



## Initial Setup Guide

Ver.1.0

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# Introduction

# 1. Registering Departments/Branches

## 1. Group Settings

First, set up a group.

Jobcan can be used more effectively by creating groups according to the size and organizational structure of the company.

(Groups are mainly used to identify an employee's designated department, branch, etc.)

Department Examples: Sales department, General Affairs department, Accounting department.

Branch Examples: Shinjuku store, Ikebukuro branch.

You can set it in "General information settings"> "Initial Settings List"> "Group Settings".

Attendance Management    Manhour Manage    Shift Management    Vacation/Request Management    Staff Management <sup>①</sup>    General Information Settings

Detail Settings    Work Regulations Settings    Option Settings    Batch Registration

Initial Settings List    Group Settings    Group Manager Settings    Staff Category Settings    Clock Revision Request Mail    Holiday Settings

➤ **Setting List** - For first time users, please make settings necessary in order from the top.

<sup>②</sup>    **Initial Settings**

<b>Group Settings</b> <sup>②</sup> [Registered] You can create and change the composition or approval flow of the group, such as a company / office / department.	<b>Staff type setting</b> <sup>②</sup> [Changed] You can set up employment forms such as employees, temporary staff, part-time jobs etc. By setting it, it becomes possible to specify and set the staff type with various settings.	<b>Staff Registration</b> <sup>②</sup> [Registered] You can register staff who use services.	<b>Group manager registration</b> <sup>②</sup> [Registered] By registering the group administrator, you can register non administrators who have full authority as administrator, and approve the group set up with approval setting.
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Click the "Add New Group" button displayed in the upper left to move to the group registration page.

➤ **Group Settings** - Create group based on companies/offices/departments or modify existing groups

**Add New Group**    Order Settings

**Add New Group**    Create group based on companies/offices/departments or modify existing groups

Group Name:

Parent Group:

Group Code(Optional):  (Alphabet/Number Only)

Language:

Time Zone:

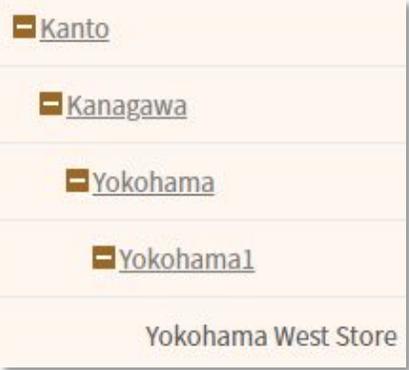
URL Setting:  モバイルマイページのURLを載せる  
 PCマイページのURLを載せる  
 メールの文面にURLを載せない

Group Name	MyPage Settings	Alert Condition Settings	Notification Recipient Settings	Edit	Delete	
未所属	MyPage Settings	Alert Condition Settings	Notification Recipient Settings	Edit	Delete	<input checked="" type="radio"/>
✦ Kanto	MyPage Settings	Alert Condition Settings	Notification Recipient Settings	Edit	Delete	<input type="radio"/>
✦ 関西エリア111	MyPage Settings	Alert Condition Settings	Notification Recipient Settings	Edit	Delete	<input type="radio"/>
Administration Department	MyPage Settings	Alert Condition Settings	Notification Recipient Settings	Edit	Delete	<input type="radio"/>

# 1. Registering Departments/Branches

Please check the table below for each item.

Items marked with "\*" are required items.

Group Name *	Register the name of a group such as a company, branch, department, or store.
Parent Group	<p>You can add a hierarchy to the groups by selecting the parent group. You can set up to 5 levels. E.g.) Jobkan Co., Ltd.-&gt; Kanto area</p>  <p>The screenshot shows a vertical list of group options. Each option has a small square icon to its left. The options are: Kanto, Kanagawa, Yokohama, Yokohama1, and Yokohama West Store. The first four options have a small square icon to their left, while the last option, Yokohama West Store, does not.</p>
Group Code (Optional)	<p>You can register a code for each group by entering the code during registration. * The group code must be set in half-width alphanumeric characters.</p>
Language	<p>You can set the language to be displayed on the group's staff's My Page. It can be set to Japanese, English, Korean, Thai, or Vietnamese.</p>
Time Zone	<p>You can set the time zone to be reflected in the Attendance Book for a group and its affiliated staff. When clocking on My Page from overseas and you want to reflect the overseas time zone, you need to set the time zones for both the group and the device/terminal to be used for clocking.</p>
URL Setting	<p>You can select the URL to be included in the staff email.</p>

## 2. Staff Category Settings

### 1. Staff Category Settings

Set the staff category.

You can set the staff category such as employee, temporary staff, and part-time worker. It is possible to set the preset working hours separately for each staff category.

You can set it in “General information settings”> “Initial Settings List”> “Staff category Settings”.

Attendance Management    Manhour Manage    Shift Management    Vacation/Request Management    Staff Management <sup>①</sup>    **General Information Settings**

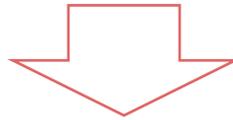
Detail Settings    Work Regulations Settings    Option Settings    Batch Registration

Initial Settings List    Group Settings    Group Manager Settings    **Staff Category Settings**    Clock Revision Request Mail    Holiday Settings

▶ **Setting List** - For first time users, please make settings necessary in order from the top.

**Initial Settings**

<b>Group Settings</b> <sup>?</sup> [Registered] You can create and change the composition or approval flow of the group, such as a company / office / department.	<b>Staff type setting</b> <sup>?</sup> [Changed] <span style="border: 1px solid red; padding: 2px;"> </span> You can set up employment forms such as employees, temporary staff, part-time jobs etc. By setting it, it becomes possible to specify and set the staff type with various settings.	<b>Staff Registration</b> <sup>?</sup> [Registered] You can register staff who use services.	<b>Group manager registration</b> <sup>?</sup> [Registered] By registering the group administrator, you can register non administrators who have full authority as administrator, and approve the group set up with approval setting.
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Attendance Management    Manhour Manage    Shift Management    Vacation/Request Management    Staff Management    General Information Settings

Detail Settings    Work Regulations Settings    Option Settings    Batch Registration

Group Settings    Group Manager Settings    **Staff Category Settings**    Clock Revision Request Mail    Holiday Settings

▶ **Staff Category Settings** - Add/Edit/Delete Staff Categories

**Add New Staff Category**

Category	Closure day	Edit	Delete	連携時の
未分類				
Contract employee				
Full-time employee				
正社員				
部長				

▶ **Staff Category Settings** - Add/Edit/Delete staff categories

**Add Staff Category**

Staff Category Name

Closure day  day of every month

Back    **Set**

The default staff category can be edited / deleted.

You can create (add) by entering the staff category name you want to create and clicking the “Set” button.

# 3. Time Unit Settings

## 1. Time Unit settings

You can set the unit of time used to manage shift patterns, overtime applications, and automatic breaks in increments of 10, 15, 30, or 60 minutes.

You need to set Time Unit in order to use this function.

Time Unit is used in order to manage anything related to time i.e. shift time.  
※You can set basic shifts of each staff on staff registration page.

<input type="radio"/> 10 min	Shift and OT request time can be selected at the increment of 10 minutes E.g.) 9:00~18:00 18:10~20:40
<input checked="" type="radio"/> 15 min	Shift and OT request time can be selected at the increment of 15 minutes E.g.) 9:00~18:00 9:15~19:30 18:00~19:45
<input type="radio"/> 30 min	Shift and OT request time can be selected at the increment of 30 minutes E.g.) 9:00~18:00 9:30~19:30 18:00~20:30
<input type="radio"/> 1Time Duration	Shift and OT request time can be selected at the increment of 1 hour E.g.) 9:00~18:00 18:00~20:00

Save

※ Once saved, this setting cannot be changed

E.g.) When the unit is 15 minutes

A pull-down menu when setting the shift etc. is displayed in increments of 15 minutes.

Staff Information   Regular Shift   Setting information

Apply frequently used patterns: (Select) Add/Edit Frequently Use

Day	Shift Type	Clock-in/out
Mon	Time Specified	00 : 00 ~ 00 : 00
Tue	-	-
Wed	-	-

*Note: In the image, a pull-down menu is open for the '00' dropdown in the Mon row, showing options 00, 15, 30, and 45.*

# 4. Registering Staff

## 1. Staff Setting

Next, register the staff.

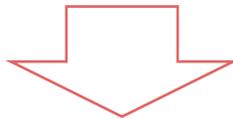
You can set it in "General information settings"> "Initial Settings List"> "Staff Management"> "Staff List".

Click "Staff Registration" to move to the staff registration screen.

Attendance Management	Manhour Manage	Shift Management	Vacation/Request Management	Staff Management <sup>①</sup>	General Information Settings
Detail Settings	Work Regulations Settings	Option Settings	Batch Registration		
Initial Settings List	Group Settings	Group Manager Settings	Staff Category Settings	Clock Revision Request Mail	Holiday Settings

▶ **Setting List** - For first time users, please make settings necessary in order from the top.

Initial Settings			
<b>Group Settings</b> <sup>?</sup> [Registered]	<b>Staff type setting</b> <sup>?</sup> [Changed]	<b>Staff Registration</b> <sup>?</sup> [Registered]	<b>Group manager registration</b> <sup>?</sup> [Registered]
You can create and change the composition or approval flow of the group, such as a company / office / department.	You can set up employment forms such as employees, temporary staff, part-time jobs etc. By setting it, it becomes possible to specify and set the staff type with various settings.	You can register staff who use services.	By registering the group administrator, you can register non administrators who have full authority as administrator, and approve the group set up with approval setting.



▶ **Staff Registration** - Register new staff. [\*] You must fill in the items with "\*".

\* If email address is empty, email address which have @example.jp will be set automatically. The recipient whose email address was automatically set will not be able to receive email.

Staff Information	Regular Shift	Batch Registration	
<b>Full name*</b>	First <input type="text"/> First Name Last <input type="text"/> First Name	<b>Main Group</b>	<input type="text"/> 未所属
<b>Email Address*</b>	<input type="text"/> email@example.com	<b>Sub Groups</b>	<input type="text"/> ---
<b>Phone Number</b>	<input type="text"/> Numbers only	<b>Staff notes 1</b>	<input type="text"/> Within 64 letters
<b>Birth day</b>	<input type="text"/> Month <input type="text"/> day <input type="text"/> Year	<b>Staff notes 2</b>	<input type="text"/> Within 64 letters
<b>Staff Code*</b>	<input type="text"/> Up to 50 alphabets or numb	<b>Staff notes 3</b>	<input type="text"/> Within 64 letters
<b>Password</b>	<input type="text"/> At least 8 alphabets or numi	<b>Tag (search word)</b>	<input type="text"/> Tag
<b>Staff Category</b>	<input type="text"/> 未分類	<b>FeliCaIdm</b>	<input type="text"/> FeliCaIdm
<b>Hourly Wage</b>	<input type="text"/> Number only		
<b>Transportation Expense</b>	<input type="text"/> Number only		
<b>First Day of Work</b>	<input type="text"/> Month <input type="text"/> day <input type="text"/> Year		

Send invitation mail to staff, when registered.

⚠ When the staff is already registered in JOBCAN other service, the name and staff code entered this time will be automatically reflected in other JOBCAN services in use.

## 4. Registering Staff

Please check the table below for each item.  
Items marked with \* are required items.

Full Name *	Register the name of the staff.
Email Address *	You need to register each staff's email address. An email will be sent to this address with a link for each staff to access their respective My Pages. * Email will be sent from noreply@donuts.ne.jp.
Phone Number	You can register the staff's phone number.
Birthday	You can register the staff's birthday.
Staff Code *	You can register an arbitrary code for using an employee number or payroll. When performing batch registration, this code will be collated and imported.
Staff Category	You can set the category of staff. You can assign it to the staff by setting the employment category and job title in "Staff Category Settings".
Hourly Wage	You can set the hourly wage of the staff. If you set it, you will be able to calculate the working hours, overtime pay, transportation expenses, etc. and display the estimated salary. * This is only an approximation, and we recommend the use of dedicated payroll software for accurate calculations
Transportation Expense	You can enter the daily round-trip transportation expenses. Estimated transportation expenses will be calculated by number of days the staff came to work.
First Day of Work (Date of entering company)	This is required for automatically granting paid vacations.
Main Group	You can set the staff's group (see section 1). Any settings regarding work times, break policies, etc., will be automatically set according to the staff's registered group.

## 4. Registering Staff

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Please check the table below for each item.  
Items marked with \* are required items.

Sub Groups	<p>If the staff member works at several groups at the same time, you can set sub groups for them.</p> <p>When clocking, the staff member can also select any assigned sub group as their clocking location.</p> <p>If you want to manage working hours for each group, you need to set sub groups.</p>
Staff notes 1/2/3	<p>You can make a note of the staff information. It is also possible to display "Notes" on the Palette Shift page or during data extraction.</p>
Tag (search keyword)	<p>You can search for staff based on the information you entered here.</p>
FeliCaldm	<p>Enter the staff code and the Idm you want to link the staff with.</p> <p>* When registering a FeliCa Idm, be sure to enter it in lowercase half-width alphanumeric characters.</p>

# 5. Registering Group Managers

## 1. Group Manager Settings

You can give an individual staff member the authority to approve certain applications or overall administrator permissions by registering them as a group manager.

\* You can link the staff my page with the group manager screen after matching each email address on Staff List and Group Manager Settings. Please refer to [here](#).

You can set it in "General information settings"> "Initial Settings List"> "[Group Manager Settings](#)".

Attendance Management | Manhour Manage | Shift Management | Vacation/Request Management | Staff Management **1** | General Information Settings

Detail Settings | Work Regulations Settings | Option Settings | Batch Registration

Initial Settings List | Group Settings | Group Manager Settings | Staff Category Settings | Clock Revision Request Mail | Holiday Settings

➤ **Setting List** - For first time users, please make settings necessary in order from the top.

**Initial Settings** **2**

- Group Settings** [Registered]  
You can create and change the composition or approval flow of the group, such as a company / office / department.
- Staff type setting** [Changed]  
You can set up employment forms such as employees, temporary staff, part-time jobs etc. By setting it, it becomes possible to specify and set the staff type with various settings.
- Staff Registration** [Registered]  
You can register staff who use services.
- Group manager registration** [Registered]  
By registering the group administrator, you can register non administrators who have full authority as administrator, and approve the group set up with approval setting.

Click the "Add New Manager" button displayed in the upper left to move to the group administrator registration page.

Attendance Management | Manhour Manage | Shift Management | Vacation/Request Management | Staff Management | General Information Settings

Detail Settings | Work Regulations Settings | Option Settings | Batch Registration

Group Settings | Group Manager Settings | Staff Category Settings | Clock Revision Request Mail | Holiday Settings

➤ **Group Manager Setting** - Add new/Edit group manager

Please set the approval flow on the approval settings screen of the vacation management

Filter by Name

**Add New Manager**

Group Manager |  Email address

**Register Group Manager** - Add new group manager account. You must fill in the items with "\*".

General Information Setting | Authorities Setting

Name \*  First Name  Last Name

Language \*  English

Login ID \*  ishikawaryo

Email Address \*  email@example.com  
It is possible to match and link with staff and mail address. Details

Password \*  \*\*\*\*\*  
Password (Confirmation) \*

Managed Group \*  ---

\* When you want to change the authority range for each manager, please check [here](#).

## 5. Registering Group Managers

Please check the table below for each item.

Items marked with "\*" are required items.

Name *	This is to set the name of the group managers' account. If you want to share a this account amongst multiple people, you may also set a generic name such as "Sales Department Manager".
Language *	You can set the language to be displayed on the administrator screen. It can be set to Japanese, English, Korean, Thai, and Vietnamese.
Login ID *	The ID set here will be used to be login to the "Group Manager Login ID" input field when logging in to the Admin Page. * Login ID can only be alphanumeric characters.
Email Address *	You will need to register your email address to receive the Admin Page login URL. Additionally, If any staff has made an application in the Jobcan system, notification emails will be sent to this email address. * Email will be sent from noreply@donuts.ne.jp.
Password *	The password to be used for logging into this administrator account. * The password is only alphanumeric characters and must be set with 8 or more characters.
Password (Confirmation) *	To confirm the password you have set, enter the same password as above.
Managed Group *	You can select the groups this account can manage. You may select multiple management groups. If you set a "Parent Group" as the management group, you will also have the management authority for all the lower hierarchy groups (subgroups).



Let's Set Work Regulations



# 1. Shift/Overtime/Night Shift Settings

## 1. Shift/Overtime/Night Shift Settings

You can set prescribed working hours, overtime hours, and night shifts.

Working hours and overtime hours are totaled based on the working hours set here. Since it can be set for each group and staff category, when the work regulations differ depending on the staff, it will be easier to manage if the group and staff categories are set separately.

You can set it in “General information settings”> “Initial Settings List”> “Shift/OT/Night Shift Settings”.

The screenshot shows a web-based settings interface. At the top, there are several menu items: Attendance Management, Manhour Manage, Shift Management, Vacation/Request Management, Staff Management, and General Information Settings. The 'General Information Settings' menu item is highlighted with a red box and a circled '1'. Below this, there are sub-menus: Detail Settings, Work Regulations Settings, Option Settings, and Batch Registration. Under 'Detail Settings', there are further sub-menus: Initial Settings List, Group Settings, Group Manager Settings, Staff Category Settings, Clock Revision Request Mail, and Holiday Settings. The 'Initial Settings List' sub-menu is highlighted with a blue bar. Below the sub-menus, there is a section titled 'Setting List' with a blue arrow icon and the text: 'For first time users, please make settings necessary in order from the top.' This section contains two main panels. The first panel is titled 'Initial Settings' and contains four sub-sections: 'Group Settings' (Registered), 'Staff type setting' (Changed), 'Staff Registration' (Registered), and 'Group manager registration' (Registered). The second panel is titled 'General Information Settings' and contains four sub-sections: 'Work Time Settings' (Changed), 'Clocking Rounding Settings' (Changed), 'Holiday Settings' (Registered), and 'Auto Break settings' (Registered). The 'Work Time Settings' sub-section is highlighted with a red box and a circled '2'. A downward arrow points from the 'Initial Settings' panel to the 'General Information Settings' panel.

Attendance Management   Manhour Manage   Shift Management   Vacation/Request Management   Staff Management   **General Information Settings**

Detail Settings   Work Regulations Settings   Option Settings   Batch Registration

**Initial Settings List**   Group Settings   Group Manager Settings   Staff Category Settings   Clock Revision Request Mail   Holiday Settings

▶ **Setting List** For first time users, please make settings necessary in order from the top.

**Initial Settings**

<b>Group Settings</b> ⓘ [Registered] You can create and change the composition or approval flow of the group, such as a company / office / department.	<b>Staff type setting</b> ⓘ [Changed] You can set up employment forms such as employees, temporary staff, part-time jobs etc. By setting it, it becomes possible to specify and set the staff type with various settings.	<b>Staff Registration</b> ⓘ [Registered] You can register staff who use services.	<b>Group manager registration</b> ⓘ [Registered] By registering the group administrator, you can register non administrators who have full authority as administrator, and approve the group set up with approval setting.
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↓

**General Information Settings**

<b>Work Time Settings</b> ⓘ [Changed] Set Work Time Settings according to your company's rules. Overtime Work, Night Overtime and other settings can be changed here.	<b>Clocking Rounding Settings</b> ⓘ [Changed] Set rounding for clock-in/out and working hours	<b>Holiday Settings</b> ⓘ [Registered] You can set a public holiday / a legal holiday on calendar.	<b>Auto Break settings</b> ⓘ [Registered] Break time can be set to be extracted from working hours automatically.
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# 1. Shift/Overtime/Night Shift Settings

Select the target to be set from the pull-down menus displayed next to [Assigned group] and [Staff Category], and click [Show].

\* Be sure to set the [Main Group] to which the staff belongs for the [Assigned Group].

Assigned Group	Kanto->Kanagawa	▼
Staff Category	All	▼
<a href="#">Show</a>		

The target set above is displayed at the top of the setting screen. After saving the settings, you can select it from [Existing Setting List] to check or revise the settings.

Existing Settings List	Kanto->Kanagawa / All	▼	<a href="#">Show</a>
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Prescribed Working Hours ⓘ		Initial Settings	Daily Calculation	▼	6 Hrs 0 min or less working hours is treated as prescribed working hours.
OT Allowance/ Hr ⓘ	25 % up	Initial Settings	Daily Calculation	▼	7 Hrs 30 Min is considered as OT. <input type="checkbox"/> Treat working hours on national holiday as OT <input type="checkbox"/> Treat working hours on legal holiday as OT <input type="checkbox"/> No OT calculation for legal holiday
Night Shift Allowance/ Hr ⓘ	25 % up	Initial Settings			Night shift: 22 : 00 ~ 29 : 00

## 【Prescribed Working Hours】

Prescribed Working Hours and Off-schedule Working Hours can be calculated separately. You can check them on Download Time Sheet.

## 【OT Allowance/ Hr】

You can set the standard working hours considered as overtime, and set an extra allowance for overtime hours. This will be reflected in the estimated salary calculation. Please refer [here](#) for details on overtime settings.

## 【Night Shift Allowance/ Hr】

You can set the night shift time range and set an extra allowance for night shift, which will be reflected in the estimated salary calculation.

\* The extra rate set in the overtime setting and night setting is linked to the hourly wage registered in [Staff Details]. It is possible to check this in the [Personnel Expenses] item in [Show Working Status], [Line Shift], and [Budget Control], or to calculate and extract the wage up percentage in the [Estimated Payroll] item of the extracted data.

# 1. Shift/Overtime/Night Shift Settings

Overtime hour totaling supports various work regulations.

## 【Daily Calculation】

Daily Calculation	You can set a standard for daily working hours and count overtime hours from the hours that exceed it. E.g.) When you want to count the work exceeds 8 hours as overtime.
Daily Calculation (By day of the week)	You can set a standard for daily working hours for each day of the week, and count the hours that exceed that as overtime hours. Set when the working hours are different for each day of the week. E.g.) When you want to count the work exceeds 8 hours on weekdays and 6 hours on weekends and holidays as overtime.
Time Specified	You can set the work hours after the specified time to be overtime hours. E.g.) When you want to count the work after 6 pm as overtime.
Request	Only the hours you request as overtime and are approved will be counted as overtime hours. If the overtime request is not approved, the overtime hours will not be counted even if the staff works overtime. If the overtime request is approved, it will be counted as overtime hours from shift end time to the requested time. However, night shifts are not taken into account, so night overtime hours cannot be counted.
Off-shift Working Hours	If a shift is set, the working hours outside of the shift is counted as overtime hours.

## 【Daily/Weekly Calculation】

Day or Week (Longer)	You can set a standard for daily working hours and total weekly working hours and count overtime hours from the hours that exceed them. E.g.) When you want to count the work that exceeds 8 hours a day, or 40 hours a week as overtime. * Since whichever is longer is counted as overtime, it is not possible to count both daily overtime hours and weekly overtime hours.
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# 1. Shift/Overtime/Night Shift Settings

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## 【Weekly Calculation】

Weekly Calculation	You can set a standard for weekly total working hours and count overtime hours from the hours that exceed it. E.g.) When you want to count the work exceeds 40 hours a week as overtime.
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## 【Monthly Calculation】

Monthly Calculation	Set a standard for total monthly working hours, and the hours that exceed it are counted as overtime hours. You can set the standard for total working hours according to the number of days in the month. E.g.) For a variable working hours system. Please refer to the next page for details.
Monthly Calculation (Flex)	Based on the total working hours calculated by multiplying the working hours per day by the prescribed working days per month (weekdays when shifts are set), the overtime hours are calculated from the hours exceeding that. E.g.) In the case of a flex system. Please refer to the next page for details.

# 1. Shift/Overtime/Night Shift Settings



Here are some examples of settings according to work regulations.

■Count the work that exceeds 8 hours a day, or 40 hours a week as overtime hours.

"Day or Week (Longer)"

Overtime is the total of one week's worth of work exceeding 8 hours and 0 minutes per day or the total of work exceeding 40 hours and 0 minutes per week, whichever is longer.

OT Allowance/ Hr	25 % up	Initial Settings	Day or Week or Month(Longer) ▼	treat the larger value from either exceeding value from <input type="text" value="8"/> Hrs <input type="text" value="0"/> Min hours in one week
				or total working hours that exceed <input type="text" value="40"/> Hrs <input type="text" value=""/> Min hours in one week
				or
				28Days : <input type="text"/> Hrs <input type="text"/> Min
				29Days : <input type="text"/> Hrs <input type="text"/> Min
				30Days : <input type="text"/> Hrs <input type="text"/> Min
				31Days : <input type="text"/> Hrs <input type="text"/> Min
				hours in one week as OT
				<input type="checkbox"/> No OT calculation for legal holiday

■Flextime system setting

"Monthly Calculation (Flex)"

Overtime is the work exceeds XX hours XX minutes per day multiplied by the prescribed working days.

OT Allowance/ Hr	25 % up	Initial Settings	Monthly Calculation (Flex) ▼	Per day <input type="text" value="8"/> Hrs <input type="text" value="0"/> Min × Prescribed Working Days is considered as OT.
				<input type="checkbox"/> No OT calculation for legal holiday

■Setting of variable working hours system on a monthly basis

"Monthly Calculation"

Set the upper limit for legal working hours during the variable working period.

OT Allowance/ Hr	25 % up	Initial Settings	Monthly Calculation ▼	28Days : <input type="text" value="160"/> Hrs <input type="text" value="0"/> Min
				29Days : <input type="text" value="165"/> Hrs <input type="text" value="0"/> Min
				30Days : <input type="text" value="171"/> Hrs <input type="text" value="0"/> Min
				31Days : <input type="text" value="177"/> Hrs <input type="text" value="0"/> Min
				is considered as OT.
				<input type="checkbox"/> No OT calculation for legal holiday

■Setting of discretionary labor system / supervisor (do not count overtime hours)

"Day Calculation"

Overtime is the work exceeds 100 hours.

(If you set as above, overtime hours will not be counted unless working hours of 100 hours a day occur.)

OT Allowance/ Hr	25 % up	Initial Settings	Daily Calculation ▼	<input type="text" value="100"/> Hrs <input type="text" value="0"/> Min is considered as OT.
				<input type="checkbox"/> Treat working hours on national holiday as OT
				<input type="checkbox"/> Treat working hours on legal holiday as OT
				<input type="checkbox"/> No OT calculation for legal holiday

# 2. Setting of rounding up and rounding down of clocking time

## 1. Rounding Settings

You can set the clocking time to be managed in 5 minute or 10 minute increments, or round the working hours in Rounding Settings.

You can set it in "General information settings"> "Initial Settings List"> "Clocking Rounding Settings". 1

Attendance Management | Manhour Manage | Shift Management | Vacation/Request Management | Staff Management | **General Information Settings**

Detail Settings | Work Regulations Settings | Option Settings | Batch Registration

**Initial Settings List** | Group Settings | Group Manager Settings | Staff Category Settings | Clock Revision Request Mail | Holiday Settings

➤ **Setting List** - For first time users, please make settings necessary in order from the top.

**Initial Settings**

<p><b>Group Settings</b> <span style="float: right;">①</span> [Registered]</p> <p>You can create and change the composition or approval flow of the group, such as a company / office / department.</p>	<p><b>Staff type setting</b> <span style="float: right;">①</span> [Changed]</p> <p>You can set up employment forms such as employees, temporary staff, part-time jobs etc. By setting it, it becomes possible to specify and set the staff type with various settings.</p>	<p><b>Staff Registration</b> <span style="float: right;">①</span> [Registered]</p> <p>You can register staff who use services.</p>	<p><b>Group manager registration</b> <span style="float: right;">①</span> [Registered]</p> <p>By registering the group administrator, you can register non administrators who have full authority as administrator, and approve the group set up with approval setting.</p>
---	--	--	---



**General Information Settings**

<p><b>Work Time Settings</b> <span style="float: right;">①</span> [Changed]</p> <p>Set Work Time Settings according to your company's rules. Overtime Work, Night Overtime and other settings can be changed here.</p>	<p><b>Clocking Rounding Settings</b> <span style="float: right;">①</span> [Changed]</p> <p>Set rounding for clock-in/out and working hours</p>	<p><b>Holiday Settings</b> <span style="float: right;">①</span> [Registered]</p> <p>You can set a public holiday / a legal holiday on calendar.</p>	<p><b>Auto Break settings</b> <span style="float: right;">①</span> [Registered]</p> <p>Break time can be set to be extracted from working hours automatically.</p>
--	--	---	--

This is the Rounding Setting page.

You can set it for each group or staff category, and also set the date to apply the setting.

Attendance Management | Manhour Manage | Shift Management | Vacation/Request Management | Staff Management | General Information Settings

Detail Settings | Work Regulations Settings | **Option Settings** | Batch Registration

**Rounding Settings** - There are many other Rounding Settings. Please ask Support for details.

Existing Setting List: For Whole Company Show

Group: All Show shortened group name

Staff Category: All

Round Clock-in to: 1 minutes

Round Clock-out to: 1 minutes

Round Total Working Hours to: 1 minutes

Round Clock-in to Shift Starting Times:  NA  Yes

Round Clock-out to Shift Ending Time:  NA  Yes

Starting Date: 01 / 01 / 2009 Calendar icon

To Review Page

Starting Date	Added Clock Time		Working Hours	Shifts	
	Clock In	Clock Out		Clock In	Clock Out
<b>Initial Settings</b>	1minutes	1minutes	1minutes	NA	NA
1 / 1 / 2009~	1minutes	1minutes	1minutes	Yes	Yes

## 2. Setting of rounding up and rounding down of clocking time

### 1. Rounding Settings

These are details of items that can be set in the rounding settings.

#### 【Round in unit time】

The rounding unit can be set in 5/10/15/30/60 minute increments.

##### ■Clock-in

Round the clock-in in the unit you set.

Example: When setting in 15-minute units

Clock-in at 8:46 → The time of attendance is reflected at 9:00

##### ■Clock-out

Round the clock-out in the unit you set.

Example: When setting in 15-minute units

Clock-out at 17:13 → The time of leaving work is reflected at 17:00

##### ■Total working hours

Round the daily actual working hours in the unit you set.

Example: When setting in 15-minute units

Daily actual working hours are reflected in 8 hours 12 minutes

→ Actual working hours 8 hours 00 minutes

#### 【Round Clock-in to Shift Times】

##### ■Round Clock-in to Shift Starting Times

Even if you clock before the shift starting time, it can be rounded to the actual shift start time. In this case, the working hours are totaled from the shift start time.

Example: When the shift start time is 9:00

Clock-in at 8:32 → The time of attendance is reflected at 9:00

##### ■Round Clock-out to Shift Ending Time

Even if you clock after the shift ending time, it can be rounded to shift end time.

Example: When the shift end time is 17:00

Clock-out at 17:45 → The time of leaving work is reflected at 17:00.

# 3. Setting of National Holidays and Legal Holidays

## 1. Holiday Settings

You can set holidays set by the company (National Holiday) and holidays set by law (Legal Holiday). If you work on a holiday set here, you can extract the data as holiday work (National Holiday Work / Legal Holiday Work). You can also set it differently for each group and staff category.

\* If holidays are set for all group / staff category and each group / staff category, both settings will be adopted.

You can set it in "General information settings"> "Initial Settings List"> "Holiday Settings".

The screenshot shows a navigation menu with 'General Information Settings' highlighted. Below it, the 'Initial Settings List' is displayed, containing four categories: Group Settings, Staff type setting, Staff Registration, and Group manager registration. An arrow points down to the 'General Information Settings' section, where 'Holiday Settings' is highlighted with a red box and a circled '2'.

The 'Holiday Setting Palette' allows selecting 'National Holidays', 'Legal Holidays', or 'National Holidays (Prioritized)'. It includes a date range selector for '01 / 01 / 2020' to '31 / 2020'. Below is a calendar for '01/2020' with a date picker set to '14'.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1			1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30	31		

Choice a date

Overwrite groups under subgroup  
 Ex: Head Office -> Sales Department -> Sales Division  
 (In the above case, groups under sales department are treated as groups under subgroups.)

Save

### 3. Setting of National Holidays and Legal Holidays

■ When setting Saturdays, Sundays, and public holidays at once

① Select the period you want to set from the date pull-down menu.

01 / 01 / 2020 ~ 12 / 31 / 2020

② Select "Saturdays as National Holiday" on pull-down menu next to "For the time periods below", and click the "Set" button. Set Sundays in same way.

For the time periods below Saturdays as National Holiday Set

③ When you click the "Save" button, the holiday settings will be reflected for the specified period.

■ When you want to specify and set the date individually.

① Select "National Holiday" or "Legal Holiday" from the Holiday Setting Palette.

\* If you select "National Holidays (Prioritized)", it will be fixed to "No shift / National Holiday" and you will not be able to enter shift information.

Holiday Setting Palette

Select "National Holidays", "Legal Holidays, or "National Holidays (Prioritized)" and place it on the calendar

National Holiday Legal Holiday National Holidays (Prioritized)

② When you click the holiday you want to set on the calendar, and each holiday will be colored. If you want to cancel a holiday, select the same type of holiday and click on the date to cancel it.

	Sun	Mon	Tue
1			1
2	6	7	8
3	13	14	15

③ When you click the "Save" button, the holiday settings will be reflected for the specified period.

■ When you delete Holiday Settings (when you put them all back to weekday)

① Select the period you want to set on pull-down menu.

② Select "XXX as Weekday" on pull-down menu next to "For the time periods below", and click the "Set" button.

For the time periods below Mondays as Week Day Set

③ When you click the "Save" button, the holiday setting will be canceled for the specified period. It will also be deleted from the pull-down menu of the existing setting list.

# 4. How to calculate break time

## 1. Automatic Break Settings

Break time can be reflected automatically without clocking. If the conditions set in this function are met, the break time will be reflected in the attendance book.

\* If you use both automatic break of shift pattern / line shift and management by hour / time in Automatic Break Settings, the automatic break settings in shift pattern are always prioritized.

You can set it in "General information settings"> "Initial Settings List"> "Automatic Break Settings".

The screenshot shows a navigation menu with the following items: Attendance Management, Manhour Manage, Shift Management, Vacation/Request Management, Staff Management, and General Information Settings (circled with a red 1). Under General Information Settings, there are sub-menus: Detail Settings, Work Regulations Settings, Option Settings, and Batch Registration. Below these are buttons for Initial Settings List, Group Settings, Group Manager Settings, Staff Category Settings, Clock Revision Request Mail, and Holiday Settings. A 'Setting List' section contains a note: 'For first time users, please make settings necessary in order from the top.' Below this is a grid of 'Initial Settings' including Group Settings, Staff type setting, Staff Registration, and Group manager registration. An arrow points down to a 'General Information Settings' section, where 'Auto Break settings' is circled with a red 2.

There are two types of management methods that can be set with this function. You can select from "Manage by hour" and "Manage by time". Also, it is not possible to set these two types together for the same group or staff category.

### ■ Manage by time

You can set the time range you want to be recorded as break time. Up to 6 time ranges can be set.

Example: Take breaks from 12:00 to 13:00 and 15:00 to 15:30.

Groups/ Staff Category (How to manage break)	Automatic Break Conditions (Number only)	Automatic Break (Number only)	(Time prioritized when calculating Break Time)	Delete
All / All (Manage by time)	Only[Manage by Time] is available		12 : 00 ~ 13 : 00 15 : 00 ~ 15 : 30	Delete

## 4. How to calculate break time

### ■Manage by hour

You can set how many hours of breaks will be reflected depending on the time that has passed since the time of clock-in.

Example: If the working time is 8 hours 0 minutes or more, the break will be 1 hour.

If the working time is 6 hours 0 minutes or more, the break will be 45 minutes.

Groups/ Staff Category (How to manage break)	Automatic Break Conditions (Number only)	Automatic Break (Number only)	(Time prioritized when calculating Break Time)	Delete
All / All (Manage by Time) <input type="button" value="Add"/>	<input type="text" value="8"/> Hrs <input type="text" value="0"/> min over	<input type="text" value="1"/> Hrs <input type="text" value="0"/> min of break	<input type="text" value="Prioritize Regular Work"/>	<input type="button" value="Delete"/>
	<input type="text" value="6"/> Hrs <input type="text" value="45"/> min over	<input type="text" value="0"/> Hrs <input type="text" value="45"/> min of break	<input type="text" value="Prioritize Regular Work"/>	<input type="button" value="Delete"/>
Break time calculation method from automatic break time or clocking <input checked="" type="radio"/> Use the bigger value <input type="radio"/> Total time				

### ■Time to subtract preferentially

You can choose from which working hours to prioritise break time subtraction.

Prioritize Regular Work	Break time subtraction from shift work (that is not a night shift) is prioritised..
Prioritize Night Shift	Break time subtraction from night shifts is prioritised.
Prioritize Off-shift Working	Break time subtraction from off-shift work is prioritised.
Prioritize Off-shift & Night Shift	Break time subtraction from both off-shift work and night shifts is prioritised.

### ■How to calculate break time

With the automatic break settings, you can select how to calculate break time when you clock Start/End Break.

Use the bigger value	E.g.) When automatic break is set to 1 hour If the break time on clocking is 1 hour and 15 minutes, the break time is 1 hour and 15 minutes If the break time on clocking is 45 minutes, the break time is 1 hour
Total time	E.g.) When automatic break is set to 1 hour If the break time on clocking is 15 minutes, the break time is 1 hour and 15 minutes



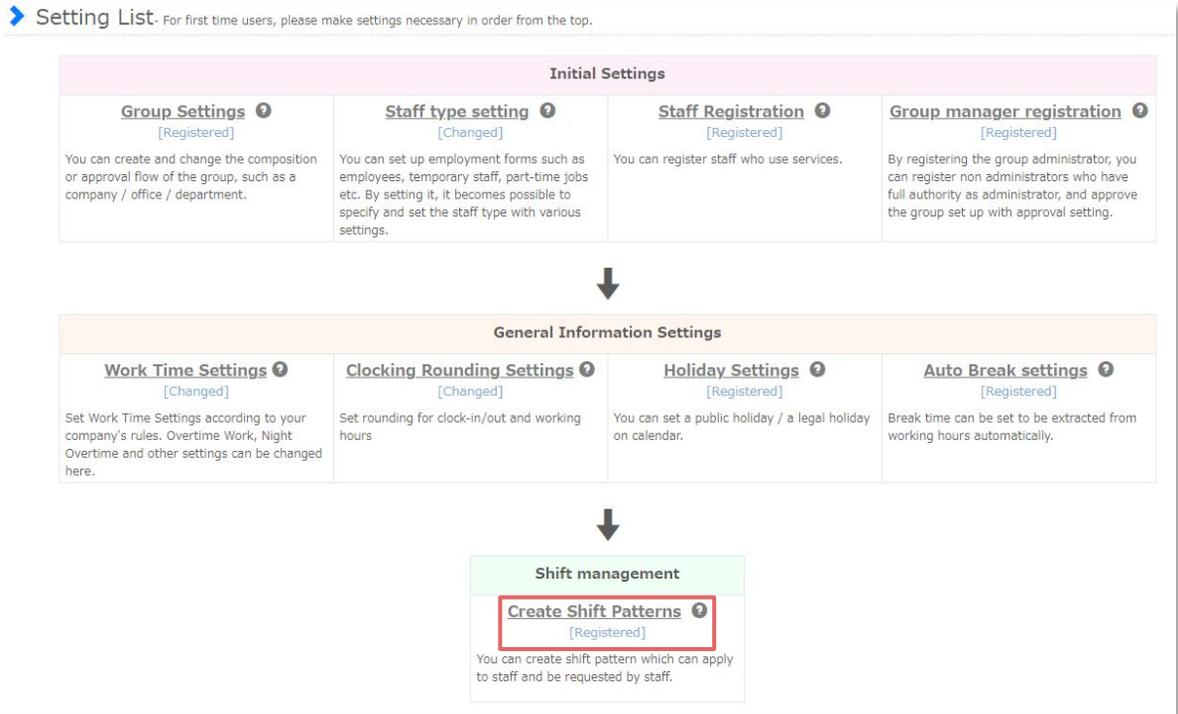
Let's Set the shift



# 1. Create Shift Patterns

## 1. Create Shift Patterns

You can set it in “General information settings”> “Initial Settings List”> “[Create Shift Patterns](#)”.



Click the “Create New” button displayed in the upper left to move to the registration page for new shift patterns.

Attendance Management | Manhour Manage | **Shift Management** | Vacation/Request Management | Staff Management | General Information Settings

Create Shift | Shift Schedule | Shift Recruitment

Palette Shift | Line Shift | Approval | Privacy Settings

Shift Pattern List

Assigned Group (Show All) | Staff Category (Show All)

**Create New** | Sort Shift Pattern

Group/Staff	Shift Name	Color	Clock-in	Clock-out	Break	Automatic Breaks	Modify
-------------	------------	-------	----------	-----------	-------	------------------	--------

# 1. Create Shift Patterns

Input the shift information and click the "Add" button to complete the shift pattern registration. Please register as many shifts as you need, such as "Early shift", "Late shift" and "Day shift".

**Create Shift Patterns**

Group using this pattern: All

Staff category using this pattern: All

Shift Name: [Text Field]

Abbreviation: [Text Field]

Color: Default

Clock-in: 00 : 00

Clock-out: 00 : 00

Break: 00 hrs 00 min

Automatic Break:  And automatic break of the above break time

Deemed Working:  None  
 Use This Shift Pattern as Deemed Working  
 Use only clock-in for deemed clock-in.

Back Add

## ■ Setting items

Group using this pattern	Specify the main or sub group of the staff that uses this shift. E.g.) If you set "Sales Department", the shift will be available only to staff belonging to "Sales Department"
Staff category using this pattern	You can specify the staff category that uses this shift.
Shift Name	You can specify the name of this shift.

# 1. Create Shift Patterns

## ■ Setting items

Abbreviation	You can set the abbreviation of this shift. The abbreviation is displayed on the Palette Shift page.
Color	Click to set the color of this shift pattern. The color set is reflected on Palette Shift page. Option settings: <a href="#">Color picker mode on "Create Shift Patterns" page</a>
Clock-in Clock-out	You can enter the clock-in/out time of this shift respectively.
Break	You can set the break time of this shift. You can enter up to 4 break times by clicking "+". The break time management method can be changed in the option settings.
Automatic Break	Check "Automatic break of the above break time" to automatically subtract break time set for the shift from actual working hours. <b>If you set this, it will take precedence over the setting on "General information settings"&gt; "Setting List"&gt; "Automatic Break Settings".</b>
Deemed Working	If you check "Use This Shift Pattern as Deemed Working", the time of shift will be enter as the clock-in/out time even if you do not clock. <b>The actual clocking is not reflected.</b> Please use it for going straight office/home or business trips.

The Item below will also be displayed when you update a shift pattern that has already been registered.

Options when saving	Simultaneously update existing data from the past: You can also reflect the edited information for shifts that have already been entered. Leave existing data as it is: The change will not reflected in the data that has already been entered.
---------------------	---

## 2. Register Regular Shift

### 1. How to put fixed shift

It can be set from "Regular Shifts" of the target staff in "Staff Management"> "Staff List".

The screenshot shows the 'Staff Management' interface. The 'Staff Management' tab is highlighted with a red box and a circled '1'. Below it, the 'Staff List' section contains search filters for Assigned Group, Staff Category, Staff Code, Name, Tag, Email address, and In-Office/Resigned. The 'Staff Registration' section below shows a table with columns: Staff Code, Name, Main Groups, Staff Category, IC/ Finger Vein, Function Links, and MyPage. The 'Regular Shifts' link in the Function Links column is highlighted with a red box and a circled '2'. The table row for 'James Brown' shows 'Kanto->Saitama' as Main Groups, '正社員' as Staff Category, and 'Unregistered' as IC/ Finger Vein.

Since the days of the week are displayed as Monday-Friday, Saturday, Sunday, public holidays, please register the shift pattern you want to set from the pull-down menu of "Shift Type". Click "Copy the row above" to copy the same contents from the row above.

The screenshot shows the 'Staff Details' page for 'James Brown'. The 'Regular Shift' tab is selected. The 'Apply frequently used patterns' dropdown is set to '(Select)'. The main table has columns: Day, Shift Type, Clock-in/out, and Break. The 'Shift Type' dropdown for Monday is open, showing options like '関東昼番', '関東早番', '関東夜番', '関西夜番', '通常', 'A', '昼', 'Time Specified', and 'Day off'. The 'Copy the row above' button for the Wednesday row is highlighted with a red box. A warning icon and message are at the bottom: 'When the staff is already registered in JOBCAN other service, the name and staff code entered this time will be automatically reflected in other JOBCAN services in use.' Buttons for 'Go to Staff Information' and 'Go to Review page' are at the bottom.

Click "Go to Review page" after setting shift, if there are no mistakes in the entered information, click the "Save" button (\* "Register" button if it is new staff registration) to complete the setting.



# Let's Set the Vacation/Request Function

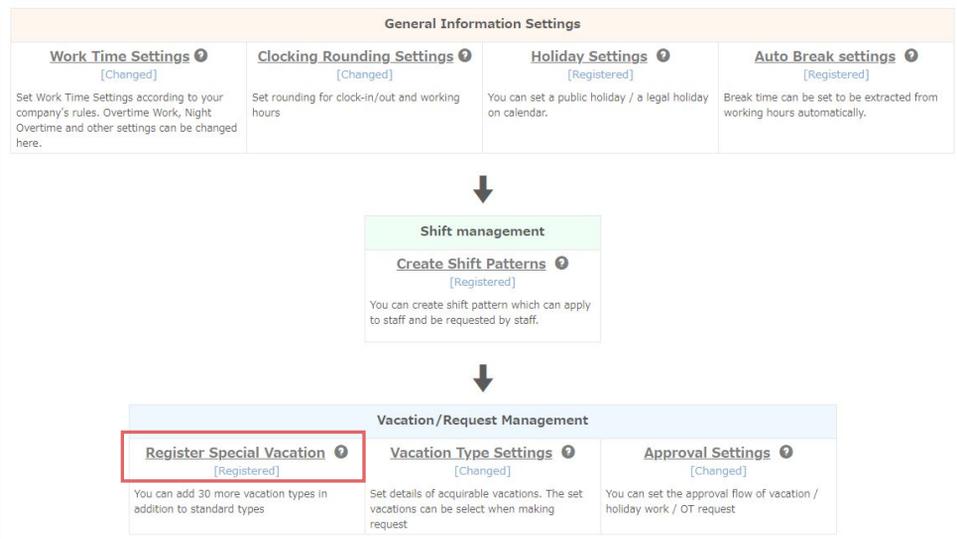


# 1. Initial settings of Vacation/Request Management

## 1. Register Special Vacation

There are only three patterns of vacations registered as default settings in Jobcan: "Paid Vacations", "Substitute Holiday", and "Make Up Holiday". If you need a vacation other than the above, start with "Registering Special Vacation".

Click "General information settings"> "Initial Settings List"> "Register Special Vacation".



After entering vacation name and vacation abbreviation (2 letters), click the "Save" button at the bottom of the page to complete the registration of the special vacation name.

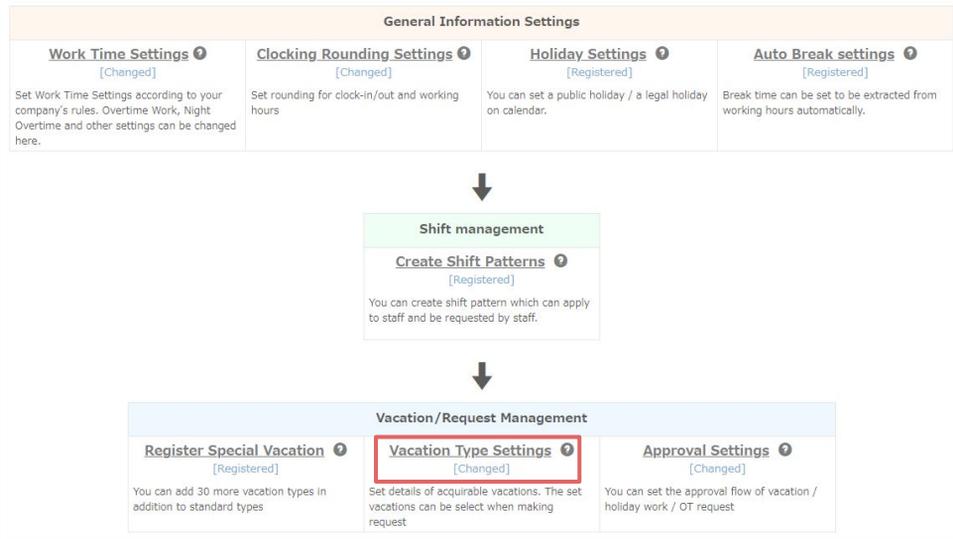
Attendance Management		Manhour Manage		Shift Management		Vacation/Request Management		Staff Management		General Information Settings																													
Vacation Management		Vacation Request List		Holiday Work Request List		OT Request List		Approval Settings																															
Give Vacation		Take Vacation		View/Edit Vacation History		Vacation Type Settings		Register Special Vacation		Hourly Break Calculation Settings																													
Vacation Acquisition List		Vacation acquisition management																																					
<p>▶ Register Special Vacation</p> <p>· Please set vacation type name (or abbreviation) through this page when you want to add special vacations. E.g.) Vacation type name→Medical Leave; Abbreviation→Med. · You can add up to 30 special vacations. Leave any unused items blank.</p> <table border="1"> <thead> <tr> <th></th> <th>Vacation Name</th> <th>Vacation Name (Abbreviations)</th> <th>Setting Status (Vacation Type Settings)</th> </tr> </thead> <tbody> <tr> <td>Add 1.</td> <td><input type="text" value="有給休暇"/></td> <td><input type="text" value="金休"/></td> <td>Already Set</td> </tr> <tr> <td>Add 2.</td> <td><input type="text" value="喪中休暇"/></td> <td><input type="text" value="喪長"/></td> <td>Already Set</td> </tr> <tr> <td>Add 3.</td> <td><input type="text" value="介護休暇"/></td> <td><input type="text" value="介護"/></td> <td>Already Set</td> </tr> <tr> <td>Add 4.</td> <td><input type="text" value="産前産後休暇"/></td> <td><input type="text" value="産休"/></td> <td>Already Set</td> </tr> <tr> <td>Add 29.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>-</td> </tr> <tr> <td>Add 30.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>-</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Save"/></p>													Vacation Name	Vacation Name (Abbreviations)	Setting Status (Vacation Type Settings)	Add 1.	<input type="text" value="有給休暇"/>	<input type="text" value="金休"/>	Already Set	Add 2.	<input type="text" value="喪中休暇"/>	<input type="text" value="喪長"/>	Already Set	Add 3.	<input type="text" value="介護休暇"/>	<input type="text" value="介護"/>	Already Set	Add 4.	<input type="text" value="産前産後休暇"/>	<input type="text" value="産休"/>	Already Set	Add 29.	<input type="text"/>	<input type="text"/>	-	Add 30.	<input type="text"/>	<input type="text"/>	-
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Add 30.	<input type="text"/>	<input type="text"/>	-																																				

# 1. Initial settings of Vacation/Request Management

## 2. Vacation Type Settings

It is necessary to set the vacation type in order to actually use the various vacations. You can also create paid half-day vacations, etc. from "Vacation type settings".

Click "General information settings"> "Initial Settings List"> "Vacation Type Settings".



A list of existing vacation types is displayed (Paid Vacation, Substitute Holiday, and Make Up Holiday are registered by default). \* Please use "Edit" to change the existing vacation type settings, and "Delete" to delete.

Click "Add New Vacation Type" to move to the vacation setting page.

The screenshot shows the "Vacation Type Settings" page. At the top, there are navigation tabs: "Vacation Management", "Vacation Request List", "Holiday Work Request List", "OT Request List", and "Approval Settings". Below these are several buttons: "Give Vacation", "Take Vacation", "View/Edit Vacation History", "Vacation Type Settings" (highlighted in blue), "Register Special Vacation", and "Hourly Break Calculation Settings". There are also buttons for "Vacation Acquisition List" and "Vacation acquisition management".

The main content area is titled "Vacation Type Settings - You can set the details of each vacation such as assigned group, unit, and vacation period." Below this, there are instructions: "- After 'Register Special Vacation', you have to add new vacation type here to let staff use." and "- Please set vacation time per day through 'Hourly Break Calculation Settings'".

A red box highlights the "Add New Vacation Type" button. A red arrow points from this button to a detailed form for adding a new vacation type. The form includes the following fields:

- Assigned Group: All (dropdown)
- Staff Category: All (dropdown)
- Vacation Type: Paid Vacations (dropdown)
- Unit: all day (dropdown)
- Vacation Period: 1 day
- Vacation Name: Paid V(all day) (text input)
- Conditions for Automatic Provision: Expiration Date (dropdown)

At the bottom of the form are "Back" and "Add" buttons.

# 1. Initial settings of Vacation/Request Management

Fill the items according to the content you want to set. In the case of image below, it will be a half-day paid vacation that can only be used by Contract employees of the Sales Department.

➤ Add New Vacation Type

Add New Combination Vacation Type - Please click this button If you want to create a combined vacation.

Assigned Group

Staff Category

Vacation Type

Unit

Vacation Period  
Start  :   
Finish  :

Vacation Name

Conditions for Automatic Provision

Expiration Date ⓘ

If there are no mistakes in the entered information, click the "Add" button to complete the addition of the vacation type.



- When you want to create hourly paid leave  
If you open the pull-down menu of "Unit" in the 4th item in the above image, the selection item "Hourly Break Time" will be displayed at the bottom.



Please select and add this as a new vacation type.

# 1. Initial settings of Vacation/Request Management

## ■ Setting items

Assigned Group	You can specify the groups that can use this vacation type. <b>*Staff can only request for vacation created by their main group or its parent group (or vacations available for the whole company).</b>
Staff Category	You can specify the staff category that can use this vacation type.
Vacation Type	You can choose from the vacations you registered on Register Special Vacation, Paid Vacation, Substitute Holiday, or Make Up Holiday.
Unit	You can set the amount of units to be subtracted from an employee's remaining vacation pool when they take this vacation type.
Vacation Period	The time range that the vacation is valid for.
Vacation Name	You can set the name that will be displayed when this vacation is requested.
Expiration Date	You can set an expiration date when you give a Substitute Holiday or a Make Up Holiday to a staff.

## 2. Register remaining vacation days

### 1. Give Vacation

If any staff already have several vacation days banked and ready to use, you can manually add these days in "Vacation/Request Management"> "Vacation Management "> "Give Vacation" .

The screenshot shows the 'Give Vacation' interface. At the top, the 'Vacation/Request Management' menu is highlighted with a red box. Below it, the 'Give Vacation' button is also highlighted in red. The form includes the following fields:

- Assigned Group: All
- Staff Category: All
- Vacation Type: Paid Vacations
- Show the remaining days (Including scheduled number): No

A table displays the current data for James Brown:

Staff	Paid Vacations Remaining	Expiration Date	Days Deleted	Number of Vacations Given	Available Period
James Brown	12.00	11/01/22	2.00		12 / 17 / 2020 ~ 12 / 16 / 2022

Select the vacation type you want to grant from pull-down menu and click the "Show " button.

This screenshot shows the 'Give Vacation' form with the 'Vacation Type' dropdown menu open. The dropdown menu is highlighted in red and lists several options: Paid Vacations, Substitute Holiday, Make Up Holiday, 有給休暇, 喪事休暇, 介護休暇, 産前産後休暇, 誕生日休暇, 夏休み, and 就業挨拶. The 'Show' button is also highlighted in red.

Since the page will change, enter the number of vacation days you want to grant in "Number of Vacations Given" (you can register up to the second decimal place) and the expiration date (vacation allocation date to vacation expiration date) and click the "Give" button to complete the vacation grant.

This screenshot shows the 'Give Vacation' form with the 'Number of Vacations Given' field set to 10. The 'Give' button is highlighted in red.

Staff	Paid Vacations Remaining	Expiration Date	Days Deleted	Number of Vacations Given	Available Period
James Brown	12.00	11/01/22	2.00	10	12 / 17 / 2020 ~ 12 / 16 / 2022



Let's set the Approver



# 1. Application Approver Assignment

## 1. Approval Settings

You can set this from “Vacation/Request Management“ > “[Approval Settings](#)”.

Only these three items can be approved according to the approval flow set on this page.

• Vacation request • Holiday work request • Overtime request

Attendance Management   Manhour Manage   Shift Management   **Vacation/Request Management**   Staff Management   General Information Settings

Vacation Management   Vacation Request List   Holiday Work Request List   OT Request List   **Approval Settings**

### Approval Settings

You can set the approval flow of vacation requests, holiday work requests and OT requests, by setting group manager as approver.  
Also, group managers can be set up [here](#).  
If the approval settings cannot be applied, please check whether the correct group administrator has set it on the group administrator screen.

Assigned Group: All  
Staff Category: All  
Approval Flow: Unanimous Approval (Any Order)

**Add**

In “Approval Settings”, you can assign an approver by group (department or office) and staff category (employee type). Select the group or staff category you want to set from pull-down menu and click the “Add” button.

Assigned Group: All  
Staff Category: All  
Approval Flow: Unanimous Approval (Any Order)

**Add**

Assign the approvers (up to 5 people) from the pull-down menu and click the “Update” button to complete the settings.

If you check “Also Apply to Subsidiary Groups”, the approval flow will be also applied to any subgroups of the applicable group.

Assigned Group/ Staff (Approval Flow)	Approver					Also Apply to Subsidiary Groups	Edit
All/All ( Anyone Can Approve )	Executive Manage	--	--	--	--	<input type="checkbox"/>	<b>Update</b>
Kanto->千葉工場/All ( Anyone Can Approve )	Executive Manage	關東 太郎	--	--	--	<input type="checkbox"/>	<b>Update</b> <b>Delete</b>

When a staff member creates an application, if an approval flow is available for that staff’s assigned group, the request will be submitted to that flow.

# 1. Application Approver Assignment

Please refer to the table below for each item.

Unanimous Approval (Any Order)	Approval will be confirmed when all the set approvers approve. The order of approval does not matter.
Unanimous Approval (In order from left → right)	Set approvers approve in order from left to right. Approval will be confirmed when they all approve.
Anyone Can Approve	If even one of the set approvers approves, the approval will be confirmed.
Highest Approver Prioritized (Rightmost has highest priority)	Decision made by highest priority approver takes precedence. If a lower priority approver were to make a decision, it will be confirmed by the system at that point. However, the decision may be overruled by any higher-priority approver at a later time. Similarly, a lower-priority approver can not change any decisions made by a higher-priority approver.

---

 Let's set  
Man-hour Management 

# 1. Project settings

## 1. Project settings

Click “Man-hour Management” > “Project / Task List” and the “Create New” button under the “Project / Task List”.

The screenshot shows the 'Project / task list' page. At the top, there are navigation tabs: 'Attendance Management', 'Manhour Manage' (highlighted with a red box and circled '1'), 'Shift Management', 'Vacation / Request Management', 'Staff Management', and 'General Information Settings'. Below these are sub-tabs: 'Man-hour total', 'CSV download', and 'Project / task list' (highlighted with a red box and circled '2'). A blue arrow points to the 'Project / task list' link with the text '--You can register / edit / delete projects and tasks as masters.' Below this, there are two sections: 'Project list' and 'Task list'. Each section has a 'Create New' button (highlighted with a red box and circled '3') and a 'Hide list' button. The 'Project list' table has columns for 'Project Code', 'Project name', and 'Edit Delete'. The 'Task list' table has columns for 'Task code', 'Task name', 'Task type', and 'Edit Delete'.

Enter any project code and project name. You can select the members to assign from the project member.

First, if you search by group or staff category, the search results will appear on the right. If you check the staff displayed in the search results, the staff will be displayed on “Selected Members”. Move all the staff to join in the project to “Selected Members” and click the “Save” button to complete the creation.

The screenshot shows the 'Create new project' form. At the top, there are navigation tabs: 'Attendance Management', 'Manhour Manage', 'Shift Management', 'Vacation/Request Management', 'Staff Management', and 'General Information Settings'. Below these are sub-tabs: 'Man-hour total', 'CSV download', and 'Project / task list'. A blue arrow points to the 'Create new project' link. The form has two input fields: 'Project Code' and 'Project name', both highlighted with red boxes. Below these is the 'Project member' section. It includes a 'Group membership' dropdown menu (set to 'Administration Department'), a 'Staff type' dropdown menu (set to 'All'), and a 'Staff Name' input field. There is a 'Search' button (highlighted with a red box) and a 'Save' button (highlighted with an orange box). To the right, there is a 'search results' section with a 'Select all' button and a list of search results. One result is shown: '3: Jiro Kanagawa'. To the right of the search results is a 'Selected members' section with a dropdown arrow.

## 2. Task settings

### 1. Task settings

Task can be set from “Create New” button under “Task List”.

The screenshot shows a web application interface with a top navigation bar containing tabs: Attendance Management, Manhour Manage, Shift Management, Vacation / Request Management, Staff Management, and General Information Settings. Below the navigation bar, there are three buttons: Man-hour total, CSV download, and Project / task list (which is highlighted in blue). A blue arrow icon points to the text 'Project / task list --You can register / edit / delete projects and tasks as masters.' Below this, there are two sections: 'Project list' and 'Task list'. Each section has a 'Create New' button (highlighted in red) and a 'Hide list' button. The 'Project list' section has a table with columns: Project Code, Project name, and Edit Delete. The 'Task list' section has a table with columns: Task code, Task name, Task type, and Edit Delete.

Enter the three fields consisting of “Task Code” “Task Name” “Available Projects”. Finally, click “Save” to complete creating a new task.

\* Creating a task is mandatory.

The screenshot shows the 'Create new task' form. It has a top navigation bar with tabs: Attendance Management, Manhour Manage, Shift Management, Vacation/Request Management, Staff Management, and General Information Settings. Below the navigation bar, there is a blue arrow icon pointing to the text 'Create new task'. The form contains three input fields: 'Task code' with the value '001', 'Task name' with the value 'Development', and 'Available projects' with a dropdown menu showing 'All projects'. A red box highlights each of these three fields. At the bottom right of the form, there is a 'Save' button.



Let's Download the Data



# 1. Data for payroll

## 1. Creating a format for payroll

Click “General information settings”> “Initial Settings List”> “[Download Time Sheet](#)”.

### Vacation/Request Management

<b><a href="#">Register Special Vacation</a></b> [Registered] You can add 30 more vacation types in addition to standard types	<b><a href="#">Vacation Type Settings</a></b> [Changed] Set details of acquirable vacations. The set vacations can be select when making request	<b><a href="#">Approval Settings</a></b> [Changed] You can set the approval flow of vacation / holiday work / OT request
--	--	--

### other

<a href="#">Download All Attendance Book</a>  <b><a href="#">Download Time Sheet</a></b>	After creating your own format, you can download the attendance status of staffs in attendance book format  After creating your own format, you can download the necessary attendance data.
--	---

Click “Create New Format”.

### Download Time Sheet

You can create CSV data for viewing and importing accounting software by using freely customized export format.

**Create New Format**

#### Export Condition Settings

Format Setting: A (Edit)

File Format:  CSV  Excel  
[Notice: About downloading in CSV format](#)

Specified month: 2020 / 12  
 Specified Date: 2020 / 12 / 1  
 Specified Period: 2020 / 12 / 1 ~ 2020 / 12 / 31  
 Specified Year: The year of 2020

Assigned Group: All  Include groups under subgroups

Staff Category: All

Staff Name:

Tag:

In-Office/Resigned: In-Office

Clock-in/out spot: Not Specified  
About accumulated overtime hours of each clock-in/out spot

Download

Can download only one file at the same time.  
Because processing of this screen may takes time, we recommend that it be done at night if possible.

# 1. Data for payroll

First, make some format settings in the upper row.

➤ Create New Format of Time Sheet

Setting Name	<input type="text"/>
Export Heading Name	<input checked="" type="radio"/> Yes <input type="radio"/> No
Time Display Format	<input checked="" type="radio"/> Base 10(Shows 1 hour 30 minutes as 1.50) <input type="radio"/> Time format(Shows 1 hour 30 minutes as 1:30) <input type="radio"/> Minutes format(Shows 1 hour 30 minutes as 90)
Display Format	<input type="radio"/> Output in numerical number (example: 0:00) <input checked="" type="radio"/> Export with blank
Counting unit	<input checked="" type="radio"/> Daily base <input type="radio"/> Total of term only <input type="radio"/> Both
Header Letter Row	<input type="text" value="(M/D/Y)"/>

Download Items List

Selectable Headings	Selected Headings
Last Name First Name Name Staff Code Staff Category Group Code Group Name Clock-in/out Spot Code Clock-in/out Spot Clock-in	<input type="text" value="(M/D/Y)"/> * Right click to fill in each column's aliases.

Buttons: >>, <<, Add Blank, Add Zero, Add headings for basic format→, To the Top Row, To the Bottom Row

Buttons: Back, Save

Setting Name	Set the name of the created format.
Export Heading Name	If you select “Yes”, the name of extracted item will be displayed at the top when you create an output.
Time Display Format	<p>You can change the time display method for when you create an output.</p> <p>Base 10           - 1 hour 30 minutes → 1.50   1 hour 45 minutes → 1.75</p> <p>Time format     - 1 hour 30 minutes → 1:30   1 hour 45 minutes → 1:45</p> <p>Minutes format - 1 hour 30 minutes → 90    1 hour 45 minutes → 105</p>
Display Format	<p>Whether decimal places ending in 0 should be displayed or cut out.</p> <p>Output in numerical number - Displayed as “0:00” for time, “0.00” for base 10.</p> <p>Export with blank - Extract without displaying numerical data for 0</p>
Counting Unit	<p>Daily base       - You can extract information on a daily basis</p> <p>Total of term only - You can only extract the total for the selected time period.</p> <p>Both             - You can extract both daily information and total of the term.</p>
Header Letter Row	You can change the item name displayed when extracting. Enter the item names you want to display in the same order as the selected items, separated by commas.

# 1. Data for payroll

Next, select the item you want to output in the lower row.

You can add it by double-clicking the item name or clicking the “>>” mark. Click “Add headings for basic format” to enter the basic format item.

Click [here](#) for a detailed list of items that can be extracted.

The order of the items can be adjusted with the arrows on the right side of the page.

Finally, click "Save" to complete creating the format.

## ▶ Create New Format of Time Sheet

Setting Name	<input type="text"/>
Export Heading Name	<input checked="" type="radio"/> Yes <input type="radio"/> No
Time Display Format	<input checked="" type="radio"/> Base 10(Shows 1 hour 30 minutes as 1.50) <input type="radio"/> Time format(Shows 1 hour 30 minutes as 1:30) <input type="radio"/> Minutes format(Shows 1 hour 30 minutes as 90)
Display Format	<input type="radio"/> Output in numerical number (example: 0:00) <input checked="" type="radio"/> Export with blank
Counting unit	<input checked="" type="radio"/> Daily base <input type="radio"/> Total of term only <input type="radio"/> Both
Header Letter Row	<input type="text" value="(M/D/Y)"/>

[Download Items List](#)

Selectable Headings	Selected Headings
Last Name	(M/D/Y)
First Name	
Name	
Staff Code	
Staff Category	
Group Code	
Group Name	
Clock-in/out Spot Code	
Clock-in/out Spot	
Clock-in	

>>  
<<  
Add Blank  
Add Zero

Add headings for basic format→

To the Top Row  
▲  
▼  
To the Bottom Row

\* Right click to fill in each column's aliases.

Back Save

# 1. Data for payroll

## 2. Download data

Click “General information settings”> “Initial Settings List”> “[Download Time Sheet](#)”.

Select the file format and the period you want to extract and click “Download” to start downloading.

You can also download by group, by staff category, or by selecting one staff member.

**Download Time Sheet** - You can create CSV data for viewing and importing accounting software by using freely customized export format.

Create New Format

**Export Condition Settings**

Format Setting: A (Edit)

File Format:  CSV  Excel  
[Notice: About downloading in CSV format](#)

Specified month: 2020 / 12  
 Specified Date: 2020 / 12 / 1  
 Specified Period: 2020 / 12 / 1 ~ 2020 / 12 / 31  
 Specified Year: The year of 2020

Assigned Group: All  Include groups under subgroups

Staff Category: All

Staff Name:

Tag:

In-Office/Resigned: In-Office

Clock-in/out spot: Not Specified  
[About accumulated overtime hours of each clock-in/out spot](#)

Download

Can download only one file at the same time.  
Because processing of this screen may takes time, we recommend that it be done at night if possible.

### ■ In-Office/Resigned

If you select “Resigned”, you can also download the information of the staff who have been marked as retired/resigned.

### ■ Clock-in/out spot

• Not Specified: Extracts clocking information at all clock-in/out spots.

• Select the name of clock-in/out spot: Extract clocking information at the selected clock-in/out spot.

• All Clock-in/out spot: Extracts clocking information at each clock-in/out spot. (Multiple lines are displayed for each clock-in/out spot)

\* This is displayed only when the “Clock-in/out spot” item is selected in the selected format.

## 2. Data for Attendance Book

### 1. Creating format for Attendance Book

Click “General information settings”> “Initial Settings List”> [“Download All Attendance Book”](#).

#### Vacation/Request Management

<b>Register Special Vacation</b> ⓘ [Registered] You can add 30 more vacation types in addition to standard types	<b>Vacation Type Settings</b> ⓘ [Changed] Set details of acquirable vacations. The set vacations can be select when making request	<b>Approval Settings</b> ⓘ [Changed] You can set the approval flow of vacation / holiday work / OT request
--	--	--

#### other

<b>Download All Attendance Book</b> ⓘ	After creating your own format, you can download the attendance status of staffs in attendance book format
<b>Download Time Sheet</b> ⓘ	After creating your own format, you can download the necessary attendance data.

Click the “Create New Format”.

[Download All Attendance Book](#) You can download data in attendance book by using freely customized export format.

**Create New Format**

#### Export Condition Settings

Export Format: 1 (Edit) ⓘ

Summation Method:  Export total value  Export based on clock-in/out spot

File Format:  Excel  PDF

Number of Sheets Per File:  Person Per Sheet (Recommended) ⓘ  Multiple Staffs (multiple sheets) ⓘ

Specified month: 12 / 2020 ⓘ

Specified Period: 12 / 01 / 2020 ⓘ ~ 12 / 31 / 2020 ⓘ

Assigned Group: All ⓘ  Include groups under subgroups

Staff Category: All

Staff Name:

Tag:

In-Office/Resigned: In-Office

Can download only one file at the same time.  
Because processing of this screen may takes time, we recommend that it be done at night if possible.

## 2. Data for Attendance Book

### 1. Creating format for Attendance Book

Firstly, make various format settings in the upper row.

▶ Create New Format

Setting Name	<input style="width: 80%;" type="text"/>
Time Display Format	<input type="radio"/> Base 10(Shows 1 hour 30 minutes as 1.50) <input type="radio"/> Time format(Shows 1 hour 30 minutes as 1:30) <input checked="" type="radio"/> Minutes format(Shows 1 hour 30 minutes as 90)
Display Format	<input type="radio"/> Output in numerical number (e.g.: 0:00 or 0.00) <input checked="" type="radio"/> Output in blank
Staff category display	<input checked="" type="radio"/> Show <input type="radio"/> Do not show

Choose the item that you want to show in the select box and click [Save]. [View download items list here](#) 05/2019

Staff Information									Basic Headings						
Staff Name	Staff Code	Assigned Group			Staff Category	Total Days Worked	Weekday Days Worked	Holiday(s) Days Worked	Absences	Late Clock-ins	Early Leaves				
Sample	0001	Headquarter			Company Employee	0	0	0	0	0	0				
Working Hours															
Total			Weekday			Holiday(s)			Vacations Taken						
Working Hours	Overtime	Night Shift	Working Hours	Overtime	Night Shift	Working Hours	Overtime	Night Shift							
00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00							

Set headings of the basic format

Date	Attendance Status	Holiday Type	Clock	>>	Blank										
9/1(Wed)			Headquarter												
9/2(Thu)	Late		Headquarter												
...															
9/30(Sat)			Headquarter												

Setting Name	You are free to name the format.
Time Display Format	You can change to display the time in Base 10 or Time format. • Base 10 - 1 hour 30 minutes → 1.50 1 hour 45 minutes → 1.75 • Time format - 1 hour 30 minutes → 1:30 1 hour 45 minutes → 1:45
Display Format	Whether decimal places ending in 0 should be displayed or cut out. Output in numerical number - Displayed as "0:00" for time, "0.00" for base 10. Output in blank - Extract with nothing in it.
Staff Category Display	You can select to show or hide the staff type when extracting.

## 2. Data for Attendance Book

Next, click the pull-down menu displayed “Blank” and select the item to extract. Click “Set headings of the basic format” to enter the items that can be downloaded in the basic format in the item field.

Click “Save” to complete creating the format.

Please refer to [here](#) for a list of items that can be extracted.

### ▶ Create New Format

Setting Name	<input type="text"/>
Time Display Format	<input type="radio"/> Base 10(Shows 1 hour 30 minutes as 1.50) <input type="radio"/> Time format(Shows 1 hour 30 minutes as 1:30) <input checked="" type="radio"/> Minutes format(Shows 1 hour 30 minutes as 90)
Display Format	<input type="radio"/> Output in numerical number (e.g.: 0:00 or 0.00) <input checked="" type="radio"/> Output in blank
Staff category display	<input checked="" type="radio"/> Show <input type="radio"/> Do not show

Choose the item that you want to show in the select box and click [Save]. [View download items list here](#)  
05/2019

Staff Information									Basic Headings					
Staff Name	Staff Code	Assigned Group			Staff Category			Total Days Worked	Weekday Days Worked	Holiday(s) Days Worked	Absences	Late Clock-ins	Early Leaves	
Sample	0001	Headquarter			Company Employee			0	0	0	0	0	0	
Working Hours									Vacations Taken					
Total			Weekday			Holiday(s)								
Working Hours	Overtime	Night Shift	Working Hours	Overtime	Night Shift	Working Hours	Overtime	Night Shift						
00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00						

Set headings of the basic format

Date	Attendance Status	Holiday Type	Clock	>>	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank
9/1(Wed)					Headquarter									
9/2(Thu)	Late				Headquarter									
...														
9/30(Sat)					Headquarter									

## 2. Data for Attendance Book

### 2. Download the data

Click “General information settings”> “Initial Settings List”> [“Download All Attendance Book”](#).

Specify the conditions and click “Download” to start downloading. Once you start the download, you cannot interrupt it. Please wait until the download is completed.

If you close the browser while downloading or move to another page during the download, the data will be sent to the administrator by e-mail as soon as the download is completed.

#### Export Condition Settings

Export Format:  (Edit) ?

Summation Method:  Export total value  Export based on clock-in/out spot

File Format:  Excel  PDF

Number of Sheets Per File:  Person Per Sheet (Recommended) ?  Multiple Staffs (multiple sheets) ?

Specified month: < 01 / 2021 >

Specified Period: 01 / 01 / 2021 ~ 01 / 31 / 2021

Assigned Group: All  Include groups under subgroups

Staff Category: All

Staff Name:

Tag:

In-Office/Resigned: In-Office

Export Format	You can select which format to download from the created formats and edit the contents of the selected format by clicking “Edit”. <b>*The basic format cannot be edited.</b>
Summation Method	Export total value - The clocking at all clocking locations are totaled and extracted. Export based on clock-in/out spot - Working hours can be extract for each clocking location. <b>※If you want to put out for each clocking place, you need to set the option setting separately.</b>
File Format	You can select the download format from Excel or PDF.
In-Office/Resigned	In-Office - Only staff who are not retired will be extracted. Resigned - Only staff who are retired will be extracted.