



KING OF TIME for

おまかせ
はたラク
サポート

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.[33](#)

Mobile browser recorder

For mobile phones and smart phones - p.[38](#)



1.2. Check your attendance data

You can check your attendances and working hours by logging into [Time Card], with 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.



Google Chrome



Microsoft Edge

Windows

Mac

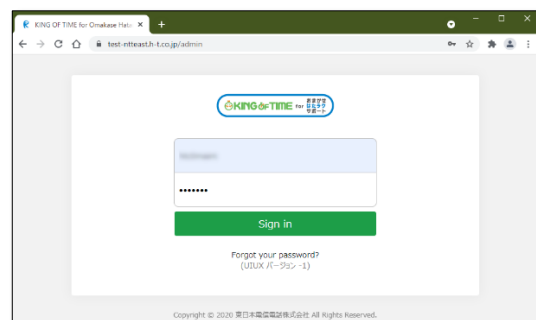
2.2. Log into Time Card

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].

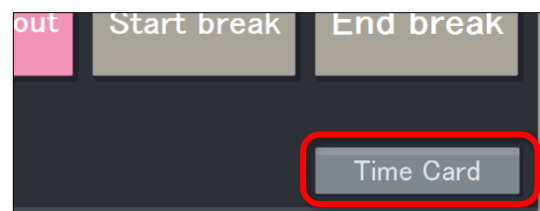
* Please use the login URL and ID issued by your administrator. Please be sure to set your password.



Log in from Time Recorder

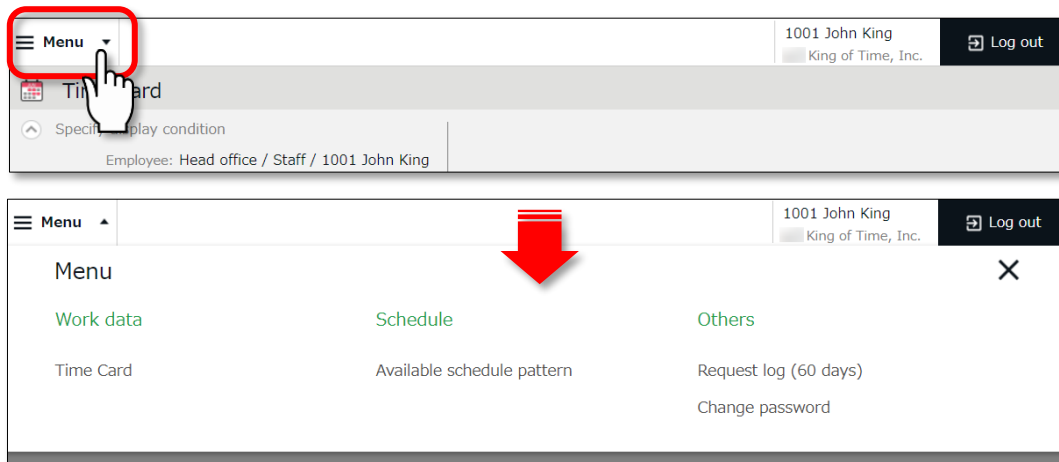
To access the Time Card screen, press the [Time Card] button on the Time Recorder and authenticate by fingerprint, IC card or password.

* 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.

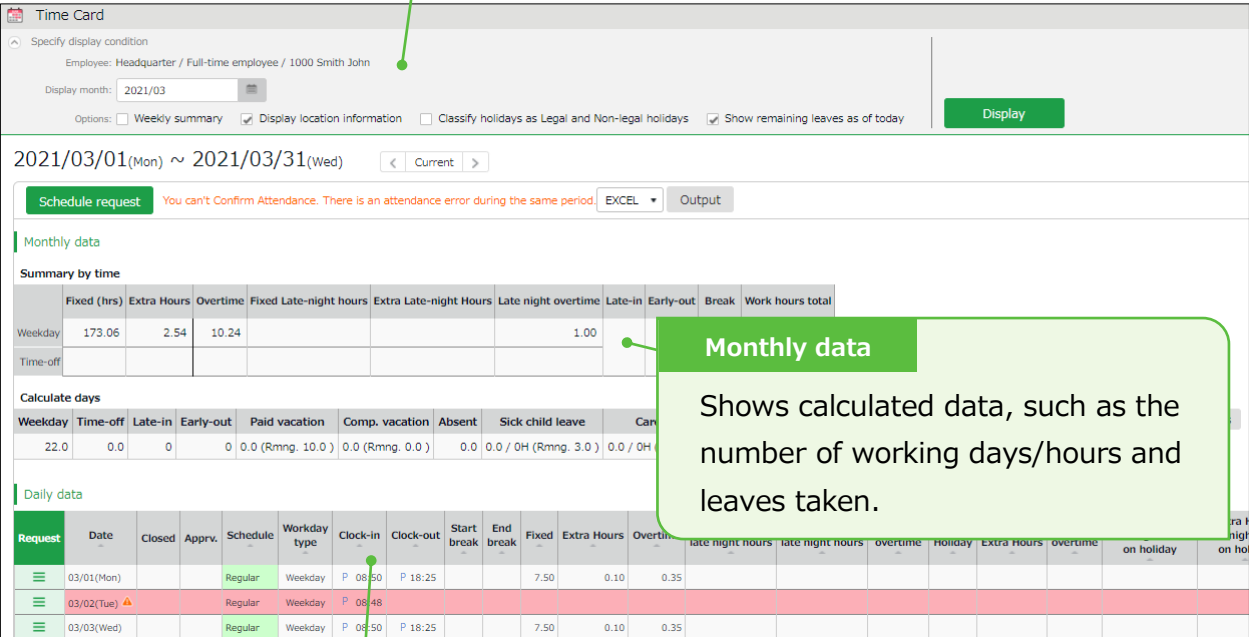
Options

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

Weekly summary: Displays overtime hours after applying statutory working hours per week.

Display by employee work location: Displays location information recorded when clocking in/out.

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



The screenshot shows the 'Time Card' interface for employee 'Headquarter / Full-time employee / 1000 Smith John' for the month of '2021/03'. It includes a 'Display' button and various options like 'Weekly summary', 'Display location information', and 'Show remaining leaves as of today'. Below the navigation bar, there are two tables:

Monthly data Summary by time

	Fixed (hrs)	Extra Hours	Overtime	Fixed Late-night hours	Extra Late-night Hours	Late night overtime	Late-in	Early-out	Break	Work hours total
Weekday	173.06	2.54	10.24			1.00				
Time-off										

Calculate days

Weekday	Time-off	Late-in	Early-out	Paid vacation	Comp. vacation	Absent	Sick child leave	Car
22.0	0.0	0	0	0.0 (Rmng. 10.0)	0.0 (Rmng. 0.0)	0.0	0.0 / 0H (Rmng. 3.0)	0.0 / 0H

Daily data

Request	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out	Start break	End break	Fixed	Extra Hours	Overtime	late night hours	late night hours	overtime	Holiday	Extra Hours	overtime	on holiday	on holiday
☰	03/01(Mon)			Regular	Weekday	P 08:50	P 18:25			7.50	0.10	0.35								
☰	03/02(Tue)	⚠		Regular	Weekday	P 08:48														
☰	03/03(Wed)			Regular	Weekday	P 08:50	P 18:25			7.50	0.10	0.35								

Monthly data

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

Daily data

Check time record, schedule and attendance calculations.

Check Daily data


Daily data										
Request	Date	Closed	type							
	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						

Attendance data

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

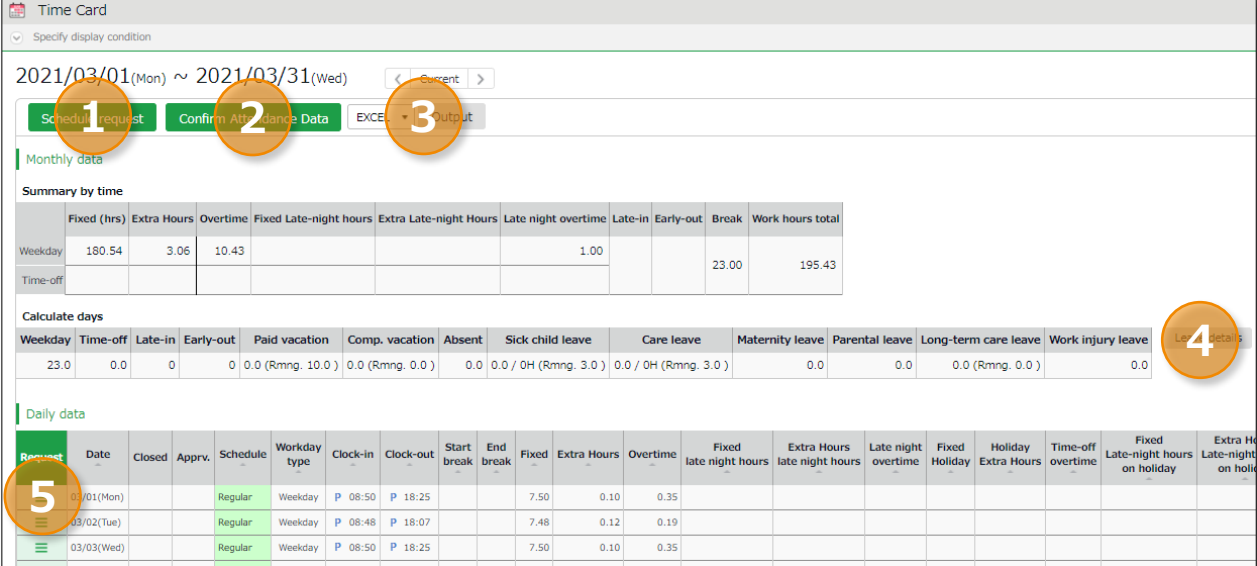
Click [☰] at Request

Click [☰] to open the Request menu.

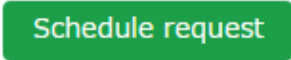



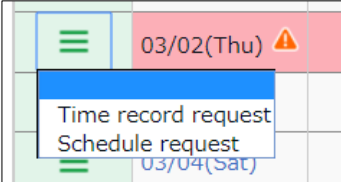
	This mark is shown next to dates with Attendance error, which is also highlighted in light red. It will be hidden once the error is resolved.
Cl.(Close)	You can check closing status. The check mark (✔) indicates that the attendance is settled (closed) by your administrator. You cannot submit Time record edits and Schedule requests.
Schedule	Shows schedules and leaves. If an Admin creates and applies a Pattern to the schedule, the name of the pattern shows on the grid. [Shift] indicates a schedule that does not belong to any pattern.
Workday type	Either of the 3 types are applied: [Weekday], [Legal time off], and [Non-legal time off].
Clock-in/out	Clock-in/out time and method are shown. Examples: P - Password, IC - Card reader, HB - Finger hybrid scanner, Edit - Time record has been edited, Approve - Changes to time record 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 2021/03/01 (Mon) to 2021/03/31 (Wed). It includes a navigation bar with buttons for 'Schedule request' (1), 'Confirm Attendance Data' (2), 'EXCEL' (3), and 'Output'. Below this are sections for 'Monthly data' (Summary by time table), 'Calculate days' (Leave details table with callout 4), and 'Daily data' (table with callout 5). The 'Daily data' table shows entries for 03/01 (Mon), 03/02 (Tue), and 03/03 (Wed) with columns for Date, Closed, Apprv., Schedule, Workday type, Clock-in, Clock-out, Start break, End break, Fixed, Extra Hours, Overtime, Fixed late night hours, Extra Hours late night hours, Late night overtime, Fixed Holiday, Holiday Extra Hours, Time-off overtime, Fixed Late-night hours on holiday, and Extra H Late-night on holi.

No.	Buttons	Description
1		Submit a month's worth of schedule or leave requests at one time (p.13).
2		Mark your attendance data for the displayed month as confirmed. The button is displayed when there are no attendance errors or unapproved requests.
3		You can download Time Card data in Excel format.
4		Check the leaves taken/remaining.
5		Submit request to edit time record (p.9).
		Submit Supplemental item info (p.11).
		Submit schedule or leave request by day (p.16).
		Submit overtime request (p.19).



The items shown in the screen may vary by settings.

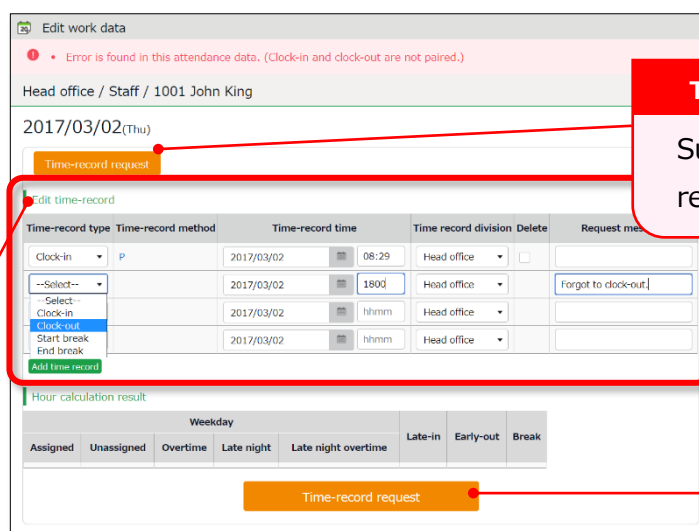
2.5. Edit time record data

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
Schedule request	03/04(Sat)	Public holiday	Non-legal time-off		

2.5.1. Description



Time record request

Submit change request from here.

Time record request

Edit time record data.

Time-record type	Select a time record type such as Clock-in, Clock-out, Start break and End break.
Time record method	Time-record method is displayed automatically.
Time-record time	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 checking your request.

2.5.2. Submit request

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

1. Delete time record

For example, 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, 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

Supplemental Items can be used to submit attendance related requests other than clock in/out data. These items are created by your admin.

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

Suppl. items request

Suppl. items

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 add Supplemental Item

Enter the items, content, or message, then click the [Request] button.

To submit request for more than one data item per day, click the [Add record] button to add a new row.

2. To edit Supplemental Item

If you need to change an existing supplemental item, edit the data as needed, then enter the Request message and click the [Request] button.

3. To delete item

Delete the entire row as follows.

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

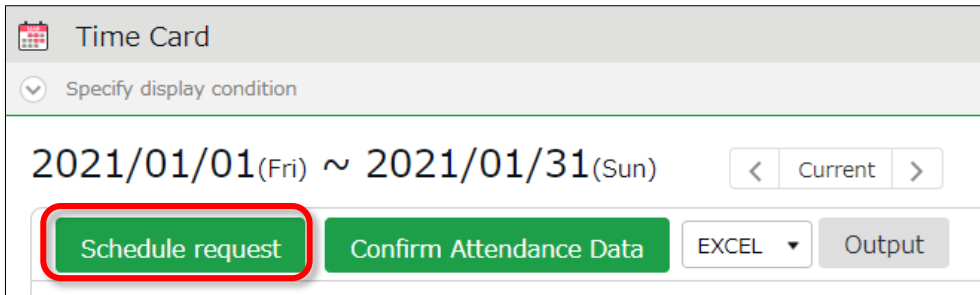
Edit supplemental working record

Item	Details	Delete	Request message
Phone Calls	Start time: Appointed day 11:00 End time: Appointed day 11:20	<input checked="" type="checkbox"/>	Sorry! I chose the wrong date.

[Add record](#)

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

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



The screenshot shows the 'Time Card' interface. At the top, there is a title bar with a calendar icon and the text 'Time Card'. Below this is a dropdown menu labeled 'Specify display condition'. The main area displays the date range '2021/01/01 (Fri) ~ 2021/01/31 (Sun)' with navigation arrows and the text 'Current'. At the bottom, there are four buttons: 'Schedule request' (highlighted with a red box), 'Confirm Attendance Data', 'EXCEL' (with a dropdown arrow), and 'Output'.

2.7.1. Description

✓ Schedule request

Request

Specify display condition
 Displaying period: 2020/

Submit change

1000 Attendance Taro

2020/07/01(Wed) ~ 2020/07/31(Fri) < Current >

Request

Date	Closed	Clock-in	Clock-out	Current schedule	Request schedule	Workday type	Leave schedule	Request message (All)	
07/01(Wed)					<div style="border: 1px solid #ccc; padding: 2px;"> No changes No changes Regular Late Night Shift No changes </div>	<div style="border: 1px solid #ccc; padding: 2px;"> Weekday No changes </div>	<div style="border: 1px solid #ccc; padding: 2px;"> -- -- </div>	<div style="border: 1px solid #ccc; padding: 2px;"> -- -- </div>	<div style="border: 1px solid #ccc; padding: 2px; width: 30px; margin: 0 auto;"> edit </div>
07/02(Thu)					<div style="border: 1px solid #ccc; padding: 2px;"> Regular Regular </div>	<div style="border: 1px solid #ccc; padding: 2px;"> Weekday Weekday </div>	<div style="border: 1px solid #ccc; padding: 2px;"> Paid vacation Paid vacation </div>	<div style="border: 1px solid #ccc; padding: 2px;"> All-day vacation All-day vacation </div>	<div style="border: 1px solid #ccc; padding: 2px; width: 30px; margin: 0 auto;"> edit </div>
07/03(Fri)					<div style="border: 1px solid #ccc; padding: 2px;"> No changes No changes </div>	<div style="border: 1px solid #ccc; padding: 2px;"> Legal time-off Legal time-off </div>	<div style="border: 1px solid #ccc; padding: 2px;"> Comp. vacation Comp. vacation </div>	<div style="border: 1px solid #ccc; padding: 2px;"> AMHalf-day vacation AMHalf-day vacation </div>	<div style="border: 1px solid #ccc; padding: 2px; width: 30px; margin: 0 auto;"> edit </div>

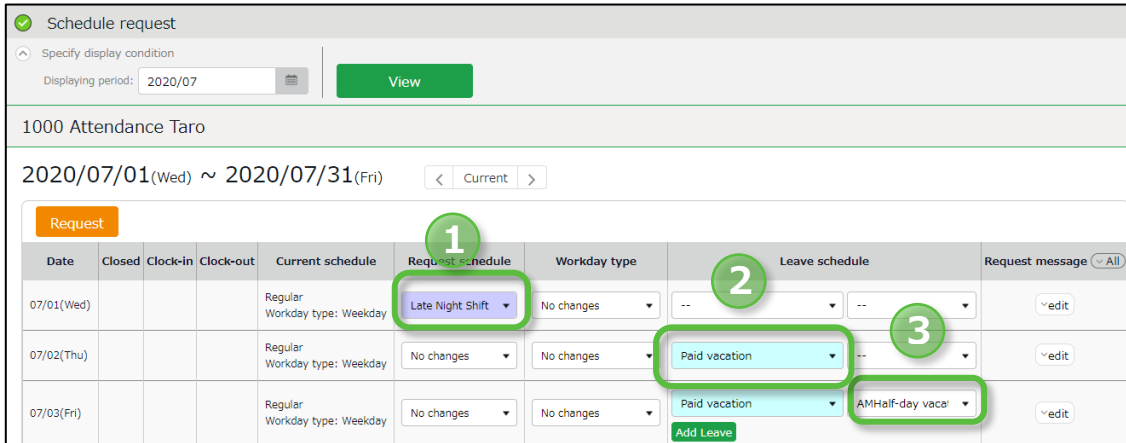
Schedule request

Enter the details of request.

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

2.7.2. To Submit Request

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



Screenshot of the 'Schedule request' interface. The interface shows a table with columns: Date, Closed, Clock-in, Clock-out, Current schedule, Request schedule, Workday type, Leave schedule, and Request message. Three green circles with numbers 1, 2, and 3 highlight the 'Request schedule', 'Leave schedule', and 'AM Half-day vaca' dropdown menus respectively.

Date	Closed	Clock-in	Clock-out	Current schedule	Request schedule	Workday type	Leave schedule	Request message
07/01(Wed)				Regular Workday type: Weekday	Late Night Shift	No changes	--	edit
07/02(Thu)				Regular Workday type: Weekday	No changes	No changes	Paid vacation	edit
07/03(Fri)				Regular Workday type: Weekday	No changes	No changes	Paid vacation AM Half-day vaca	edit

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

To take leave, specify the leave type first, then select [All-day vacation] under [Leave schedule]. As an alternative, you can also use a leave pattern at [Request schedule] if there is one.

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

Head office / Staff / 1000 John King

2017/04/01(Sat)

Schedule request

Time record

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

Time record data

Shows the time record data.

Edit schedule

⌵ **Edit Regular schedule**

Pattern
Public holiday ▼

Clock in/out schedule
 Clock in: Appointed day ▼ 09:00

Clock-out: Appointed day ▼ 18:00

Work time
 Start time: Appointed day ▼ hhmm

End time: Appointed day ▼ hhmm

Break schedule
 Start break: Appointed day ▼ 12:00

End break: Appointed day ▼ 13:00

Start break: Appointed day ▼ hhmm

End break: Appointed day ▼ hhmm

Add break schedule

Break schedule time
 Planned time: Min

Workday type
 Legal time-off ▼

Vacation category
 Type: -- ▼
 Leave Unit: -- ▼

Clock-in division
 Main Office ▼

Auto break off
 -- ▼

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 at the Schedule Edit Screen

Pattern	By selecting a pattern, the time set to the schedule pattern is applied to the schedule. You can also enter the items manually.
Clock-in/out schedule	This sets the clock-in/out schedule.
Work time	Working time within this time range will be calculated. Any work before scheduled clock-in time and after clock-out time will not be included in the calculation.
Break schedule	The time between [Start break] and [End break] are regarded as break time. Press the [Add break schedule] button to add new fields.
Break schedule time	The specified time will be calculated as break time, automatically.
Workday type	Determines whether the work took place during holiday or not. You can choose from 3 workday types: [Weekday], [Legal time off], and [Non-legal time off].
Vacation category	When taking leave, select its type (e.g., paid leave, comp leave, etc.) and the unit (e.g., full-day leave, AM half-day leave, PM half-day leave, time, etc.).
Clock-in division	Shows where the employee clocked in. The system automatically applies the name of the division time recorder last used.
Auto break off	Submit a request if you could not take break at the scheduled time.
Request message	Enter the reason of request. Your administrator will read this message when checking 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)

Request overtime

Overtime request
Submit change request

Time record data
Shows the time record data.

Time-record type	Time-record method	Time-record time	Time record di
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		I needed to prepare for pres

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

Edit schedule

Pattern	Regular
Clock in/out schedule	Clock in:Appointed day 09 : 00 Clock-out:App
Work time	

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 checking 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].



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 to you.

[Where to look] ≡ 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 a sample.

2.11. Confirm request log / Cancel requests

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

Requests that have not been approved yet can be canceled, by pressing the [Cancel submission] button.

[Where to look] ≡ 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.

[Where to look] ≡ 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:

Change 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 your password reset.

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.

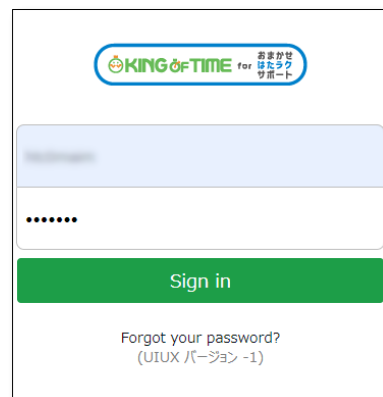
3.2. Log into Time Card

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

Login with ID

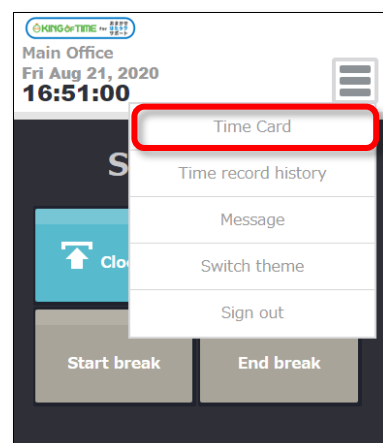
Start your browser and enter the Login URL in the address bar. Enter your login ID, password, then click [Login].

* The login ID and password are the same as those of PC browser version. * Please use the ID issued by your administrator and use the password you have set.

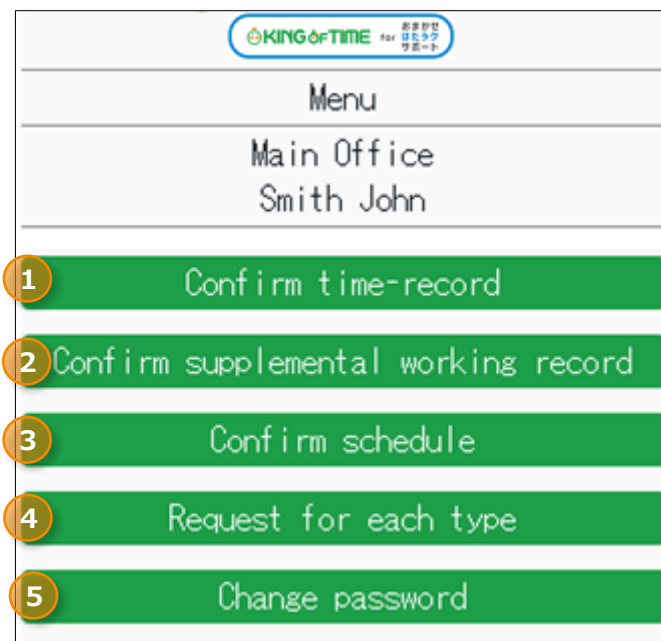


Log in from Time Recorder

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



3.3. All menu



1	Confirm time-record	Shows the time record data.	p. 25
2	Confirm Supplemental items	Shows Supplemental items data.	p. 25
3	Confirm schedule	Shows the current schedule.	p. 26
4	Request for each type	Submit requests from here.	p. 27
5	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				Show
2019/06/01(Sat) ~ 2019/06/30(Sun)					
Aggregate					
Date	Clock-in	Clock-out	Start break	End break	Details
06/01(Sat)					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	Show
2019/06/01(Sat) ~ 2019/06/30(Sun)		
Aggregate		
Date	Item	Details
06/01(Sat)		Detail
06/02(Sun)		Detail
06/03(Mon)	Item: Emergency Meeting Start: Appointed day 20:00 End Appointed day 22:00	Detail
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.

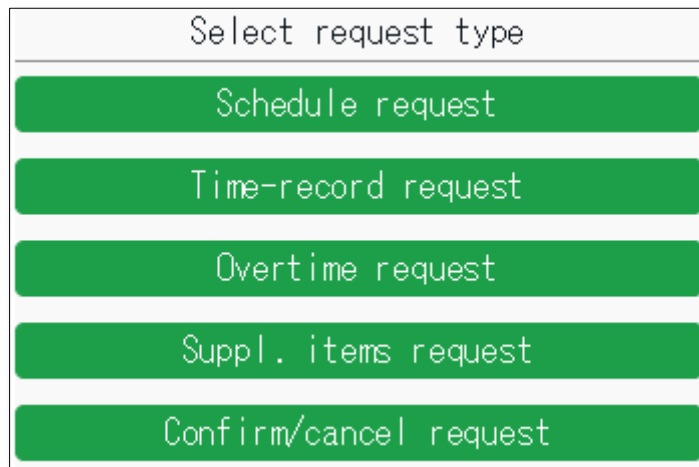
Confirm schedule

Time Card [Schedule]		
2021 ▼ Yr	10 ▼ Month	1 View
2021/10/01(Fri) ~ 2021/10/31(Sun)		
2 Confirm Monthly Summary		
Date	Schedule pattern	Detail
10/01(Fri)	Regular	3 Detail
10/02(Sat)		Detail
10/03(Sun)		Detail
10/04(Mon)	Regular	Detail
10/05(Tue)	Regular	Detail

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

3.6. Submit Various Requests

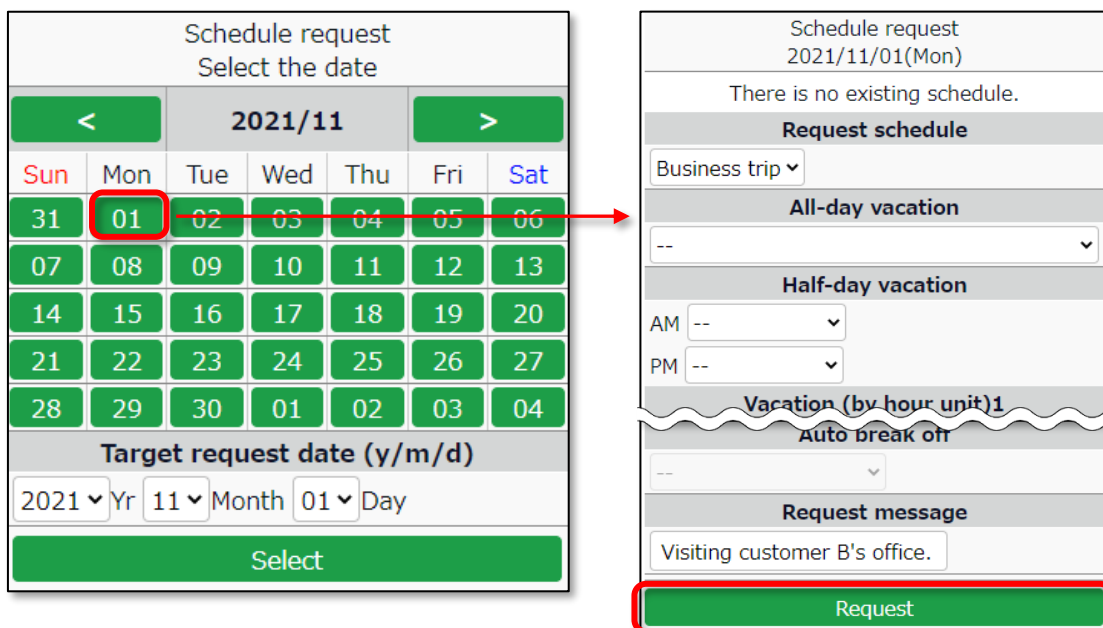
Submit various requests.



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 leave, select [Full day leave] or [Half day leave]. If you have not taken any break, select [Auto break off]. Enter the [Request message], then tap [Submit].



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

To confirm or cancel requests.....p.[32](#)

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].
Select a date from the calendar. You can also choose the date from [Target request date], then tapping [Select].
2. Press the buttons accordingly.

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

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

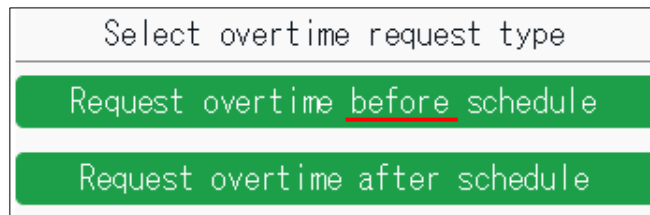
3.6.3. Overtime Request

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.

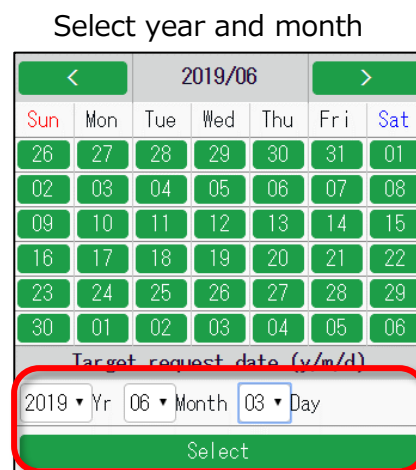
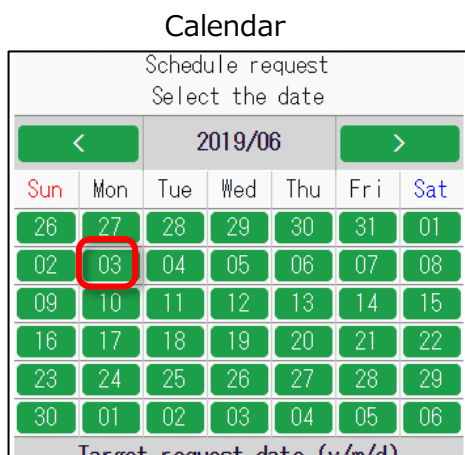
By performing the following steps, the system counts overtime as working hours.

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.

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



4. 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 the [Request message], then tap [Submit].

Request overtime before schedule
2019/06/03(Mon)

Start time

Appointed day ▼ 7 Hr. 00
Min.

End time

Appointed day ▼ 09 Hr. 00
Min.

Request message

Early-in for preparation

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

Request overtime after schedule
2019/06/03(Mon)

Start time

Appointed day ▼ 18 Hr. 00
Min.

End time

Appointed day ▼ 20 Hr. 00
Min.

Request message

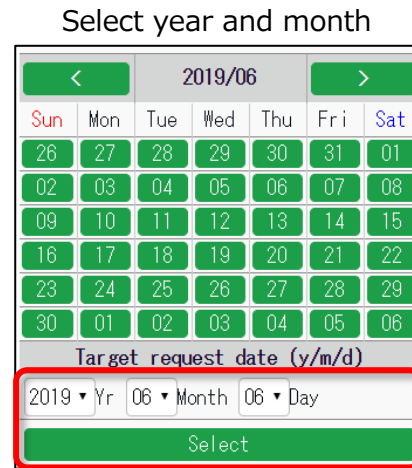
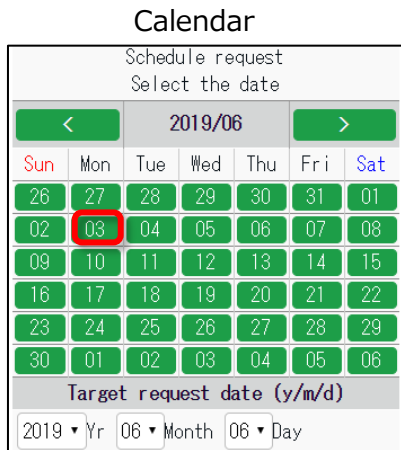
To take care of remaining ·

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

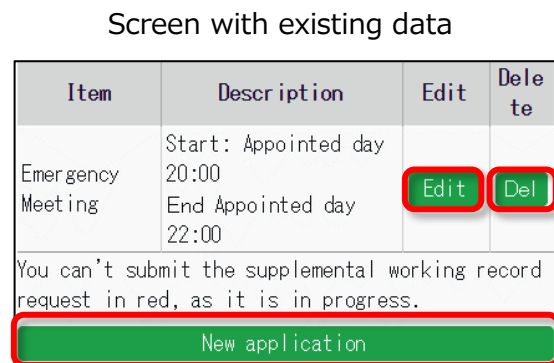
3.6.4. Submit Supplemental Item Info

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].



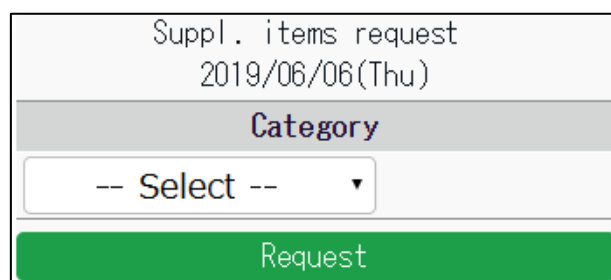
3. Press the buttons accordingly.



[Edit]	Submit 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.

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																							
<table border="1"> <tr><th>Category</th></tr> <tr><td>Emergency Meeting</td></tr> <tr><th>Start time</th></tr> <tr><td>Appointed day ▾ <input type="text"/> Hr. <input type="text"/></td></tr> <tr><td>Min. <input type="text"/></td></tr> <tr><th>End time:</th></tr> <tr><td>Appointed day ▾ <input type="text"/> Hr. <input type="text"/></td></tr> <tr><td>Min. <input type="text"/></td></tr> <tr><th>Request message</th></tr> <tr><td><input type="text"/></td></tr> </table>	Category	Emergency Meeting	Start time	Appointed day ▾ <input type="text"/> Hr. <input type="text"/>	Min. <input type="text"/>	End time:	Appointed day ▾ <input type="text"/> Hr. <input type="text"/>	Min. <input type="text"/>	Request message	<input type="text"/>	<table border="1"> <tr><td>Suppl. items request 2019/06/06(Thu)</td></tr> <tr><th>Category</th></tr> <tr><td>Number of Meetings</td></tr> <tr><td>Value : <input type="text"/></td></tr> <tr><th>Request message</th></tr> <tr><td><input type="text"/></td></tr> <tr><td><input type="button" value="Request"/></td></tr> </table>	Suppl. items request 2019/06/06(Thu)	Category	Number of Meetings	Value : <input type="text"/>	Request message	<input type="text"/>	<input type="button" value="Request"/>	<table border="1"> <tr><th>Category</th></tr> <tr><td>Visits</td></tr> <tr><td>Location A ▾</td></tr> <tr><th>Request message</th></tr> <tr><td><input type="text"/></td></tr> <tr><td><input type="button" value="Request"/></td></tr> </table>	Category	Visits	Location A ▾	Request message	<input type="text"/>	<input type="button" value="Request"/>
Category																									
Emergency Meeting																									
Start time																									
Appointed day ▾ <input type="text"/> Hr. <input type="text"/>																									
Min. <input type="text"/>																									
End time:																									
Appointed day ▾ <input type="text"/> Hr. <input type="text"/>																									
Min. <input type="text"/>																									
Request message																									
<input type="text"/>																									
Suppl. items request 2019/06/06(Thu)																									
Category																									
Number of Meetings																									
Value : <input type="text"/>																									
Request message																									
<input type="text"/>																									
<input type="button" value="Request"/>																									
Category																									
Visits																									
Location A ▾																									
Request message																									
<input type="text"/>																									
<input type="button" value="Request"/>																									

3.6.5. Confirm attendance data

Perform the following steps to confirm your attendance data.

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

<input type="button" value="Confirm time-record"/>
<input type="button" value="Confirm supplemental working record"/>
<input type="button" value="Confirm schedule"/>
<input type="button" value="Request for each type"/>
<input type="button" value="Change password"/>

2. Specify the year and month, then tap the [Show] button.

2021 ▾ Yr	01 ▾ Month	<input type="button" value="Show"/>
2021/01/01(Fri) ~ 2021/01/31(Sun)		

3. Scroll to the bottom of the screen and tap the [Confirm Attendance Data] button.

<input type="checkbox"/> : Attendance error
<input type="button" value="Confirm Attendance Data"/>
<input type="button" value="Go to schedule request"/>
<input type="button" value="Go to time-record request"/>

4. Check the details and tap the [Confirm Attendance] button.

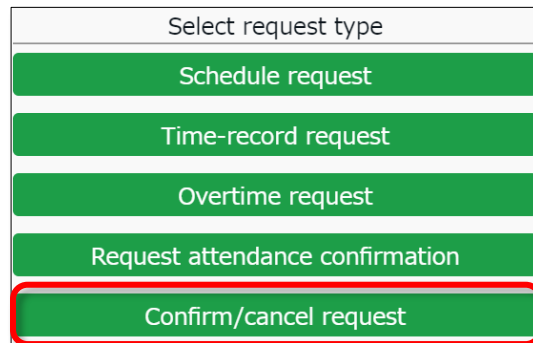
Confirm Attendance Confirmation Process 2021/01
Mark attendance data of the following period as confirmed.
Applicable employee
0001 Smith John
Applicable period
2021/01/01(Fri) ~ 2021/01/31(Sun)
Hours in Office
200.58
Overall Working Hours
179.58
Break (hrs)
21.00
<input type="button" value="Confirm Attendance"/>

3.6.6. Confirm or cancel request

Confirm or cancel request.

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

Here, you can confirm or cancel your requests.



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

Request date	Applicable day	Schedule	Status	Delete
06/07 (Fri)	06/08 (Sat)	Holiday Work (Normal)	Request	DEL
06/07 (Fri)	06/17 (Mon)	Regular (Normal)	Approved	

Only 60 days of the applicable days will be displayed.

Request date	Applicable day	By type	Time	Status	Delete
06/07 (Fri)	06/07 (Fri)	Clock-in	09:00	Del	

Only 60 days of the applicable days will be displayed.

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

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 My Recorder, your administrator needs to send you the My Recorder URL and ID. Please use your password to login.**



Clock-in	Clock-out	signed
Location(Cell phone) 01/20 08:56 Map	Location(Cell phone) 01/20 18:02 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
Mac	Google Chrome / Microsoft Edge
Android smart phone	Google Chrome for Mobile
iOS (iPhone, iPad)	Mobile Safari

***2 Microsoft Edge must be chromium-based, versions 79.0.309.713 and later. Earlier versions are not recommended.**

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

4.3. To access My Recorder

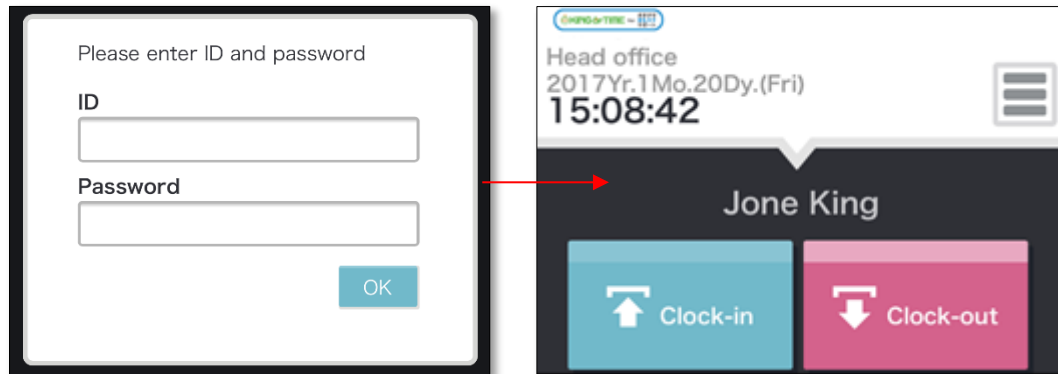
1. Access the Time Recorder URL by following the instructions on the [Notice about Time Recorder URL/My Recorder URL] Email, sent from your administrator.

* The sender of the Email is no_reply@kt.hataraku-ntt-east.jp

2. ID/password entry screen is initially displayed.

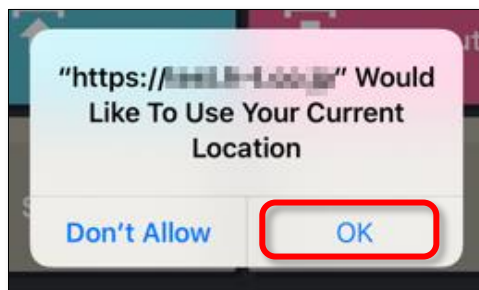
Enter your login ID and the password you have set, then click [OK].

If the authentication succeeds, Time Card is displayed.

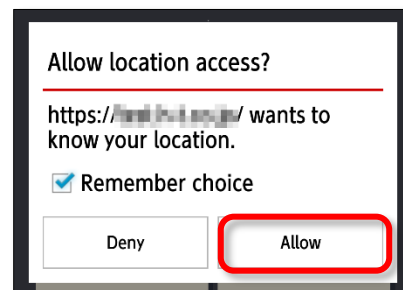


If the [Obtain location info] mode is turned on at the Admin screen, the screen may show a location permission message. Please permit.

* Messages may vary by browser and version.



On Safari



On Google Chrome



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

4.4. Operate My Recorder

This section describes the steps to use My Recorder.



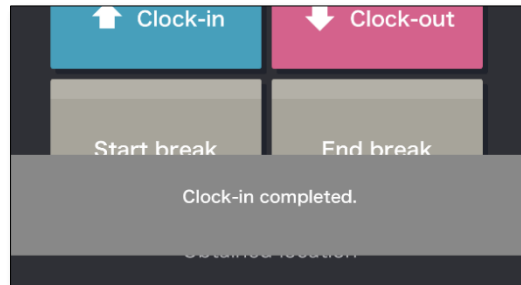
1	<p>Tap here to clock-in/out. [Clock-in] [Clock-out] [Start break] [End break] <i>* [Start break] [End break] buttons may or may not be displayed, depending on settings.</i></p>
2	<p>Location info obtainment status is shown. (Available if the Obtain location info mode is turned on, in the Admin screen)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

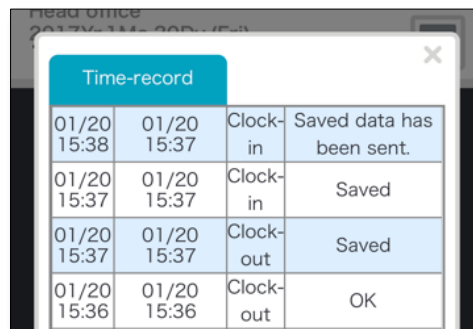
If the clock-in succeeds, the screen shows the [Clock-in completed] message.

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

* You cannot check edited data and data recorded from other Time Recorders.

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

4.4.3. Display Time Card

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

To access Time Card on PC – p.[4](#)

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

5. Mobile browser recorder

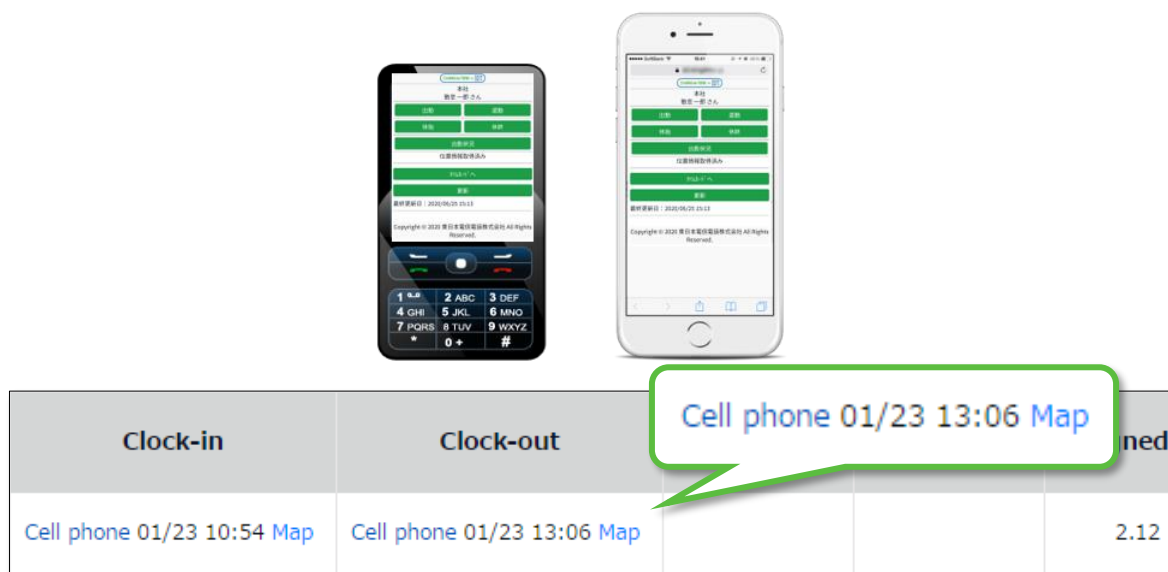
This section describes how to use the Mobile browser recorder.

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

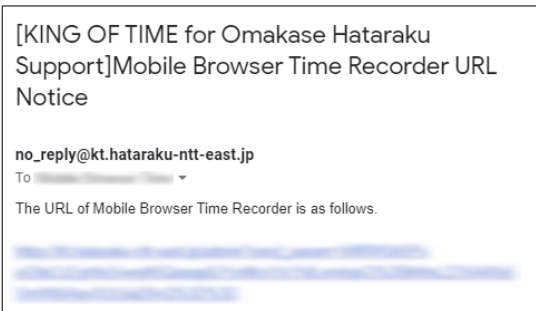
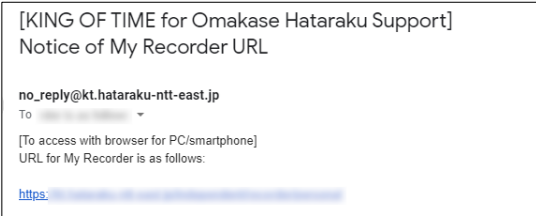
Time Recorder URL Email notifications are sent by administrators from the Admin screen. If you are using a Mobile phone, please check your Email settings beforehand.

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 [\[no_reply@kt.hataraku-ntt-east.jp\]](mailto:no_reply@kt.hataraku-ntt-east.jp) (send-only address). You cannot reply to this Email.

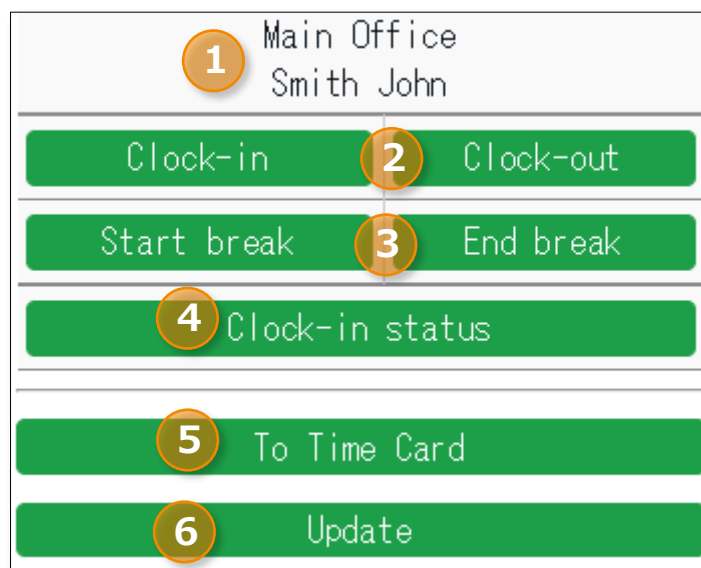
If there is a line-break in the middle, please fix it to one line before entering it into the address bar.

For easier access, bookmark the Time Recorder URL.

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

5.4. Operating the Mobile browser recorder

This section describes the steps to use Mobile browser recorder.



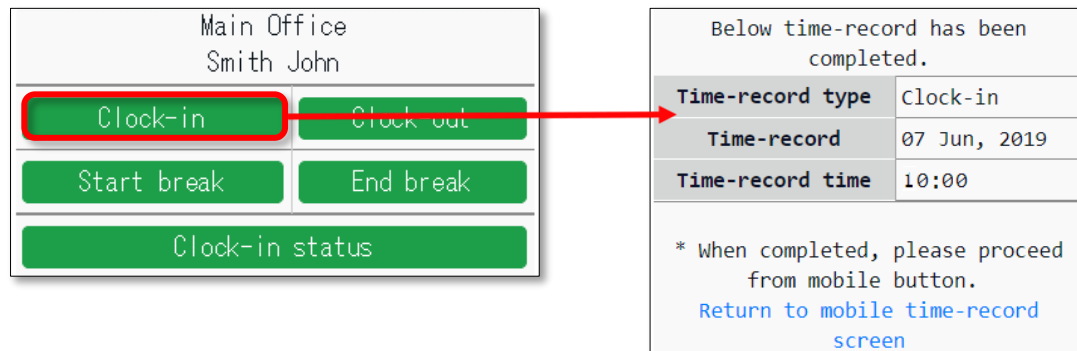
1	Shows your name and division.
2	Tap here to clock-in/out. [Clock-in] [Clock-out] [Start break] [End break] <i>* [Start break] [End break] buttons may or may not be displayed, depending on settings.</i>
3	Shows present or past time record data. <i>* You cannot check data that were recorded from other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

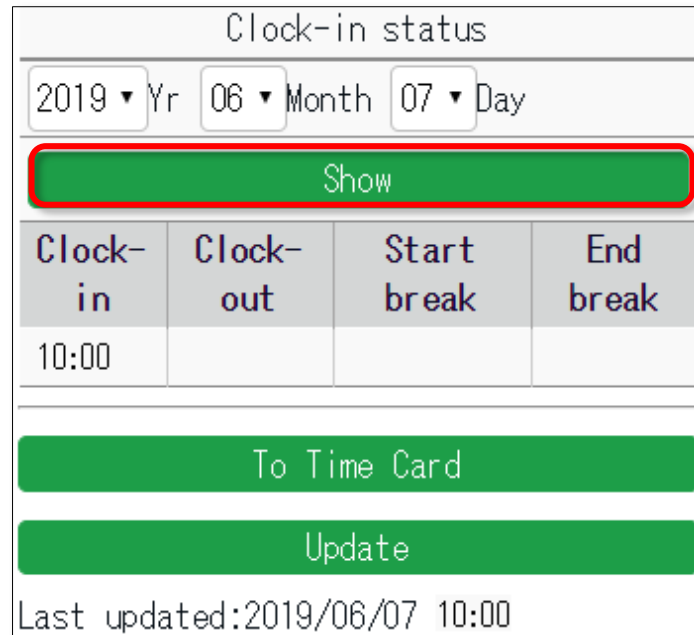
* Perform the same procedure to clock-out/start and end break.



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 [Display].
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 p.[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 have not been approved yet. Please cancel the wrong request, then submit the correct one. If the request has already been approved, please submit a new request. Make sure the same request date is set. You can submit requests on the same date as many times as you need unless your administrator has closed the attendance data.

6.3. I somehow 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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