. You can set calculation settings such as • Regard working time that exceed ___ hours per month as overtime work

	• Regard working time that exceed ___ hours per week as overtime work This is useful for collecting Flex-time work data.
	[Apply] enables the following. [Flex work] under [Employee type settings > Monthly overtime work summary]. Putting a check on [Display standard work (hrs)] enables the following. If flextime work is set by month, this will show standard work time in the Monthly data and Time Card screens. If flextime work is set by week, [Weekly calculation] under display condition is enabled. From here, you can check the weekly standard time.
Bonus wage overtime aggregate function	This feature handles unassigned working time that exceed specified hours (set by month) as [Bonus wage overtime]. Up to 2 stages can be set to Bonus wage overtime. For customers in Japan, this is useful to calculate extra overtime work, to comply with the 36 Agreement (Work agreement on overtime and holiday work).
	[Apply] enables the following. [Bonus wage overtime] under [Employee type settings > Monthly overtime work summary]. • This shows the items related to Bonus wage overtime in Monthly data and Time Card screens.
Summerize attendance data by	This setting determines whether to organize data (Daily data, Monthly data and Data by divisions and groups) by division or work location, when displaying and exporting.
	[Apply] enables the following. New display option in the Attendance data screen. From [Display by employee work location], you can view attendance data by work locations. New display option in the Export screen. You can export attendance data by work locations.
Division group functions	Select [Apply] to manage several divisions in a group. By doing so, you can view data summary and export data by groups. You can also organize groups in a tree structure.
	[Apply] enables the following. • [Division group settings] is added under [Settings > Organization].

	• After creating division groups, they are available as display options. You can also use division groups to filter export data.
Employee group functions	This feature provides an alternate way to group employees, other than [Division] and [Employee type]. The Employee groups created are available as display options to filter data. This is useful to organize employee data by smaller units than Divisions (e.g. Temp agencies, etc.) An employee may belong to more than one Employee group.
	[Apply] enables the following. • [Employee group settings] under [Settings > Employee]. You can filter data by Employee groups (Attendance data screen, Data export screen, etc.).
Count shortages of intervals between work	This feature counts the number of times intervals between the clock-out time of the previous day and the following clock-in time (intervals between work) were lacking. If the interval is less than the specified Interval hours, it will be counted as 1 lack of interval.
	By selecting [Apply], the information on shortages of intervals between work are shown in the following screens. • Monthly data screen, Time Card screen Settings > Export/Import > Create export file layout (Monthly data or Time card)

Schedule settings

The following are advanced features related to schedule management.

Plan/actual	The Plan/actual feature compares planned (scheduled) working hours and actual working hours. If the [Time-slot category feature] is active, you can check data by time-slot categories.
	[Apply] enables the following. • [Plan/actual] tab in the Attendance data screen. By putting a check [Can compare with confirmed schedules], the following are enabled. • Adds [Save for plan/actual comparison] button to the Schedule management screen.You can view comparison data by clicking this button.

Grant paid leaves	The Grant paid leaves feature calculates the grant date and the number of paid leaves eligible. This is initially set to [Apply]. [Apply] enables the following. • [Paid leave grant method] and [Paid leave grant days selection method] under [Settings > Employee > Employee type settings > Leave related category]. • [Employees entitled to Paid leave] link under [All menu > Schedule > Leave management] screen.
Grant date for paid leave in the year of hire	Generally, leaves are granted for the first time 6 months after each employee's hired date. By selecting [Grant every half fiscal year] in this setting, employees who are hired during the first half of the fiscal year are granted leaves in the beginning of the latter half of the year. Employees who joined the company during the latter half of the fiscal year are granted leaves in the beginning of the next fiscal year. For example, if the fiscal year starts at April 1st, and [Grant every half fiscal year] is selected, employees hired in April 1st to September 30th are granted leaves for the first time on October 1st. Employees hired in October 1st to March 31st are granted leaves for the first time on April 1st.
Leave types to show remaining leaves in Add schedule	Number of remaining leaves are shown in [All menu > Schedule management > Add schedule]. The information is useful to plan schedules. Remaining leaves under the checked leave type is displayed.

Request approval settings

The settings related to request approval flows are available here.

Request approval email notification	Sends Email notification when a request had been submitted or approved. Settings > Admin > Admin settings Settings > Employee > Employee settings Emails are sent to the addresses entered in the [Send email] screen.
Contact person for schedule, time-record, or overtime requests	By performing this setting, employees can either submit requests to an administrator in their work location, or to an administrator in charge of their own division.
Request message requirement	This determines whether to require Request messages when employees submit requests. By selecting [Apply], users are required to enter a message when submitting a request.
Time recording division (Mobile request screen) division settings	Show or hide Clock-in/out Division on the Request screen (Mobile version). [--] indicates own division.

Display settings

Change display settings from here.

Display language	Select the default language for the entire account. You can select Japanese or English.
Display format	Select a name format for employees. If you include middle names in the format, the middle name field will be displayed in [Settings > Employee > Employee settings].
Time display format	Select a time format. **60 decimals (Base 60)** Time is shown as follows: 1 hour 15 minutes -> 1.15 1 hour 30 minutes -> 1.30 1 hour 45 minutes -> 1.45

	10 decimals (Decimal, or Base 10) Time is shown as follows: 1 hour 15 minutes -> 1.25 1 hour 30 minutes -> 1.50 1 hour 45 minutes -> 1.75
The handling of the third decimal place for 10 decimal display	If [Time display format] is set to [10 decimal], values such as 7.6666...are rounded in their 3rd decimal places. This setting determines the rounding method,
Break-in/out (time record)	Show or hide break time record field in Daily data, Time Card and Attendance data edit screens.
Attendance data display	Available if the [Time-slot category] feature is active. Specify which tab to show initially, in Daily data and Monthly data screens.
Image File URL Expiration Time	You can set a time limit for Image file URL and Attendance data integration file URL. URLs expire in 5 minutes if set to expire. * For iPad Time Recorder images.
Display period for resigned employees on the employee list	Resigned employees are shown in the Employee settings screen for the specified period. * Deleted employees are hidden from the Employee settings screen after the specified period. Specify the period in months.
Default value settings	Specify the number of items to show in a screen. If you choose to show alert when displaying all items in a screen, users are alerted that it may take time to show all data.
Display/hide settings	Perform settings for items displayed in menus.
Default value settings	Set default values for check boxes and radio buttons in each screen.
Mo. display range	This sets an alternate display range if closing date is set to a day other than the end of the month. Example: Displaying data in April If the closing date is set to the 10th, and the display range is set to [Display range including next month], data between March 11th and April 10th are displayed. If the display range is set to [Display range including next month], data between April 11th and May 10th are displayed.

Attendance data error settings

This extends the scope of error in attendance data.

No time rec./Schedule	Handles attendance data with schedule but without clock-in/out record, as attendance error. You can use this to detect absences and to check if there are any overlooked leave requests.
Unregistered schedule	Handles attendance data with clock-in/out record but without schedule, as attendance error. You can use this to detect any attendance data without schedules.
Check consecutive work	If employees work more than the specified days in a row, information is shown in [All menu > Attendance data error >Working days on legal holidays tab].
Leave type to count as working days in a row	Any work during this leave type is counted as "consecutive work". This function is available if [Check consecutive work] (see above) is turned on. You can count certain leave types as consecutive workday by checking the box.
Clock-out auto overwrite mode	Activating this feature will overwrite clock-outs with the latest record, automatically. It could also prevent attendance errors caused by clocking in/out through Web API and Time Recording device.

Integrating External Services

Provides integration with external services. After selecting [Apply] and accepting the license agreement, press the [Registration] button to enable the integration feature.

Money Forward	Integrates employee and attendance data with Money Forward Cloud Payroll.
LINE WORKS	By enabling this feature, employees can clock in/out by texting specified messages at LINE WORKS.
KING OF TIME Web API Settings	Provides direct access to our Web API.

9. START OPERATING

If you’ve completed the basic settings, get ready to share them with your employees.

Configure Time Recorder settings
Log into Employee screen

9.1. Configure Time Recorder settings

Personal Time Recorder

Send information on Personal Time Recorder setup to employees by Email (p.39).

Division Time Recorder

Send Division Time Recorder setup info to employees by Email (p.17).
Please follow the setup instructions in the manual (link available from Email).

9.2. Log into Employee screen

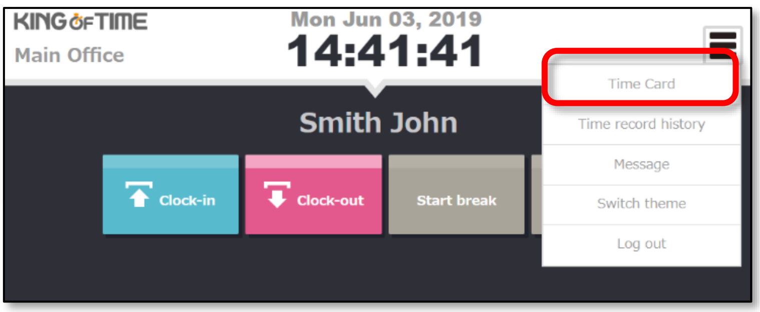
You can receive Attendance data/Schedule edit requests from employees through the Request approval feature. Please instruct the employees to submit requests from the Employee screen. There are 2 ways to log in.

Send login info to employees by Email

Sends login info to employees by Email. (p.46)

Log in from Time Recorder

Press the [Time Card] button on the Time Recorder and authenticate by fingerprint, IC cards or passwords. If the authentication succeeds, the employee’s Time Card displays.



Please note that you can't log into Time Cards from dedicated devices such as the PitTouch series.

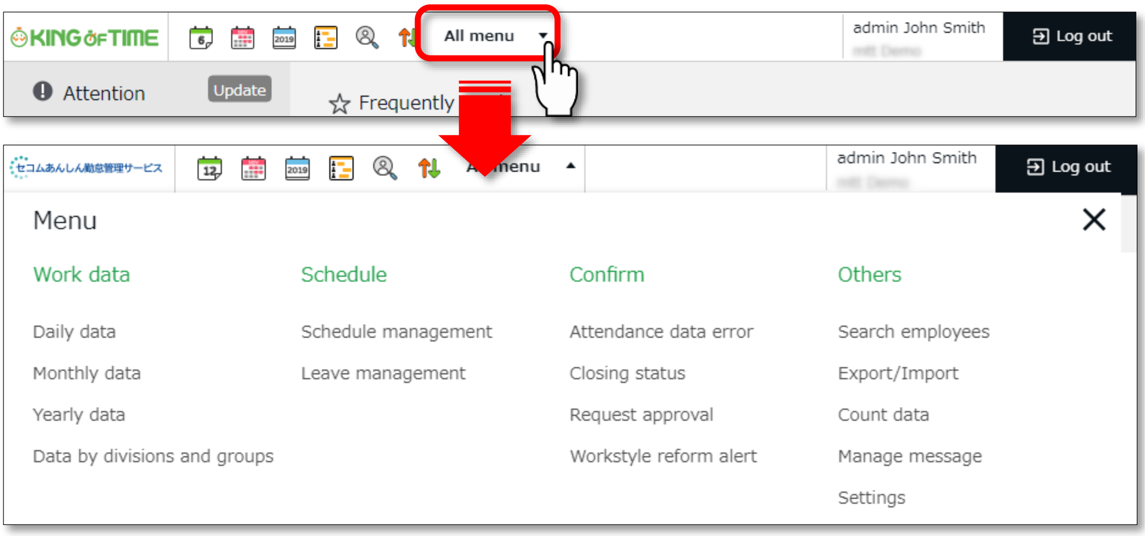
Chapter 2 Operation method

Chapter 2 describes the operation method.

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

1. ALL MENU

Perform day to day operations from [All menu] at the top of the screen.
Here, you can review and edit attendance data, set schedules, manage leaves, and export data.



Descriptions for each item are provided below.

Attendance data

Daily data	Shows daily time record, schedules and auto-calculated attendance data.	p.100
Monthly data	Shows monthly data such as the number of days/hours of work and leave.	p.103
Yearly data	This screen shows up to 12 months' data. It provides the summary of days/hours worked and leaves taken.	p.107
Data by divisions and groups	This screen shows monthly data calculated by divisions and employee types.	p.108

Schedule

Schedule management	Check and add schedules from here.	p.126
Leave management	Check the number of leaves taken/remaining from here.	p.133

Check

Attendance data error	Shows errors in attendance data (incorrect data caused by missing time records and lack of remaining leaves, etc.).	p.115
Closing status	Check closing status here.	p.122
Request approval	Approve/reject requests from employees and other administrators.	p.123
Workstyle reform	Shows employees subject to Workstyle reform-related Alert (Upper Limit Regulations of Overtime, Highly Professional Worker's Program and 5 Day Annual Mandatory Holidays). For details, please refer to the following document (Japanese). https://kotsp.info/manualfiles/kot_work_style_reform_manual.pdf	-

Others

Search employees	Search employees by name or employee code. You can perform the following tasks from the result. • View Time Card screen • Edit employee data • Send Time Recorder URL (Personal Time Recorder) • Export daily data • Export Time Card • Delete employee data • Log in on behalf of the user (Master Admin only) etc.	p.148
Export / Import	Exports and imports data. You can export data such as Daily data, Monthly data and Time Card data. In addition, Employee data can be imported through this feature.	p.143
Message management	You can use this feature to show messages on [Time Recorder (Desktop version)] and [My Recorder].	-

2. CHECK ATTENDANCE DATA

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

2.1. Check daily data

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

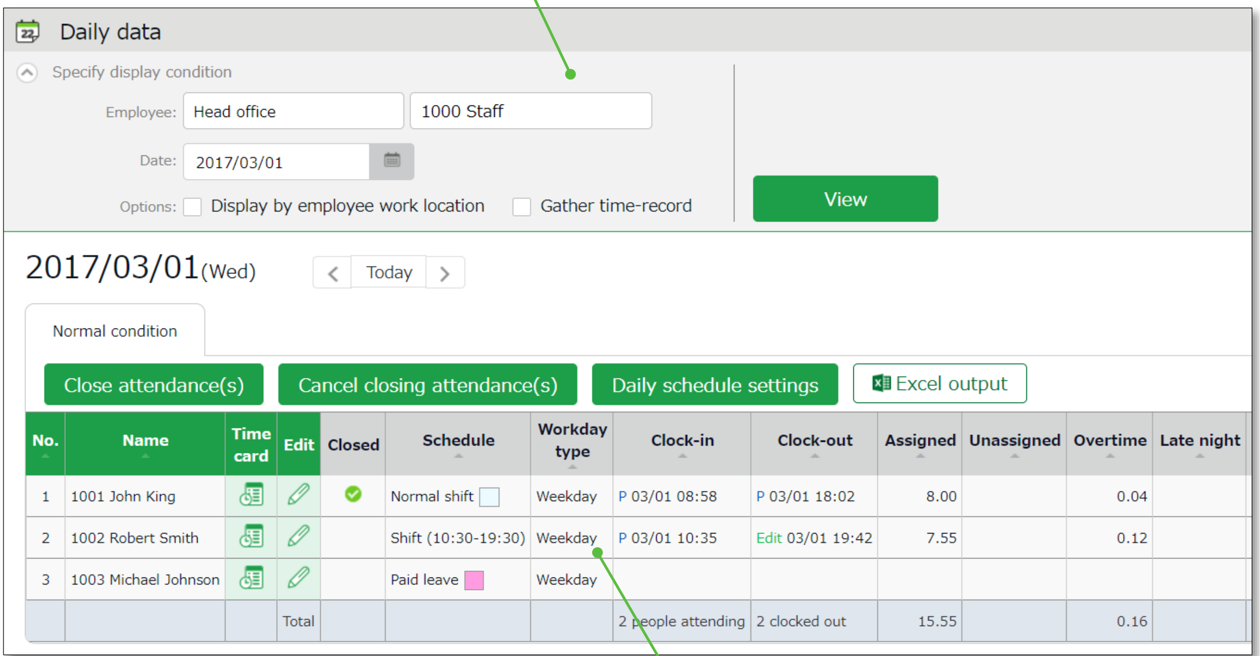
[Where to look] All menu > Attendance data > Daily data

2.1.1. Descriptions

Specify the display condition

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

Options:
Display by employee work location - Show data of employees who worked in a Division.
Gather time-record - Arranges time record data to a single cell.



Daily data

Shows the time record, schedules and auto-calculated attendance data that correspond to the specified day.

Daily data items

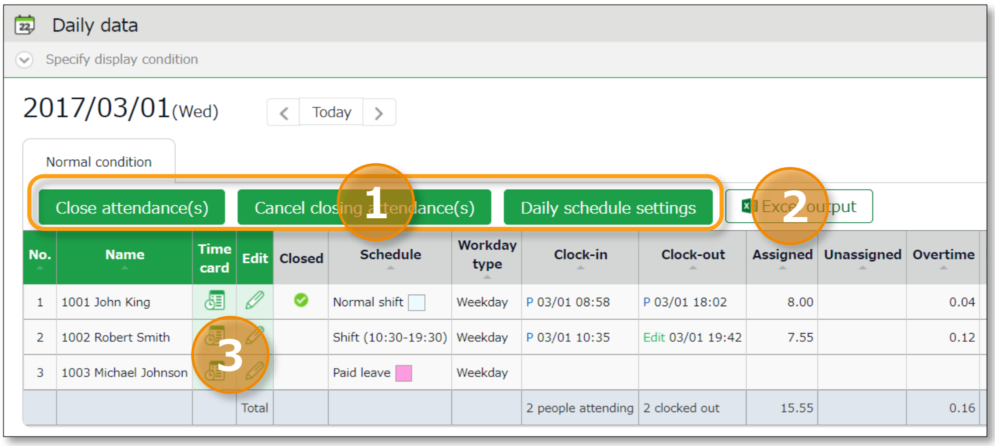
No.	Name	Time card	Edit	Closed	Schedule	Workday type	Clock-in	Clock-out	Assigned	Unas
1	1001 John King				Normal shift	Weekday	P 03/01 08:58	P 03/01 18:02	8.00	
2	1002 Robert Smith				Shift (10:30-19:30)	Weekday	P 03/01 10:35	Edit 03/01 19:42	7.55	
3	1003 Michael Johnson				Paid leave	Weekday				
			Total				2 people attending	2 clocked out	15.55	

Cl.(Close)	If the user's attendance data is closed (p.120), a check mark ( ) shows in the corresponding date.
Schedule	Shows schedules and leaves. If an Admin creates and applies a Pattern (p.58) to a schedule, the name of the pattern shows in the grid. [Shift] indicates the schedule doesn't belong to any pattern.
Workday type	Workday types (p.62) are displayed.
Clock-in/out	Clock-in/out time and method are shown. Please refer to p. 110 for the abbreviations of time record method.
Note	Enter notes or comments at the Attendance data edit screen (p.109), if needed. You can also choose whether to reflect request messages to the text field when approving requests (p.124).

Please refer to p. 149 for table of attendance items.

2.1.2. Operations

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



No.	Buttons	Description
1	Close attendance(s) Cancel closing attendance(s)	Closes or uncloses attendance data (p.120). * Only available to administrators with closing privileges.
	Daily schedule settings	You can check and edit schedules of the selected day by divisions (p.131). * Only available if one division is selected. * Only available to administrators with schedule management privileges.
2	Excel output	Monthly data can be downloaded in Excel format. * Only available to administrators with data export privileges.
3	(Time Card)	Shows the Time Card screen (p.105).
	(Edit)	Edits attendance data (p. 109).

2.2. Check monthly data

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

[Where to look] All menu > Attendance data > Monthly data

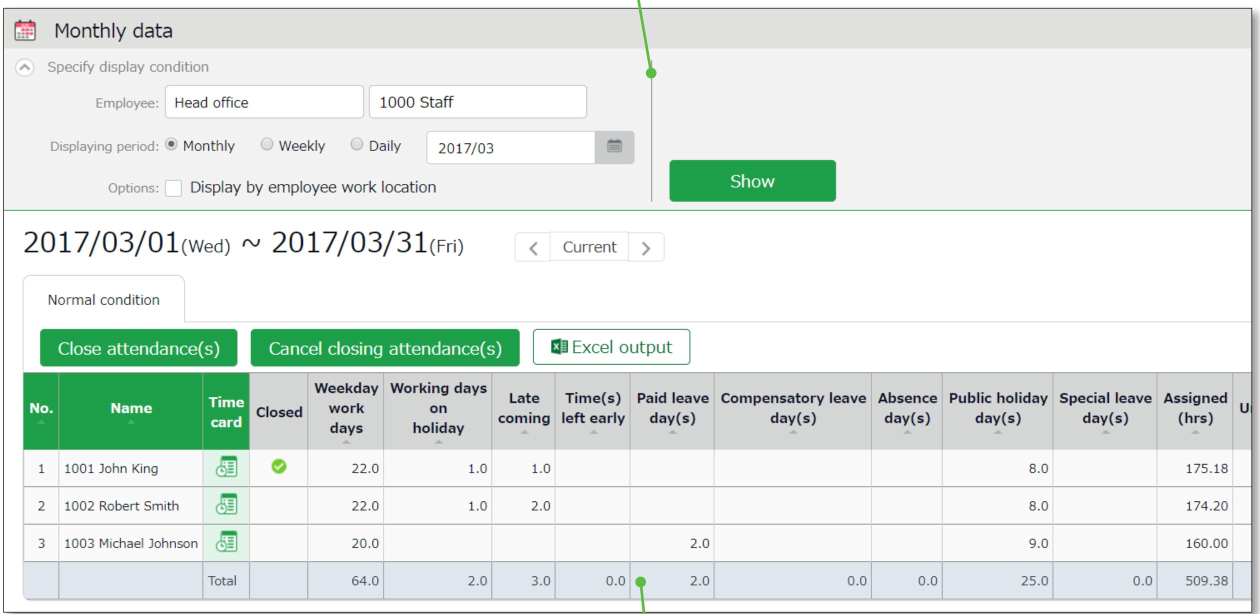
2.2.1. Descriptions

Specify the display condition

Select a division, employee type or display period.
Click [Show] to view data.

Displaying period
Monthly - Shows work data by month.
Weekly - Shows work data by week.
Daily - Shows data that correspond to the specified period (up to 3 months).

Options:
Display by employee work location - Show data of employees who worked in a Division.
Classify holidays as Legal and Non-legal holidays - You can check holiday work hours according to workday type.



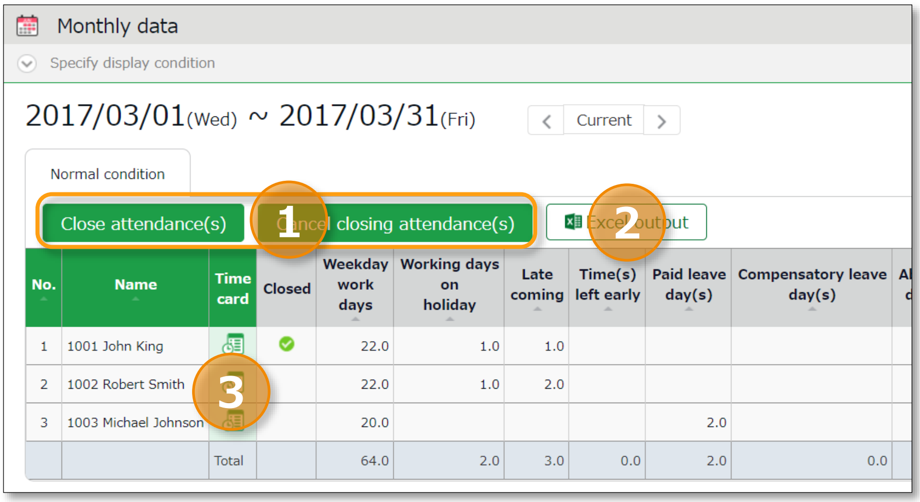
Monthly data

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

[Cl.(Close)] - Indicates closing status (p.120).
In the Monthly data screen, the ✓ mark is shown only if all days within the period have been closed.

2.2.2. Operations

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



No.	Buttons	Description
1	Close attendance(s) Cancel closing attendance(s)	Closes or uncloses attendance data (p.120). * Only available to administrators with closing privileges.
2	Excel output	Monthly data can be downloaded in Excel format. * Only available to administrators with data export privileges.
3	(Time Card)	Shows the Time Card screen (p.105).

2.3. Check Your Time Card

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

[Where to look] All menu > Attendance data > Monthly data > Time Card button

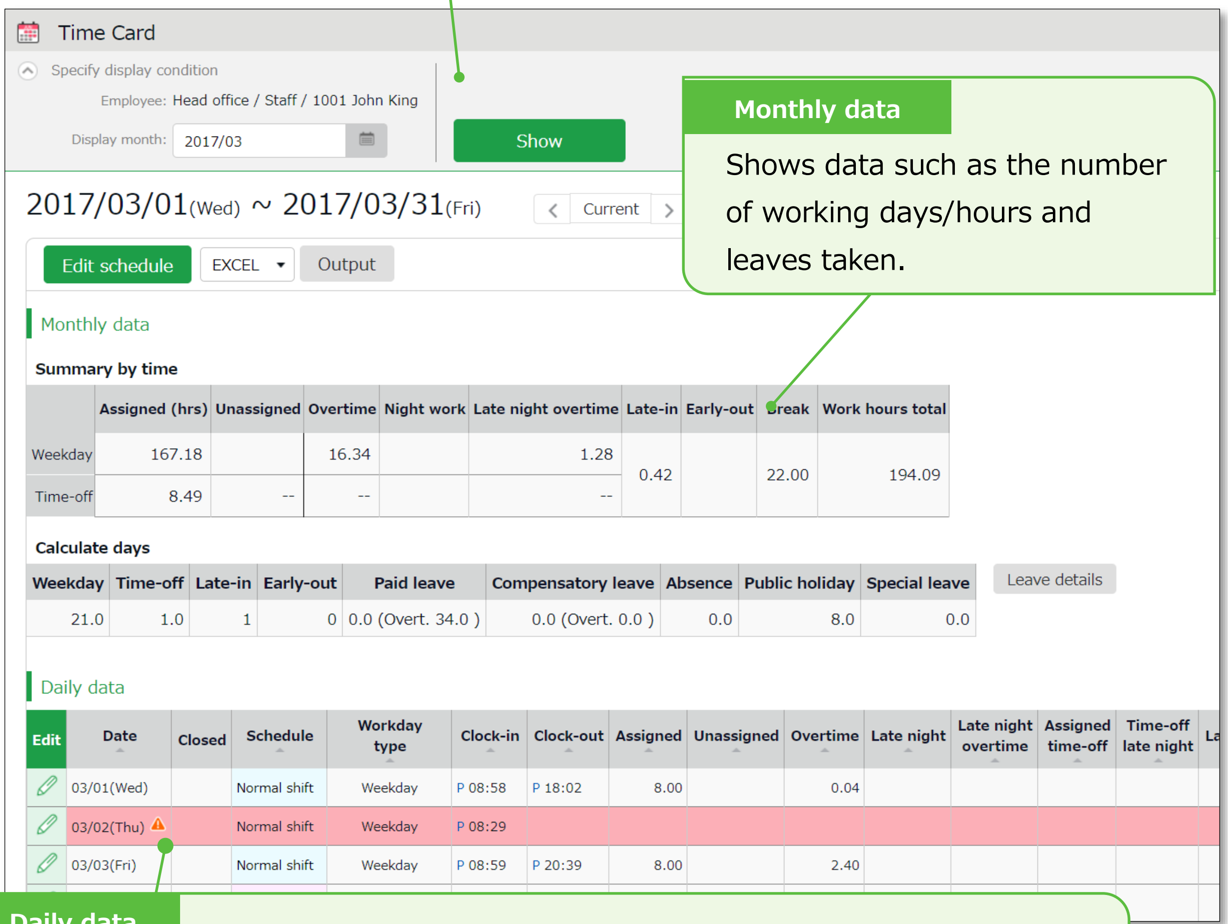
* The Time Card button is also available in the Daily data and Schedule management screens.

2.3.1. Descriptions

Specify the display condition

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

Options:
Gather time-record - Arrange time record data to a single cell.
Classify holidays as Legal and Non-legal holidays - You can check holiday work hours according to workday type.



Monthly data

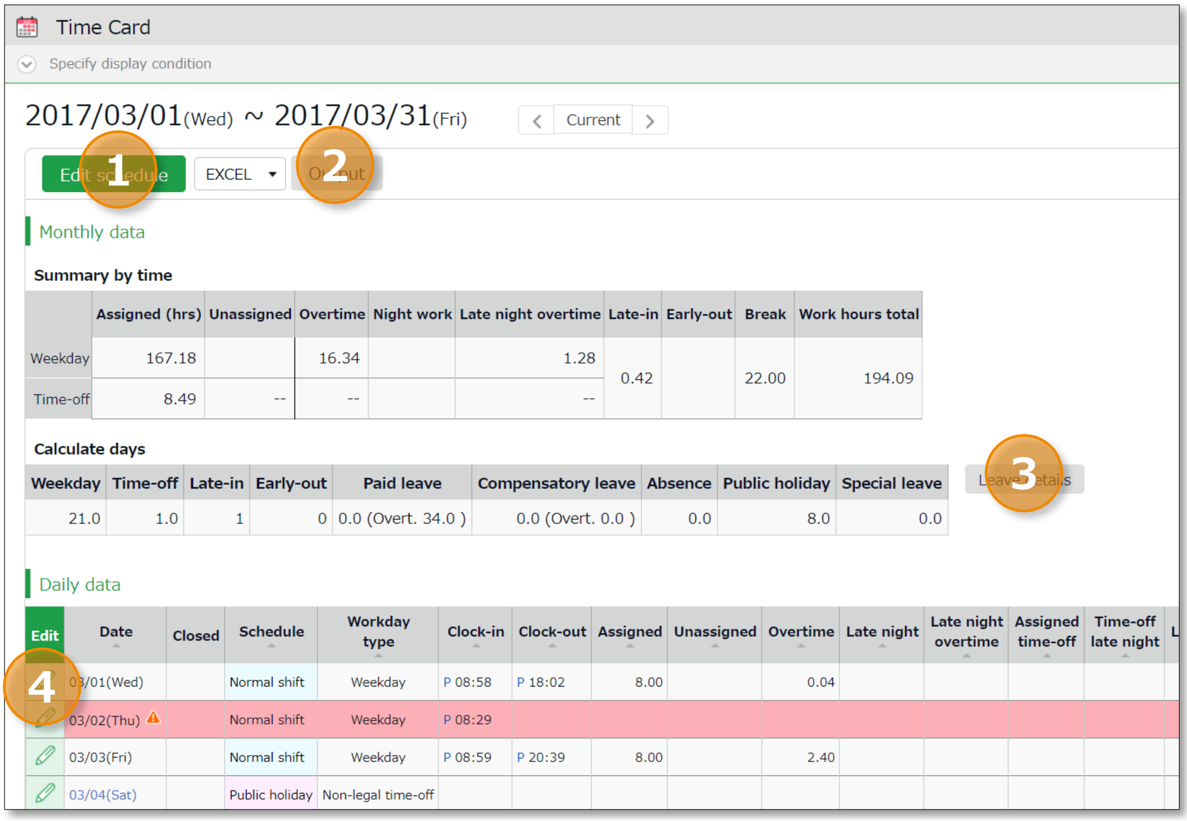
Shows data such as the number of working days/hours and leaves taken.

Daily data

Check time record, schedules and attendance calculations.
The ⚠ mark next to a date indicates Attendance error that need resolving.
They are highlighted in light red.

2.3.2. Operations

You can Perform the following tasks in Time Card.



No.	Buttons	Description
1	Edit schedule	You can bulk-edit a month's schedule (p.129). ＊ Only available to administrators with [Schedule settings: Request] or higher privileges.
2	EXCEL ▾ Output	You can download Time Card data in Excel format.
3	Leave details	Shows Leave details (p.138).
4	(Edit)	Edits attendance data (p.109).

2.4. Check Yearly Data

This screen shows up to 12 months' data. It provides the summary of days/hours worked and leaves taken.

[Where to look] All menu > Attendance data > Yearly data

* Before viewing Yearly Data, you need to press the [Show] button on the Monthly Data screen for every month.

The results on the Monthly Data screen directly affects the info on Yearly Data screen.

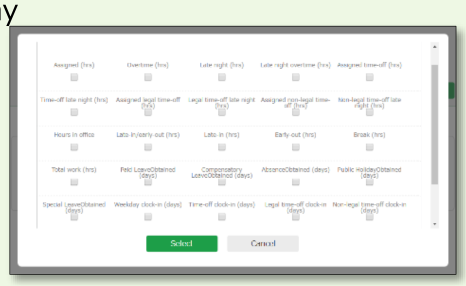
2.4.1. Descriptions

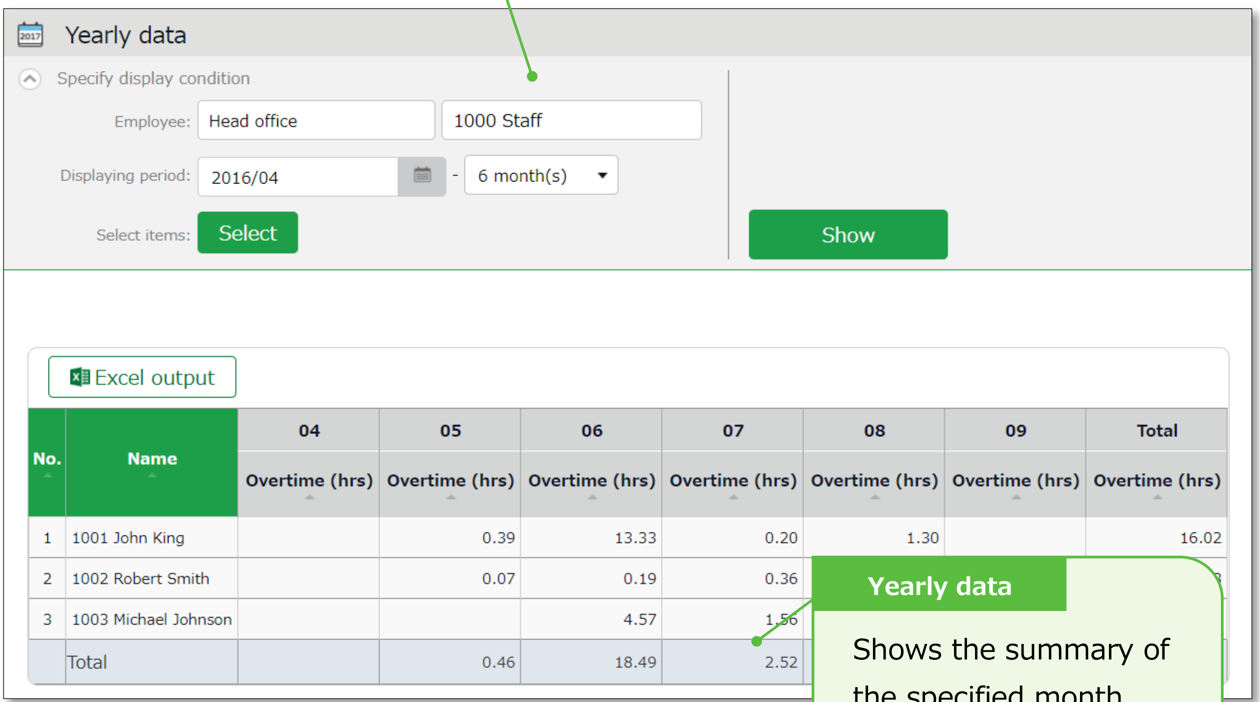
Specify the display condition

Select a division, employee type or specify the display period (up to 12 months).

Click [Select] to select attendance data items.

Select items as needed.





Yearly data

Shows the summary of the specified month.

2.4.2. Operations

Excel output You can download Yearly data in Excel format.

2.5. Confirm data by divisions and employee types

This screen shows monthly data calculated by divisions and employee types.

[Where to look] All menu > Attendance data > Data by divisions and groups

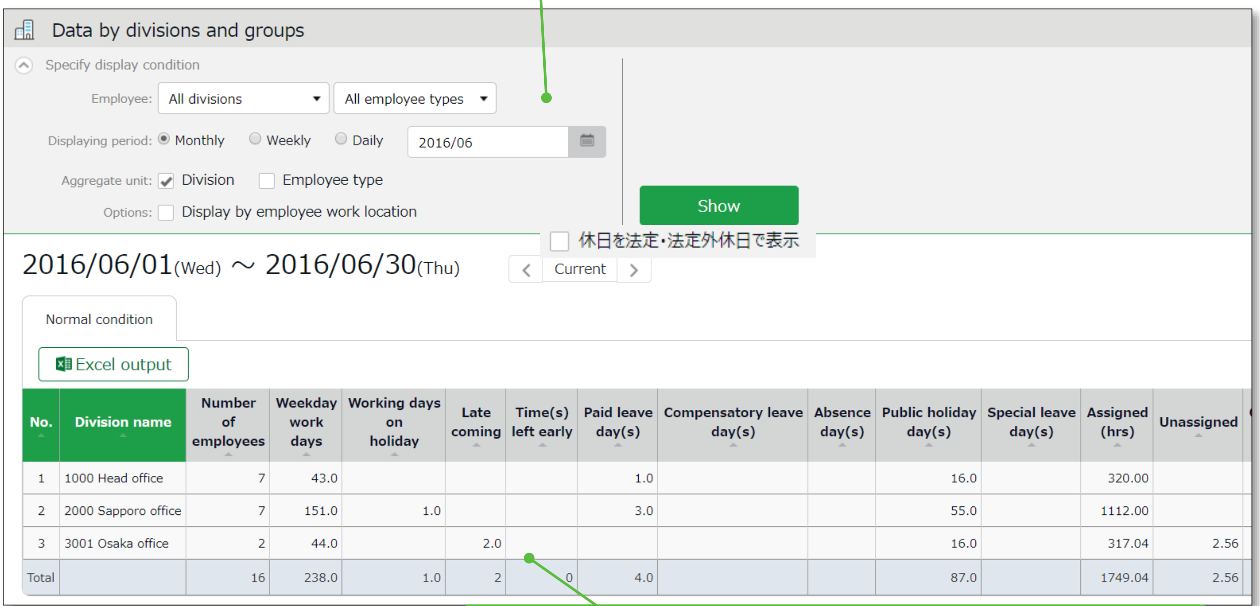
2.5.1. Descriptions

Specify the display condition

Select a division, employee type or display period.
Click [Show] to view data.

Summerize attendance data by
Select a calculation unit, such as a division, employee type, etc. You can select multiple options.

Options:
Display by employee work location - Show data of employees who worked in a Division.
Classify holidays as Legal and Non-legal holidays - You can check holiday work hours according to workday type.



No.	Division name	Number of employees	Weekday work days	Working days on holiday	Late coming	Time(s) left early	Paid leave day(s)	Compensatory leave day(s)	Absence day(s)	Public holiday day(s)	Special leave day(s)	Assigned (hrs)	Unassigned
1	1000 Head office	7	43.0				1.0			16.0		320.00	
2	2000 Sapporo office	7	151.0	1.0			3.0			55.0		1112.00	
3	3001 Osaka office	2	44.0		2.0					16.0		317.04	2.56
Total		16	238.0	1.0	2	0	4.0			87.0		1749.04	2.56

Data by divisions and groups

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

2.5.2. Operations

Excel output — Downloads data by organizations (divisions, employee types) in Excel format.

3. EDIT ATTENDANCE DATA

You can correct errors caused by missing time records and schedule errors.

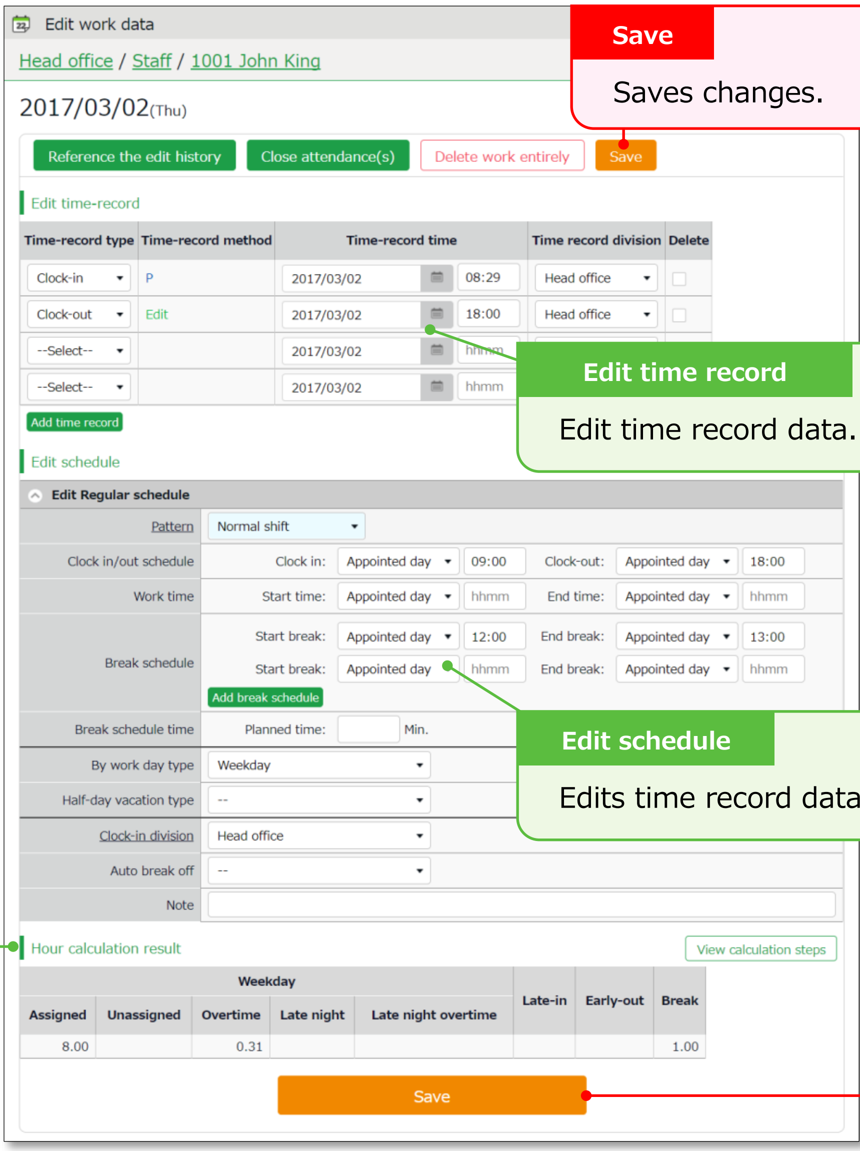
3.1. To edit attendance data

This section describes the Time record and Schedule screens in edit mode.

[Where to look] All menu > Attendance data > Daily data > [Edit] button

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

3.1.1. Descriptions



Save

Saves changes.

Edit time record

Edit time record data.

Edit schedule

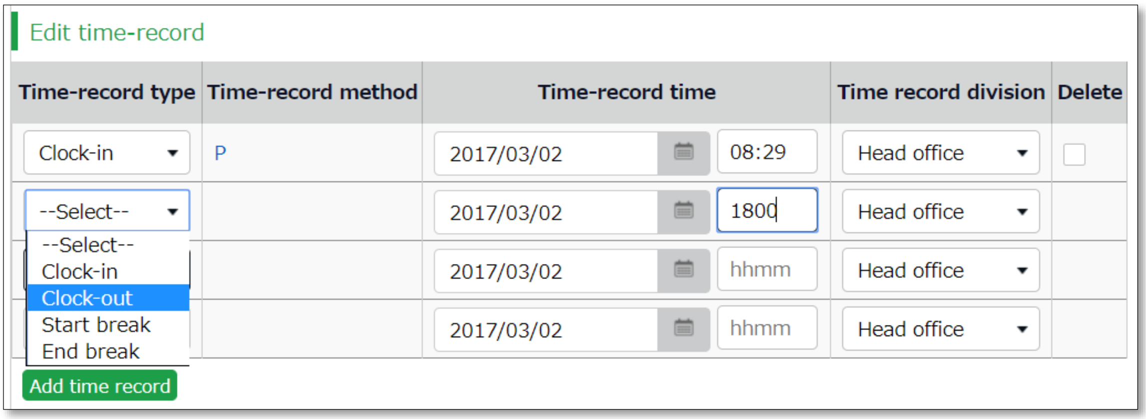
Edits time record data.

Hour calculation result

Shows daily summary. Press the [View calculation steps] button to confirm the calculation process.

Edit time record

Edit time record data.



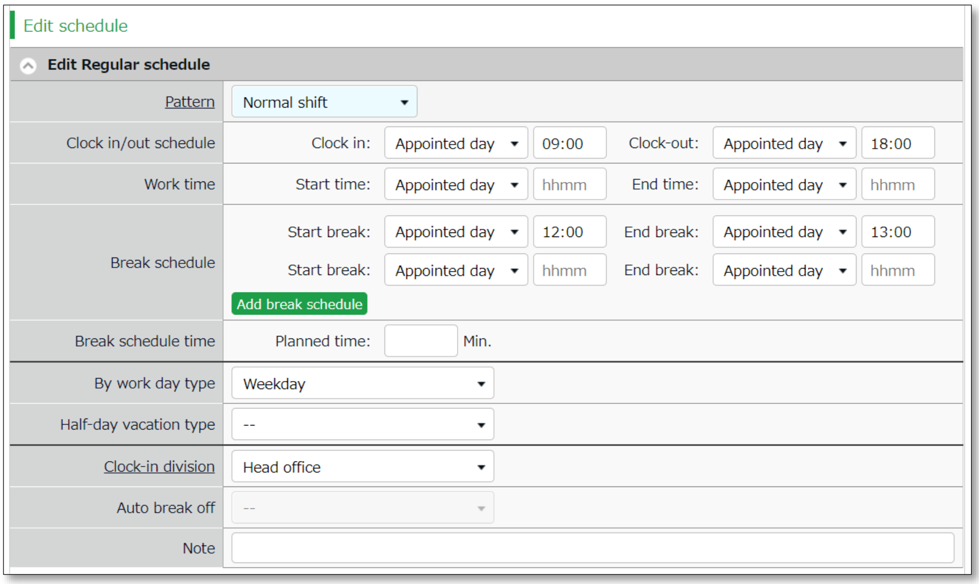
Time-record type	Select a time record such as Clock in, Clock out, Start break and End break.
Time record method	Time-record method is displayed automatically.
Time record	Shows time record. To edit, enter the time in the field. Enter in [hh:mm] or [hhmm] format.
Time record division	The Division Time Recorder being used is applied automatically.
Delete	Turn on the check to delete time record data.
Add time record	Press this button to add a new time record field.

You can use the following time record method.

HB	Hybrid finger scanner or the BT series
Vein	Finger vein scanner
Finger	Fingerprint scanner
IC	IC card reader, Pit Touch Pro, BT-2000
Face	Face authentication recorder
CC	Chameleon code recorder
P	Password authentication
C	Click authentication (No password required)
Mobile	Time record using smart phones and mobile phones
Location	Time record with location info
A	Time record by External system through Web API service
LW	Time record by LINE WORKS
AK	Time record by Akerun
SL	Time record by Secure Login
PC	Time record through SmartOn ID and Lanscope Cat integration
Edit	Indicates edited time record
Approve	Indicates edited time record approved by the administrator

Edit schedule

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

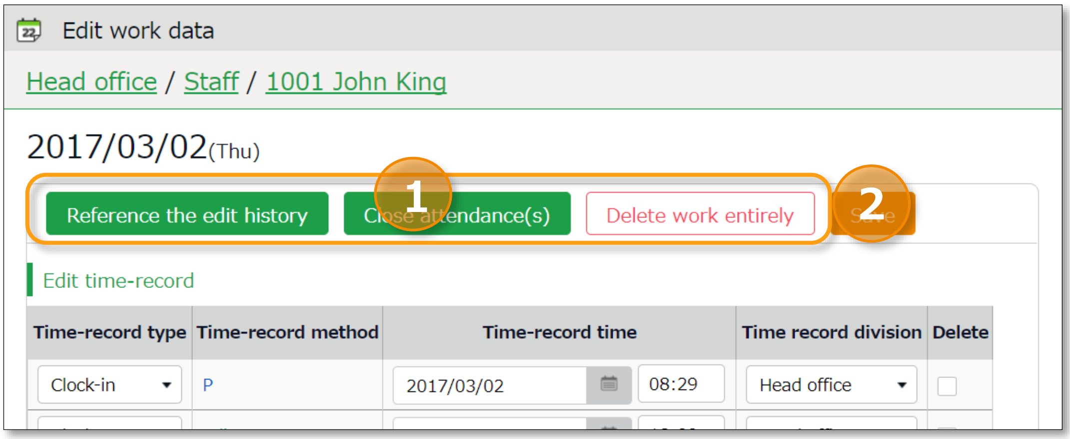


Patterns	Select a pattern. To create patterns, please refer to [Pattern settings (p.58)].
Clock-in/out schedule	Set a clock-out schedule.
Work time	Specifies the time to run attendance calculations. Any work before scheduled clock-in time and after clock-out time will not be included in the calculation.
Break schedule	The time between [Start break] and [End break] are regarded as break time.
Break schedule (hrs)	Calculates the entered amount of time as break time. You can't specify a timeslot for break time.
Workday type	Determines whether the work took place during holiday or not. If none is specified, workday type is set to [Weekday]. If you choose [Non-legal time off] or [Legal time off], work time during that day will be added up to [Legal time-off work days], [Assigned time-off (hrs)], [Unassigned time-off (hrs)], [Assigned Late-night hours on holiday], and [Unassigned Late-night hours on holiday].
Half-day vacation/Absence type	Use this leave type to take half-day leaves (AM or PM leave).
Clock-in division	Shows where the employee clocked in. The name of the last used Division Time Recorder is

	automatically applied.
Auto break off	This will disable the Auto-break feature and break time setting by schedule.
Note	Enter comments or notes in 100 characters or less if needed.

3.1.2. Operations

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

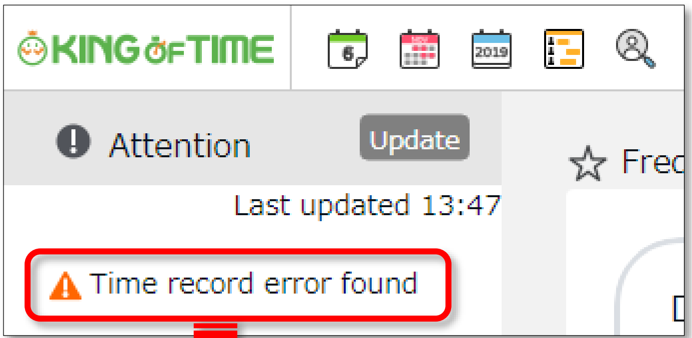


No.	Buttons	Description
1	Reference the edit history	Shows attendance data edit log. ＊ Available in edited attendance data screens.
	Close attendance(s)	Closes the attendance data (p.120). ＊ Only available to administrators with closing privileges.
	Delete work entirely	Deletes all attendance data of the day. However, change logs will remain.
2	Save	Saves changes. To return to the previous screen after saving, click [Return] in the top of the screen.

3.2. Check attendance data errors

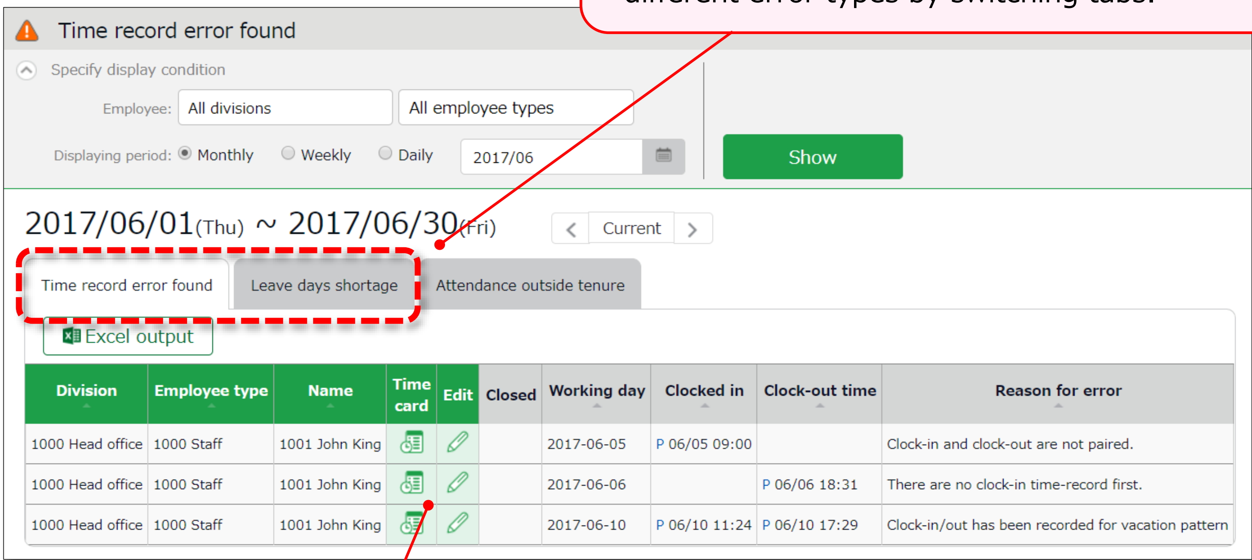
Errors in attendance data are caused by missing time records and lack of remaining leaves, etc.

The [Attention required] [⚠]mark in the home page indicates that there are one or more errors in the attendance data.
By clicking these items, the corresponding attendance data error screens are displayed.
You can also access from [All menu > Attendance data error].)



Switch tabs

The screen shows the list of the type of Attendance data error you selected on the Home screen. You can also view data under different error types by switching tabs.



Buttons

Time Card	Shows the Time Card screen.
Edit	Edits attendance data.

3.2.1. To correct errors

This section describes the steps to correct errors in attendance data.

Attendance data error

The causes and solutions for common errors are described below. Time record or schedules need to be corrected.

Cause of error	To correct errors
Clock-in time-record is consecutively recorded.	There is an inconsistency in the time record. Correct any errors in the attendance data by editing or submitting change requests.
Clock-in and clock-out are not paired.	
No clock-in time record has been made first.	
Clock-in/out record exists in a holiday/leave day schedule pattern.	The system detects error if time record exists on the day a holiday/leave schedule pattern is applied. By changing the day's schedule pattern from holiday/leave pattern to a work day pattern, the system can run the calculations correctly.

Shortage of leave days

More than remaining number of leaves have been taken.
Please adjust the number of remaining leaves in the Leave management screen (p.134).

Perform the following to prevent employees from taking more than the number of remaining leaves.

Allow negative number

Allow negative numbers

Go to [Home screen > Settings > Schedule > Leave type settings > Allow negative number].

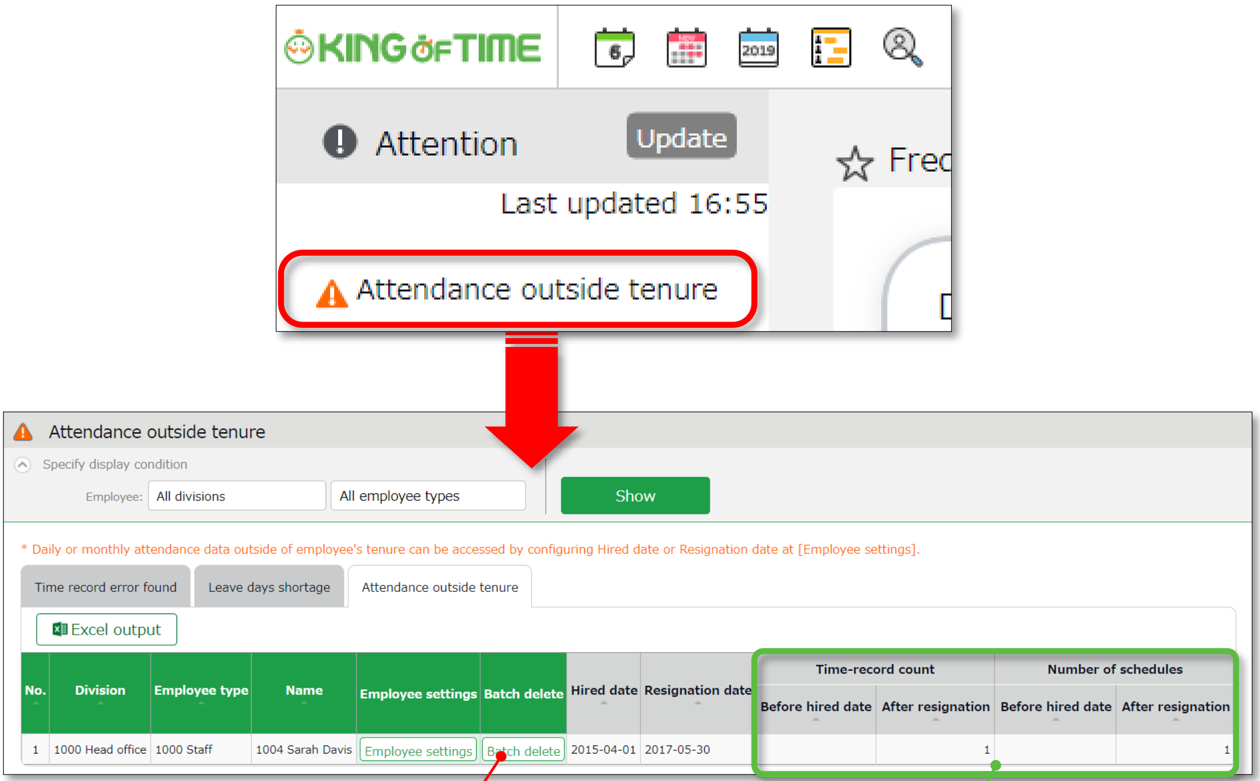
Put on a check at [If less than 0 day, it is not obtainable].

The [Attention required] mark in the home page indicates there are one or more errors within the past 2 months of attendance data.

3.3. Check attendance outside working years

[Attendance outside tenure] are time records and schedule data that are dated before hire date or past resignation date.

If there are any attendance record outside of an employee's working year (tenure), [⚠ Attendance outside tenure] mark will show in [Attention required]. From here, you can check the [Attendance outside tenure] tab in the Attendance error screen.
You can also access from [All menu > Confirmation > Attendance data error > Attendance outside tenure tab].)



Buttons

Employee settings	Shows the Employee settings screen.
Batch delete	Deletes all data before hired date/after resignation date completely.

Time-record count/ Number of schedules

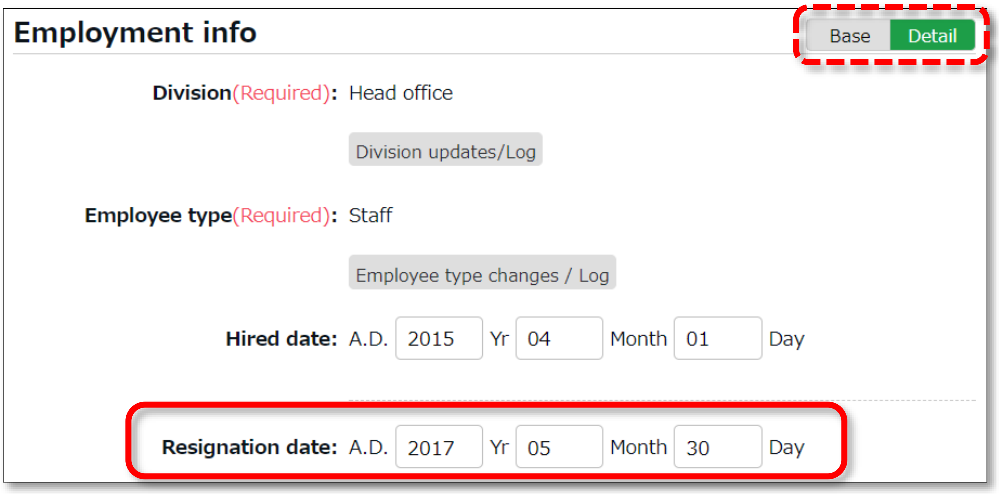
Shows the following data before hired date/after resignation date.
- Number of days with time record
- Number of days with schedule

3.3.1. To correct errors

You can correct an [Attendances outside of tenure] error by using any of the following methods.

Confirm details and correct resignation date or attendance data

1. From the [Attendance outside tenure] screen, click [Employee settings] to edit the employee’s data.
   Press the [detail] button under the Employment info category. To correct the employee’s resignation (or hired) date, delete the existing dates first and then re-enter.



2. Go to [All menu > Attendance data > Monthly data], then press the [Time Card] button of the employee.
   By deleting the resignation (or hired) date in the previous step, attendance data after the resignation date (or before the hired date) are shown. Check the details.

05/29(Mon)		Normal shift	Weekday	P 08:48	P 18:21	8.00		0.33	
05/30(Tue)		Normal shift	Weekday	P 08:56	P 18:10	8.00		0.14	
05/31(Wed)		Normal shift	Weekday	P 08:51	P 18:04	8.00		0.13	

3. If the resignation date is incorrect, return to the Employee settings screen and enter the correct date.
   If the attendance data is mistaken, delete the data and re-enter the employee’s resignation date.

Delete all attendance data outside working years

To delete all attendance data after resignation and before hired date, click [Bulk delete] in the Attendance outside tenure screen. Confirm deletion to delete all attendance data before hired date and after resignation date.
This operation won't affect other employee data nor other attendance data within the period.

If there are any attendances recorded by mistake, please delete attendance and schedule data outside tenure (changes are recorded as change log).

4. CLOSE ATTENDANCE DATA

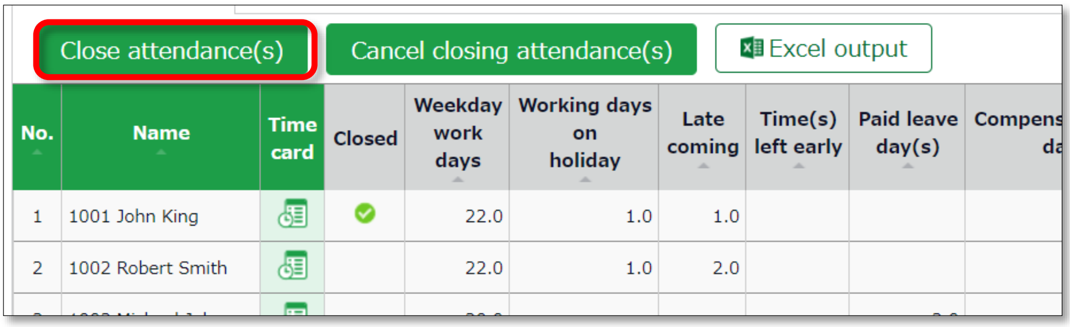
You can lock attendance data by closing it.
This prevents employees and administrators from making further changes. Only Master Admins can edit closed attendance data.
Locking the attendance data prevents attendance data from being modified after payroll calculations, etc.

4.1. To close attendance data

[Where to look]
You can close attendance data by either of the 3 screens described below.

- All menu > Attendance data > Daily data
- All menu > Attendance data > Monthly data
- Daily data or Time Card > Edit attendance data

Press the [Close attendance] button in the screen. The process is complete when the confirmation screen is shown. You can't close the attendance data if there are any data errors in the specified period.



The mark in the [Closed] column (Daily data and Time Card screens) indicates that attendance is closed.
In the Monthly data screen, the mark shows only if all days within the period are closed.

4.2. Who can close attendance data?

Master admins and General admins with closing privileges can close attendances.

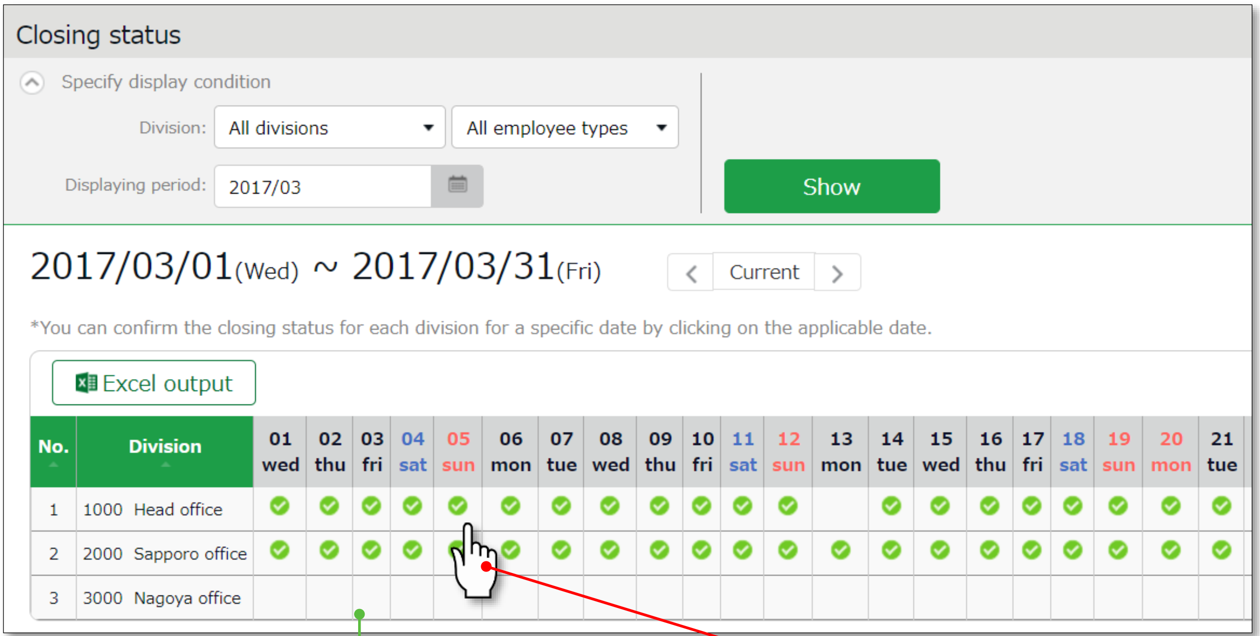
The [Close attendance] and [Cancel closing attendance] buttons are available only if you log in as an administrator with closing privileges.
You can assign the privilege by creating an Admin account in the Admin settings screen.

4.3. Check closing status

You can check closing status from the Closing status screen.

[Where to look] All menu > Confirm > Closing status

4.3.1. Descriptions

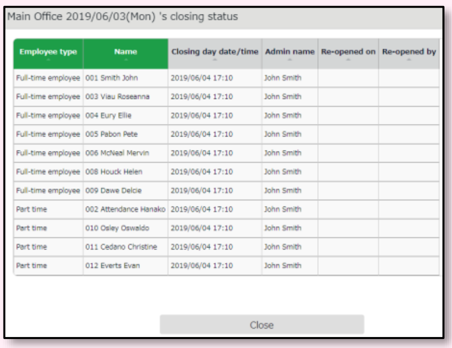


Closing status

You can check daily closing status by divisions.

The ✓ mark indicates that attendance data of all employees in the division are closed.

You can check closing status (whether attendances are settled or unlocked) in a pop-up window, by clicking on a date.



5. APPROVE REQUESTS

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

5.1. Check requests

Check request progresses in the Request approval screen.

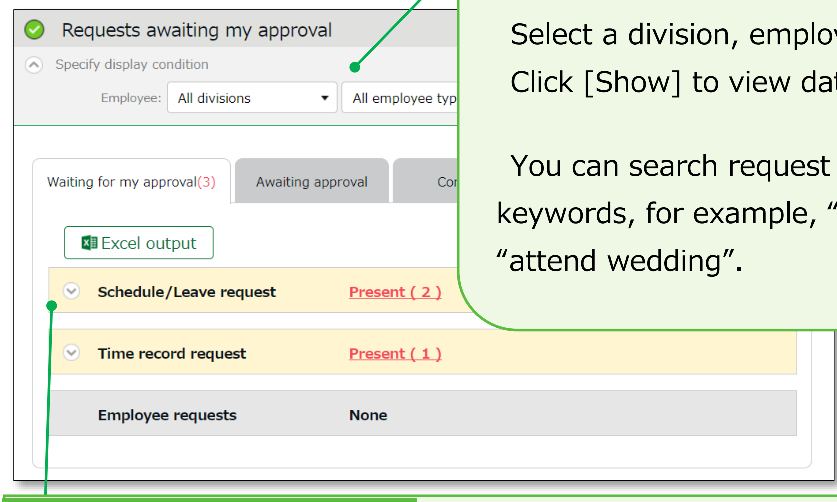
[Where to look] All menu > Confirm > Request approval

5.1.1. Descriptions

Specify the display condition

Select a division, employee type or display period. Click [Show] to view data.

You can search request messages by entering keywords, for example, “private matter” and “attend wedding”.



Request approval menu

Request info are arranged in 4 tabs, each representing the request approval process.

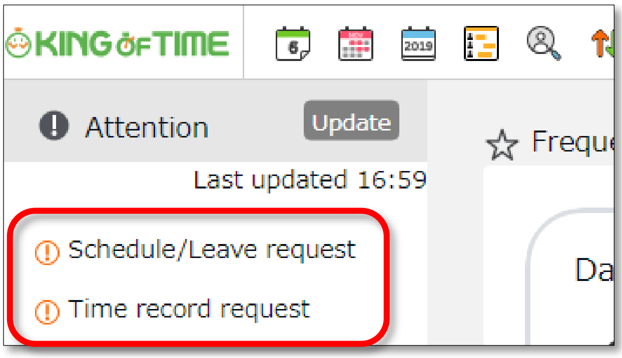
Tab name	Description
Waiting for my approval	Shows the requests that need your approval.
Awaiting approval	Shows any requests that include you in its Approval flow. • Requests that require confirmation by a higher approver after your approval • Requests that require your approval after the lower approver’s
Confirmed	Confirmed requests that include you in the approval flow. Requests are regarded as confirmed when it is approved or rejected by you or the final approver.
My requests	This area shows the progress of requests which you, an administrator, have submitted on behalf of employees. Administrators with [View / Request] privileges (Admin settings screen) can submit requests on behalf of employees.

5.2. Approve requests

1. Any requests that require your approval are shown in [Attention required], in the home screen. They are shown as [Schedule /Leave request] and [打刻 Time record request].

   Click the items to show requests that need your approval.

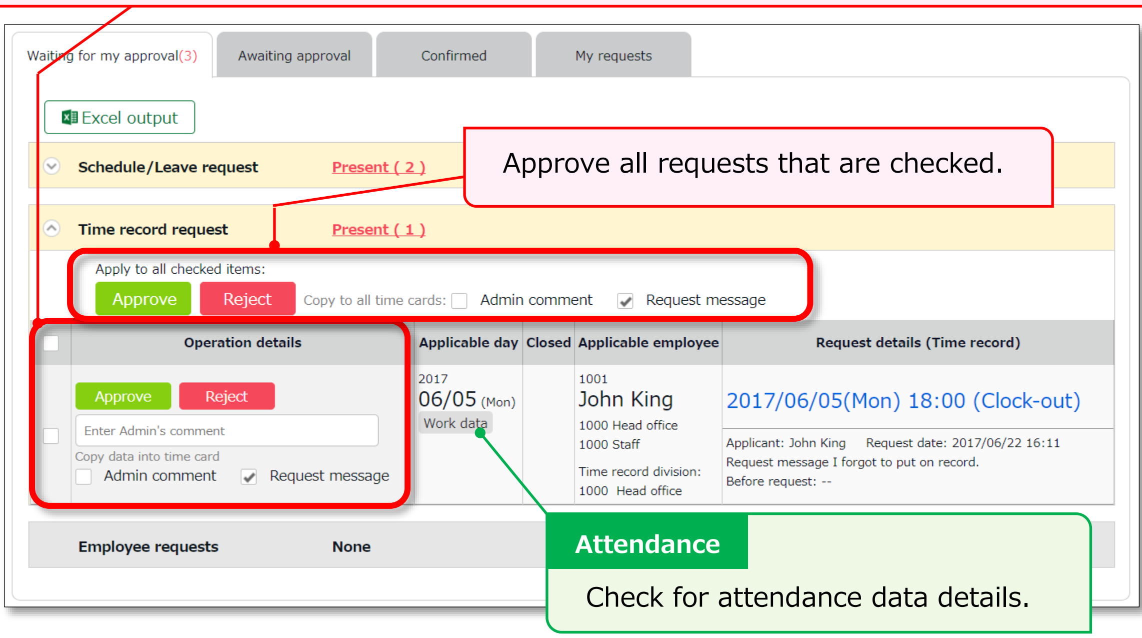
   You can also access from [All menu > Confirm > Request approval]



Set the display condition and click [Show]. Click [Present] to show details. You can approve or reject the request from here.

Operation details

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



- An email notification is sent to the administrator when submitting a request. When a request is approved or rejected, employees are notified by email.
- Administrators and employees must set Email addresses to their accounts, to receive notifications by Email.

6. MANAGE SCHEDULES

This section describes the Schedule management feature.

6.1.1. Set schedules

You can create schedules by any of the four methods listed below.

Apply schedules automatically

If you've already performed [Basic schedule settings (p.69)], schedules are automatically set.

Submit schedule requests

Employees can submit schedule change requests through their Time Cards.
This feature is useful to take leaves and submit shift change requests.

Set schedules

You can set schedules manually through the admin screen. The instructions are in the following pages.

Import schedules

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

6.2. Set schedules

Set or confirm schedules from the Schedule management screen.

[Where to look] All menu > Schedule > Schedule management

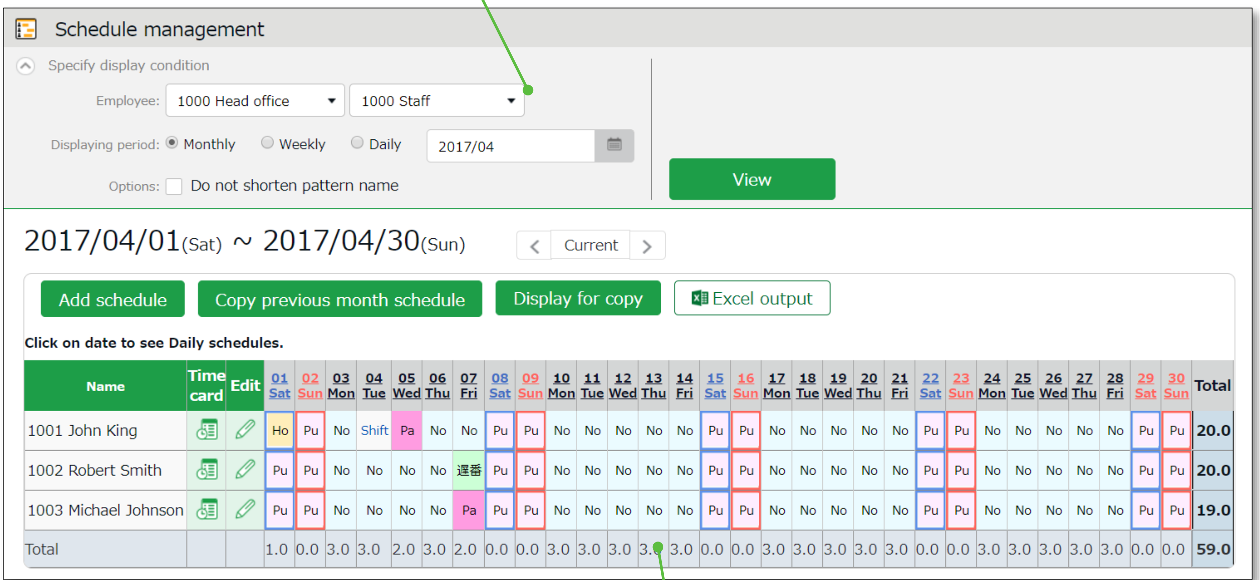
6.2.1. Descriptions

Specify the display condition

Select a division, employee type or display period.
Click [Show] to view data.

Displaying period
Monthly - Shows work data by month.
Weekly - Shows work data by week.
Daily - Shows data that correspond to the specified period (up to 3 months).

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

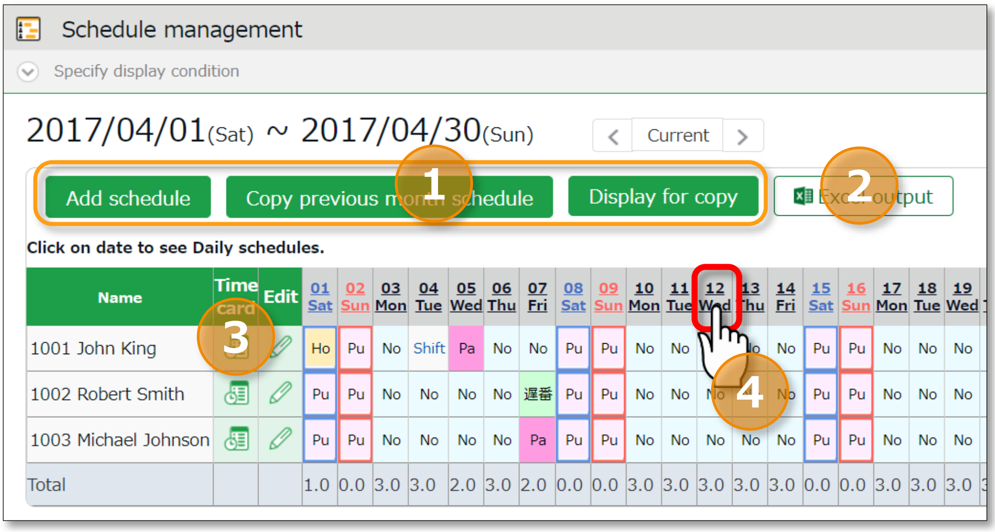


Schedules

Shows existing schedules.
[Shift] indicates a schedule that doesn't belong to any pattern.
Work day types are indicated in different colored lines:
Legal time off - Red
Non-legal time off - Blue
The [Total] on the last row indicates the total number of attending employees, based on the schedule.

6.2.2. Operations

You can perform the following tasks in the Schedule management screen.



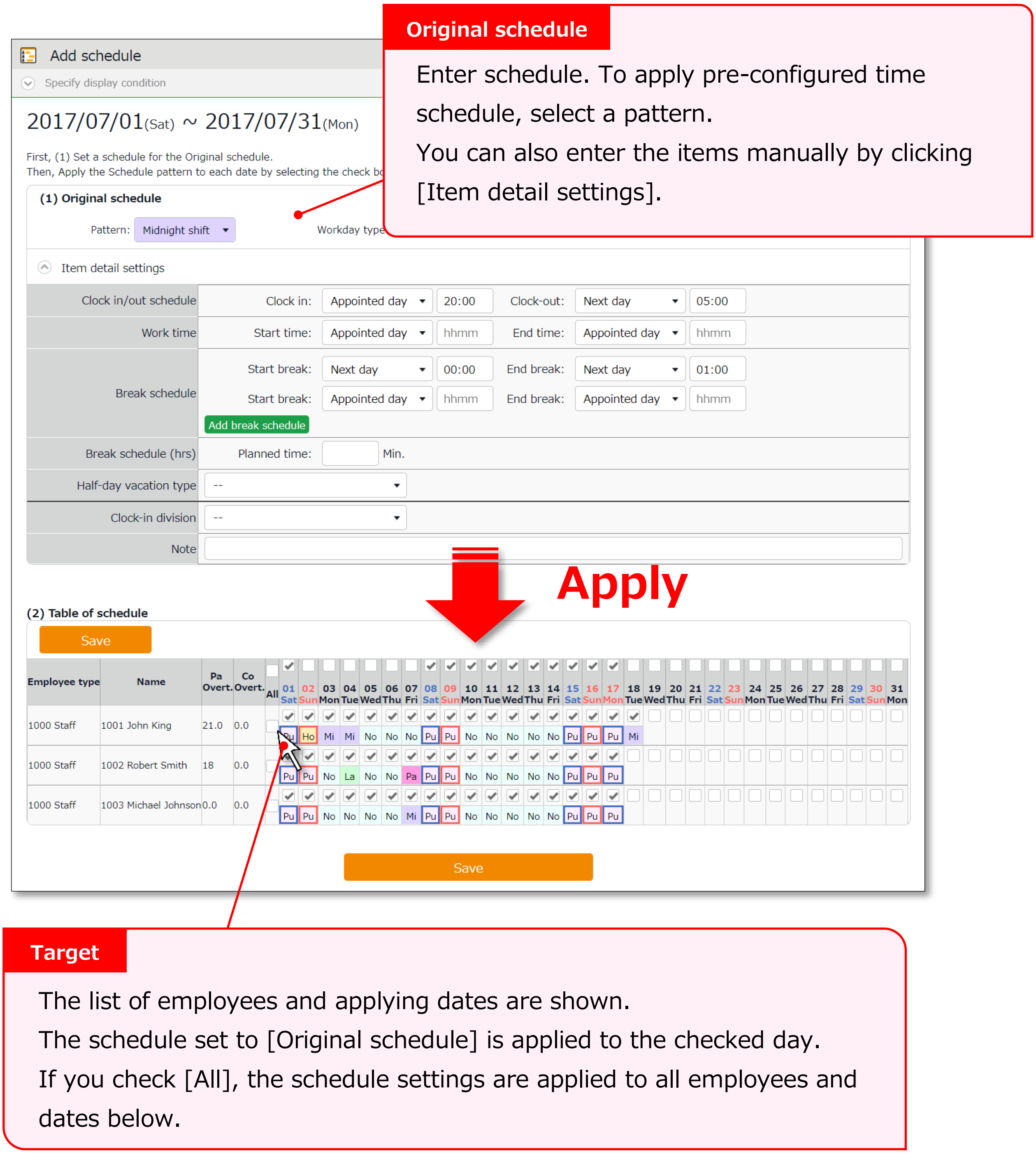
No.	Buttons	Description
1	Add schedule	Bulk-registers schedules by divisions (see following pages). * Only available if one division is selected.
	Copy previous month schedule	Copies schedules of the previous month. The same schedules may be used repeatedly. * Only available if one division is selected.
	Display for copy	Shows the page for printing out. * To print in color from Google Chrome, go to [Chrome menu > Print > Page Setup > Print Background Colors and Images] and check the check box.
2	Excel output	You can download data on the schedule management screen in Excel format.
3	(Time Card)	Shows the Time Card screen (p.105).
	(Edit)	Shows the Monthly schedule edit screen (p.130). Sets schedules for each employee.
4	(Date)	Available only when you select one division. Daily schedule edit screen (p.131) is shown by clicking on the date. You can edit schedules of the selected day by divisions.

6.2.3. Set schedules

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

1. Go to the Schedule management screen, then select one division.
   Press the [Add schedule] button displayed on the screen.

2. The schedule set to [Original schedule] is applied to the checked day's attendance data.
   Repeat this step to complete the month's work shift table.

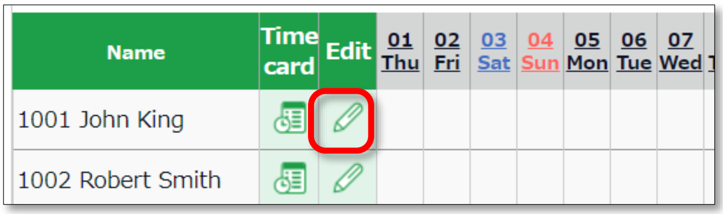


3. Click [Save] to save the schedules.

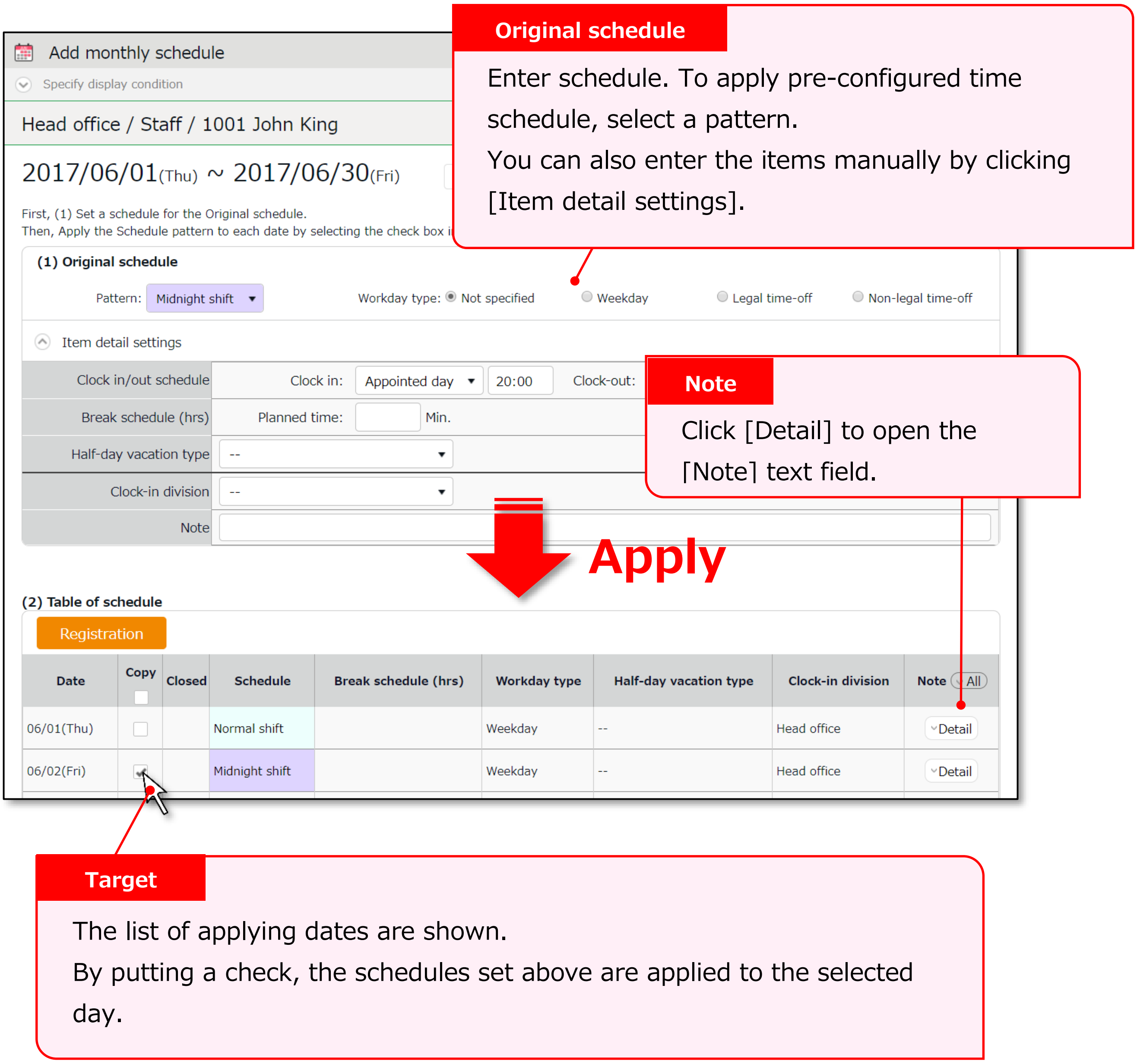
6.2.4. Set schedules to each employee

This section describes the steps to set schedules for each employee.

1. Press the [Edit] button in the Schedule management screen.



The Monthly schedule screen is shown. The schedule set to [Original schedule] is applied to the checked day's attendance data.

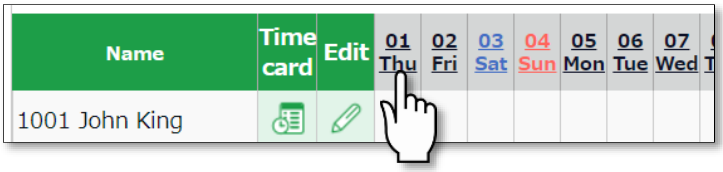


2. Click [Save] to save the schedules.

6.2.5. Set daily schedule

When setting up a schedule, you can check the number of attendants in the time slot and division.

1. Go to the Schedule management screen, then select one division.
   Click on a date.



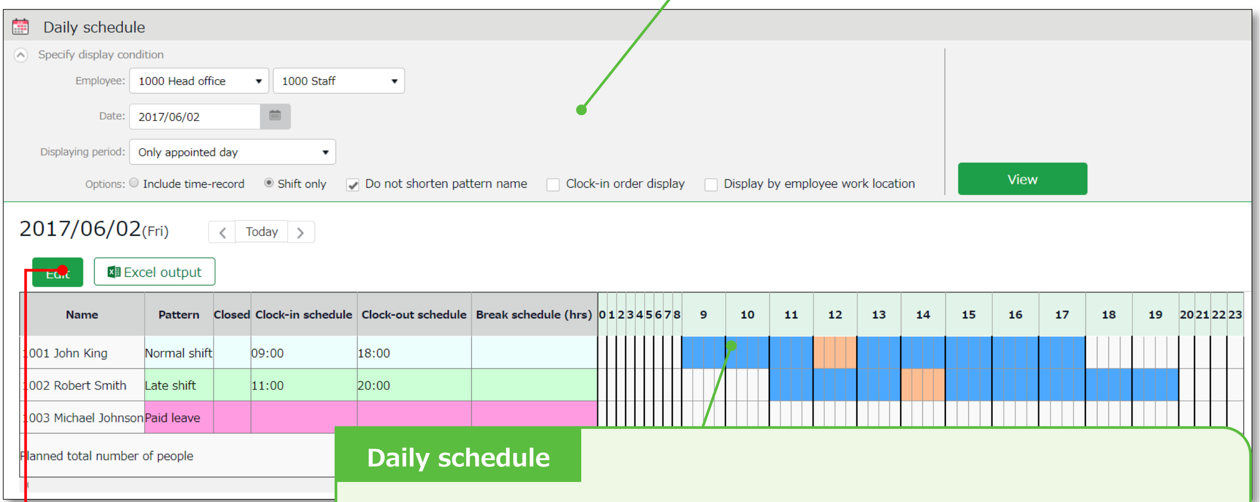
2. The Daily schedule screen is shown.

Specify the display condition

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

Displaying period
Other than the day selected (24 hours), it can show schedules of the previous/following day, or schedules for both previous and following days (72 hours).

Options:
Include time-record - Show actual time record as well.
Shift only - Show schedules only.
Do not shorten pattern name - Shows non-abbreviated schedule pattern names.
Clock-in order display - Sorts schedule by clock-in schedule ascending order.
Display by employee work location - Show data of employees who worked in a Division.



Edit

Edit Schedule

Daily schedule

Visualizes schedules and actual time record.

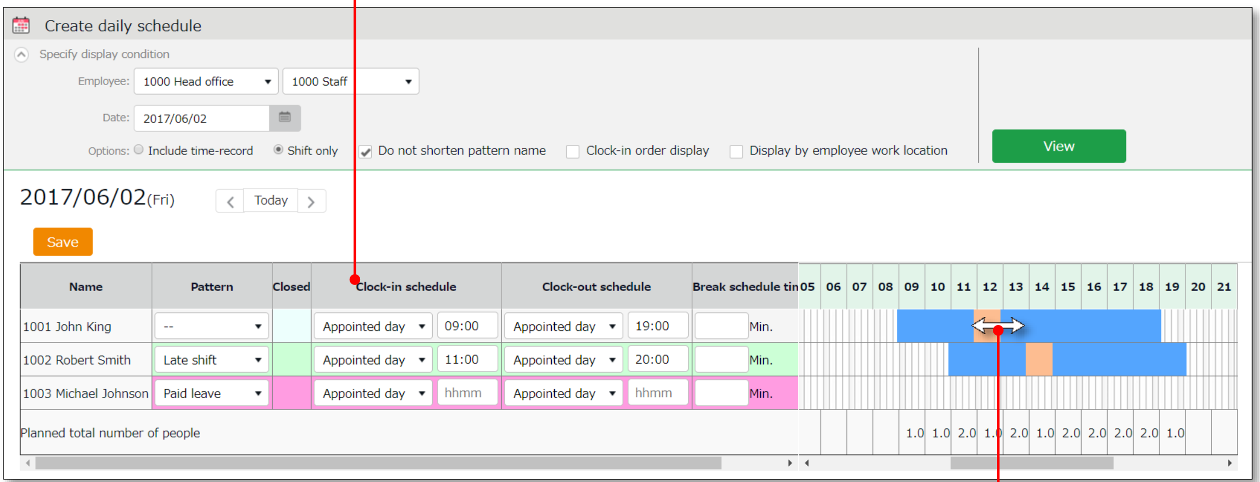
Schedule
Blue - Scheduled working hours

Actual working hours
(Shown when [Include time-record] is selected in the display condition)

The [Total] on the last row shows the total number of employees attending in each time slot.

3. Press the [Edit] button to edit schedule. You can edit Schedules at the [Add daily schedule] screen.

Edit your schedule.
Either select a pattern or enter clock-in/out schedule.
Click [Detail] to open the [Break time settings] window. Enter the break time schedule.



You can also extend/shorten the time by grabbing it with your mouse cursor.

4. Click [Save] to save the schedules.
To return to the previous screen, press the [Return] button in the top of the screen.

7. MANAGE LEAVES

This section describes the Leave management feature.

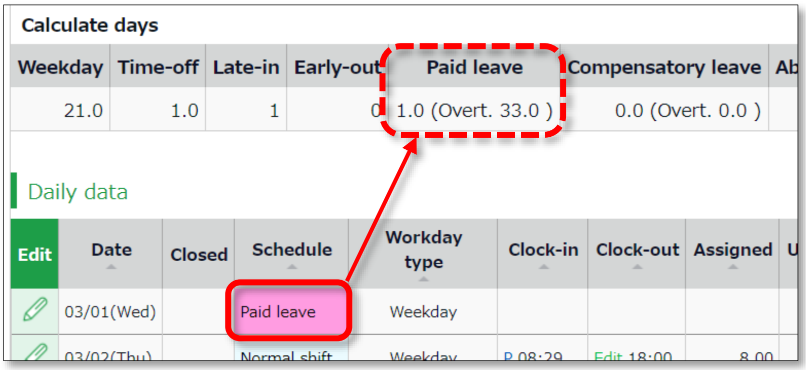
7.1. Take leaves

In the Schedule management screen (p.127), set a pattern or half-day leave type accordingly.

[All menu > Schedule > Schedule management]

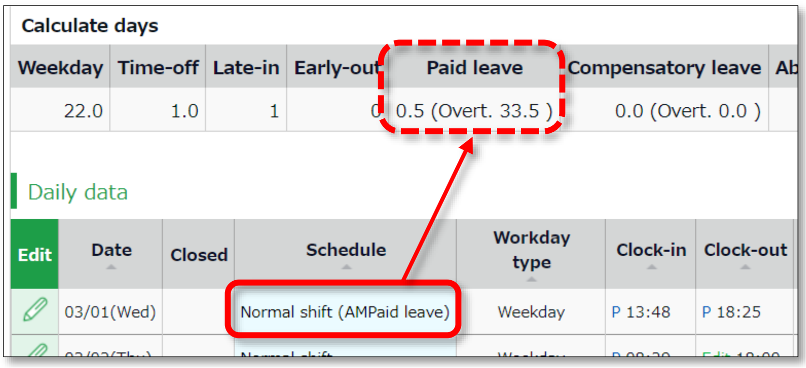
7.1.1. Take full-day leave

Apply a full day leave pattern (Paid leave, Compensatory leave, etc.) in the [Pattern] field.



7.1.2. Take half-day leave

Add a half-day leave type (AM paid leave, PM compensatory leave etc.) in the [Half-day vacation/Absent type] field.
The name of the half-day leave will be shown in the corresponding day's schedule.
If you check the summary of leaves taken, you can see that half-day leaves are regarded as 0.5 days.



Future leaves do not count. They are included on and after the actual leave date.
* If you are using the new version of Leave Management, future leaves are included.

7.2. Check the number of leaves taken/remaining

You can check the number of leaves taken/remaining in the Leave management screen.

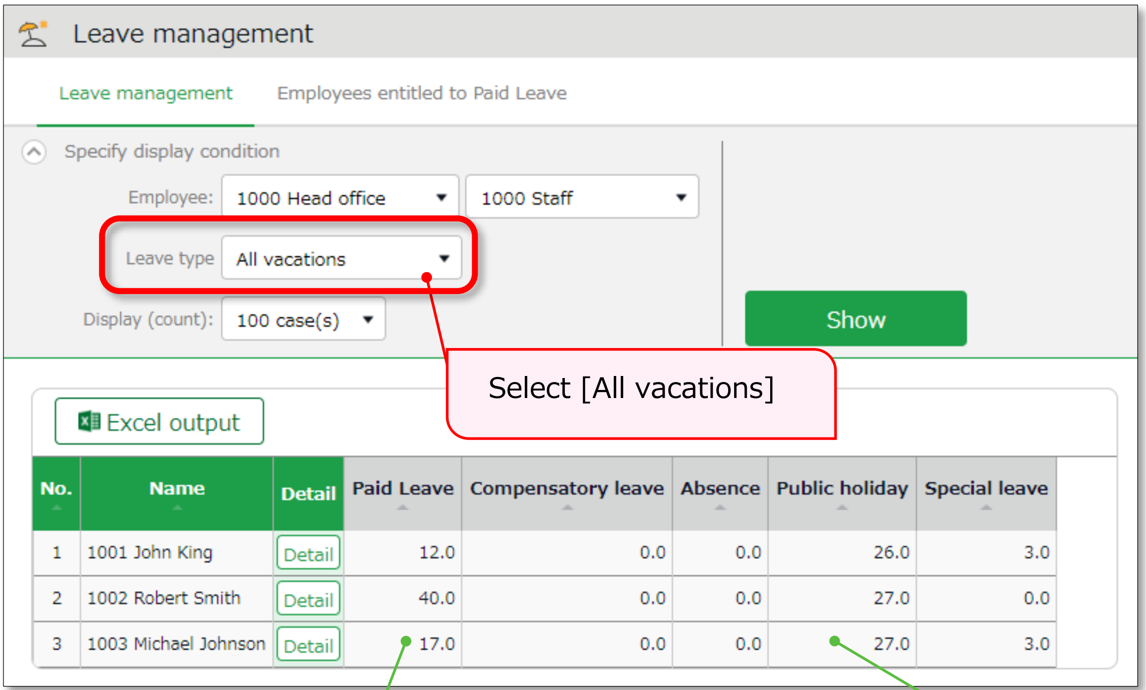
[Where to look] All menu > Schedule > Leave management

7.2.1. Descriptions

You can switch contents from [Leave type] .

If [All leaves] is set

[All vacations] in [Leave type] shows the number of remaining or taken leaves.



Remaining leaves

If the leave is a [Subtract] type (the leaves taken are subtracted from the remaining leaves), number of currently remaining leaves are shown.

Leaves taken

If the leave type is an [Add] type, the total number of leaves taken this fiscal year are shown.

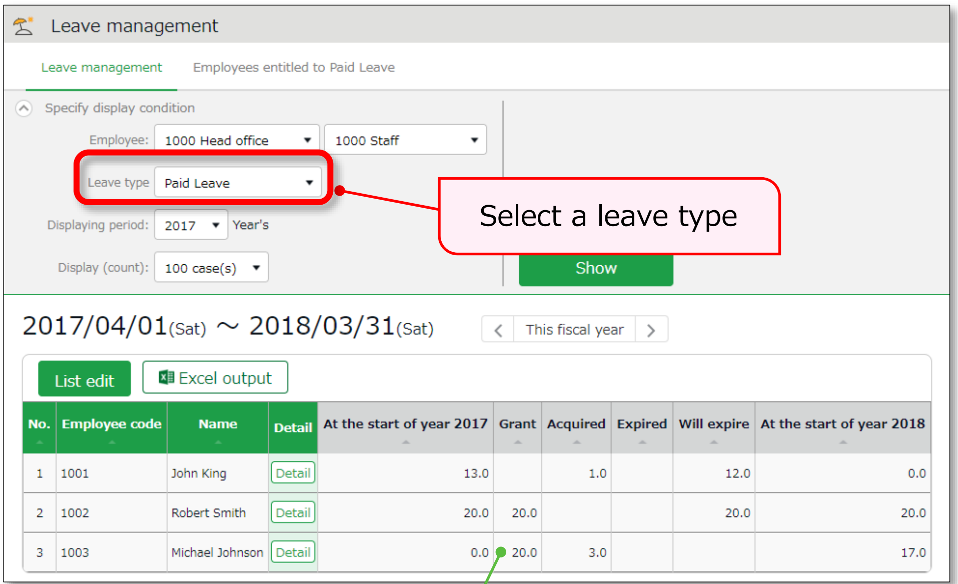
About Subtract and Add leave types

Settings > Schedule > Pattern settings

Shows the setting status of [Calculation method of leaves when obtained] (p.51).

Filter data by leave type

To filter data, select a [Leave type] under [Specify display condition].
You can check the number of leaves taken, remaining and expired during the fiscal year (if it is an “Add” type, leave it only shows the number of taken leaves).



Leave data

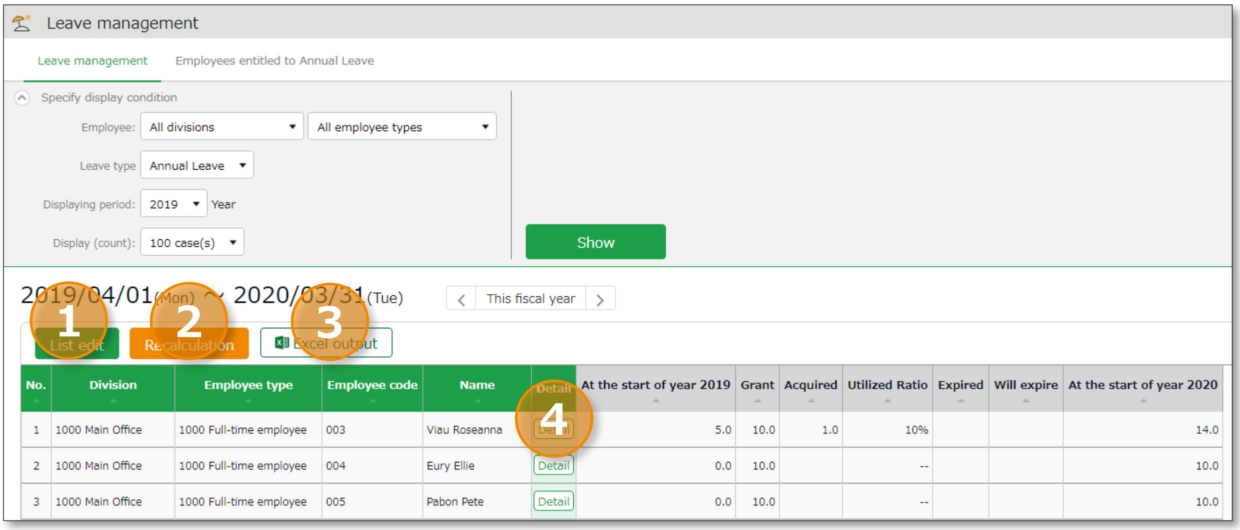
Check the total number of leaves taken/remaining from here. The items are described below.

At the start of year	Shows the number of remaining leaves at the start of the year. This does not include leaves granted at the start of the year.
Grant	Shows the number of leaves taken this year.
Acquired	Shows the number of leaves taken this year. * For “Add” type leaves, this is the only info provided.
Utilized Ratio	This shows the percentage of leaves (rounded off to the nearest whole number) taken during the specified period. It doesn’t count carry-overs from the previous year.
Expired	Shows the leaves that are expiring/has expired during this period. Data collection period depends on the fiscal year being displayed. • If past year’s data is displayed - Data are collected from the beginning of the year until the end of the year. • If this year’s data is displayed - Data are collected from the beginning of this year until now.
Will expire	Shows the leaves that expired during this period. Data collection period depends on the fiscal year being displayed. • If this fiscal year’s data is displayed - Data are collected from

	now until the end of this fiscal year. • If future year is displayed - Data are collected from the beginning of the year until the end of the year.
(Next year) Start of year	Shows the number of remaining leaves at the start of the year. This does not include leaves granted at the start of the year.

7.2.2. Operations

You can perform the following tasks in the Leave management screen.



No.	Buttons	Description
1	List edit	Grants leaves to multiple employees at once (p.140). ＊ Available when a “Subtract” leave type is set to the display condition.
2	Recalculation	This button shows when Leave Type is specified in the Display Condition settings. It recalculates leave data.
3	Excel output	The Leave management screen can be downloaded in Excel format.
4	Detail	Confirm leave grant/obtained date of each employee. You can also grant leaves here. Please refer to the following pages for details.

7.3. Grant leaves to each employee

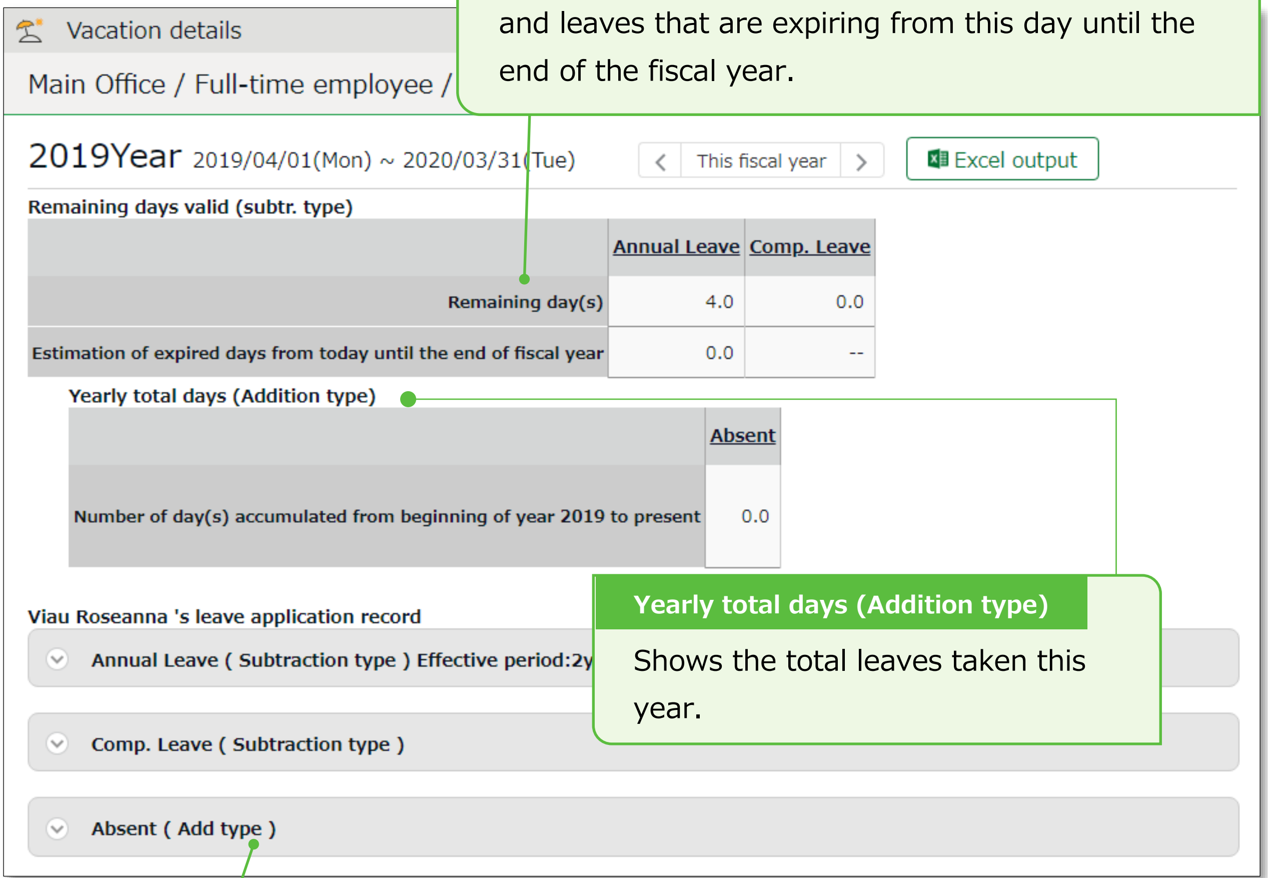
The screen described below shows the details of each employees' leaves.

[Where to look] All menu > Schedule > Leave management > Employee [Detail] screen

7.3.1. Descriptions

Remaining days valid (subtr. type)

Shows the number of leaves currently remaining and leaves that are expiring from this day until the end of the fiscal year.



Yearly total days (Addition type)

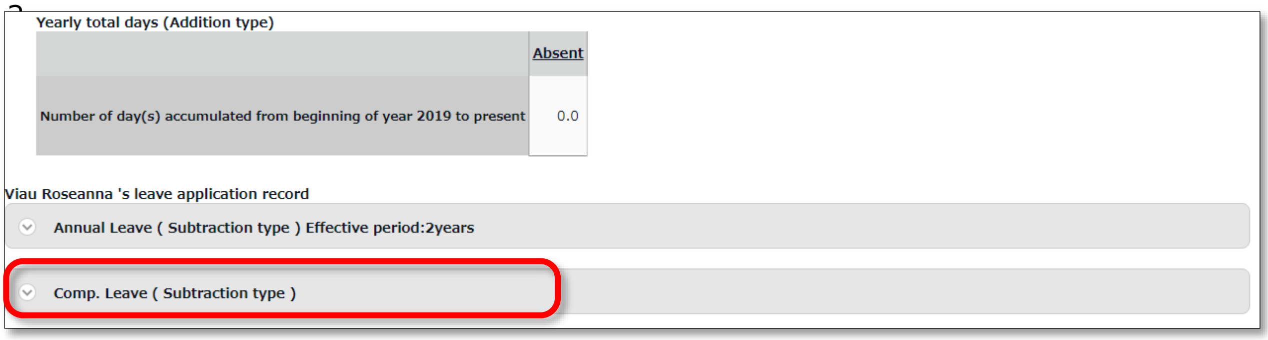
Shows the total leaves taken this year.

Grant/obtainment record

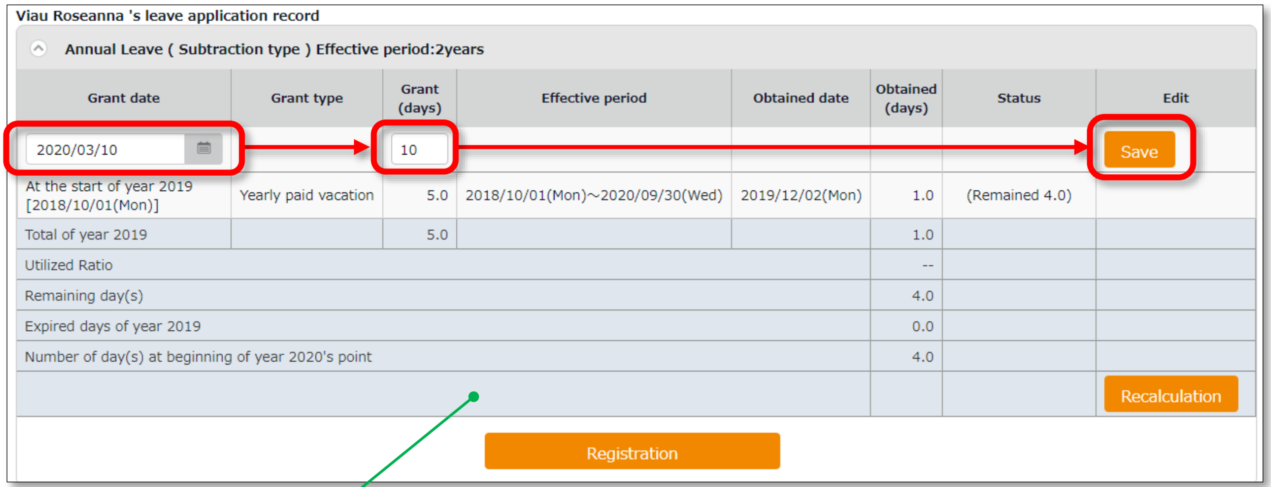
Click here to show when the leaves were granted or taken.
You can also grant leaves from here.
Shows the number of leaves currently remaining and leaves that are expiring from this day until the end of the fiscal year.

7.3.2. Grant leaves

1. Go to the Vacation details screen for leave details.



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



The total number of leaves taken/remaining are shown.

Item	Description
Total of (year)	Total leaves granted and taken during the year, regardless of expiration date.
Utilized Ratio	This shows the percentage of leaves (rounded off to the nearest whole number) taken during the specified period. It doesn’t count carry-overs from the previous year.
Remaining day(s)	Shows the number of leaves currently remaining.
Expired days of (year)	Shows the number of leaves expiring this year. The [Status] column shows the total of remaining leaves that are labeled as [Expiring].
Number of day(s) at beginning of (next year)'s point	Shows the number of remaining leaves at the start of the next year. These are carried over to the next year.

7.4. Grant leaves to multiple employees at once

1. Go to the Leave management screen, then select a [Leave type] under [Specify display condition] to filter data.
   Press the [List edit] button displayed.
2. Enter a value in [Increase/decrease grant (days)] in the next screen.
   To apply the value to all employees displayed in the screen, click [Copy].
3. Click [Registration] to save the settings.

7.5. To Import Remaining Leaves with CSV File

You can import the number of remaining leaves from the Export / Import screen.

[Where to look] All menu > Others > Export / Import
> Employee data [CSV]

Prepare an Import Layout to Grant Leaves

If you are granting leaves by CSV import for the first time, please follow the instructions on p.43 to create Employee data import layout. To grant leaves by CSV import, select [Update only] in [Applied type/category]. Select the following items.

- Employee code
- Grant vacation date
- (Leave name): Grant days

Grant leaves by data import

To import CSV data, please refer to p.43.

7.6. Check the number of leaves taken each month

To check how many leaves are taken every month, go to the Yearly data screen (p.107).

[Where to look] All menu > Attendance data > Yearly data

7.7. Grant leaves by auto-calculation

Before starting, please complete the Grant paid leave settings (p.53)

The [Attention required] mark in the home page indicates there is an employee entitled to paid leaves, based on the grant policy. Click this item to view the list of employees who are eligible for paid leaves. You can also access from [All menu > Leave management > Employees entitled to Paid leave].)

7.7.1. Instructions

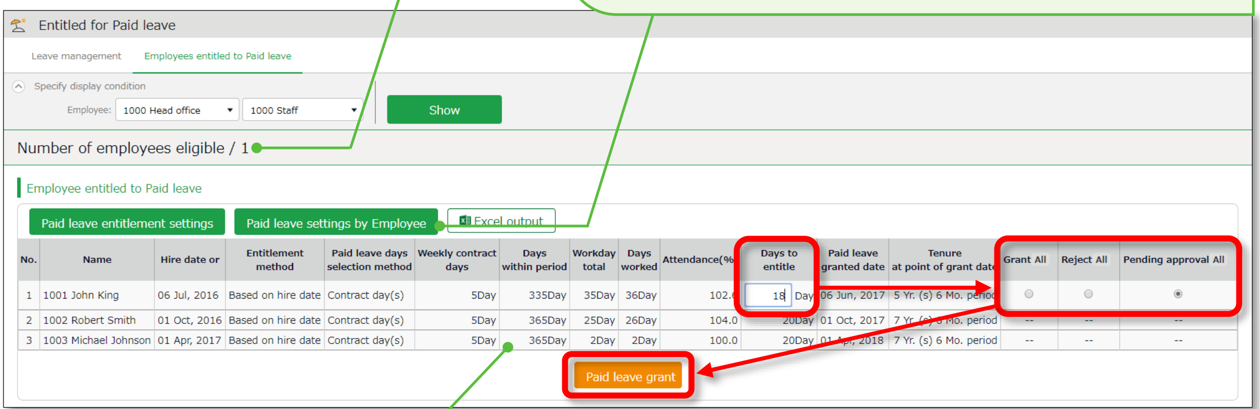
1. Confirm the employee's [Grant days] and [Grant date].
   Grant days are automatically calculated. However, you can also edit the values manually.
2. Select the [Grant] radio button on the right.
3. Click [Grant paid vacation]. Click [Apply] in the next screen.

Number of employees

Shows the number of employees that are entitled to paid leave.

Paid leave entitlement settings/Paid leave settings by employee

Change paid leave grant policies from here. These settings can also be performed in the Employee type settings screen and Employee settings screen.



Shows the employees entitled to paid leaves, grant policy (condition), and the reference attendance record.
Please refer to the following pages for details on related items.

7.7.2. Descriptions

Here are descriptions of terms in the [Entitled for Paid leave] screen.

Hired date or Last granted	The employee's hired date is displayed until leaves are granted for the first time. After them, the date last granted will be shown. Instead of the past grant date, the grant date may also be calculated from Grant condition settings and Hired date.
Grant method	The paid leave grant method specified in Grant condition settings are shown. This is either [Hired date] or [Grant date criterion].
Paid leaves grant selection method	The selection method for the number of leaves, specified in Grant condition settings are shown. This is either [Contract days] or [Work days].
Weekly contract days	The following contents are shown, as specified in Paid leaves grant selection method. • If set to [Contract days] - The specified number of contract working days per week is shown. Yellow indicates that weekly contract days is unspecified. If set to [Contract days] - The specified number of contract working days per week, that fulfills [Minimum working days required for paid leave entitlement] is shown in parentheses ().
Days within period	Shows the number of days of period required for granting leaves.
Total working days	The number of days specified as [Total working days] (see Leave grant condition settings) during [Days within period].
Working days	The number of days specified as workday (at Leave grant condition settings) during [Days within period].
Attendance rate (%)	Number of days worked / Total working days = Attendance rate Yellow indicates that the number of attended days is less than the minimum attendance required (80%).
Granted days	Shows the number of leaves to grant. Red indicates zero leaves.
Grant date	Shows the date of when the paid leaves were granted.
Tenure at point of grant date	Shows the number years the employee worked at the grant date's point.

8. EXPORT DATA

This section describes the data export feature.

8.1. The Export menu

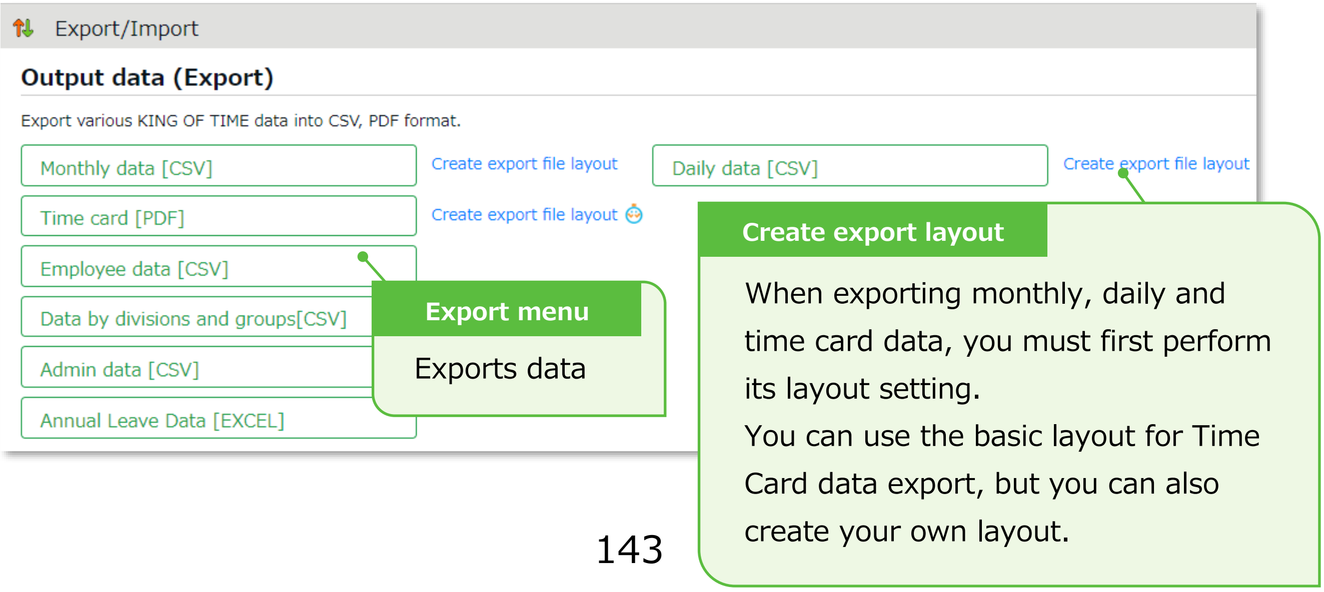
You can export time record, auto-calculated attendance data and employee data from the Export/Import screen.

[Where to look] All menu > Others > Export / Import

Initially available data

Item name	Function	Format
Monthly data	Exports data that correspond to the specified period (3 months or less). Used for integrations with payroll software.	CSV
Daily data	Exports data related to everyday work, such as attendance data and schedule.	CSV
Time Card	Export Time Card.	PDF
Employee data	Exports Employee data in Excel format.	CSV
Data by divisions and groups	Exports attendance data (calculated by Divisions and Employee types) that correspond to the specified period (3 months or less).	CSV
Admin data	Exports Admin permission data.	CSV
Annual Leave Data	Exports annual leave data (details such as when it was granted and taken).	EXCEL

8.1.1. Description



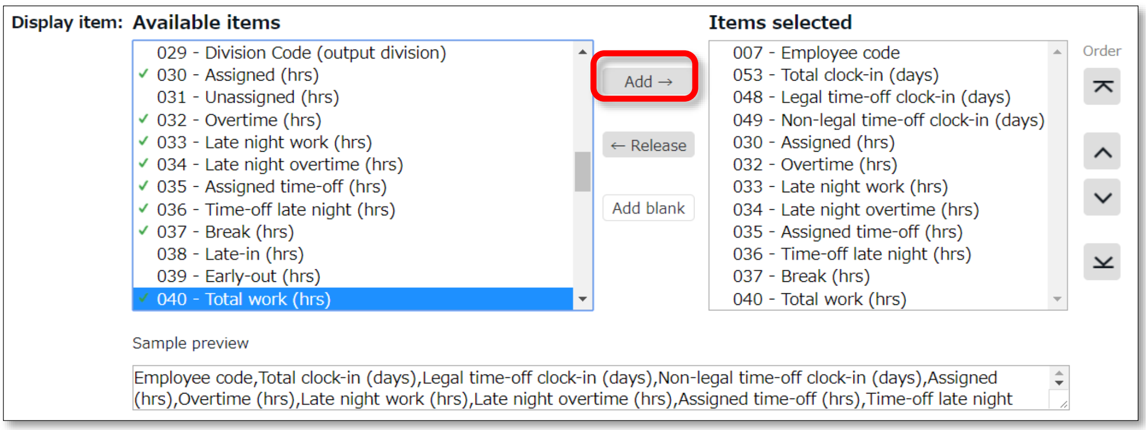
8.2. Create export file layout

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

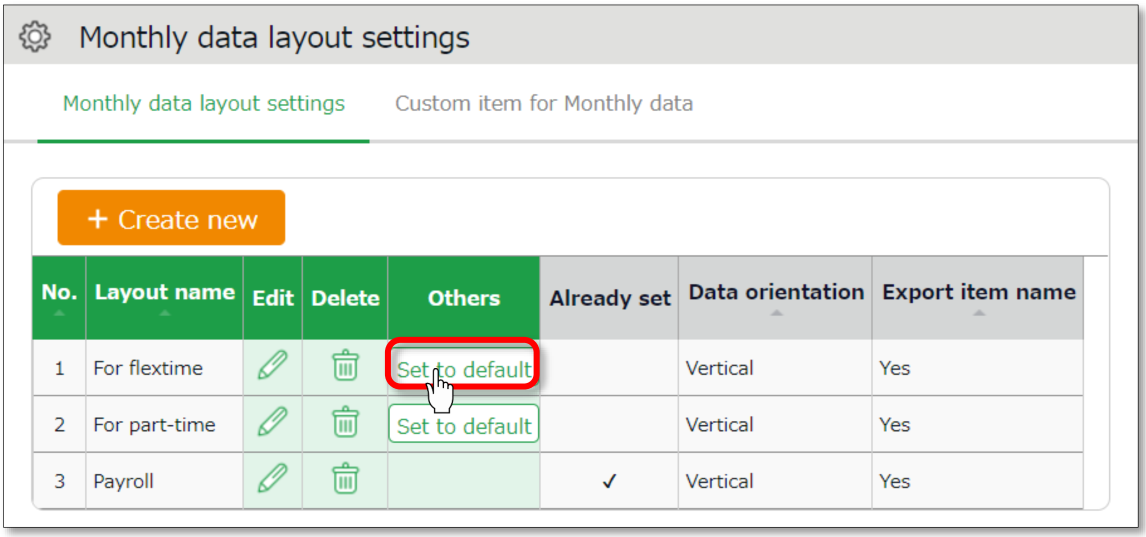
1. Go to [All menu > Export / Import] and click [Create export file layout] next to Monthly data [CSV] (or Daily data [CSV], Time Card [PDF]).
   Click [Create new] in the next screen.
2. Enter the items required.

Layout name	Enter the layout name in 20 characters or less.
Data orientation	This defines the arrangement of the data. Data is generally arranged vertically. * Only available in the Monthly data layout setting screen.
Export item name	This determines whether to include title row (e.g. Assigned hours, Overtime work, etc.) in the file. To change the name of the items, enter the items in the [Custom item name] field, each separated by a comma (,). * Available in Monthly data and Daily data export layout settings screen.
Quoted string	This determines whether to enclose every data with quotation marks ("). * Available in Monthly data and Daily data export layout settings screen.
Time display format	You can select the time format from here. To configure settings for the third decimal place, go to [Home > Settings > Options] and change [The handling of the third decimal place for 10 decimal display].
Signed name	Enter the names required in the signature line. * This field only shows in [Time card layout settings].

3. Select items from the [Available items] list as needed, then click [Add ->].
   The [Add blank] button adds a blank column to the [Items selected] list.
   Preview is available in the bottom of the screen.
4. Select items as needed and click [Registration].



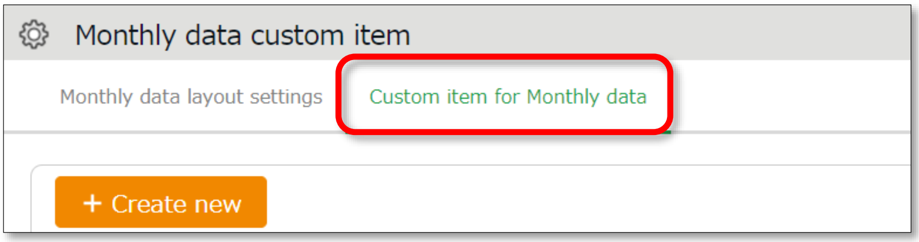
5. To specify a default layout template, press the [Set to default] displayed on the list. The selected layout is specified as default when exporting the data.



8.2.1. Create custom items

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

1. Go to [All menu > Export / Import] and click [Create input layout] next to Monthly data [CSV], Daily data [CSV] or Time card [PDF].
   Then, click [Custom item for Monthly data (Daily data custom item/Customize Time Card items)].



2. Click [Create new] and enter the items required.

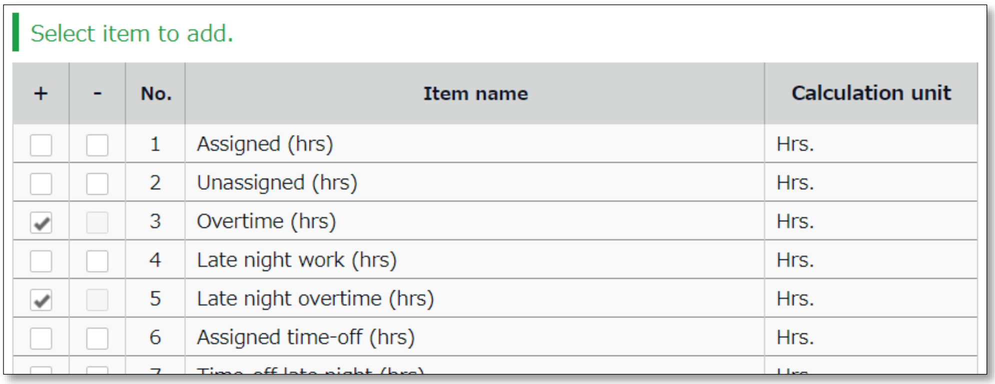
Basic info

Custom item name	Enter custom item name in 20 characters or less.
Calculation unit	Select either [Hrs.(Time)] or [Day].
Results	If you turn on the checkbox at [Don't export negative values], calculation results with negative numbers are displayed as 0.

To apply fixed value

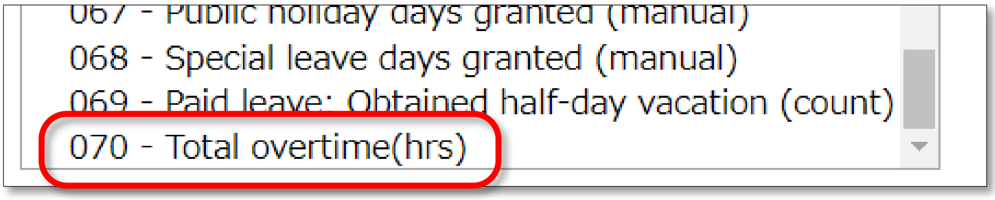
Fixed value	Enter any value in 50 characters or less.
Apply to calculation value	This setting determines whether to add the fixed value to attendance related items (specified in the bottom half of the screen). • [Don't use (Export fixed value)] - Fixed value is displayed/exported as specified. [Use (Sum up fixed value and attendance data item)] - Fixed value is added up to the attendance related items checked below. If you set it to [Use], please enter the Fixed value in minutes. If the [Export as 0 if total of items selected is 0 min/0 days] check box is turned on, the calculation results exports as 0 when the sum of the selected items are 0.

1. Select items.
   Check the [+] column to add up items, then check the [-] column to subtract items.
   You can't choose items in different units (time/days).


Select item to add.

+	-	No.	Item name	Calculation unit
☐	☐	1	Assigned (hrs)	Hrs.
☐	☐	2	Unassigned (hrs)	Hrs.
☑	☐	3	Overtime (hrs)	Hrs.
☐	☐	4	Late night work (hrs)	Hrs.
☑	☐	5	Late night overtime (hrs)	Hrs.
☐	☐	6	Assigned time-off (hrs)	Hrs.

2. Click [Registration] to save the settings.
3. The new custom is added to the [Available items] list.



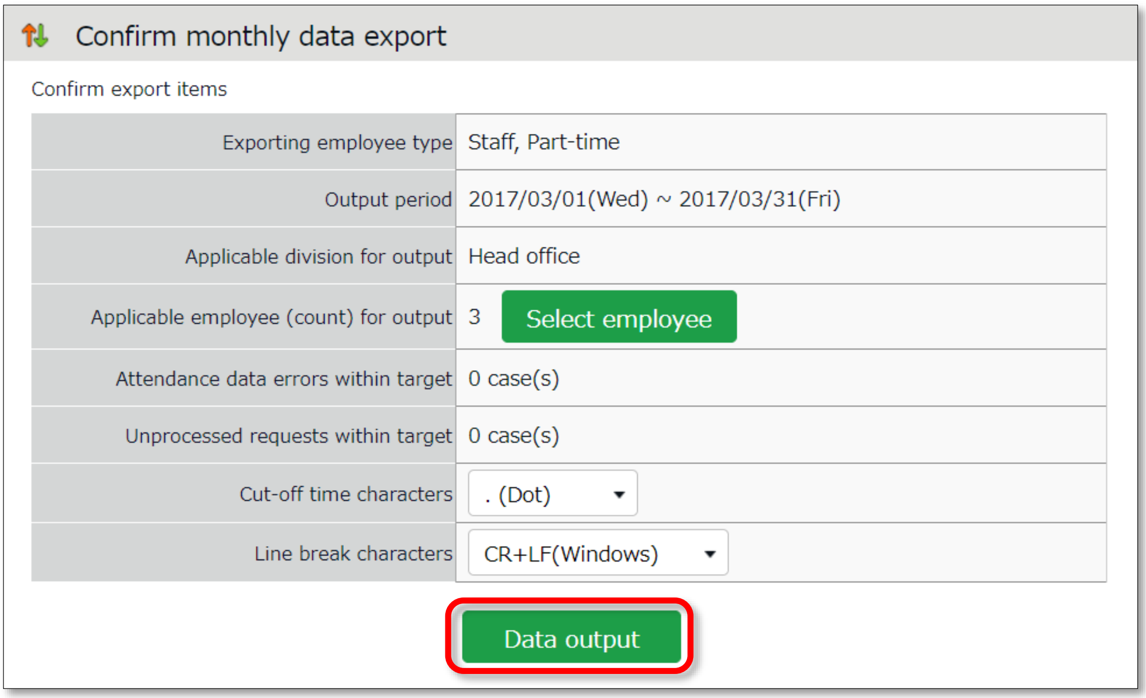
8.3. Export

This section describes the steps to export data.

1. Go to the Export / Import screen and click [Monthly data CSV]

2. Specify exporting conditions such as data period, export layout and division. Click [Data output].

3. Displays the [Confirm data export] screen.
   Confirm details and click [Data output] to download the data.



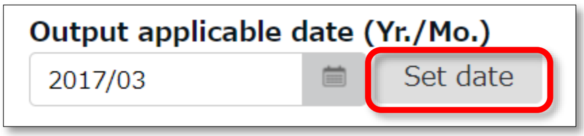
Applicable employee (count) for output	Shows the number of employees exporting. To export data of some of the employees, select employees from [Select employee].
Attendance data errors within target	Shows the number of attendance error data within the specified period. You can export data regardless of attendance data errors. However, some data might be incorrect. Please make sure to check the details of the errors in the Attendance data error screen.
Cut-off time characters	You can use either dot (.) or colon (:) in the time format. * Not available in Time Card output.
Line break characters	Change the newline character if needed. Please choose a character compatible with your system, especially if you are using operating systems other than Windows. * Not available in Time Card output.

8.3.1. Time range of data

You can also export data by month.

Set the time range of exporting data

Go to the Export data screen and click [Set date] in [Output applicable date]. Specify the range of period (3 months or less).

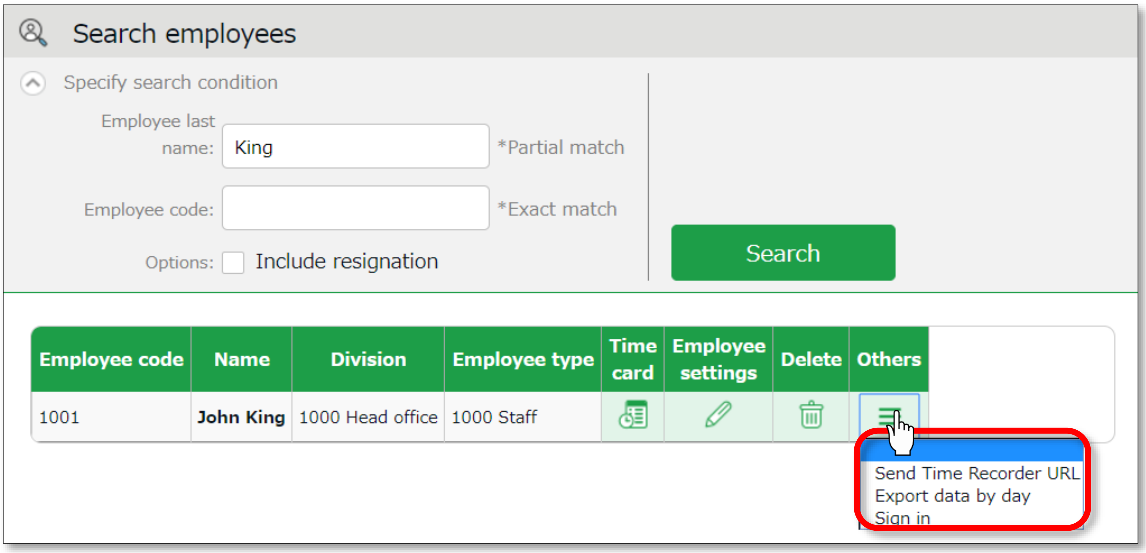


Export 5 Years' Data

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

[Where to look] All menu > Others > Search employees

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



2. Go to the Export data screen and click [Set date] in [Output applicable date]. You can set data period to a maximum of 5 years. For Time Card export: If you check [Calculate by closing date] under [Export options], monthly data will be organized in different pages.

9. TABLE OF ATTENDANCE DATA ITEMS

The definition of attendance items in this system are described below.

Time calculation

Working time is defined by [Workday type], [Employee type] and [Time record].
Even if an employee clocks in/out several times throughout the day, working time calculates as 1 day's work.

Attendance items	Detail	Workday type
Work time	Working hours specified by Schedule (clock-in/out schedule).	Weekday
Unassigned work (Unassigned work time)	Work time after scheduled Clock-in/out hours is regarded as [Unassigned work time]. However, working time past Overtime work start time is classified as [Overtime work]. Working time that takes place during Late night overtime work hours are classified as [Late night overtime work]. They are both calculated separately from [Unassigned work].	Weekday
Overtime work	Overtime work is calculated according to the rule set in [Employee type > Overtime start time]. This is usually set to [8 Hrs. excess work will be counted as overtime]. This means working for more than 8 hours is regarded as overtime work. (Weekly and monthly overtime calculations are available by applying the Flextime work feature.)	Weekday
Assigned Late-night hours	Calculated according to the rule set in [Employee type > Late night work (hrs) slot]. This is usually set to 22:00 - 5:00 (following day).	Weekday
Unassigned Late-night hours	Work time after Late-night hours schedule is regarded as [Unassigned Late-night hours]. Work time past Overtime start time is counted as [Late night overtime hours].	Weekday
Late night overtime hours	Sums up working hours that satisfies both [Overtime] and [Night work] conditions. [Overtime work] and [Late night work] are calculated separately and do not overlap.	Weekday
Assigned time-off	Working hours during [Legal time off] or [Non-legal	Legal time off

hours **Assigned Late-night hours**	time off] workday types are regarded as [Assigned time-off hours]. This sums up working hours under Legal holidays and Non-legal holidays. The definition of "late night" is described above.	+ Non-legal time off
Unassigned time-off hours **Unassigned Late-night hours**	Working hours during [Legal time off] or [Non-legal time off] workday types are regarded as [Unassigned time-off hours]. This sums up working hours during [Legal time off] and [Non-legal time off] days. The definition of "late night" is described above.	Legal time off + Non-legal time off
Assigned legal time-off hours/ Assigned Late-night hours on Legal holiday	Working hours during the [Legal time off] workday type is classified under this category. The definition of "late night" is described above. Available in Data export.	Legal time off
Unassigned legal time-off hours/ Unassigned Late-night hours on Legal holiday/	Unassigned working hours under [Legal time off] is classified under this category. The definition of "late night" is described above. Available in Data export.	Legal time off
Unassigned legal time-off hours/ Assigned Late-night hours on Non-legal holiday/	Working hours during [Non-legal time off] workday type is classified under this category. The definition of "late night" is described above. Available in Data export.	Non-legal time off
Unassigned non-legal time-off / Unassigned Late-night hours on Non-legal holiday	Unassigned working hours under [Non-legal time off] workday type is classified under this category. The definition of "late night" is described above. Available in Data export.	Non-legal time off
Late-in	Early leaves. Compares clock-in schedule with actual time record.	-
Early leave	Early leaves. Compares clock-out schedule with actual time record.	-
Total work hours	Shows the total working hours.	-
Break time	Calculates break time from time records or employee types and schedules. Break time is subtracted from working hours.	-

Day calculation

A working day is counted as 1 day, regardless of how many hours the employee worked. Even if an employee clocks in/out several times throughout the day, they count as working time if they are recorded on the same day.

Calculated items	Detail	Workday type
Weekday clock-in days	Number of days worked on weekdays (i.e. Workday type set to [Weekday]).	Weekday
Time-off clock-in days	Number of days working on legal and non-legal holidays. Number of working days under [Legal time off] and [Non-legal time off] workday types.	Legal time off + Non-legal time off
Legal time-off clock-in days	Number of days attended on the [Legal time off] workday type.	Legal time off
Non-legal time-off clock-in days	Number of days working on the [Non-legal time off] workday type.	Non-legal time off
Total clock-in days	Total days worked.	-

Last Updated – March 15, 2020