jobcan AM
Attendance Management

Manual for Mobile My Page

2020.01

Table of Contents

Flow of start of use

Preparation and step-by-step process of using the Mobile MyPage

Registration of staff information and Distribution of My Page

Manager

Notify staff of login information

Receive login information for My Page

Staff

(1) The manager registers each staff member on the Admin Page and informs the staff members of their Mobile MyPage login information.
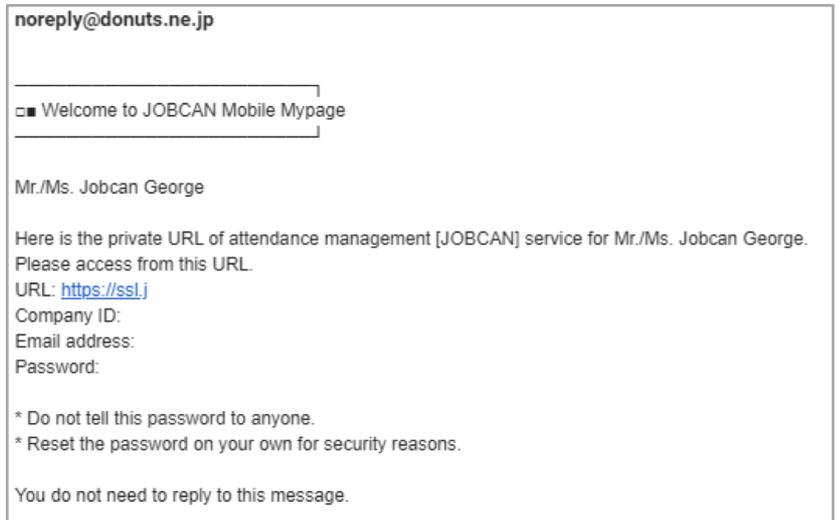
(2) You will receive the MyPage login information from the Jobcan system email address (noreply@donuts.ne.jp). (If you do not have an email address, please confirm your login information using another method.)

noreply@donuts.ne.jp

□■ Welcome to JOBCAN Mobile Mypage

Mr./Ms. Jobcan George

Here is the private URL of attendance management [JOBCAN] service for Mr./Ms. Jobcan George.
Please access from this URL.
URL: https://ssl.j
Company ID:
Email address:
Password:

* Do not tell this password to anyone.
* Reset the password on your own for security reasons.

You do not need to reply to this message.

Click the link

Enter your login information and log in to My Page

Staff

(3) You can log in with the following three information.
1. Company ID
2. E-mail or Staff Code
3. Password

jobcan
Login to Mobile Mypage

Company ID

E-mail or Staff Code

Password

☐ Remember me on this computer

Login

If you forgot your password, click here

日本語 **English** 한국어 ไทย Tiếng Việt

jobcan

Clock-in/out | Attendances | Shifts | Requests | Settings

Hi, Mr./Ms. James Brown !

This Month's Working Status(11/1～11/30) [Hide]

Total : 0 hrs00 min   Breaks : 0 hrs00 min
Overtime Work : 0   Night Shifts : 0 hrs00 min
hrs00 min

Mobile MyPage Functions

By using the MyPage, you can check your own work status and apply for shifts, vacations and overtime.

■ Clocking: You can clock-in at the current time. (You can also record location information using GPS at the time of clocking)
■ Attendances: You can check the work status, revise/add/delete the clocking.
■ Shifts: You can check confirmed shift and apply for a shift.
■ Requests: You can apply for vacation or overtime.
■ Settings: You can change your password. (Only when the password change mode is turned on by the manager)

You can check the work status for one month.

If there is a clocking that needs to be confirmed/revised, or if there is a shift offer, the number will be displayed.

If you click the "Show" button, you can check the clocking of the day.

Some menus/items may not be displayed depending on the contract details and settings on the Admin Page.
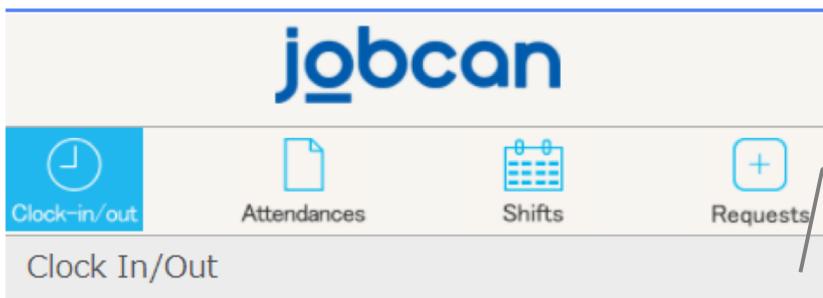
【Clocking】

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Real-time clocking via the MyPage

Select "Clock-in/out" on the Top screen.

【GPS】
If this is ON, you can also send location information at the time of clocking.
* Refer to page 8
* The manager can check the recorded location information on the Admin Page.

When you click the "Clock In/Out" button, it will be clocked at the displayed time.

【Night Shift Mode】
If you want to clock-in/out after Designated time for date changing set by each company, check the box before clocking.
* Refer to page 7.

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Clock In/Out

GPS

16:46
Unavailable

Clock In/Out

☐ Clocking in Night Shift Mode

Clock Time Group Kanto->Saitama

Notes

【Clock Time Group】
Select which group you want to clock-in/out. (Only when there are multiple group you work at)

【Notes】
If you have any additional information about clocking, enter it here.
* The manager can check the entered information on the Admin Page.

・It is clocked in conjunction with the clock on the Jobcan server.
・The manager can select whether to insert the approval flow on the management screen regarding the clocking on this screen.
・GPS clocking must be clocked on a terminal that supports the GPS function.

! Note !
If you clock-in/out without checking "Night Shift Mode", it will be judged as clock-in at the following day.

e.g. Designated time for date changing: 5:00
In the case of work shift on 7/15
[7/15 midnight 22:00 - next day 7/16 early morning 6:00]

○ Correct clocking method of "Night Shift Mode"

Clock-in   → 7/15 21:52 Clock-in
Clock-out (Start break)   → 7/15 26:30 Clock-out (7/16 2:30 on the calendar)
Clock-in (End break)   → 7/15 27:30 Clock-in (7/16 3:30 on the calendar)
--- **Designated time for date changing 5:00** ----------------------------
Clock-out with "Night Shift Mode"   → **7/15 30:07 Clock-out**
                                 (7/16 6:07 on a calendar)

× If you clock-out without using the "Night Shift Mode"
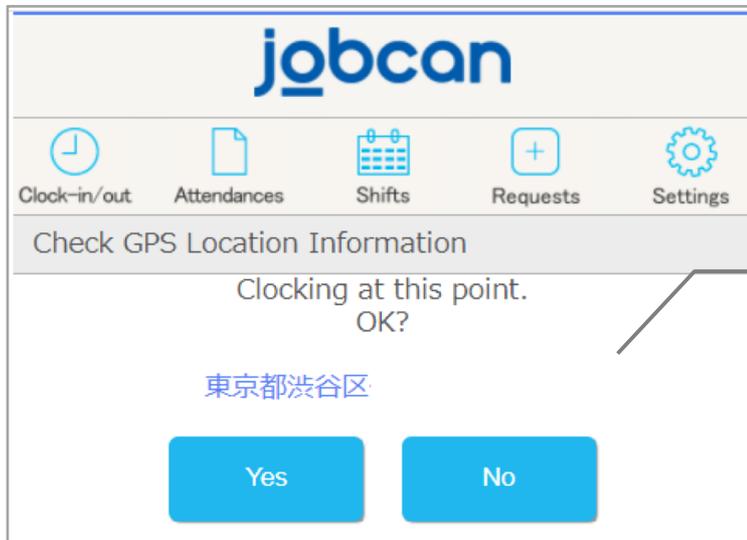
Clock-in   → 7/15   21:52   Clock-in
Clock-out (Start break)   → 7/15   26:30   Clock-out
Clock-in (End break)   → 7/15   27:30   Clock-in
------ **Designated time for date changing 5:00** -------------------------
Clock-out   → **7/16   6:07   Clock-in**

It will be judged as no clock-out on 7/15 and clock-in at 6:07 on 7/16.

! Note !
If you click the "Clock In/Out" button when the GPS clock function is set, a page as the image on the left will be displayed for confirming location information.
Check whether the location information has been acquired, and click the "Yes" button.
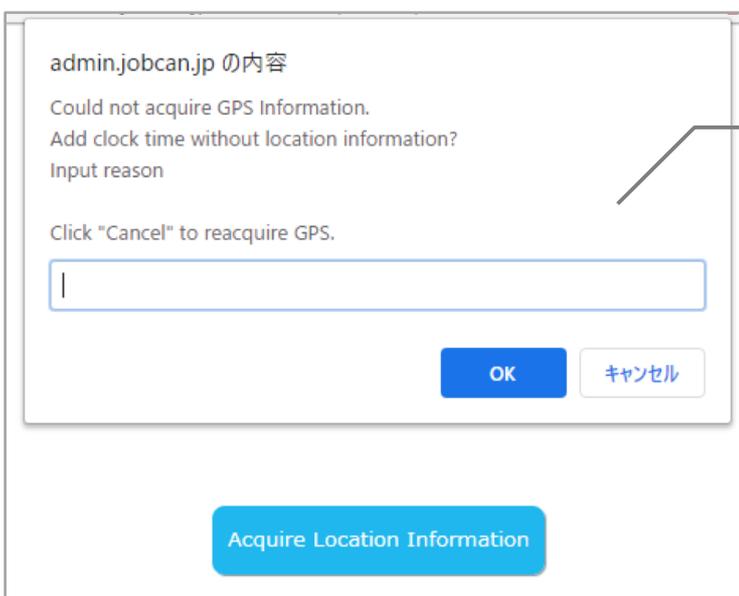
Even if the location information cannot be acquired, a message as the image on the left is displayed.

Cancel: GPS will be reacquired.
OK: It will be clocked without location information. However, it is not possible to notify the manager of location information.

【Attendances】

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Checking work status

Select "Attendances" on Top screen.

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Clock-in/out | Attendances | Shifts | Requests | Settings

Attendance Book

◀ Previous Month   11/2020   Next Month ▶

You can check the work status every month.

Total 14 hrs00 min
Breaks 0 hrs00 min
Overtime 1 hrs00 min
Night Shift 0 hrs00 min
Total specified excess and deficiency -10 hrs00 min
Predetermined cumulative shortage -10 hrs00 min

You can check the work status every day.

Select the date to move to the screen for revising clocking.
* Refer to page 14

Date	Status	Clock In	Clock Out	Breaks	Total Hours Worked
1 (Sun)		-	-	-	-
2 (Mon)	PV	-	-	-	-
3 (Tue)	L	13:00	18:00	00 hrs00 min	05 hrs00 min
4 (Wed)	?	09:00	18:00	00 hrs00 min	09 hrs00 min
5 (Thu)	A	-	-	00 hrs00 min	00 hrs00 min
6 (Fri)		-	-	-	-
7 (Sat)		-	-	-	-
8 (Sun)		-	-	-	-
9 (Mon)	?	13:00	-	-	-

If there is an error in clocking (omission or lack of break, etc.), the background will be displayed in red.

* If the error display setting is turned off on the Admin Page, it will not be displayed in red.

? -Clock TIme Omission · ErrorHave
L -Late   EL -Early Leave   A -Absence
PV-Paid   SH-Substitute   MH-Make Up   SpecH-Special
   Vacation   Holiday   Holiday   Holidays

Viewing the daily clocking details screen.

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| | Clock-in/out | Attendances | Shifts | Requests | Settings |

Attendance Book

◀ **Previous Month**   **11/2020**   **Next Month** ▶

Total 14 hrs00 min
Breaks 0 hrs00 min
Overtime 1 hrs00 min
Night Shift 0 hrs00 min
Total specified excess and deficiency -10 hrs00 min
Predetermined cumulative shortage -10 hrs00 min

Date	Status	Clock In	Clock Out	Breaks	Total Hours Worked
1 (Sun)		-	-	-	-
2 (Mon)	PV	-	-	-	-
3 (Tue)		13:00	18:00	00 hrs00 min	05 hrs00 min
4 (Wed)	?	09:00	18:00	00 hrs00 min	09 hrs00 min
5 (Thu)	A			00 hrs00 min	00 hrs00 min
6 (Fri)		-	-	-	-
7 (Sat)		-	-	-	-
8 (Sun)		-	-	-	-
9 (Mon)	?	13:00	-	-	-

Select the time of the date which you want to check the details on the Attendances screen.

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| | Clock-in/out | Attendances | Shifts | Requests | Settings |

Clocking Details

◀ **Previous Day**   **11/4/2020**   **Next Day** ▶

Total 9:00   **Breaks** 0:00
Overtime 1:00   **Night Shift** 0:00

Working OT with no approval

| Clock In | 9:00 | Saitama | Revise | Delete |
| Clock Out | 18:00 | Saitama | Revise | Delete |

You can check the clocking details. You can also add, revise, and delete clocking from this page.

- ・ Add the clocking ⇒ P.12
- ・ Delete the clocking ⇒ P.13
- ・ Revise the clocking ⇒ P.14

Adding clocking details.

Make sure the date you add the clocking is correct.

Click the "+" button.

Enter the time and notes.

* The information entered in the notes column can be checked by the manager on the Admin Page.

The added clocking is inserted on the time axis.

* The clocking will be "unapproved" until the manager confirms and approves it.

When you click the "Revision Requests" button, the request will be sent to the manager.

Deleting Clocking Details.

Clocking Details

◀ **Previous Day**   **11/3/2020**   **Next Day** ▶

Total 5:00   **Breaks** 0:00
Overtime 0:00   **Night Shift** 0:00

| Clock In | 13:00 | Saitama | Revise | Delete |
| Clock Out | 21:00 | Saitama | Revise | Delete |

＋

Make sure the date you delete the clocking is correct.

Click the "Delete" button.

Do you really want to delete?

Yes   No

If you click "Yes" on the confirmation screen, the clocking deletion request will be sent to the manager.

The clocking will be deleted.

* Until the manager confirms and approves, the clock will be a "Requesting Delete" (deletion request in progress).

Clocking Details

◀ **Previous Day**   **11/3/2020**   **Next Day** ▶

Total 5:00   **Breaks** 0:00
Total 0:00   **Breaks** 0:00
Overtime 0:00   **Night Shift** 0:00
Overtime 0:00   **Night Shift** 0:00
*Parts in red are the total hours of once unapproved clockings are approved.

No clock-out.

| Clock In | 13:00 | Saitama | Revise | Delete |
| - | ~~21:00~~ | Saitama | Requesting Delete | Revise |

＋

We will show you how to revise the clocking.

Clocking Details

◄ **Previous Day**   **11/5/2020**   **Next Day** ►

Total 7:00   **Breaks** 0:00
Overtime 0:00   **Night Shift** 0:00

| Clock In | 9:00 | Saitama | Revise | Delete |
| Clock Out | 16:00 | Saitama | Revise | Delete |

Make sure the date you selected to revise the clocking is correct.

Click the "Revise" button.

Clocking Type   **(Auto-Detect)**

Time   **9:00** ⇒ [____]

e.g.
    09:05 = 0905
    Night 02:13 = 2613
*Leave it blank if there is no change needed

Notes [____]

Clock-in/out spot   Kanto->Saitama ▼

[Cancel]   [revision requests]

Enter the time and notes.

* The information entered in the notes column can be checked by the manager on the Admin Page.

When you click the "Revision Requests" button, the request will be sent to the manager.

◄ **Previous Day**   **11/5/2020**   **Next Day** ►

Total 7:00   **Breaks** 0:00
Total 6:30   **Breaks** 0:00
Overtime 0:00   **Night Shift** 0:00
Overtime 0:00   **Night Shift** 0:00
*Parts in red are the total hours of once unapproved clockings are approved.
requested clock time revision at 09:30

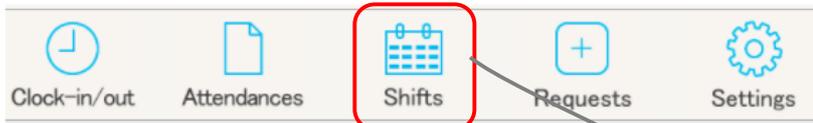| - | 9:00 | Saitama | Requesting Delete | Revise |
| Clock In | 9:30 | Saitama | Unapproved | Revise |
| Clock Out | 16:00 | Saitama | | Revise | Delete |

The revised time is inserted on the time axis, and the clocking before revision is deleted.

* Until the manager approves, each clocking will be "Requesting Delete" and "Unapproved" (deletion request in progress).
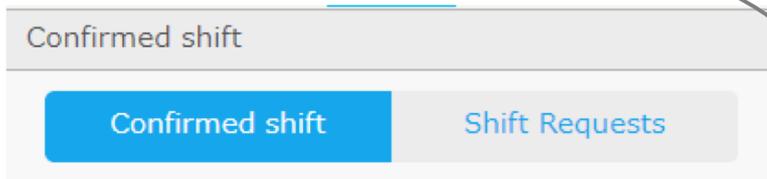
【Shift】

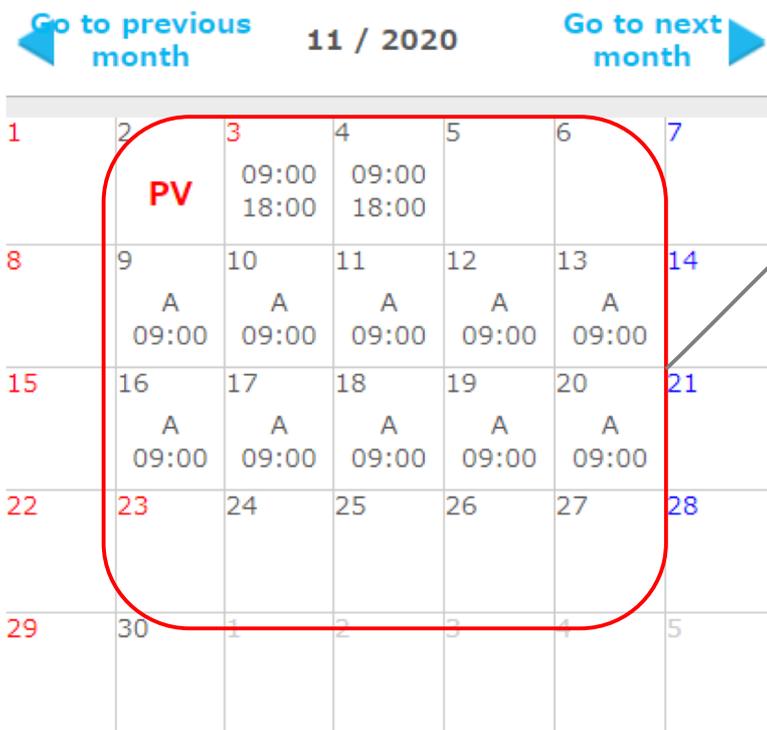p.16 – p.19

Checking Confirmed Shifts
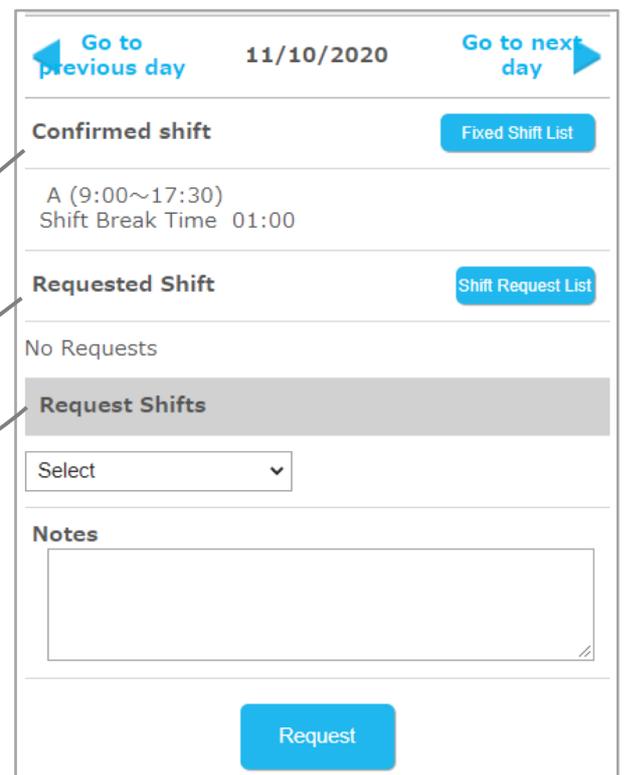

Select "Shifts" on the top screen.

Confirmed shift

| Confirmed shift | Shift Requests |

Go to previous month   **11 / 2020**   Go to next month

The confirmed shifts are displayed.

If you select the shift pattern name (or shift time) part, you can check the shift details for that day.

1	2	3	4	5	6	7
	PV	09:00 18:00	09:00 18:00			
8	9	10	11	12	13	14
	A 09:00	A 09:00	A 09:00	A 09:00	A 09:00	
15	16	17	18	19	20	21
	A 09:00	A 09:00	A 09:00	A 09:00	A 09:00	
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Total Shift Hour : 93:00

Confirmed shift is displayed.

Requested shift is displayed.

You can apply here if you want to apply for an additional shift.

Go to previous day   **11/10/2020**   Go to next day

Confirmed shift   Fixed Shift List

A (9:00~17:30)
Shift Break Time 01:00

Requested Shift   Shift Request List

No Requests

Request Shifts

Select

Notes

Request

Applying for shifts.
Here, we will guide you through the flow of "shift recruitment from a manager ⇒ shift request".

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Clock-in/out Attendances Shifts Requests Settings

Hi, Mr./Ms. James Brown !

This Month's Working Status(12/1～12/31) Hide

Total : 0 hrs00 min   Breaks : 0 hrs00 min
Overtime Work : 0   Night Shifts : 0 hrs00 min
hrs00 min

Clock-in/out Errors   0 Items >
Clock Time Error   0 Items >
Shift Recruitment   1 Items >

12/2～1/1(12/2Deadline) (to make a shift for next month)

When shift recruitment starts, the number of "Shift Recruitment" will be displayed on the top screen.

Also, if you click the number of cases, the recruitment summary will be displayed.

If you want to apply for a shift within the recruitment period, select the relevant part.

Confirmed shift   Shift Requests

Go to previous month   12 / 2020   Go to next month

29	30	1 Offer	2 Offer	3 Offer	4 Offer	5 Offer
		Requesting A 09:00	Requesting A 09:00			
6 Offer	7 Offer	8 Offer	9 Offer	10 Offer	11 Offer	12 Offer
13 Offer	14 Offer	15 Offer	16 Offer	17 Offer	18 Offer	19 Offer
20 Offer	21 Offer	22 Offer	23 Offer	24 Offer	25 Offer	26 Offer
27 Offer	28 Offer	29	30	31	1	2

Delete all selected request

If there are already applied shifts, it will be displayed as "Requesting".

The date when the manager is recruiting shifts is displayed as "Offer".

If you select the date you want to apply, you will be taken to the setting screen for the request.

To the next page

Go to previous day   12/06/2020   Go to next day

Confirmed shift   Fixed Shift List

-

Requested Shift   Shift Request List

No Requests

Group that need staffs now.

Saitama(to make a shift for next month)

Request Shifts

A (9:00〜17:30)

Notes

Request

Check the date you apply.

Select the desired shift pattern, or select the start/end time when you specify the time and apply.

If you have any information about the request, enter it.

* The information entered in notes column can be checked by the manager on the Admin Page.

When you click the "Request" button, the request will be sent to the manager.

*Tap on the date to request for other days at the same time.

29	30	1 Requesting A 09:00	2 Offer Requesting A 09:00	3 Offer	4 Offer	5 Offer
6 Offer	7 Offer	8 Offer	9 Offer	10 Offer	11 Offer	12 Offer
13 Offer	14 Offer	15 Offer	16 Offer	17 Offer	18 Offer	19 Offer
20 Offer	21 Offer	22 Offer	23 Offer	24 Offer	25 Offer	26 Offer
27 Offer	28 Offer	29 Offer	30 Offer	31 Offer	1	2

Request

If you want to apply for multiple days under the same conditions, you can apply for the same conditions by tapping the target date and then click the "Request" button.

We will show you how to cancel the requested shift.

First, the list of shift requests screen is displayed.
<Methods to display>
Top screen ⇒ Link for Shift Recruitment
Top screen ⇒ "Shifts" menu button ⇒ "Shift Requests" button

Confirmed shift	Shift Requests

Go to previous month	12 / 2020	Go to next month

29	30	1 Requesting A 09:00	2 Offer Requesting A 09:00	3 Offer	4 Offer	5 Offer
6 Offer	7 Offer	8 Offer	9 Offer	10 Offer	11 Offer	12 Offer

Select the date has the Requested Shift you want to cancel.

Go to previous day	12/01/2020	Go to next day

Confirmed shift   Fixed Shift List

-

Requested Shift   Shift Request List

A (9:00～17:30) ☐
Cancel request

You can cancel by checking the checkbox of the Requested Shift you want to cancel and clicking the "Cancel Request" button.

! Note !
If the manager has approved it, (Review) will be displayed and you cannot cancel the request from My Page. Only the manager can cancel it, so please contact the manager if you want to.

Go to previous day	12/01/2020	Go to next day

Confirmed shift   Fixed Shift List

A (9:00～17:30)
Shift Break Time 01:00

Requested Shift   Shift Request List
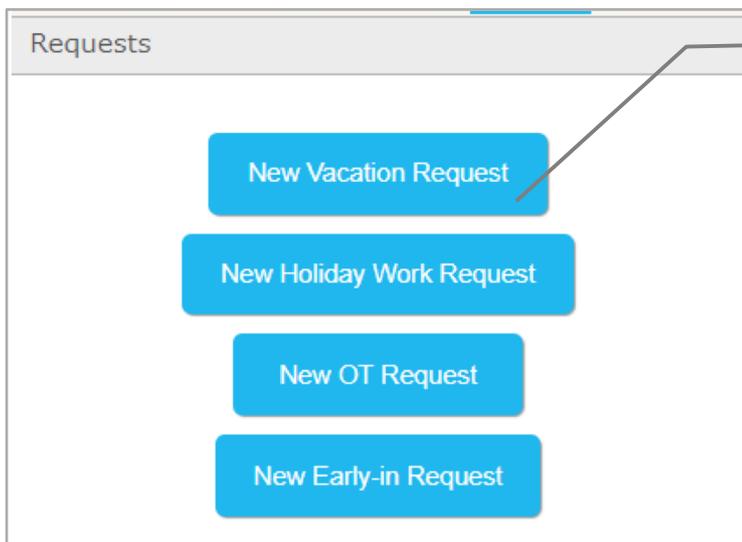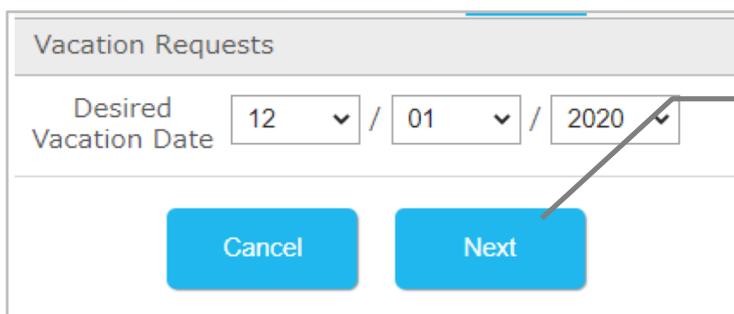
A (9:00～17:30)(Review)

【Request】

p.21 – p.30

Applying for vacations.

Select "Requests" on the top screen.

Click the "New Vacation Request" button.

Select the desired vacation date and click the "Next" button.

To the
next page

Vacation Requests

Desired Vacation Date: 12/1/2020

Vacation Name (Required): Select

Reason for Vacation:

ex) Friend's Wedding Ceremony

Back | Review

*If the vacation type is 慶弔休暇(0日) ・ 有給休暇(全休) ・ 有休(全休) you can specify the date of request simultaneously.

12/01Tue (Not Requested)

☐ 12/02Wed (Not Requested)

Select the vacation you want to take.

If necessary, enter a reason for your vacation.
* The information entered in here can be checked by the manager on the Admin Page.

After setting the request, click the "Review" button.

Vacation Requests
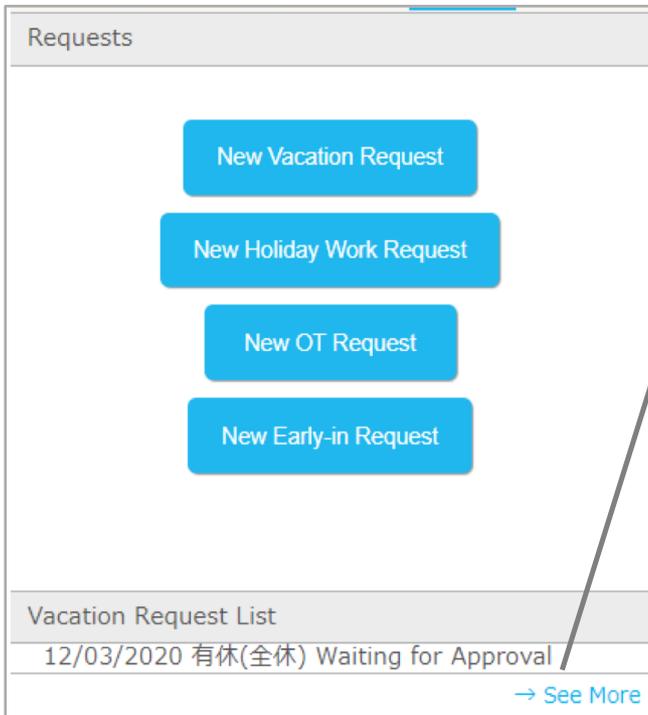
Desired Vacation Date 12/1/2020

Vacation Name 有休(全休)
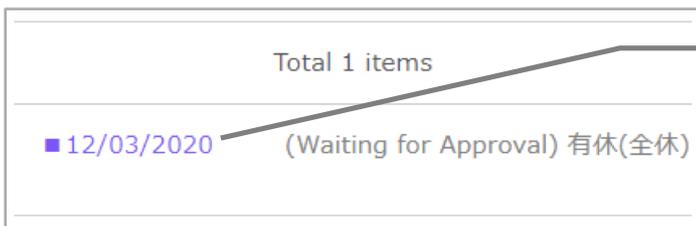
Reason for Vacation Friend's Wedding Ceremony

Vacation Period all day

Cancel | Requests

If there are no mistakes in the content, click the "Requests" button to send the request to the manager.
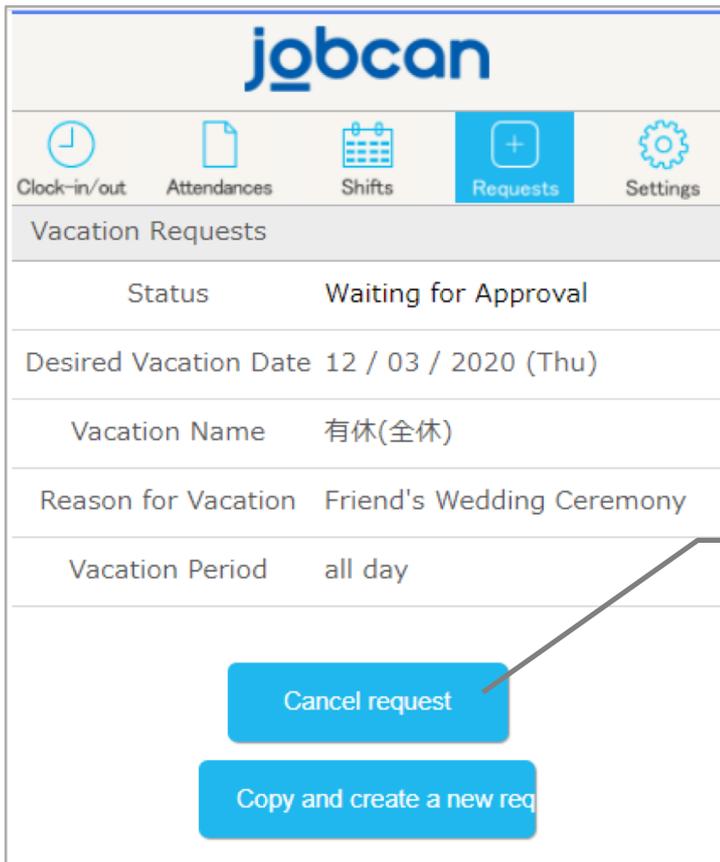
Calling vacation applications.

Requests

New Vacation Request

New Holiday Work Request

New OT Request

New Early-in Request

Vacation Request List
12/03/2020 有休(全休) Waiting for Approval
→ See More

Requests screen → Select "See More" in the Vacation Request List.

Total 1 items

■12/03/2020 　　(Waiting for Approval) 有休(全休)

Select the date you want to cancel a request.

To the
next page

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| Clock-in/out | Attendances | Shifts | Requests | Settings |

Vacation Requests

| Status | Waiting for Approval |
Desired Vacation Date	12 / 03 / 2020 (Thu)
Vacation Name	有休(全休)
Reason for Vacation	Friend's Wedding Ceremony
Vacation Period	all day

Cancel request

Copy and create a new req

Select "Cancel request".
* If you copy the contents and make a new request, you can also apply on another day.
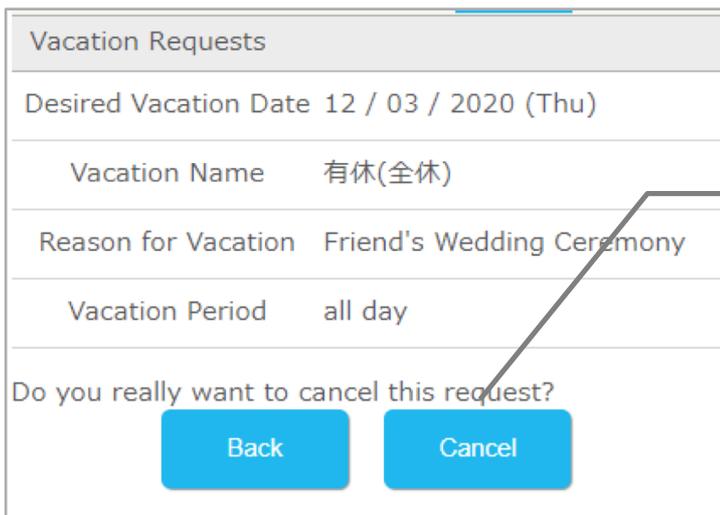
Vacation Requests

Desired Vacation Date	12 / 03 / 2020 (Thu)
Vacation Name	有休(全休)
Reason for Vacation	Friend's Wedding Ceremony
Vacation Period	all day

Do you really want to cancel this request?

Back   Cancel

If there are no mistakes in the content, click the "Cancel" button to withdraw the request.
* Approved requests cannot be canceled from My Page. Please ask the manager to cancel it.

Applying for work on holidays.
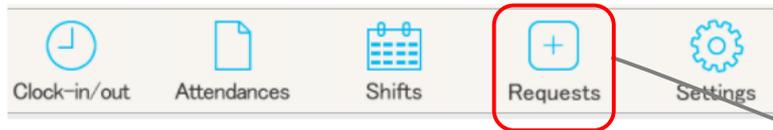
Select "Requests" on the top screen.
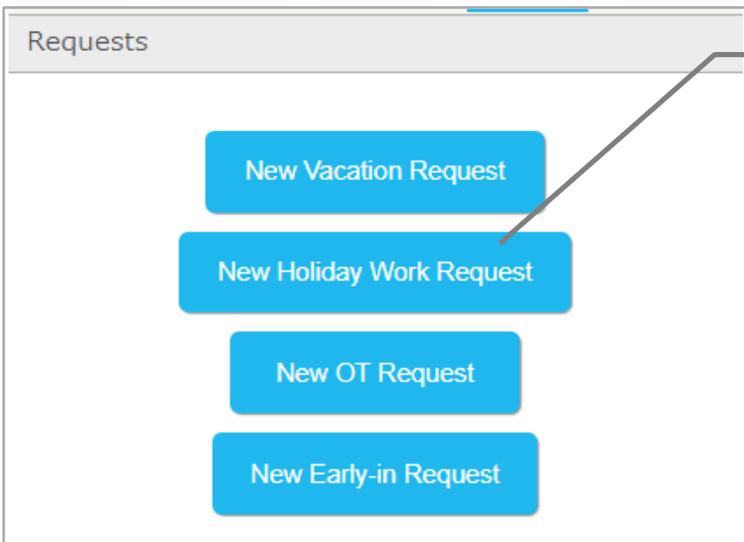
Click the "New Holiday Work Request" button.

Requests

New Vacation Request
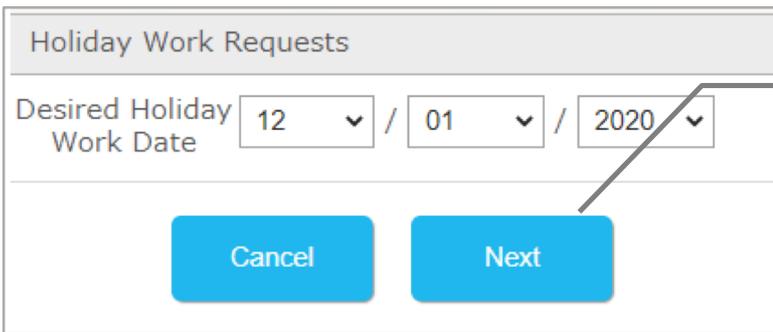
New Holiday Work Request

New OT Request

New Early-in Request

Holiday Work Requests

Desired Holiday Work Date: 12 / 01 / 2020

Cancel   Next

Select the desired holiday work date and click the "Next" button.

To the next page

Holiday Work Requests

Desired Holiday Work Date 12 / 06 / 2020 (Sun)

Scheduled to Take : Vacation Type [Substitute Holiday ▾]

Reason for Holiday Work [Due to monthly inventory check]

ex) Due to monthly inventory check

[Back] [Review]

or

Holiday Work Requests

Desired Holiday Work Date 12 / 06 / 2020 (Sun)

Scheduled to Take : Vacation Type [Make Up Holiday ▾]

Vacation Date ☑ Specify

[12 ▾] / [01 ▾] / [2020 ▾]

Reason for Holiday Work [Due to monthly inventory check]

ex) Due to monthly inventory check

[Back] [Review]

After setting the request, click the "Review" button.

Select the date you take Make Up Holiday.

Holiday Work Requests

Desired Holiday Work Date 12 / 06 / 2020 (Sun)

| Scheduled to Take : Vacation Type | Substitute Holiday |
| Reason for Holiday Work | Due to monthly inventory check |

[Revision] [Requests]

Holiday Work Requests

Desired Holiday Work Date 12 / 06 / 2020 (Sun)

Scheduled to Take : Vacation Type	Make Up Holiday
Vacation Date	○ Specify 12 / 01 / 2020 (Tue)
Reason for Holiday Work	Due to monthly inventory check

[Revision] [Requests]

If there are no mistakes in the contents, click "Requests" to send the request to the manager.

Apply for overtime or Early-in

Applying for overtime work off-shift.

Clock-in/out Attendances Shifts **Requests** Settings

Select "Requests" on the top screen.

Requests

New Vacation Request

New Holiday Work Request

New OT Request

New Early-in Request

Click the "New OT Request" or "New Early-in Request" button.

Select scheduled date of overtime or early-in.

Enter overtime or early-in end time.

Enter the reason for overtime or early-in.
* The entered information can be checked by the manager on the Admin Page.

OT Requests

Scheduled OT Date (Required)   12 / 02 / 2020

OT End Time (Required) [   ]

Example: 9:05 = 0905

Reason for OT [   ]

Example:Remaining Work

Cancel   Review

After setting the request, click the "Review" button.

OT Requests

Scheduled OT Date	12/2/2020
OT End Time	19:00
Reason for OT	Remaining Work

Cancel   Requests

If there are no mistakes in the contents, click "Requests" to send the request to the manager.

Revising requests for overtime work or early-in.

Requests

New Vacation Request

New Holiday Work Request

New OT Request

New Early-in Request

Vacation Request List

12/03/2020 有休(全休) Waiting for Approval

→ See More

Holiday Work Request List

→ See More

OT Request List

12/03/2020 - 19:00 Waiting for Approval

→ See More

Request screen → Select "See More" on OT Request List.

Total 1

■12/03/2020 - 19:00 (Waiting for Approval)

Select the date you want to revise.

OT Requests

status	Waiting for Approval
Desired OT Date	12/3/2020
End time	19:00
Reason for OT	Remaining Work

cancel request

change request

copy request

Select "Change Request".

To the next page

Change OT Request

Desired OT Date	12/3/2020
Scheduled end time (Required)	19 ∨ : 00 ∨
Reason for OT	Remaining Work

Example:Remaining Work

Cancel   Requests

Revise the changes of request and click the "Requests" button.

Change OT Request

Desired OT Date	12/3/2020
Scheduled end time	19:00
Reason for OT	Remaining Work

Cancel   Requests

If there are no mistakes in the contents, click "Requests" to send the request to the manager.

Cancelling the overtime requests.

Requests

New Vacation Request

New Holiday Work Request

New OT Request

New Early-in Request

Vacation Request List
12/03/2020 有休(全休) Waiting for Approval
→ See More

Holiday Work Request List
→ See More

OT Request List
12/03/2020 - 19:00 Waiting for Approval
→ See More

Request screen → Select "See More" on OT Request List.

Total 1

■12/03/2020 - 19:00 (Waiting for Approval)

Select the date you want to cancel.

OT Requests

status	Waiting for Approval
Desired OT Date	12/3/2020
End time	19:00
Reason for OT	Remaining Work

cancel request

change request

copy request

Select "Cancel Request".

Cancel OT Request

Desired OT Date	12/3/2020
End time	19:00
Reason for OT	Remaining Work

Do you really want to cancel this request?

Back   Cancel

If there are no mistakes in the contents, click "Cancel" to cancel the request.

* Approved requests can not be canceled from My Page. Please ask the manager to cancel it.

【Configuration】

p.32

ジョブカン
勤怠管理

Changing your password.
* This can be set only when the password change mode is turned on by the manager.

Select "Settings" on the top screen.

Setting

Click the "Change Password" button.

Click the "Logout" button to return to the login screen.

Enter the Current/New Password and click the "Change" button.

Change Password

Current Password

New Password

Confirm New Password

Cancel   Change

Change Password

Password
****

Cancel   Change

Click the "Change" button.