



Quick Start Guide

Setup steps

This guide describes the quickest way to start operating in 4 steps.

STEP 1

CREATE DIVISIONS

STEP 2

CREATE EMPLOYEE TYPES

STEP 3

ADD EMPLOYEE

STEP 4

CONFIGURE TIME RECORDER SETTINGS


Start operating

I wonder if I can do the settings correctly.
Everything seems so complicated.



No worries!
Once the 4 simple steps are completed, all
the employee need to do is to clock in/out!

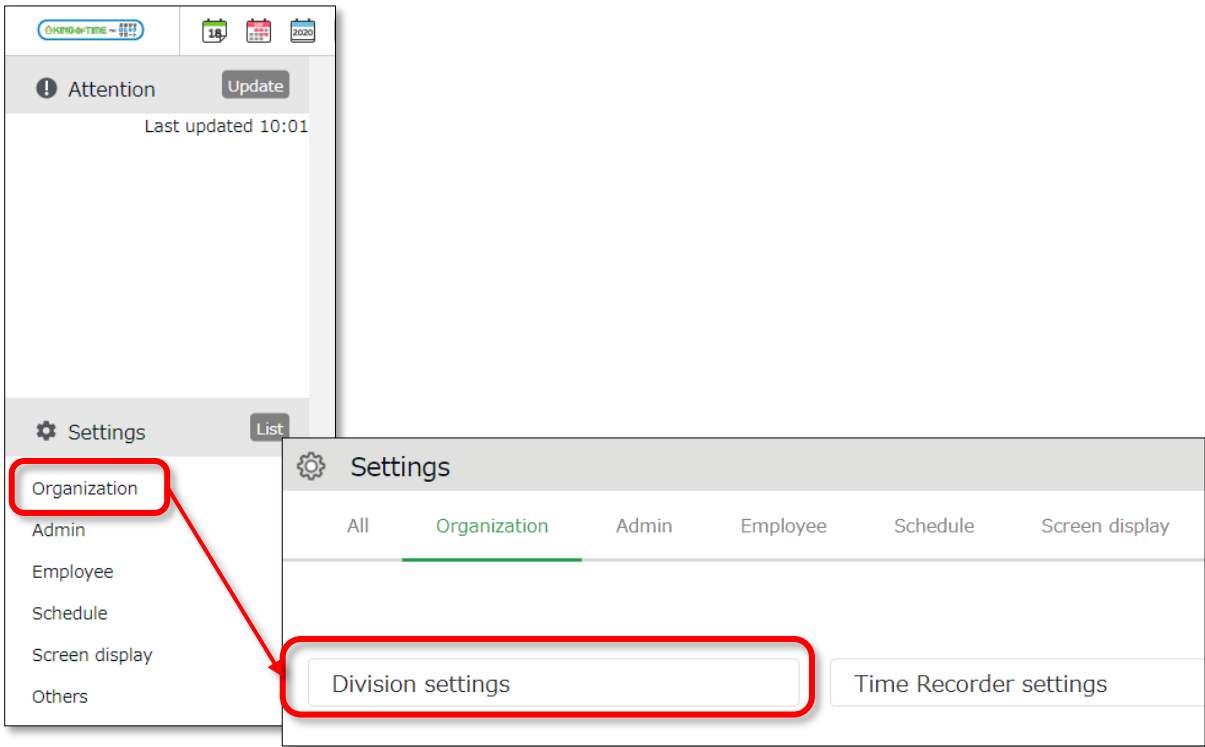


STEP 1 Create Divisions

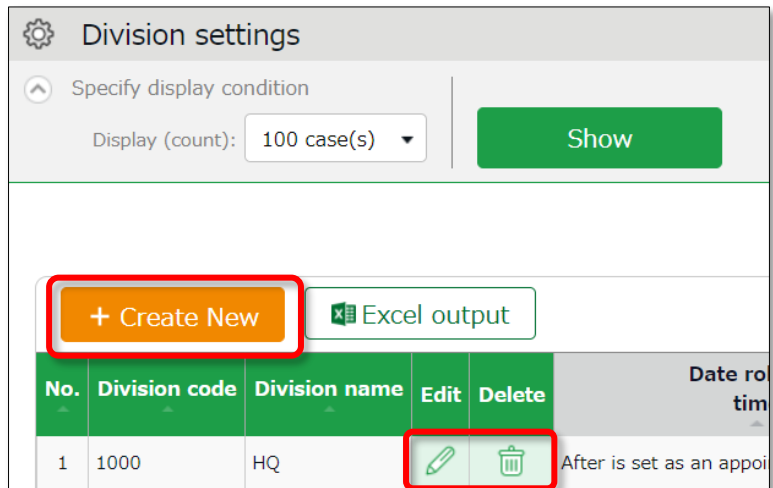
(Duration: approx. 5 minutes)

Add Branch stores or offices where your Time Recorder is located.
If divisions or teams have different request approval flows,
create a Division according to the smallest unit.

Go to Home page > [Settings] > [Organization] > [Division settings] to create or edit Division data.

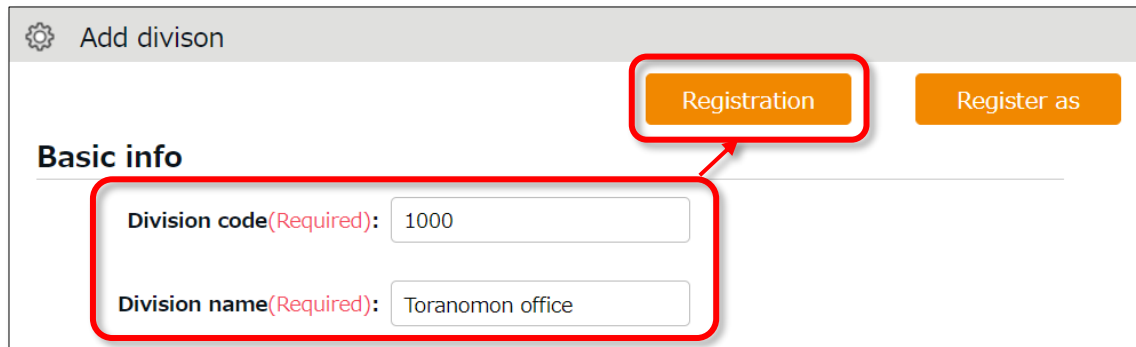


Click [Create New] to add a division. You can also [Edit] and [Delete] here.



Please feel free to use our sample data.

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



Add division

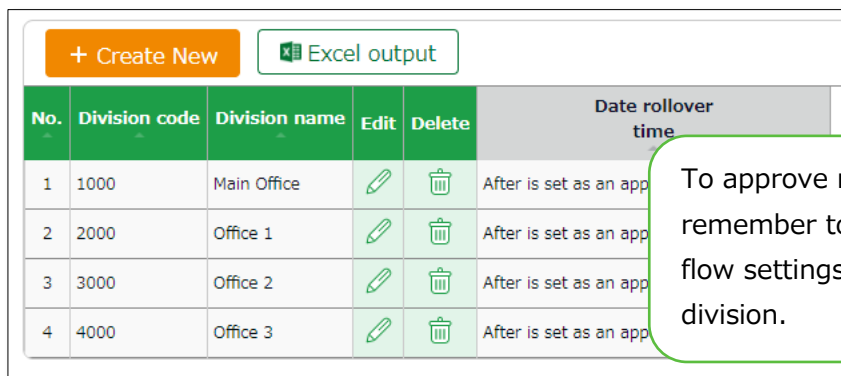
Registration Register as

Basic info

Division code(Required): 1000

Division name(Required): Toranomom office

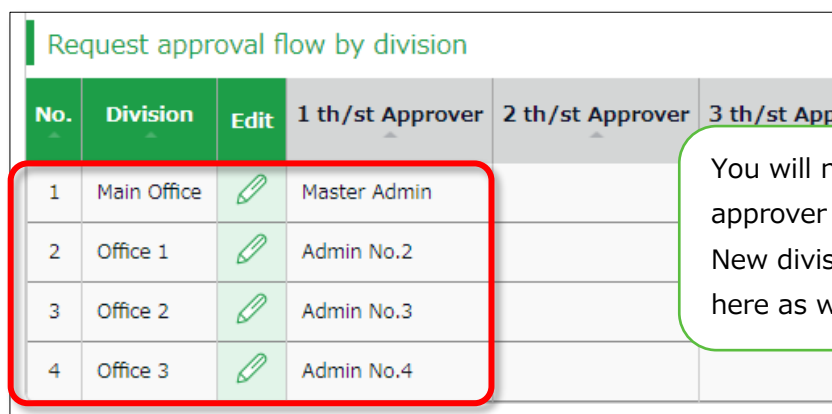
* If you are using the request approval feature to approve leave requests, etc.



No.	Division code	Division name	Edit	Delete	Date rollover time
1	1000	Main Office			After is set as an app
2	2000	Office 1			After is set as an app
3	3000	Office 2			After is set as an app
4	4000	Office 3			After is set as an app

To approve requests, remember to set approval flow settings for each division.

* Settings > Admin > Request approval flow settings



No.	Division	Edit	1 th/st Approver	2 th/st Approver	3 th/st App
1	Main Office		Master Admin		
2	Office 1		Admin No.2		
3	Office 2		Admin No.3		
4	Office 3		Admin No.4		

You will need to set up an approver for each division. New divisions are listed here as well.

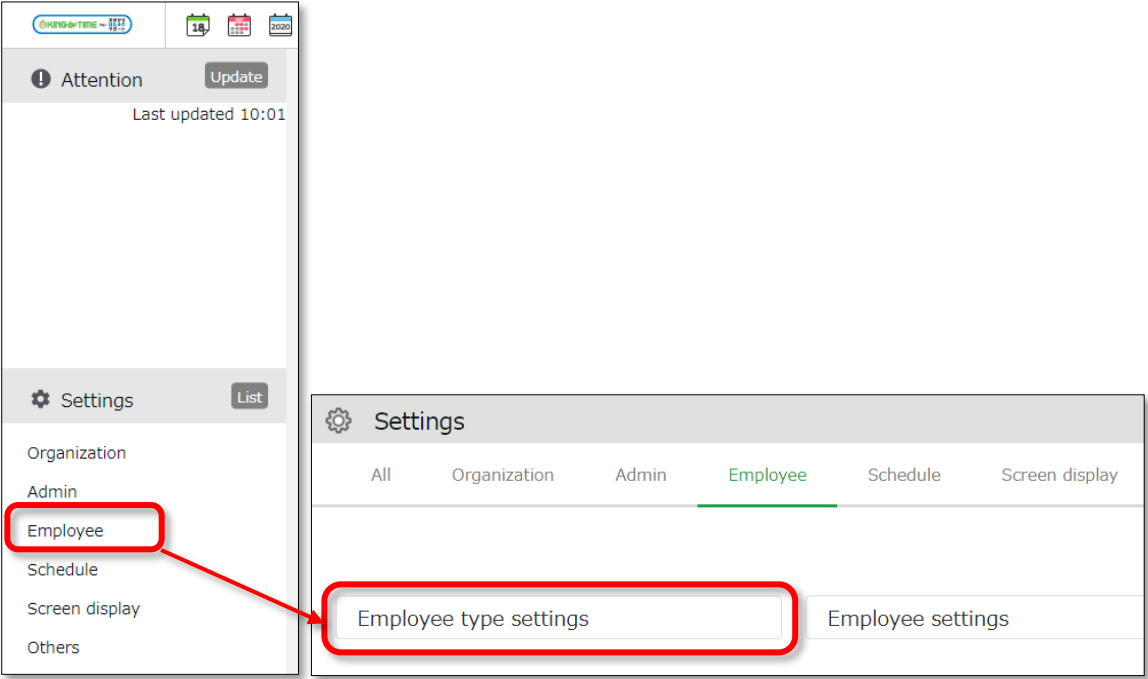


STEP 2 Create Employee types

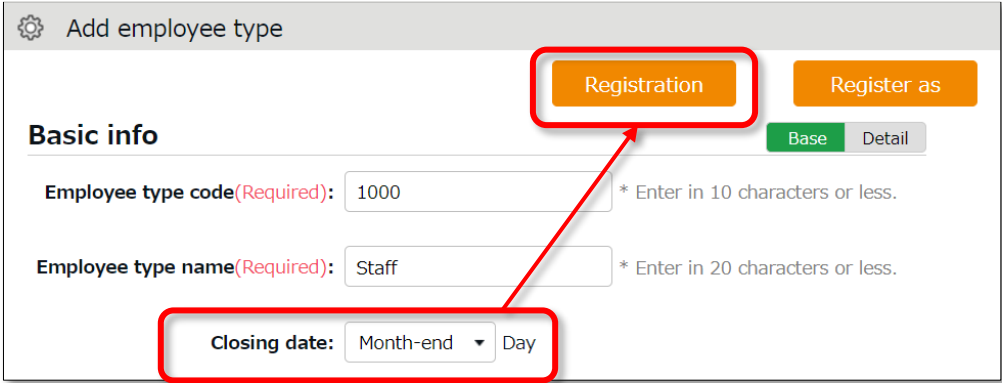
(Duration: approx. 5 minutes)

Add employee types such as “Full time” and “Part time”.
 Employee type settings determine calculation rules. When applying different closing days and calculation methods, please create new employee types for each variation.
 (e.g. Even if they are under the same “Full time” category, create two if there are different methods)

Go to Home page [Settings] > [Employee] > [Employee type] to create or edit Employee type data.



Two preset employee sample data are available.
 Go to the [Edit] screen of the sample data and edit [Closing date].
 Click [Registration] to save the changes.



To add a division, go to the edit screen of the existing division, change the [Employee type code] and [Employee type name] and click on the [Register as] button.

Daily, Weekly and Monthly (Variable and Flextime) Overtime Settings

Daily overtime calculation

• If you want to work more than 8 hours of overtime per day, check the "Overtime start time" box and set it to 8 hours.

Calculate day's overtime work

Overtime start time: 8 Hrs. Min. excess work will be counted as overtime.

Count work (hrs) that exceed the schedule as overtime.

If you have 2 work patterns - one starting at 8:00 and another at 9:00, do I need to create different Employee Types for each, even if I want to handle working hours



How about setting the Clock-in schedule at Pattern settings?

As long as the rules for recording overtime are the same, you only need one employee type!

In addition to the Clock-in schedule, you can also set up break time e.g. 15 minutes in the morning, 60 minutes in the afternoon and 15 minutes in the afternoon.

Weekly Overtime Total > Weekly Total [Weekly legal working hours

Weekly Total [Weekly legal <input checked="" type="checkbox"/> 40 Hrs. <input type="text"/> min(s) over will be considered as overtime working hours::

Set a rule for counting weekly overtime hours.

Workstyle > [Work (hrs)]

If you are applying the variable work system or flex work schedule, set it up.
For details, please refer to the following.

What is the "Variable Working Hours Setting Feature"? (Japanese)

<https://help.kt.hataraku-ntt-east.jp/h-t/ntt-east/Detail.aspx?id=4058>

How should I set flextime work in the system (Japanese)

<https://help.kt.hataraku-ntt-east.jp/h-t/ntt-east/Detail.aspx?id=1159>

Is it possible to set a "3-month flextime work" in the system? (Japanese)

<https://help.kt.hataraku-ntt-east.jp/h-t/ntt-east/Detail.aspx?id=3437>

Grant leaves automatically

Leave-related > [Paid vacation grant]

Automatically calculates the number of paid leaves and when to grant them.

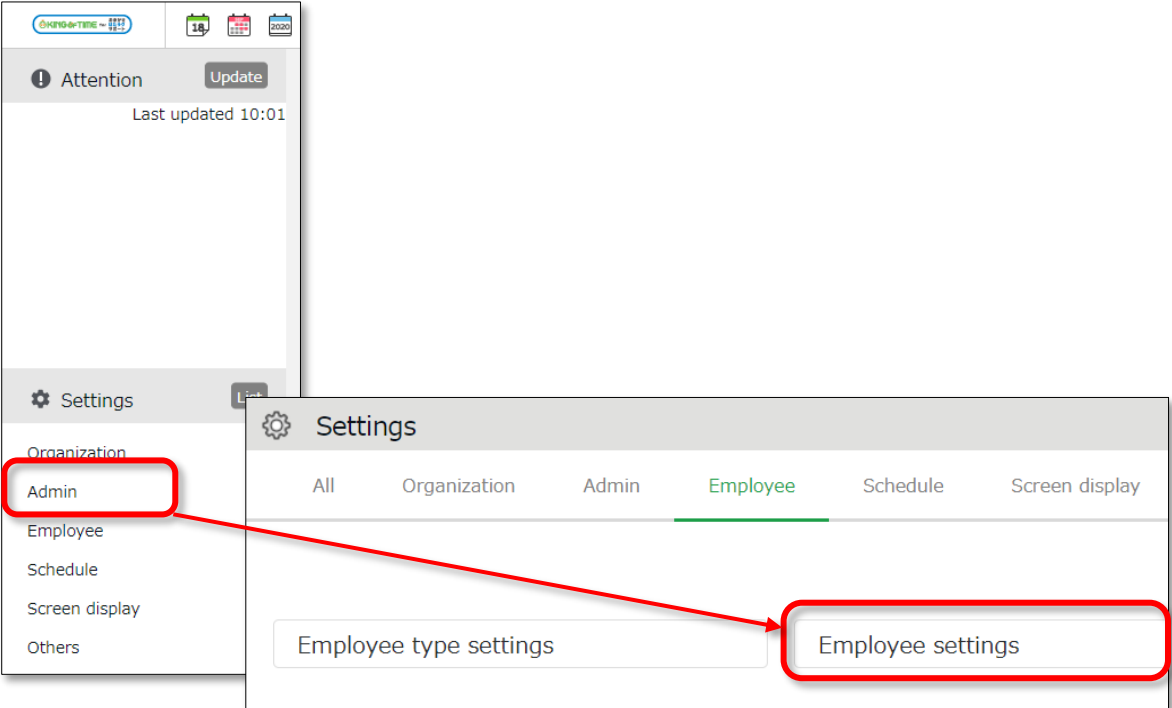
For details, refer to the "Paid Leave Feature Settings" section in the Admin Manual.

STEP 3 Add [Employee]

(Duration: approx. 10 minutes)

Add an employee by following the steps below.

Go to Home page [Settings] > [Employee] > [Employee Settings] to create or edit employee data.



Click [New Registration] and start by creating 2 or 3 employees. The basic setting items are as follows.

Employee code (Required)	Set a code for identifying employees. (Enter in 3-10 alphanumeric characters.)
Last/First name (Required)	Enter the name of employee.
Email address	Email address is required for sending My Recorder URL in STEP 4. It is also used for notifying Request/Approvals.
Division (Required)	Select employee's Division created in STEP 1.

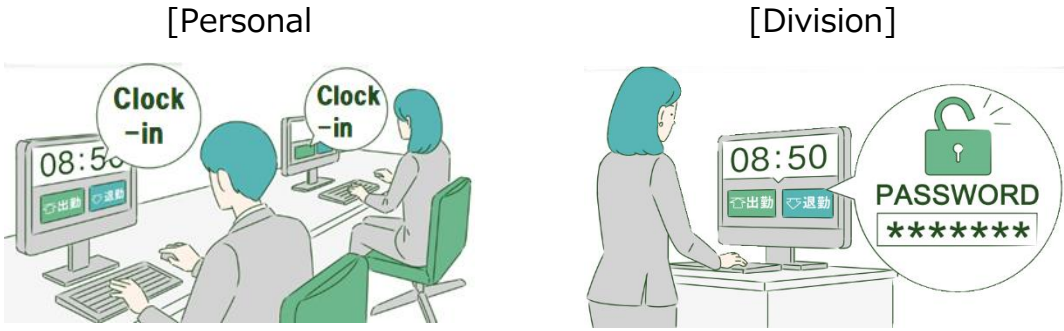
Employee type (Required)	Select Employee type created in STEP 2.
Hired date	It is used to calculate the years of service for the purpose of calculating the number of paid leave days granted. Note: Employees cannot clock in/out before this date.

STEP 4 Configure Time Recorder settings

(Duration: approx. 10 minutes)

Send an Email to instruct employees to install and access the Time Recorder.

There are [Personal] and [Division] Time Recorders, which require different operation procedures.



Use your own PC or mobile

Share the same Time Recorder

Personal Time Recorder

Personal Time Recorders are used on personal mobile phones or PC. There are 2 types of this Recorder.

Time Recorder name	Time recording method	Details
My Recorder	Click authentication using a browser	Log in to Time Recorder with a smartphone or PC browser.
Mobile browser recorder	Click authentication using a browser	Employees are given individual URLs to clock in and out with their feature phone browser. Also available for smartphone browsers. Not available for PC browsers.

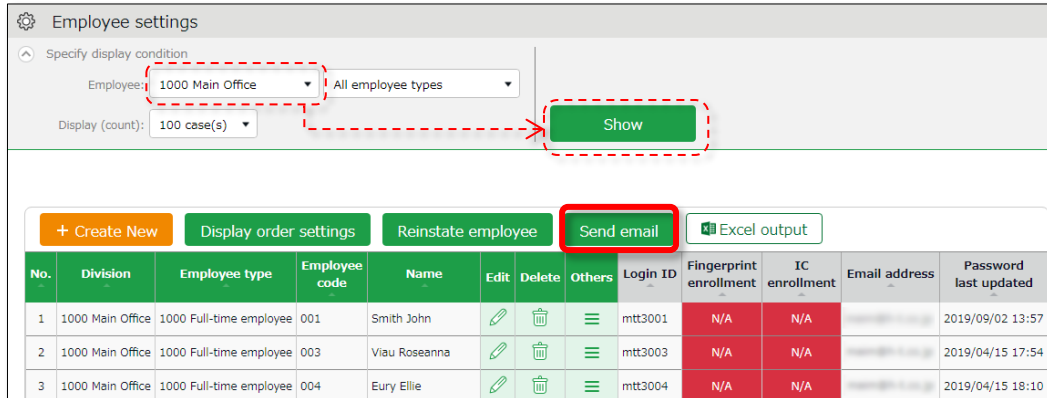


You do not need to install special apps to use the Time Recorder. They can be very useful. Since they also record location info, they can come in handy when clocking-in/out at a remote location.

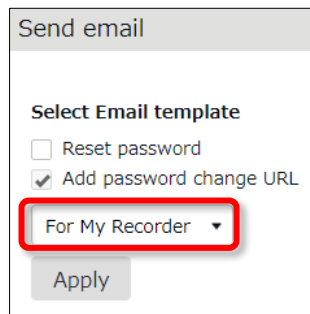
Administrator's task

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

- Go to Home page > [Settings] > [Employee] > [Employee settings].
Select a division from the list and click [Show].
Click the [Send email] button that shows on the screen.



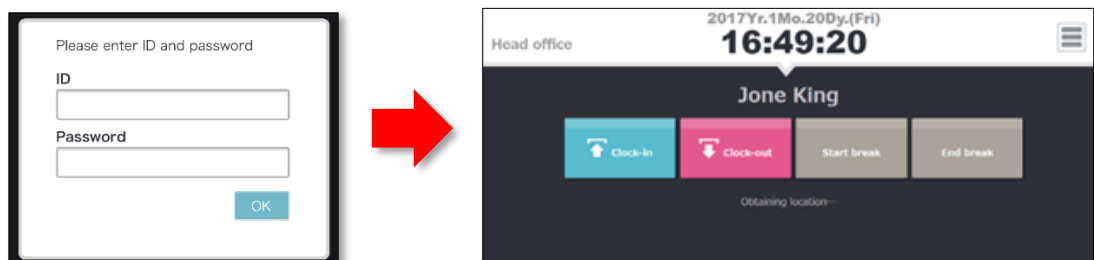
- Select [For My Recorder] from the Email template list, then click [Apply].



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

Employees' task (Clock-in/out)

Employees can sign in by accessing the Time Recorder URL in the Email they receive. If the employee receives a password change link, he/she must set a new password first.

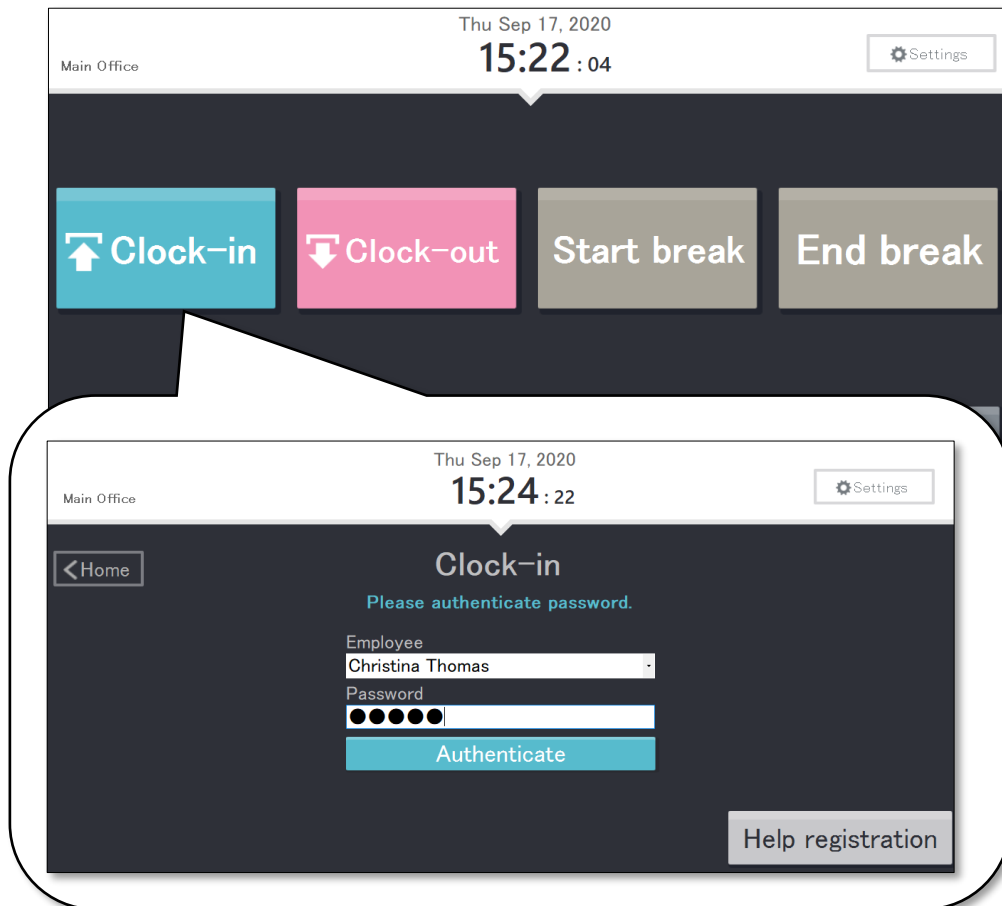


Please refer to the Employee Manual for details.

Division Time Recorder

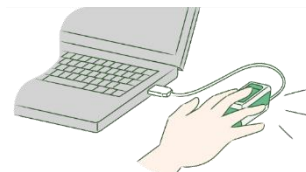
A Division Time Recorder shared by multiple employees, is usually placed at the office entrance.

There are various authentication methods available, such as biometric and IC card authentication.



Various authentication methods are available on KING OF TIME.

- Prevent cheating in attendance
- Manage by card
- Make clock-in/out easier, etc.



Customers can choose any method that suits their work environment.

For details on various types of Time Recorders, please refer to the following FAQ page.

What are the types of time recorder methods available?

<https://help.kt.hataraku-ntt-east.jp/h-t/ntt-east/Detail.aspx?id=4092>

Installation instructions

Send Time Recorder setting instructions by Email.

1. Go to Home page > [Settings] > [Organization] > [Time Recorder settings].
2. The Division name set in STEP1 is displayed under Division Time Recorder settings.
Click [≡] in the Others column and select [Send Time Recorder URL].

Time Recorder settings

Specify display condition
Display (count): 100 case(s) View

Excel output

Basic time recorder settings

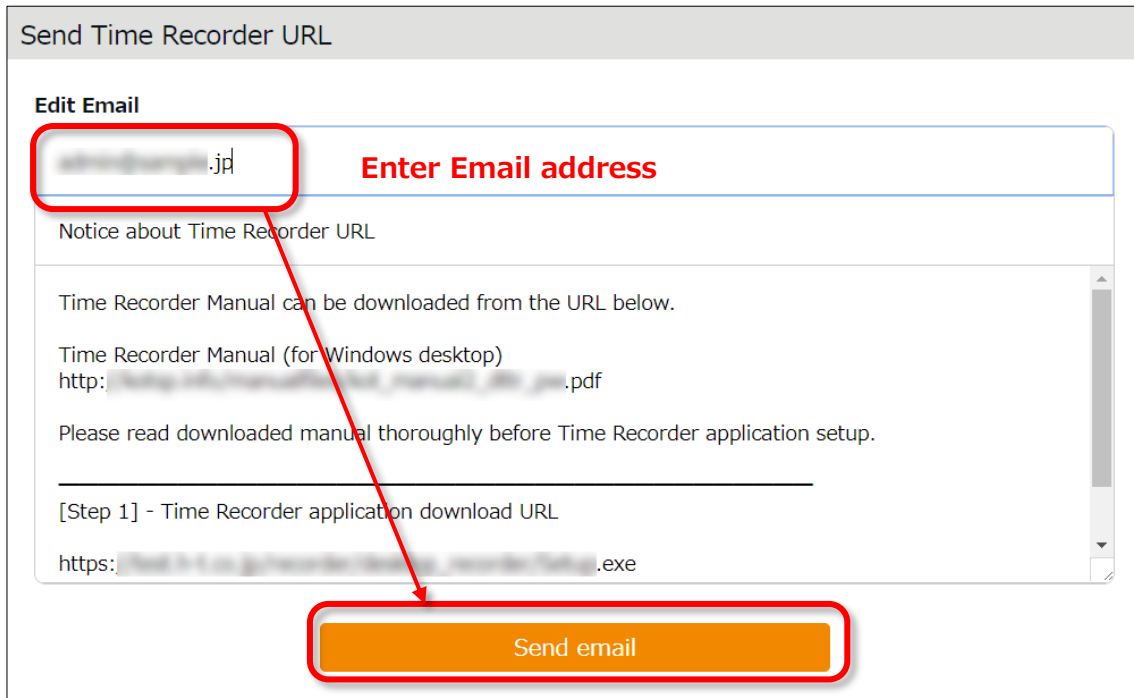
No.	Company code	Company name	Edit	Authentication device
1				Password authentication

Division Time Recorder settings

No.	Division code	Division name	Edit	Others	Time Recorder ID	Authentication device
1	1000	Toranomom office			1800005277	Follow company setting

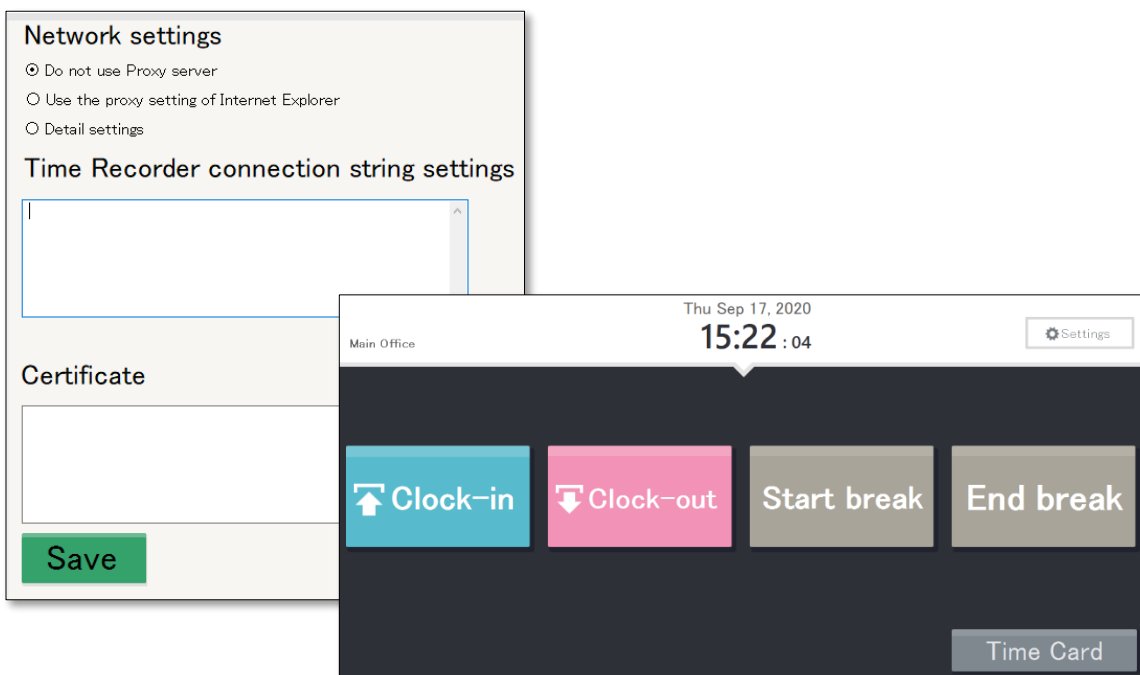
Send Time Recorder URL
Add help

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



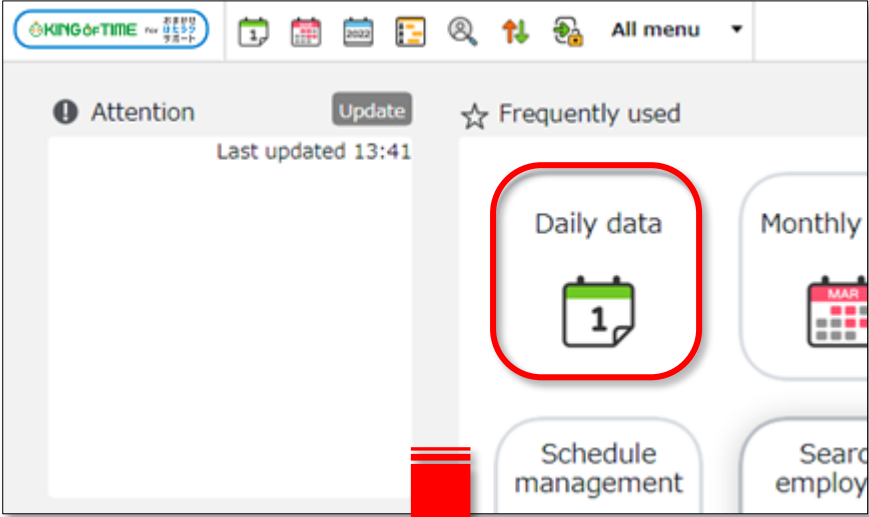
4. You can send Time Recorder setting details to Email addresses you entered in the step above.

The Time Recorder Manual is available from the URL shown in the Email. Please follow the setup instructions in the manual. Operations guide is also included in the manual.



Start operating!

You can check Time record data from [Daily data] in the [Frequently used] menu.



No.	Name	Time card	Edit	Clock-in	Clock-out	Start break	End break	Assigned	Unassigned	Overtime	La
1	1001 John King			P 05/01 08:52	P 05/01 18:07	P 05/01 12:02	P 05/01 12:57	8.00		0.20	
2	1002 Robert King			P 05/01 09:05	P 05/01 18:30	P 05/01 12:25	P 05/01 13:19	8.00		0.31	
3	1003 Michael King			P 05/01 08:31	P 05/01 19:24	P 05/01 13:01	P 05/01 13:58	8.00		1.56	
			Total	3 people attending	3 clocked out	3 started break	3 ended break	24.00		2.47	



You have made your first step. Congratulations!

There are many other advanced calculation/management features on our system.

You can use these settings when needed.



Use KING OF TIME to the fullest

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



Please refer to the following manuals for further details.

Admin Manual

https://kotsp.info/manualfiles/ntte/ntte_manual2_admin.pdf

Employee Manual

https://kotsp.info/manualfiles/ntte/ntte_manual2_employee.pdf

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