



Employee Manual

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1. What can I do on KING OF TIME?

KING OF TIME is an attendance management system.
You can keep attendance record, manage shifts and leaves.

1.1. Use the Time Recorder

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

My Recorder

For smart phones and PC browsers - [p. 32](#)

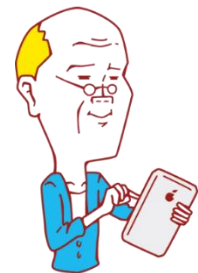
Mobile browser recorder

For mobile phones and smart phones - [p. 37](#)



1.2. Check your attendance data

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



1.3. Submit requests

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

What is Time Record Request?

This is a request to make changes to time record data (clock-in/out time).
Employees usually submit time record requests when they forgot to clock-in/out or have clocked-in/out by mistake.



What is Schedule request?

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

2. Using Time Card on PC

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

2.1. Supported browsers

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



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.

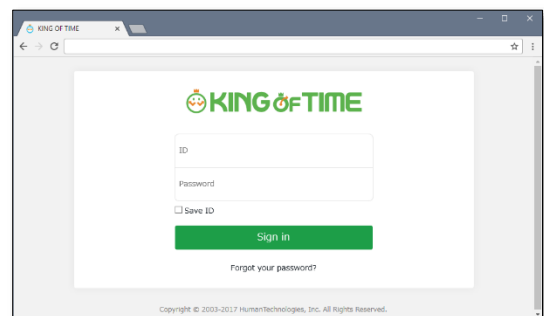
2.2. Log into Time Card

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

Log in with ID

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

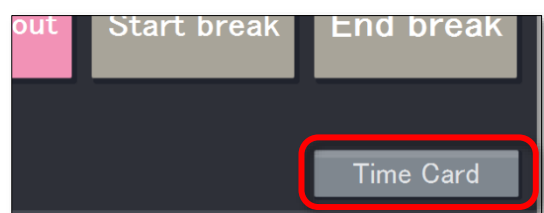
* Please use the login URL and ID issued by your administrator. Please be sure to set your password.



Log in from Time Recorder

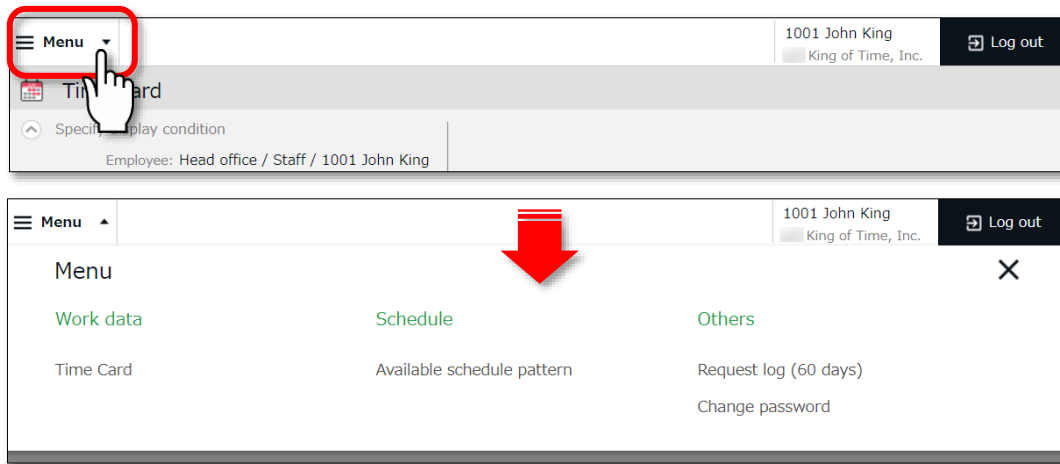
To access the Time Card screen, press the [Time Card] button on the Time Recorder and authenticate by fingerprint, IC card or password.

* Time Recorder design may vary by authentication type.



2.3. All menu

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



The following are available on Menu.

Time Card	Check your attendance data. Submit time record edit requests and Schedule requests from here.	p. 6
Available schedule patterns	Check the schedule patterns available to you.	p.21
Request log (60 days)	Shows the requests that you have submitted in the past 60 days. You can cancel requests from here.	p.21
Change password	Change your password from here.	p.22

2.4. Check the Time Card

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

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

☰ All menu > Attendance data > Time Card

2.4.1. Description

Specify the display condition

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

Options:

Classify holidays as Legal and Non-legal holidays - You can check holiday work hours according to workday type.

📅 Time Card

Specify display condition
 Employee: Head office / Staff / 1001 John King
 Display month: Show

2017/03/01(Wed) ~ 2017/03/31(Fri) < Current >

Schedule request EXCEL Output

Monthly data

Summary by time

	Assigned (hrs)	Unassigned	Overtime	Night work	Late night overtime	Late-in	Early-out	Break	Work hours total
Weekday	167.18		16.34			1.28			
Time-off	8.49	--	--			0.42		22.00	194.09

Calculate days

Weekday	Time-off	Late-in	Early-out	Paid leave	Compensatory leave
	21.0	1.0	1	0 0.0 (Overt. 34.0)	0.0 (Overt. 0.0)

Daily data

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

Monthly data

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

Daily data

Check time record, schedules and attendance calculations.

Check Daily data

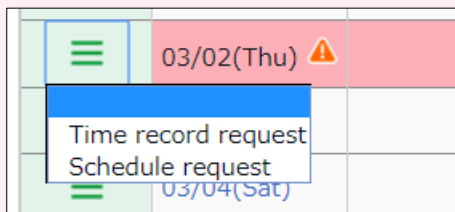
Attendance data error

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

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

Click [☰] at Request

Click [☰] to open the Request menu.



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

2.4.2. Operation

You can Perform the following tasks in Time Card.

The screenshot shows the 'Time Card' interface for the period 2017/03/01 (Wed) to 2017/03/31 (Fri). It includes a 'Specify display condition' dropdown, a date range selector, and buttons for 'Schedule request', 'EXCEL', and 'Output'. Below this are sections for 'Monthly data' (Summary by time), 'Calculate days', and 'Daily data'.

	Assigned (hrs)	Unassigned	Overtime	Night work	Late night overtime	Late-in	Early-out	Break	Work hours total
Weekday	167.18		16.34		1.28	0.42		22.00	194.09
Time-off	8.49	--	--		--				

Weekday	Time-off	Late-in	Early-out	Paid leave	Compensatory leave	Absence	Public holiday	Special leave
21.0	1.0	1	0	0.0 (Overt. 34.0)	0.0 (Overt. 0.0)	0.0	8.0	0.0

Request	Date	Closed	Schedule	Workday type	Clock-in	Clock-out	Assigned	Unassigned	Overtime	Late night	Late night overtime	Assigned time-off
	03/01(Wed)	✓	Normal shift	Weekday	P 08:58	P 18:02	8.00		0.04			
	03/02(Thu)	⚠	Normal shift	Weekday	P 08:29							
	03/03(Fri)		Normal shift	Weekday	P 08:59	P 20:39	8.00		2.40			
	03/04(Sat)		Public holiday	Non-legal time-off								
	03/05(Sun)		Public holiday	Legal time-off								

No.	Buttons	Description
1		Submit a month's worth of schedule or leave requests at one time (p.15).
2		You can download Time Card data in Excel format.
3		Check the leaves taken/remaining.
4		Submit request to edit time record (p.9).
		Submit Supplemental item info (p.12).
		Submit schedule or leave request by day (p.17).
		Submit overtime request (p.19).



The items shown in the screen may vary by settings.

2.5. Edit time record data

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

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

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

2.5.1. Description

Edit work data

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

Head office / Staff / 1001 John King

2017/03/02(Thu)

Time-record request

Time record request

Submit change request from here.

| Edit time-record

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

Add time record

| Hour calculation result

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

Time-record request

Time record request

Edit time record data.

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

2.5.2. Submit request

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

1. Delete time record

For example, you can delete time record data if you clocked in/out by mistake. Put a check in the [Delete] column and enter [Request message].

2. Edit time record

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

3. Add time record

For example, you can add time record data if you have forgotten to clocked-in/out. Enter the Time record type (clock-in/out) and time in the new row. Enter [Request message] and submit.

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

2.6. Edit Supplemental Item

You can submit daily data other than Clock-in/out data.

This section describes steps to edit and submit Supplemental Items.

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

Daily data				
Request	Date	Closed	Schedule	Workday type
☰	05/01(Wed)		Normal Work	Weekday
Time record request			Normal Work	Weekday
Suppl. items request			Normal Work	Weekday
Schedule request			Normal Work	Weekday

2.6.1. Description

39 Edit work data

Submit Supplemental items request

Main Office / Proper / 1000 Smith John

2019/05/01(Wed)

Suppl. items request.

Submit change request from here.

Time record

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

Edit supplemental working record

Item	Details		Delete	Request message	
Urgent private task	Start time: Appointed day	14:30	End time: Appointed day	14:40	<input type="text" value="Call from home"/>
--Select--				<input type="text"/>	

--Select--
Emergency
Remote work
Urgent private task

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

Suppl. items request

--Select--
--Select--
Emergency
Remote work
Urgent private task

Suppl. items request

Enter the details of request.

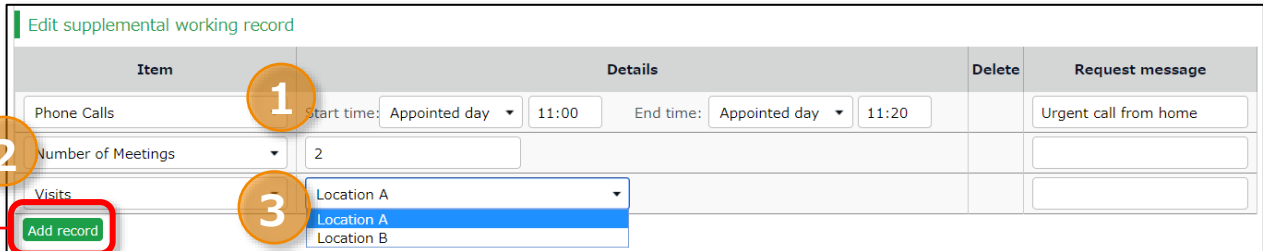
Item	Select an item.
Details	Enter details accordingly.
Delete	Turn the check box on to submit deletion request for existing content.
Request message	Enter the reason of request. Your administrator will read this message when checking your request.
Add record	Click here to add new fields.

2.6.2. To Submit Request

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

1. To edit Supplemental Item

You can edit existing data under Details (e.g. time, value and dropdown list) as follows.



- | | | |
|---|------------------|--|
| 1 | Time span | Enter time. |
| 2 | Value | Enter value. |
| 3 | Dropdown | Select an item from the dropdown list. |

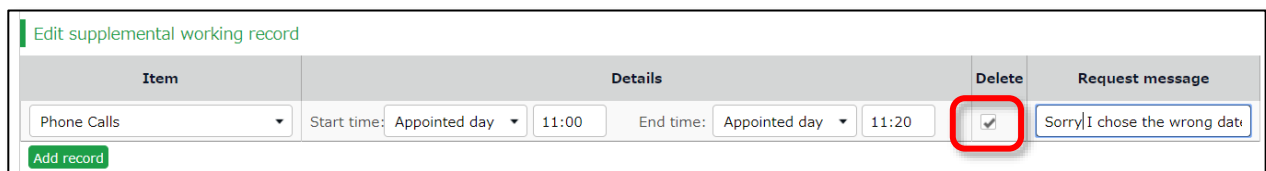
2. To add Supplemental Item

Click [Add record] and enter required info.
Enter the [Request message] and submit.

3. To delete item

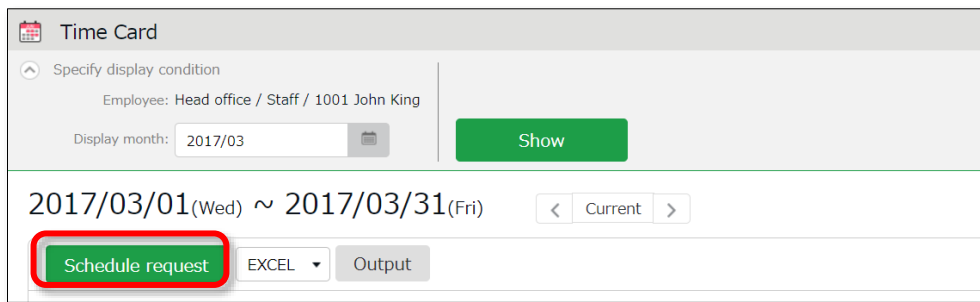
Delete the entire row as follows.

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

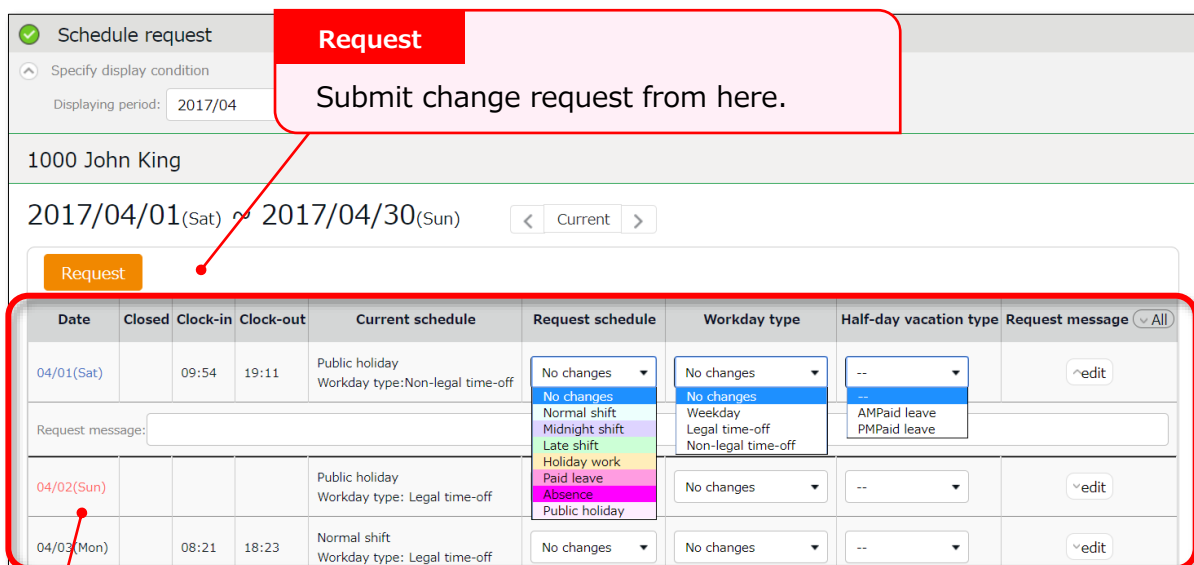


2.7. Edit schedules/Take leaves (multiple requests at once)

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



2.7.1. Description



Schedule request

Enter the details of request.

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

2.7.2. To Submit Request

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

1. To edit schedule

Select a Schedule pattern for intended day.

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

Enter your message and submit.

2. To take full-day leave

Select a Leave pattern (Paid leave, Compensatory leave, etc.) at the [Request schedule] column of the intended day.

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

Enter your message and submit.

* If the Leave pattern needed is not shown in the list, or unavailable due to lack of remaining leaves, please contact your administrator.

To take half-day leave

Select a [Half-day vacation/absent type] (AM paid leave, PM compensatory leave etc.) for the intended day.

* Do not select any Leave pattern at [Request schedule], if you are taking a half-day leave.

In [Request schedule], select either [No changes] or the Work schedule pattern originally planned.

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

Enter your message and submit.

Request									
Date	Closed	Clock-in	Clock-out	Current schedule	Request schedule	Workday type	Half-day vacation type	Request message	All
03/01(Wed)		19:45	05:11	Normal shift Workday type: Weekday	1 Midnight shift	No changes	--	Request message: For maintenance work.	edit
03/02(Thu)				Normal shift Workday type: Weekday	2 Paid leave	No changes	--	Request message: Take a sick day.	edit
03/03(Fri)		13:51	18:20	Normal shift Workday type: Weekday	No changes	No changes	3 AMPaid leave	Request message: Take a sick day.	edit

2.8. Edit schedule and take leave (Detailed request)

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

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

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

2.8.1. Description

Edit work data

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

Head office / Staff / 1000 John King

2017/04/01(Sat)

Schedule request

Schedule request

Submit change request from here.

Time record

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

Edit schedule

Edit Regular schedule

Pattern: Public holiday

Clock in/out schedule: Clock in: Appointed day hhmm Clock-out: Appointed day hhmm

Work time: Start time: Appointed day hhmm End time: Appointed day hhmm

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

Break schedule (hrs): Planned time: Min.

By work day type: Non-legal time-off

Half-day vacation type: --

Clock-in division: Head office

Auto break off: --

Request message:

Note:

Edit schedule

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

Hour calculation result

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

Schedule request

Items in Edit schedule

Pattern	By selecting a pattern, the time set to the schedule pattern is applied to the schedule. You can also enter the items manually.
Clock-in/out schedule	This sets the clock-in/out schedule.
Work time	Working time within this time range will be calculated. Any work before scheduled clock-in time and after clock-out time will not be included in the calculation.
Break schedule	The time between [Start break] and [End break] are regarded as break time. Press the [Add break schedule] button to add new fields.
Break schedule time	The specified time will be calculated as break time, automatically.
Workday type	Determines whether the work took place during holiday or not. You can choose from 3 workday types: [Weekday], [Legal time off], and [Non-legal time off].
Half-day vacation 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	Submit a request if you couldn't take break at the scheduled time.
Request message	Enter the reason of request. Your administrator will read this message when processing your request.

2.8.2. To Submit Request

Enter the items required and press [Schedule request].

You can submit detailed schedules from here.

2.9. To submit overtime requests

You can submit overtime requests as follows.

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

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

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

2.9.1. Description

Edit work data
Main Office / Full-time employee / 001 Smith John

2019/06/04(Tue)

Overtime request
Submit change request

Time record data
Shows the time record data.

Time-record type	Time-record method	Time-record time	Time record div
Clock-in	HB	2019Yr 06Month 04Day 08Hr. 36Min.	Main Office
Clock-out	HB	2019Yr 06Month 04Day 18Hr. 00Min.	Main Office

Edit overtime info

Overtime	Details	Delete	Request message
Overtime after work	Start time: Appointed day 18:00 End time: Appointed day 20:00	<input type="checkbox"/>	I needed to prepare for pres

* Overtime after work begins at Clock-out time. You cannot change it.

Edit schedule

Edit Regular schedule	
Pattern	Regular
Clock in/out schedule	Clock in:Appointed day 09 : 00 Clock-out:Appo
Work time	
Leave by hours	
Half-day vacation type	--
Note	

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

Overtime request

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

Request overtime before schedule Enter the time before the Clock-in schedule.

*The End time field is disabled since it should be the same as the scheduled Clock-in time.

Request overtime after schedule Enter the time after the Clock-out schedule.

*The Start time field is disabled since it should be the same as the scheduled Clock-out time.

Delete Turn the check box on to request deletion.

Request message Enter the reason of request.

Your administrator will read this message when processing your request.

2.9.2. To Submit Request

This section describes steps to submit requests.

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

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

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

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

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



打刻種別	打刻方法	打刻時刻	打刻所属
出勤	HB	2019年 01月 17日 08時 55分	本社
退勤	HB	2019年 01月 17日 19時 14分	本社

時間外勤務	開始時刻	終了時刻	内容	削除	申請メッセージ
予定後時間外勤務	当日 18:00	当日 19:10			書類整理のため。

パターン	通常勤務
出勤/退勤予定	出勤:当日 09:00 退勤:当日 18:00

Example of a Schedule Pattern:

Clock-in 9:00 AM - Clock-out PM

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

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

Enter Request message, then click [Request].

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

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

Enter Request message, then click [Request].

2.10. Check for schedule patterns that I can use

You can check the schedule patterns available.

☰ All menu > Schedule > Available schedule pattern

The screen shows the schedule patterns set by your administrator.

Available schedule pattern												
No.	Pattern name	Type	Clock-in	Clock-out	Start time	End time	Start break 1	End break 1	Start break 2	End break 2	Start break 3	End break 3
1	Normal shift	Normal work	09:00	18:00					12:00	13:00		
2	Midnight shift	Normal work	20:00	Next day 05:00					Next day 00:00	Next day 01:00		
3	Late shift	Normal work	11:00	20:00					14:00	15:00		

* This screenshot is an example.

2.11. Confirm request log / Cancel requests

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

Requests that haven't been approved yet can be canceled, by pressing the [Cancel submission] button.

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

Request log (60 days)													
Schedule request list													
Request date	Applicant	Cancel	Schedule on file	Schedule to be requested	Applicable day	Request Attending location	Last updated by	Current representative	Approval status	Approve/Reject date	Request message	Admin's comment	
2017/06/21 11:13	John King	Cancel submission	Normal shift	Paid leave Workday type: Weekday	2017/06/05(Mon)	Head office		Master Admin	Ongoing		Take a sick day.		
2017/06/21 11:13	John King		Public holiday	Holiday work (Normal work) Workday type:Non-legal time-off	2017/06/03(Sat)	Head office	Master Admin	None	Approved	2017/06/21 11:14	For budget preparation.		
Time-record request list													
Request date	Applicant	Cancel	Time-record on file	Time-record to be requested	Applicable day	Request Time recording location	Last updated by	Current representative	Approval status	Approve/Reject date	Request message	Admin's comment	
2017/06/21 11:12	John King	Cancel submission		2017/06/06(Tue) 18:00 (Clock-out)	2017/06/06(Tue)	Head office		Master Admin	Ongoing		I forgot to put on record.		

2.12. Change password

Change your password from here.

☰ All menu > Others > Change password

2.12.1. To change password

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

⚙️ Change password

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

Current password:

New password:

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

Confirm new password:



You need your password for the following purposes.

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

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

3. Using Time Card on Mobile Browser

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

3.1. Supported browsers

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



* Not tested on all devices.

3.2. Log into Time Card

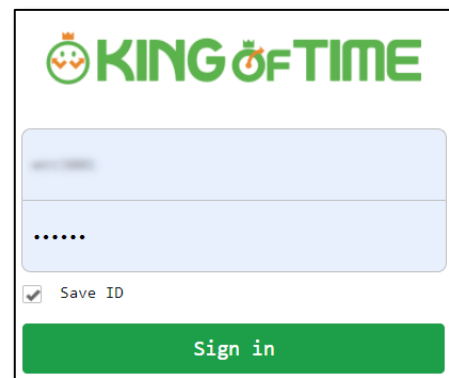
There are 2 ways to access the Time Card screen; by entering your ID, and by using the Time Recorder.

Login with ID

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

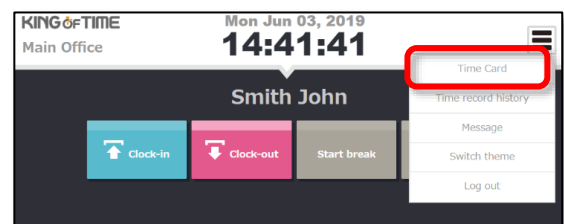
* The login ID and password are the same as those of PC browser version.

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

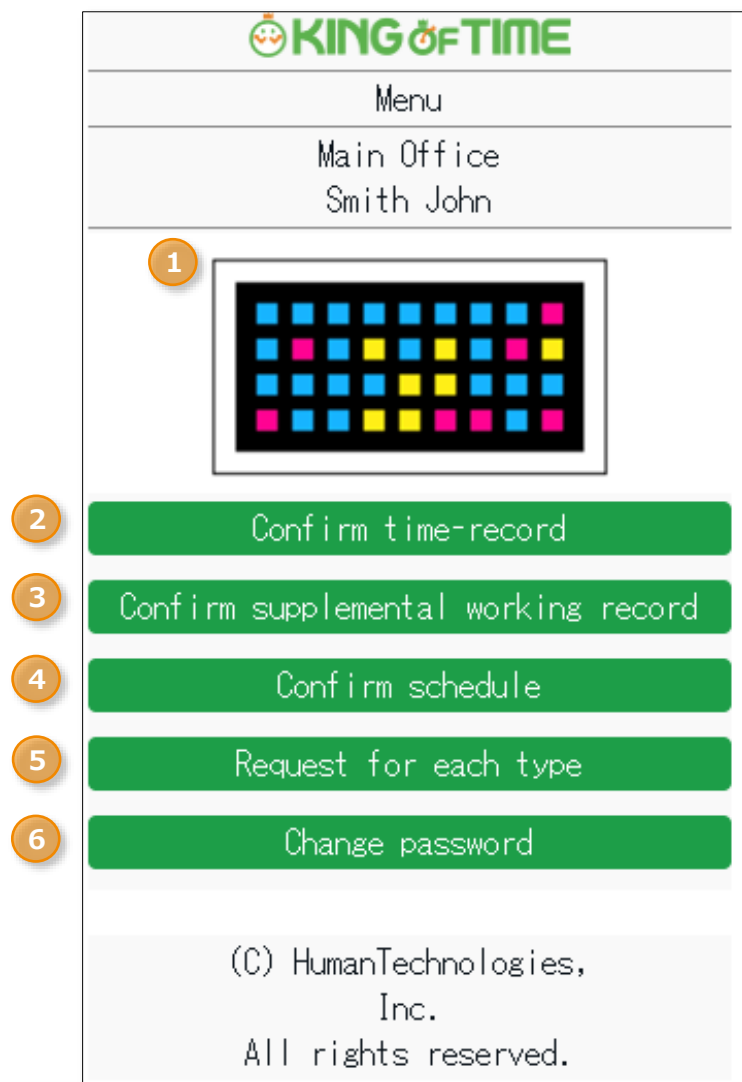


Time Recorder login

Access the Mobile browser Time Recorder (or My Recorder) screen and press [Time Card].



3.3. All menu



1	Chameleon code	Shows your Chameleon code to use when you clock in/out. * Only available when you are using Chameleon Code.	-
2	Confirm time-record	Shows the time record data.	p.25
3	Confirm Supplemental items	Shows Supplemental items data.	p.25
4	Confirm schedule	Shows the current schedule.	p.26
5	Request for each type	Submit requests from here.	p.27
6	Change password	Change your password from here. Enter your current and new password, then tap [Change password].	-

3.4. Confirm Time Record/Supplemental Items

Tap [Confirm time-record] in Menu. To check Supplemental Items, tap [Confirm supplemental working record].

Light red indicates Attendance data error.

Confirm time-record

Time Card [Attendance]					
2019 ▾ Yr		06 ▾ Month		1 Show	
2019/06/01(Sat) ~ 2019/06/30(Sun)					
2 Aggregate					
Date	Clock-in	Clock-out	Start break	End break	Details
06/01(Sat)					3 Detail
06/02(Sun)					Detail
06/03(Mon)	08:40	18:51			Detail
06/04(Tue)	08:36				Detail
06/05(Wed)	08:27	18:12			Detail
06/30(Sun)					Detail
: Attendance error					

Confirm Supplemental items

Time Card [Supplemental working record]			
2019 ▾ Yr		06 ▾ Month	1 Show
2019/06/01(Sat) ~ 2019/06/30(Sun)			
Aggregate			
Date	Item	Details	
06/01(Sat)		3 Detail	
06/02(Sun)		Detail	
06/03(Mon)	Item: Emergency Meeting	Detail	
	Start: Appointed day 20:00		
	End Appointed day 22:00		
06/30(Sun)		Detail	
: Attendance error			

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

3.5. Confirm schedule

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

Light red indicates Attendance data error.

Confirm schedule

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

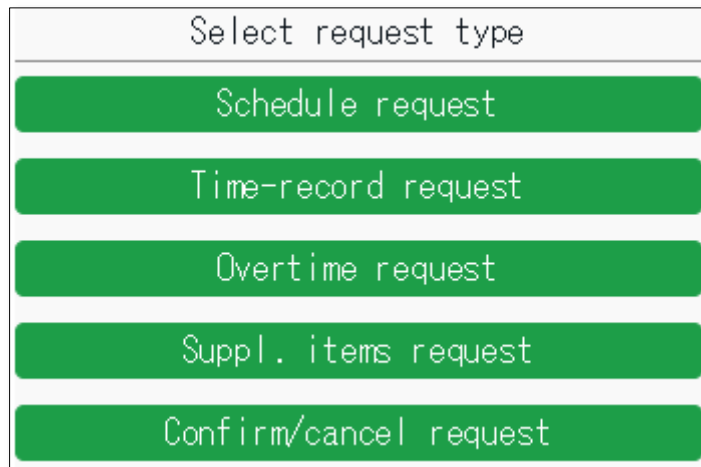
1 Select Year and Month, then click [Display].

2 You can check calculation results by pressing the [Aggregate] button.

3 To check daily time record, schedules and other info, tap [Details].

3.6. Submit Various Requests

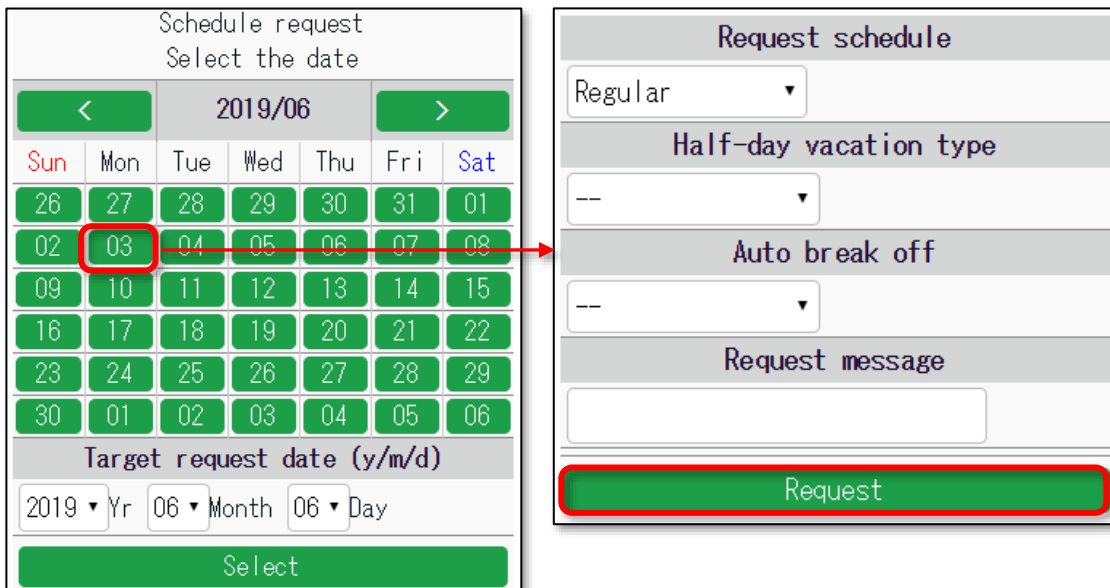
Submit various requests.



3.6.1. Schedule Request

Submit shift changes and leave requests from here.

1. Tap [Request for each type], then [Schedule request].
Select a date from the calendar. You can also choose the date from [Target request date], then tapping [Select].
2. Select a schedule pattern at [Request schedule].
To take half-day leave, select [Half-day leave type]. If you haven't taken any break, select [Auto break off]. Enter the [Request message], then tap [Submit].



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

To confirm or cancel requests.....[p.31](#)

3.6.2. Time record request

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

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

Time-record request
2019/06/03(Mon)

Time-record list for 2019/06/03(Mon).

Type	Time-record time	Time-record division	Edit	Delete
Clock-in	06/03 08:40	Main Office	Edit	Del

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

New request

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

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

Time-record type

Clock-out ▾

Time-record date (y/m/d)

2019 ▾ Yr 06 ▾ Month 03 ▾ Day

Time-record time

18 Hr. 00 Min.

Request message

Forgot to clock-out.

Request

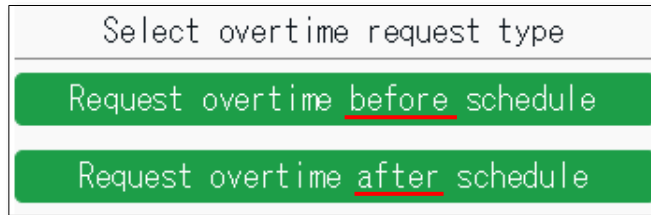
3.6.3. Overtime Request

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

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

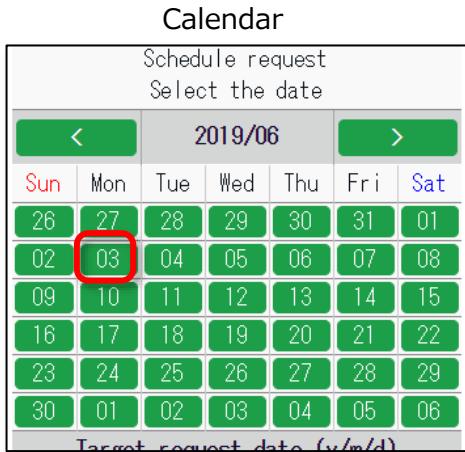
By performing the following steps, the system counts overtime as working hours.

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

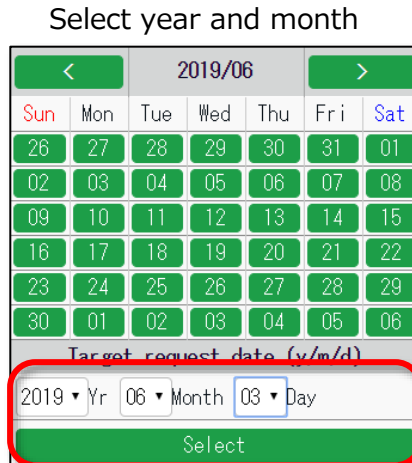


3. Select a date from the calendar.
4. You can also choose the date from [Target request date], then tapping [Select].

Calendar



Select year and month



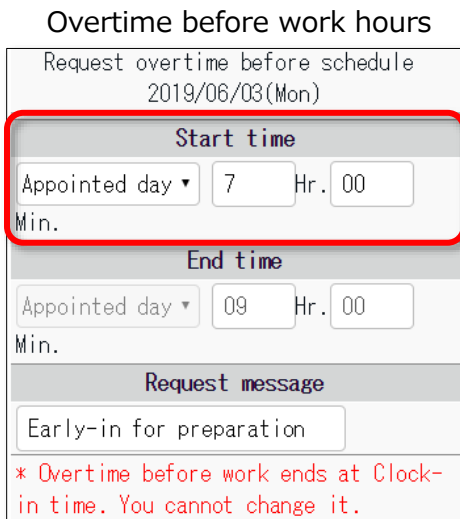
5. Enter [Start time] and [End time].

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

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

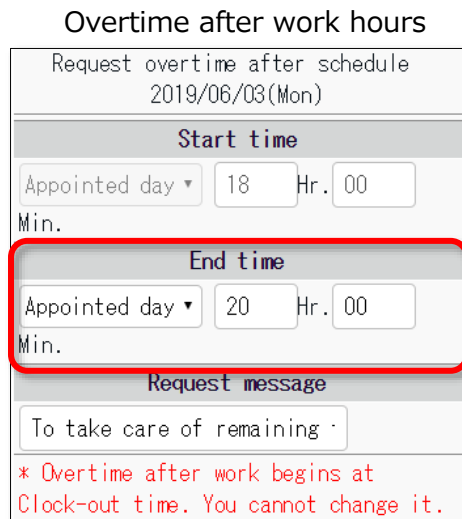
Enter [Request message] then tap on the [Request] button.

Overtime before work hours



* Overtime before work ends at Clock-in time. You cannot change it.

Overtime after work hours

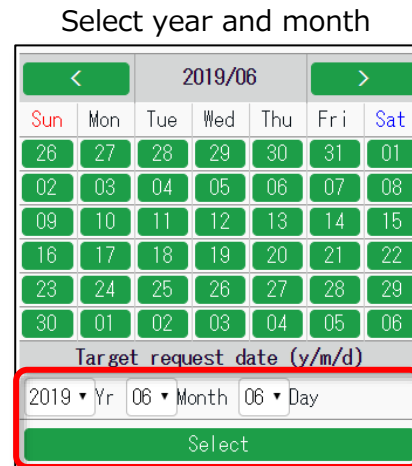
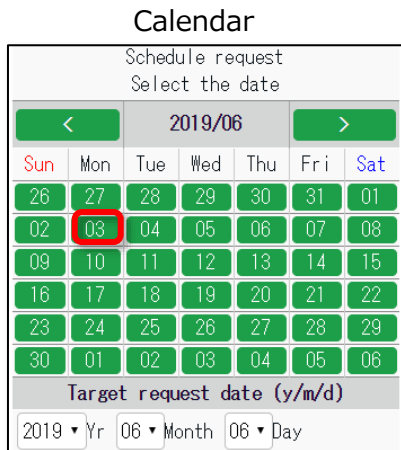


* Overtime after work begins at Clock-out time. You cannot change it.

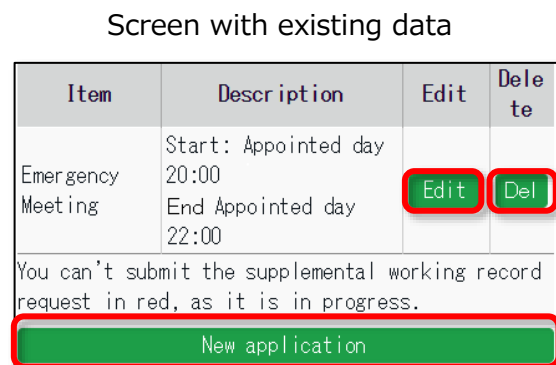
3.6.4. Submit Supplemental Item Info

Submit Supplemental item info as follows.

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



3. Press the buttons accordingly.



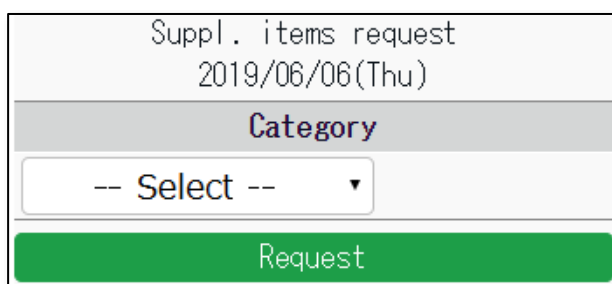
[Edit] Submit request to edit existing time record from here.

[Del] Submit request to delete existing time record from here.

[New request] Submit new time record data request from here.

New registration

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



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

Time Span	Value	Dropdown
<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #f2f2f2;">Category</p> <p>Emergency Meeting</p> <p style="text-align: center; background-color: #f2f2f2;">Start time</p> <p>Appointed day ▾ <input type="text"/> Hr. <input type="text"/></p> <p>Min. <input type="text"/></p> <p style="text-align: center; background-color: #f2f2f2;">End time:</p> <p>Appointed day ▾ <input type="text"/> Hr. <input type="text"/></p> <p>Min. <input type="text"/></p> <p style="text-align: center; background-color: #f2f2f2;">Request message</p> <p><input type="text"/></p> </div>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">Suppl. items request 2019/06/06(Thu)</p> <p style="text-align: center; background-color: #f2f2f2;">Category</p> <p>Number of Meetings</p> <p>Value : <input type="text"/></p> <p style="text-align: center; background-color: #f2f2f2;">Request message</p> <p><input type="text"/></p> <p style="text-align: center; background-color: #00a651; color: white; padding: 5px;">Request</p> </div>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #f2f2f2;">Category</p> <p>Visits</p> <p>Location A ▾</p> <p style="text-align: center; background-color: #f2f2f2;">Request message</p> <p><input type="text"/></p> <p style="text-align: center; background-color: #00a651; color: white; padding: 5px;">Request</p> </div>

3.6.5. Confirm or cancel request

Confirm or cancel request.

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

Here, you can confirm or cancel your requests.

Select request type

Schedule request

Time-record request

Overtime request

Suppl. items request

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

Schedule request List					Time-record request list					
Request date	Applicable day	Schedule	Status	Delete	Request date	Applicable day	By type	Time	Status	Delete
06/07 (Fri)	06/08 (Sat)	Holiday Work (Normal)	Request	DEL	06/07 (Fri)	06/07 (Fri)	Clock-in	09:00	Del	
06/07 (Fri)	06/17 (Mon)	Regular (Normal)	Approved		Only 60 days of the applicable days will be displayed.					

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

4. My Recorder

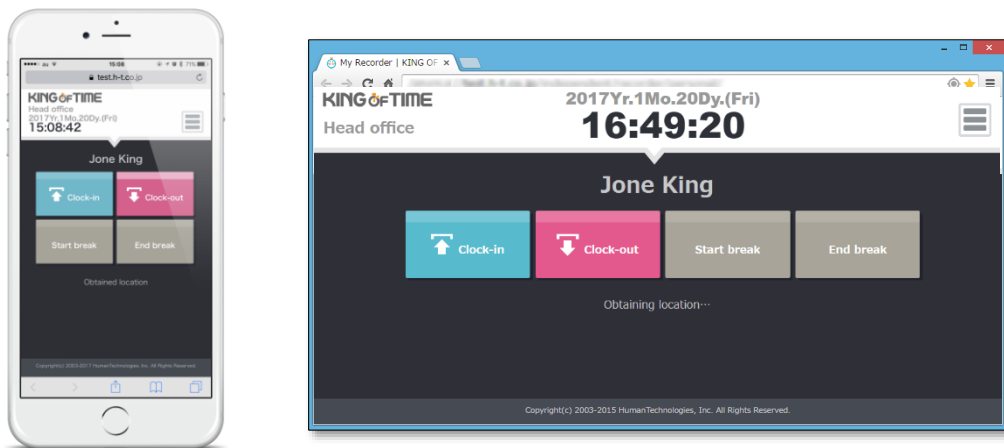
This section describes how to clock in/out on My Recorder.

4.1. My Recorder

My Recorder is a personal Time Recorder that you can access from your smartphone, tablet or PC browser.

It can record time and location info.

* To use it, your administrator needs to issue My Recorder URL and ID. Please use your password to login.



Location(Cell phone) 01/20 18:02 Map

Clock-in	Clock-out	Start break	End break	Assigned
Location(Cell phone) 01/20 08:56 Map	Location(Cell phone) 01/20 18:02 Map			

4.2. Supported devices and browsers

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

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

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

4.3. To access My Recorder

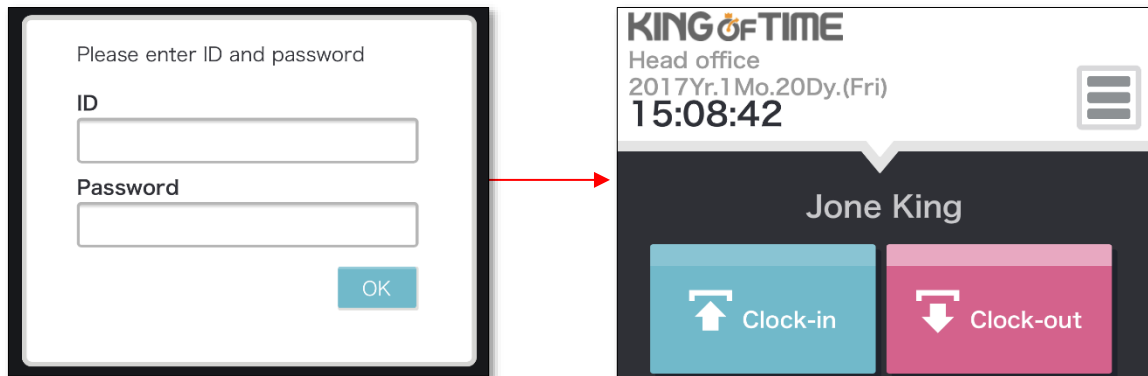
1. Access the Time Recorder URL by following the instructions on the [Notice about Time Recorder URL/My Recorder URL] Email, sent from your administrator.

* The sender of the Email is no_reply@kingtime.jp.

2. ID/password entry screen is initially displayed.

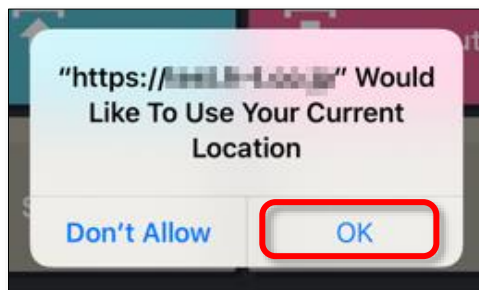
Enter your login ID and the password you have set, then click [OK].

If the authentication succeeds, Time Card is displayed.

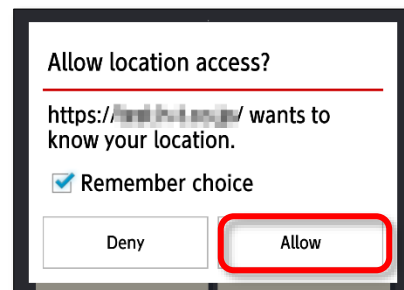


If the [Obtain location info] mode is turned on at the Admin screen, the screen may show a location permission message. Please permit.

* Messages may vary by browser and version.



On iPhone



On Android (Ver. 6.0)



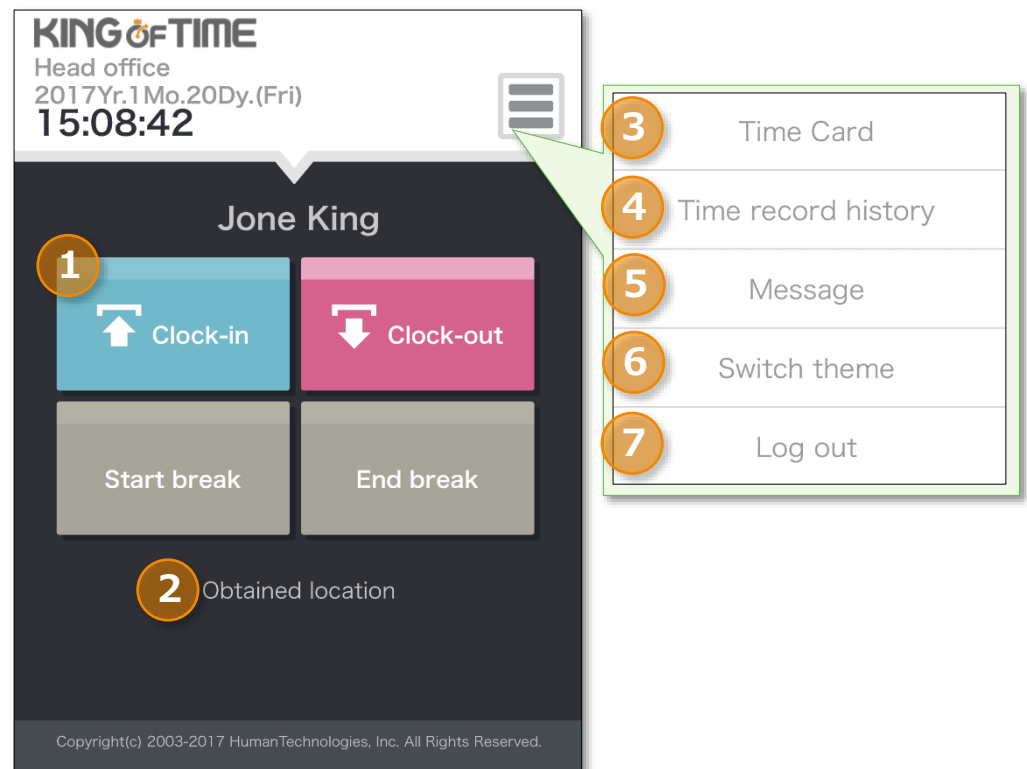
On Internet Explorer (Ver.11)



Bookmark your My Recorder URL for easier access.

4.4. Use My Recorder

This section describes the steps to use My Recorder.



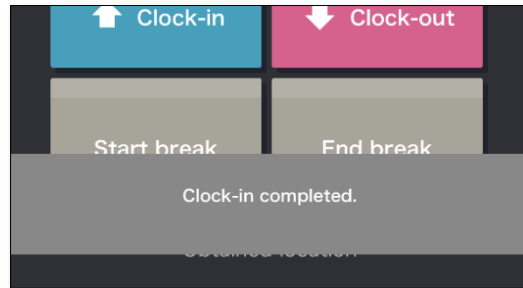
<p>1</p>	<p>Tap here to clock-in/out. [Clock-in] [Clock-out] [Start break] [End break] <i>* [Start break] [End break] buttons may or may not be displayed, depending on settings.</i></p>
<p>2</p>	<p>Location info obtainment status is shown. (Available if the Obtain location info mode is turned on, in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

4.4.1. Clock-in/out

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

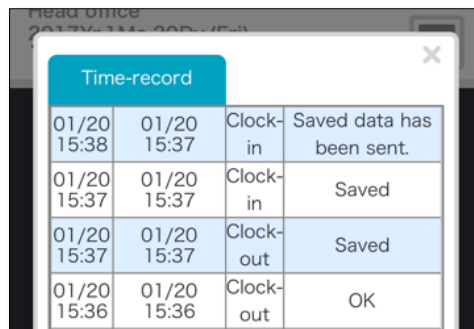
If the clock-in succeeds, the screen shows the [Clock-in completed] message.

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



4.4.2. Check Time record history

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



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

* You can't check edited data and data recorded from other Time Recorders.

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

4.4.3. Display Time Card

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

To access Time Card on PC – [p.4](#)

With Mobile device - [p.23](#)

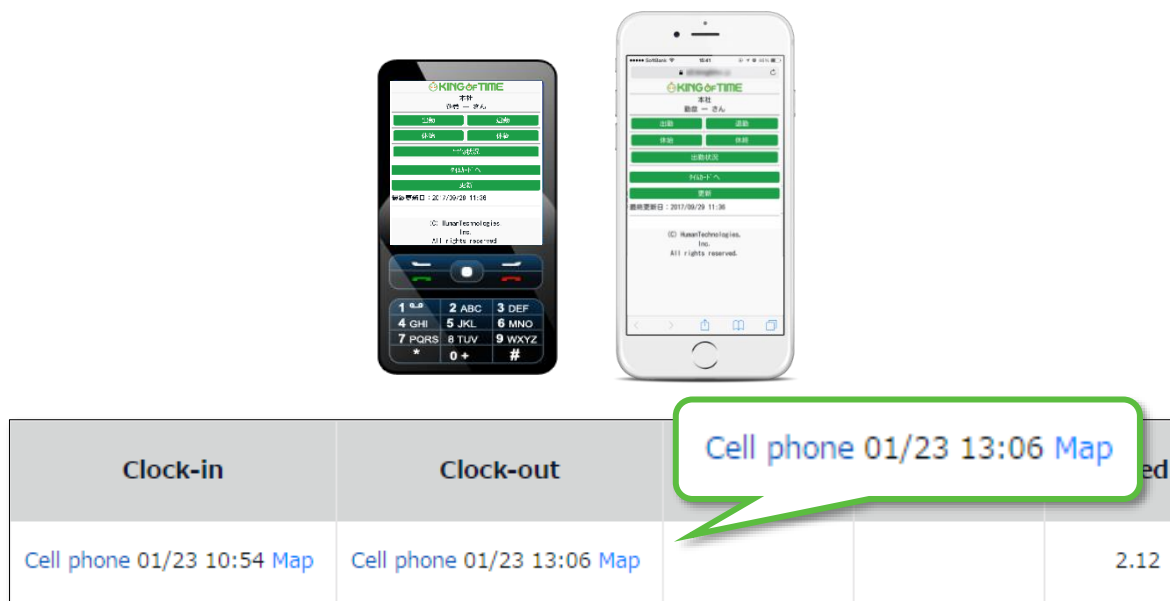
5. Mobile browser recorder

This section describes how to use the Mobile browser recorder.

5.1. What is a Mobile browser recorder?

A Mobile browser recorder is a time recorder that you can use on your mobile phone or smartphone. Employees can clock-in/out by using personal Time Recorders. The URL is issued to each employee. It can record time and location info.

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



5.2. Supported models and mobile carriers

The following devices and environment support Mobile browser recorder.

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

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

5.3. To access Mobile browser recorder

This section describes how to go to the Time Recorder.

5.3.1. Check Email settings

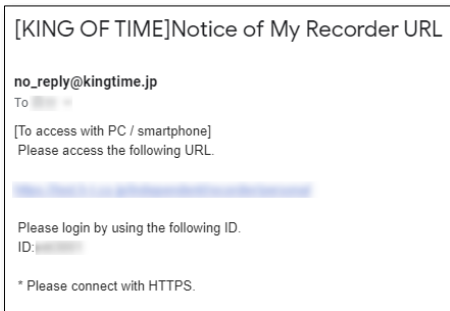
Time Recorder URL Email notifications are sent by administrators from the Admin screen. If you are using a Mobile phone, please check your Email settings beforehand.

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

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

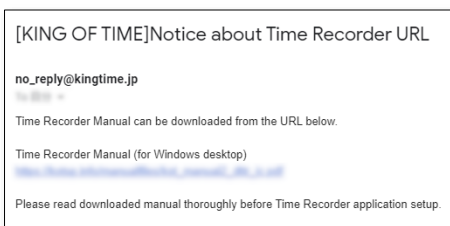
5.3.2. To access

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



The sender of the Email is [no_reply@kingtime.jp] (send-only address). You can't reply to this Email.

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

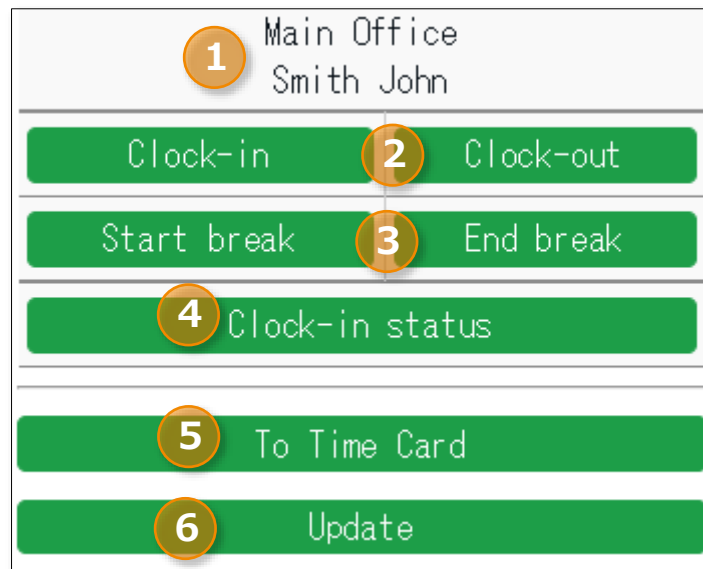


For easier access, bookmark the Time Recorder URL.

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

5.4. Operating the Mobile browser recorder

This section describes the steps to use Mobile browser recorder.



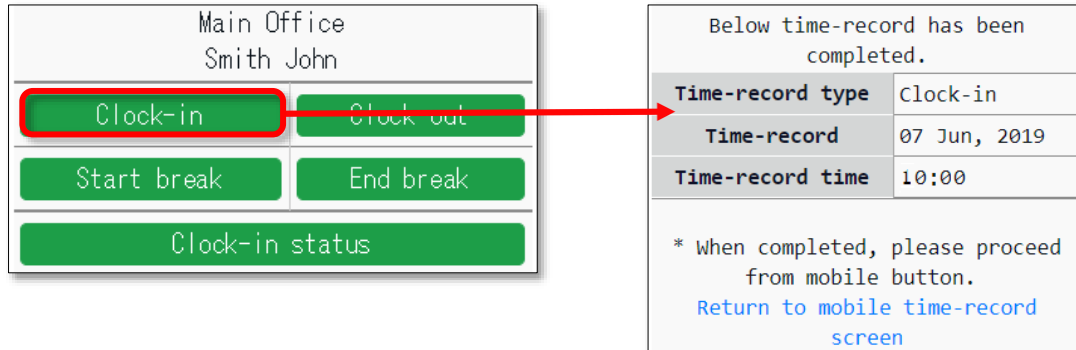
1	Shows your name and division.
2	Tap here to clock-in/out. [Clock-in] [Clock-out] [Start break] [End break] <i>* [Start break] [End break] buttons may or may not be displayed, depending on settings.</i>
3	Shows present or past time record data. <i>* You can't check data that were recorded from other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

5.4.1. Clock-in/out

Go to Time Recorder URL from your bookmark.

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

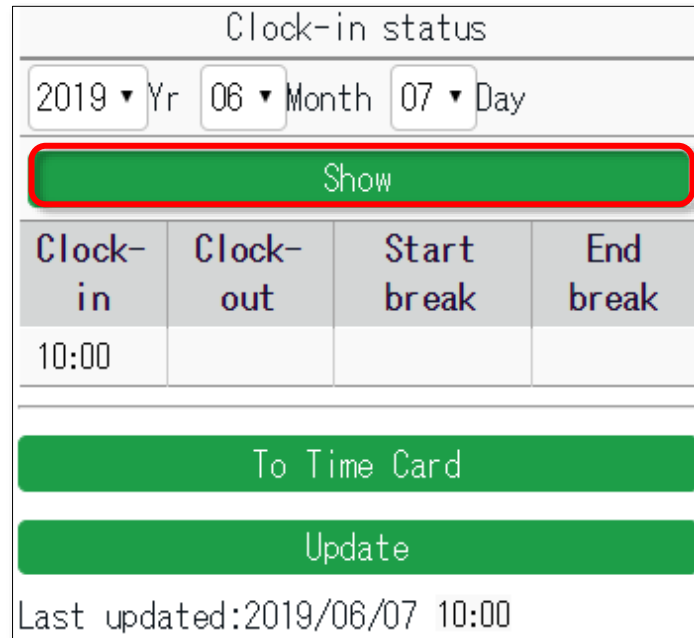
* Perform the same procedure to clock-out/start and end break.



5.4.2. Check attendance status

You can check time record data by each day.

1. Tap [Clock-in status].
2. Select a date and tap [Show].
3. To return to the Time Recorder screen, select [9] Update.



5.4.3. To Check Time Card

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

For detailed instruction, please refer to [page 23](#).

6. FAQ

6.1. I forgot my login info.

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

6.2. I submitted the wrong request.

You can cancel requests if they haven't been approved yet.

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

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

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

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

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

Press [Send Email] to send.

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

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



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