



# Manual for PC My Page

2020.12

## Introduction

Overview of PC My Page	-----	P.4
Receive an invitation from the administrator	-----	P.5
Set your name and password	-----	P.6
Login to My Page	-----	P.7
Top page of PC My Page	-----	P.8

## Check the Attendance Book

Check the Attendance Book	-----	P.10
---------------------------	-------	------

## Attendance amendment

Apply for additional clocking	-----	P.13
Delete the attendance data	-----	P.14
Modify the attendance data	-----	P.15
Request late reason	-----	P.16

## Shift Requests

Apply for the shift	-----	P.18
Cancel the requested shift	-----	P.19
Check the confirmed shift	-----	P.20

## Other Requests

Vacation Requests	-----	P.22
Check the Vacation Request List	-----	P.23
Cancel the Vacation Request	-----	P.24
Holiday-Work Request	-----	P.25
Check the Holiday-Work Request List	-----	P.26
Cancel the Holiday-Work Requests	-----	P.27
OT Requests	-----	P.28
Check the OT Request List	-----	P.29
Modify the OT Request	-----	P.30
Cancel the OT Requests	-----	P.31

# Introduction

Manual for PC My Page p.4 – p.8

## Overview of PC My Page

This section describes the functions available on PC My Page.

### Top page

You can click "PUSH" to clock-in/out, and check the clock-in/out errors on this page.

### Attendance Book

You can check past work data and the number of days left for vacation.

### Clock Time Edition

Clock Time Edition (By day) : You can make corrections for each clocking and apply for new clock-in/out.

Edit Attendance (By month)\* : You can edit work data and apply for it on a monthly basis.

\*Please contact us if you would like this feature as it can be enabled in our setting.

### Shift

Confirmed Shift : You can check the shift created by the administrator.

Shift Requests : You can apply for the desired shift.

### Requests

Vacation Requests : You can apply for vacations such as paid holidays.

OT Requests : You can apply for early-in work and overtime work.

Holiday-Work Requests : You can apply for holiday work. You can also select a holiday type.

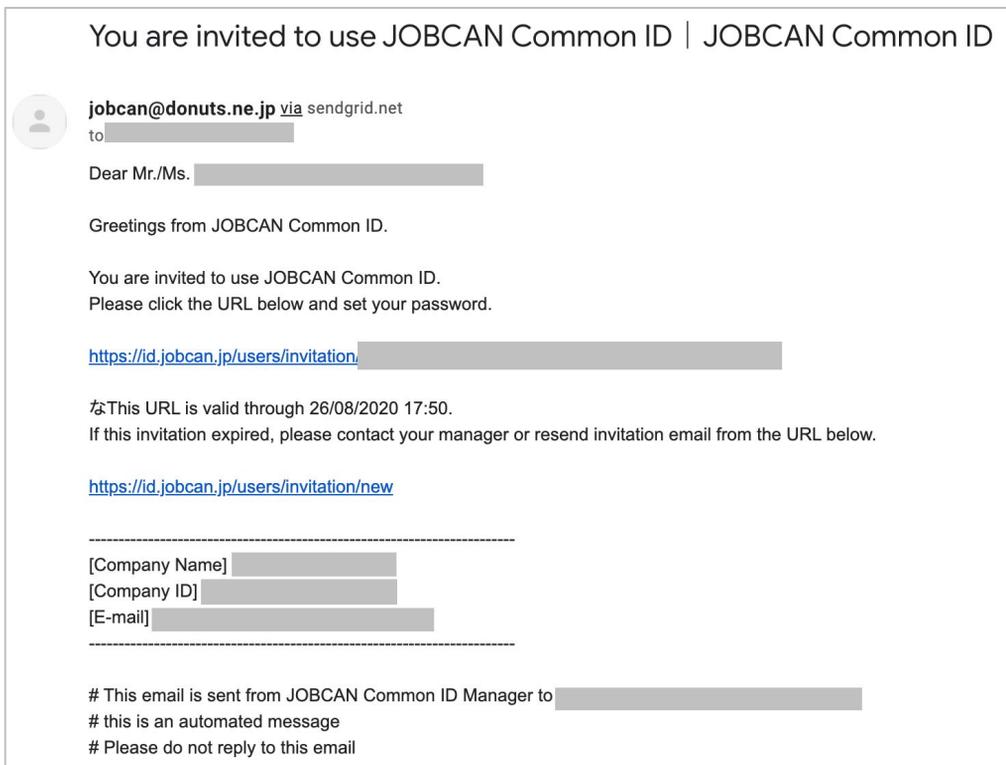
#### **Please note**

Depending on the administrator settings, the images on the manual and the actual screen may differ. If you have any questions, please ask the administrator.

## Receive an invitation from the administrator

We will guide you after you receive the invitation email.

The administrator will send you an email with the following text. If you do not receive it, please contact the administrator.



You will receive the following email.

Subject : You are invited to use JOBCAN Common ID | JOBCAN Common ID

Email address : jobcan@donuts.ne.jp

\*If you have set spam mail, please set it so that you can receive it from this email address.

Please access the URL of the user registration page within the expiration date described in the invitation email. You cannot access the URL after the expiration date.

\*If the expiration date has passed before the registration procedure, please resend the invitation email yourself or request the administrator to resend it.

## Set your name and password

We will show you how to set your name and password.

Access the URL described in the invitation email, enter the required information, and click the register button. \*If the administrator has already registered as a staff member, the name will be automatically entered.

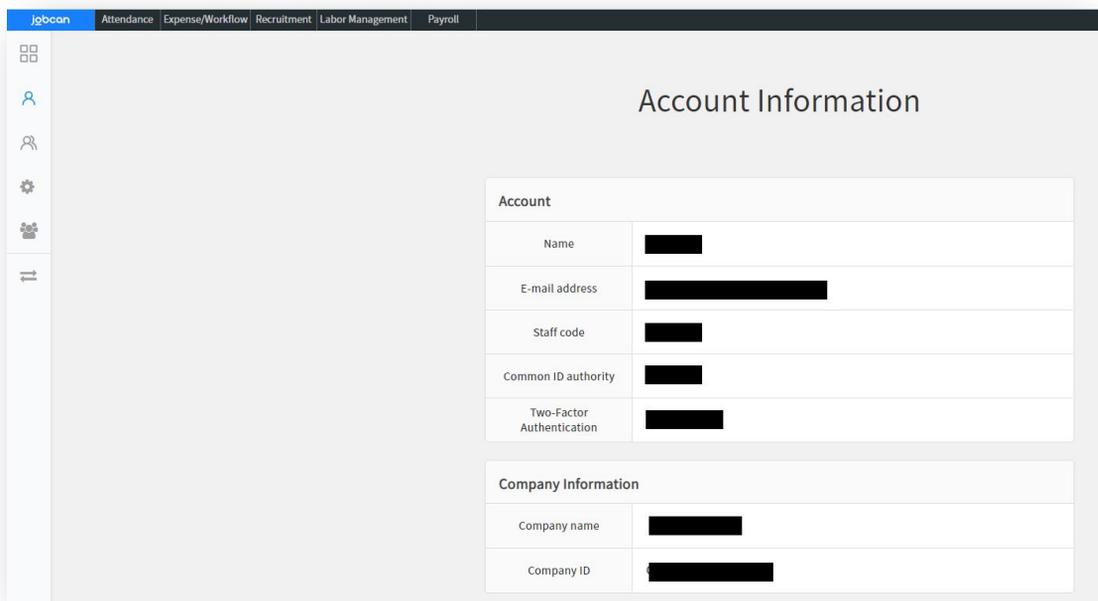


The screenshot shows a registration form for jobcan. The form is titled "Common ID User Registration" and includes the following fields:

- Lastname
- Firstname
- Password
- Password (confirmation)

A blue "Register" button is located at the bottom of the form.

You can access to the PC My Page from the "Attendance" button on the upper left of the "Account Information" page.



The screenshot shows the "Account Information" page in the jobcan system. The page has a navigation bar at the top with the following tabs: Attendance, Expense/Workflow, Recruitment, Labor Management, and Payroll. The main content area is titled "Account Information" and contains two sections:

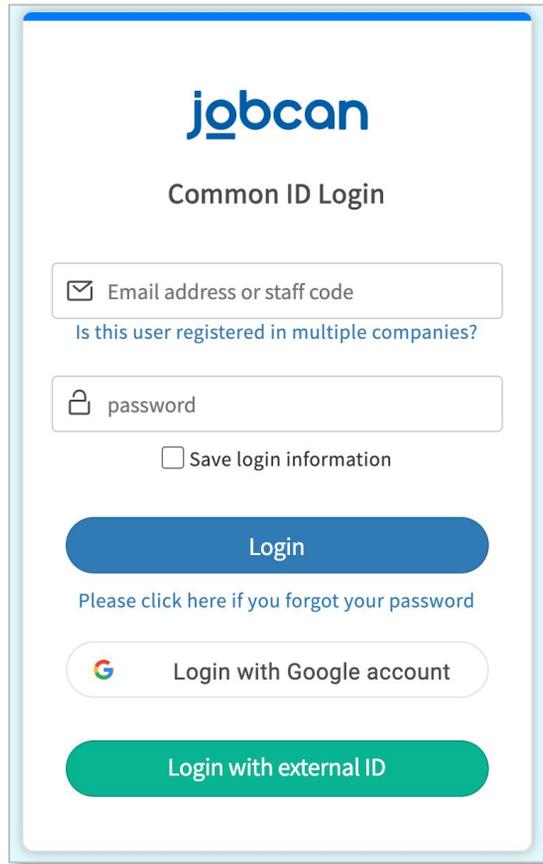
Account	
Name	[REDACTED]
E-mail address	[REDACTED]
Staff code	[REDACTED]
Common ID authority	[REDACTED]
Two-Factor Authentication	[REDACTED]

Company Information	
Company name	[REDACTED]
Company ID	[REDACTED]

## Login to My Page

This section describes the items displayed on the login screen of My Page.



The screenshot shows the Jobcan login interface. At the top is the Jobcan logo. Below it is the title "Common ID Login". There are two input fields: the first is for "Email address or staff code" with an envelope icon, and the second is for "password" with a lock icon. Below the first field is a link "Is this user registered in multiple companies?". Below the password field is a checkbox for "Save login information". There is a blue "Login" button, a link "Please click here if you forgot your password", a "Login with Google account" button with the Google logo, and a green "Login with external ID" button.

- Email address or staff code  
Enter one.  
When entering the user code, it is also necessary to enter the company ID.
- Company ID (Not required if you enter an email address)  
It is written in the invitation email.  
Click "Is this user registered in multiple companies?" to display the input field.
- Password  
This is the password you set after you received the invitation email.

## Top page of PC My Page

Here is an overview of the top page of PC My Page.

### ① Clock-in/out

If you click "PUSH", you can clock-in/out from your PC My Page.

### ② Night Shift Mode

When working over multiple dates, check the [Night Shift Mode] check box before clock-in/out, so that you can add up the time clocking for the previous day. The time when the date changes can be set for each company.

E.g.) If you work from 9 pm to 6 am at a company whose date will change at 5 am

When you clock in, click "PUSH" as it is, check the "Night Shift Mode" when you clock out, and click "PUSH" after the clock display is changed to "30:00" (= 6 am).

\* Night shift mode will switch to normal mode in about 10 seconds.

### ③ Check the error list

You can check the error and shift recruitment status of this month.

Click on the number of "Clock-in/out Errors" to move to the attendance book page.

Click the number of "Shift Recruitment" to display the shift period currently being recruited.

# Check the Attendance Book

Manual for PC My Page p.10 – p.11

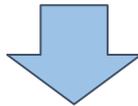
## Check the Attendance Book

We will show you how to check the attendance book.

### ① Specify the period you want to show

In the [Specified Month] and [Specified Period] items, select the period you want to check and click "Show". The attendance information for the specified period will be displayed.

Specified Month < 12 / 2020 > 
  
 Specified Period 12 / 01 / 2020 ~ 12 / 31 / 2020 
  
[Show](#) [Download](#)  PDF  CSV



User Information	
year month	12/2020
Staff Code	001
Assigned Group	Tokyo Headquarters->Sales dept.
Prescribed Working Days	11 Days

Basic Headings	
Actual Working Days	11
Weekdays Worked	11
Holidays Worked	0
Absences	2
Late Clock-ins	1
Early Leaves	1

Working Hours	
Actual Working Hours	87:28
Actual Overtime	00:01
Actual Night Shift	00:00
Weekday Working Hours	87:28
Weekday Overtime	00:01
Weekday Night Shift	00:00
Holiday Working Hours	00:00
Holiday Overtime	00:00
Holiday Night Shift	00:00

Today's Remaining Vacations	
Paid Vacations	8.00
Substitute Holiday	0.00
Make Up Holiday	0.00
Medical L	0.00
Special L	0.00

Vacations Taken	

Date	Holiday Type	ShiftsTime	Actual Clock-ins	Actual Clock-outs	Working Hours	Off-shift Working Hours	Overtime	Night Shift	Break	Attendance Status
12/01(Tue)		09:30~18:30	09:30	18:30	08:00				01:00	
12/02(Wed)		09:30~18:30	09:30	18:30	08:00				01:00	

### ② Download the attendance book

You can download the attendance book in PDF format by clicking "Download" next to the "Show" button.

### ③ Check the clocking

Date	Holiday Type	ShiftsTime	Actual Clock-ins	Actual Clock-outs	Working Hours
12/01(Tue)		09:30~18:30	09:30	18:30	08:00
12/02(Wed)		09:30~18:30	09:30	18:30	08:00

In the [Actual Clock-ins] and [Actual Clock-outs] items, you can check the attendance time and leaving time.

### ④ Check the remaining vacations

Today's Remaining Vacations	
Paid Vacations	8.00
Substitute Holiday	0.00
Make Up Holiday	0.00

In the [Today's Remaining Vacations] item, you can check the remaining vacations as of today.

\*Since the number of remaining days is as of today, the number of days for vacations that will be used in the future is also included in it.

### ⑤ Red display of attendance book

12/16(Wed)		09:30~18:30	09:30	18:30	08:00
12/17(Thu)		09:30~18:30	09:30	18:30	08:00
12/18(Fri)		09:30~18:30			

If there are omissions or mistakes in the markings, they will be displayed in red.

### ⑥ Yellow display of attendance book

12/19(Sat)		09:30~18:30	09:30	18:30	08:00
12/20(Sun)		09:30~18:30	09:30	18:30	08:00
12/21(Mon)		09:30~18:30			

If you make a correction request for the clocking or add a clocking request later, it will be displayed in yellow until approved by the administrator.

# Attendance amendment

Manual for PC My Page p.13 – p.16

## Apply for additional clocking

We will show you how to apply for additional clocking.

<a href="#">12/17(Thu)</a>	09:30~18:30	09:30	18:30
<b>12/18(Fri)</b>	09:30~18:30		
<a href="#">12/19(Sat)</a>	09:30~18:30		

① Select the day you want to add the clocking

If you want to add a clocking due to forgetting to do that, click the day you want to add it on the attendance book page to move to the "Edit clocking" page.



### Edit clocking

12 / 18 / 2020 Show

#### Revise Clocking Data

Clocking Type Clocking type is automatically sorted

Time

To make it the previous day please add \* to the beginning.  
ex) 9:15 a.m. => 0915  
ex) 2:00 a.m. => 2600

Clock-in/out spot Tokyo Headquarters->Sales dept.

Notes

PUSH

\*The time behind the arrow shows the modified clock-in/out.

Working Hours	0 hrs 0 min
Break	0 hrs 0 min
Off-shift Working Hours	0 hrs 0 min
Overtime	0 hrs 0 min
Night Shift Hours	0 hrs 0 min
Status	No clocking on shift day.Absence

#### Clocking list

Clocking list

#### Revise Clocking Data

Clocking Type Clocking type is automatically sorted

Time

To make it the previous day please add \* to the beginning.  
ex) 9:15 a.m. => 0915  
ex) 2:00 a.m. => 2600

Clock-in/out spot Tokyo Headquarters->Sales dept.

Notes

PUSH

② Apply for additional clocking

Enter the correct time in the "Time" field of the "Revise Clocking Data" item and click "PUSH" to complete the application

E.g.) If the clock-in time is 9:00, enter "0900"

When the administrator approves, the applied time will be reflected.

## Delete the attendance data

We will show you how to apply for the deleting your attendance data.

12/04(Fri)			09:00	18:00
12/05(Sat)	07:00~16:00		07:00	16:00
12/06(Sun)			10:00	19:01

- ① Select the day you want to delete the clocking from the attendance book  
Click the day to move to the "Edit clocking" page.



### Edit clocking

12 / 05 / 2020 Show

#### Revise Clocking Data

Clocking Type: Clocking type is automatically sorted

Time:

To make it the previous day please add \* to the beginning.  
ex) 9:15 a.m. → 0915  
ex) 2:00 a.m. → 2600

Clock-in/out spot: Tokyo Headquarters->Sales dept.

Notes:

**PUSH**

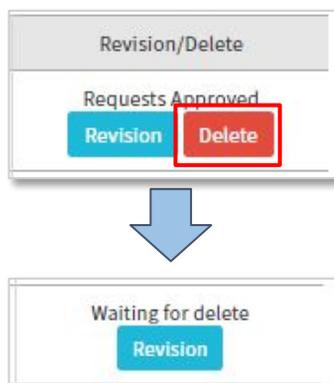
\*The time behind the arrow shows the modified clock-in/out.

Working Hours	8 hrs 0 min
Break	1 hrs 0 min
Off-shift Working Hours	0 hrs 0 min
Overtime	0 hrs 0 min
Night Shift Hours	0 hrs 0 min
Status	Clock-in/out Errors

---

#### Clocking list

Clocking Type	Time	Clocking Method	Clock-in/out spot	Clocking Note	Revision/Delete
Clock In	07:00	By Admin 12/28 19:21	Tokyo Headquarters->Sales dept.	Notes:	Requests Approved <b>Revision</b> <b>Delete</b>
Start Break	16:00	By Admin 12/28 19:21	Tokyo Headquarters->Sales dept.	Notes:	Requests Approved <b>Revision</b> <b>Delete</b>
End Break	16:03	By Admin 12/28 19:21	Tokyo Headquarters->Sales dept.	Notes:	Requests Approved <b>Revision</b> <b>Delete</b>



- ② Delete the clock-in/out

Click "Delete" displayed in the "Revision/Delete" column of the clocking you want to delete.

When the message "Waiting for delete" appears, the deletion application is complete.

After approval by the administrator, the attendance record will be deleted.

## Modify the attendance data

We will show you how to apply for modifying your attendance data.

<a href="#">12/22(Tue)</a>			
<b>12/23(Wed)</b>	09:30~18:30	09:30	18:27
<a href="#">12/24(Thu)</a>			

- ① Select the day you want to modify the clocking from the attendance book  
Click the day to move to the "Edit clocking" page.



### Edit clocking

12 / 23 / 2020 Show

#### Revise Clocking Data

Clocking Type: Clocking type is automatically sorted

Time:

To make it the previous day please add \* to the beginning.  
ex) 9:15 a.m. => 0915  
ex) 2:00 a.m. => 2600

Clock-in/out spot:

Notes:

PUSH

\*The time behind the arrow shows the modified clock-in/out.

Working Hours	7 hrs57 min
Break	1 hrs 0 min
Off-shift Working Hours	0 hrs 0 min
Overtime	0 hrs 0 min
Night Shift Hours	0 hrs 0 min
Status	Early Leave

#### Clocking list

Clocking Type	Time	Clocking Method	Clock-in/out spot	Clocking Note	Revision/Delete
Clock In	09:30	By Admin 12/28 19:40	Tokyo Headquarters->Sales dept.	Notes:	Requests Approved <span>Revision</span> <span>Delete</span>
Clock Out	<b>18:27</b>	By PC	Tokyo Headquarters->Sales dept.	Notes:	<span>Edit</span> <span>Revision</span> <span>Delete</span>



### Revise Clocking Data

Clocking Type: **Clock Out** → Clocking type is automatically sorted

Time: **18:27** →

To make it the previous day please add \* to the beginning.  
ex) 9:15 a.m. => 0915  
ex) 2:00 a.m. => 2600  
※No need to input if you don't have changes.

Clock-in/out spot:

Notes:

PUSH

- ② Edit your attendance data

Click the "Revision" displayed in the "Revision/Delete" column.

Then, the time to be corrected is displayed in the "Time" column of the "Revise Clocking Data" item.

Enter the correct time in the blank field and click "PUSH" to complete the correction application.

E.g.) If the clock-in is 18:30, enter "1830".

With the approval of the administrator, the original one will be canceled, and the corrected time will be reflected.

## Request late reason

We will show you how to apply for reason for being late.

12/23(Wed)	09:30~18:30	09:30	18:27
12/24(Thu)			
12/25(Fri)	09:30~18:30	10:00	18:30

① Select the date

From the attendance book, click the day for which you want to apply late and move to the "Edit clocking" page.



Click "Request late reason" displayed in the upper right of the page.

**Edit clocking**

12 / 25 / 2020 Show

**Revise Clocking Data**

Clocking Type: Clocking type is automatically sorted

Time:

To make it the previous day please add \* to the beginning.  
ex) 9:15 a.m. → \*0915  
ex) 2:00 a.m. → \*2600

Clock-in/out spot: Tokyo Headquarters → Sales dept.

Notes:

**PUSH**

\*The time behind the arrow shows the modified clock-in/out.

Working Hours	7 hrs30 min
Break	1 hrs 0 min
Off-shift Working Hours	0 hrs 0 min
Overtime	0 hrs 0 min
Night Shift Hours	0 hrs 0 min
Status	-

**Request late reason**

Request late reason

**Request late request**

**Submit late request**

Late requested day: 12 / 25 / 2020 (Fri)

Late Reason:

ex) Public transport delayed

Delay certification:  No file chosen  
(Max 2MB)

**Go to Review Page**

② Apply for the reason

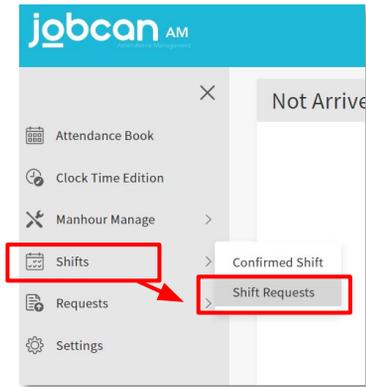
On the "Submit late request" page, fill in the reason for being late, attach the delay certificate, and apply.

# Shift Requests

Manual for PC My Page p.18 – p.20

## Apply for the shift

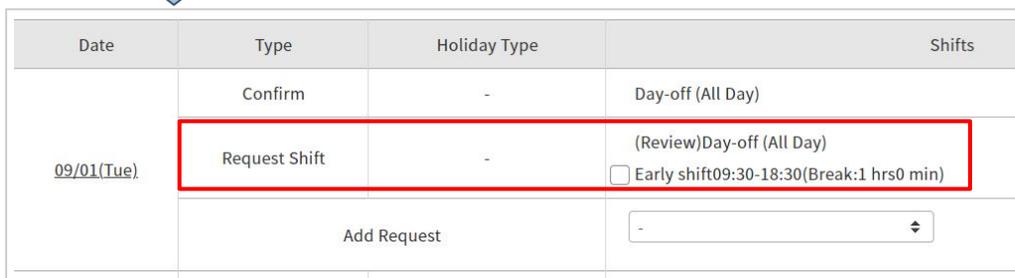
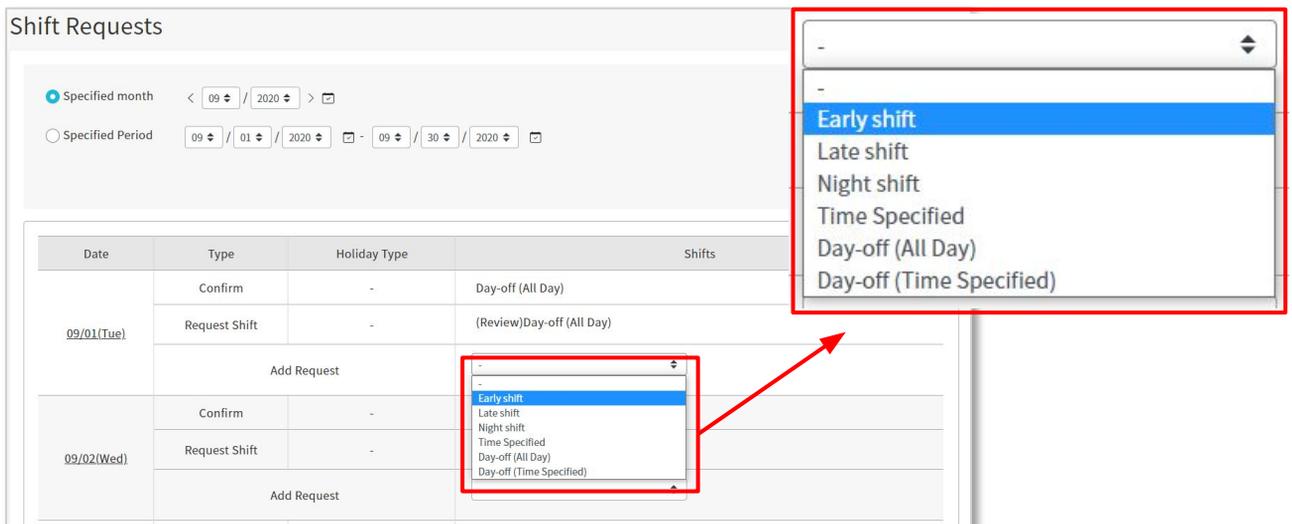
We will show you how to request the shift.



① From "Shift" at the left of My Page, click "Shift Requests".

② Select the shift from the "Shift" column of the desired date by pull-down

Depending on the shift creation method, in addition to the shift pattern, you may also enter the time you want to go to work by specifying the time, or enter a "day-off".

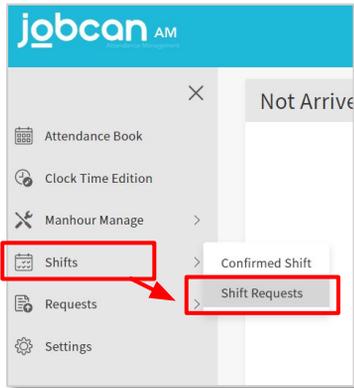


③ Click "Request" at the bottom

The requested shift information will be listed in the "Request Shift" for each date.

## Cancel the requested shift

We will show you how to cancel the requested shift.

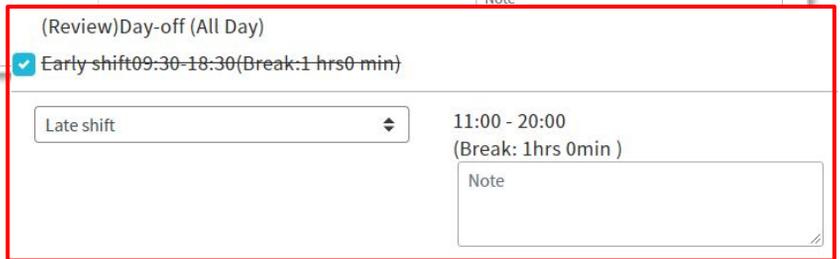


① From "Shift" at the left of My Page, click "Shift Requests".

② Check the shift of "Request Shift"

If you want to request an shift again, specify the desired shift in the "Add Request" field.

Date	Type	Holiday Type	Shifts
09/01(Tue)	Confirm	-	Day-off (All Day)
	Request Shift	-	<div style="border: 1px solid red; padding: 2px;">                     (Review)Day-off (All Day)  <input checked="" type="checkbox"/> Early shift09:30-18:30(Break:1 hrs0 min)                 </div>
	Add Request		<div style="border: 1px solid red; padding: 2px;">                     Late shift <span style="float: right;">11:00 - 20:00 (Break: 1hrs 0min)</span> </div>



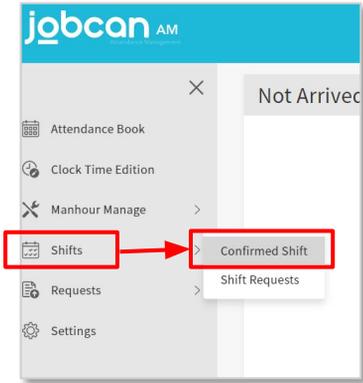
Date	Type	Holiday Type	Shifts
09/01(Tue)	Confirm	-	Day-off (All Day)
	Request Shift	-	<div style="border: 1px solid red; padding: 2px;">                     (Review)Day-off (All Day)  <input type="checkbox"/> Late shift11:00-20:00(Break:1 hrs0 min)                 </div>
	Add Request		-

③ Click "Request" at the bottom

If you add an shift again, The "Request Shift" column has a new shift. In this sample, "Early" is changed to "Late".

## Check the confirmed shift

We will show you how to check the confirmed shift.



① From "Shift" at the left of My Page, click "Confirmed Shift".



② Specify the period you want to check and click "Show"



③ You can check the confirmed shift

You can also check the shift status of other staff depending on the administrator's settings.

Date	Shift Name	Scheduled Start	Scheduled End	Shift Break Time	Designated Time	OT Requests	Vacation Requests	Other Staff's Confirmed Shift	From Admin
09/01(Tue)	Early shift	09:30	18:30	01:00	08:00	-	-	<a href="#">Show</a>	
09/02(Wed)	Late shift	11:00	20:00	01:00	08:00	-	-	<a href="#">Show</a>	
09/03(Thu)	Early shift	09:30	18:30	01:00	08:00	-	-	<a href="#">Show</a>	
09/04(Fri)	Night shift	22:00	31:00	-	09:00	-	-	<a href="#">Show</a>	
09/05(Sat)		-	-	-	-	-	-	<a href="#">Show</a>	

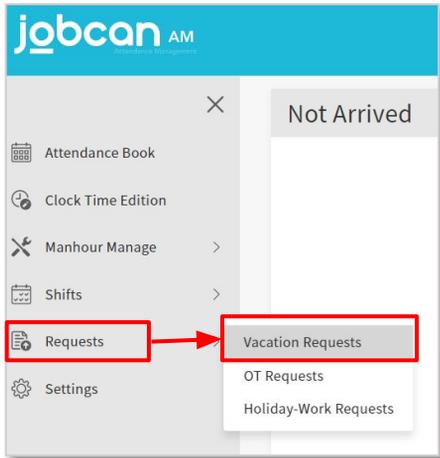
# Other Requests

Manual for PC My Page p.22 – p.31

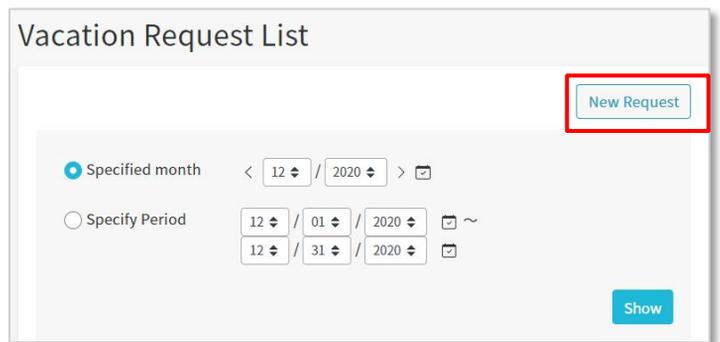
## Vacation Requests

We will show you how to apply for vacation.

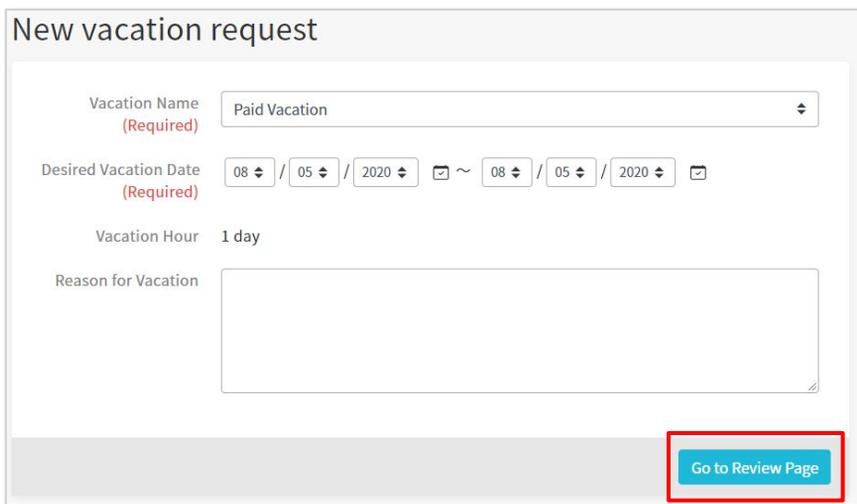
Please note that you cannot apply for two leave applications within the same day.



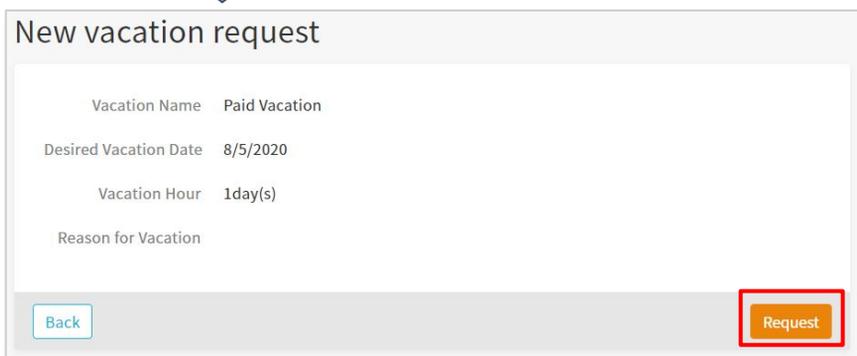
① Click "Vacation Requests" from "Requests" at the left of My Page



② Click "New Request"



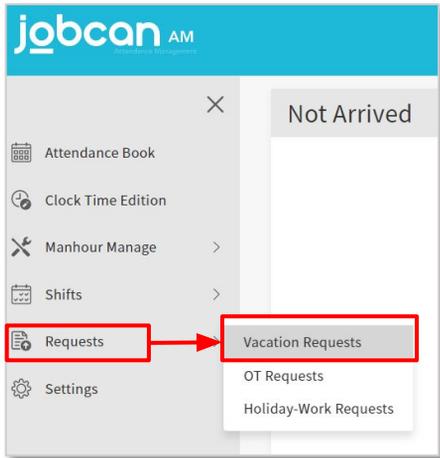
③ Enter the required information in the application form and click "Go to Review Page".



④ Check the application details, and if there are no mistakes, click "Request".

## Check the Vacation Request List

We will show you how to check the vacation request list.



① Click "Vacation Requests" from "Requests" at the left of My Page



### Vacation Request List

[New Request](#)

Specified month < 09 / 2020 >

Specify Period 09 / 01 / 2020 ~ 09 / 30 / 2020

[Show](#)

Request No	Desired Vacation Date	Approve/Reject	Request Details	Requesting Day	Time	Reason for Vacation
8	09/01/2020	Waiting for Approval	Paid Vacation	08/27/2020	1day(s)	

\*Please click "Request No." to confirm request details.

② Set the specified period and click "Show" to display the applications within the specified period

On this page, you can check the approval status of the administrator in the "Approve/Reject" column.

## Cancel the Vacation Request

We will show you how to cancel your vacation request.

Please note that you cannot cancel an approved application and change it.

Please contact the administrator.

### Vacation Request List

[New Request](#)

Specified month < 12 / 2020 >

Specify Period 12 / 01 / 2020 ~ 12 / 31 / 2020

[Show](#)

- ① Specify the period when there is an application you want to cancel and click "Show".



Request No	Desired Vacation Date	Approve/Reject	Request Details	Requesting Day	Time	Reason for Vacation
<u>16</u>	12/21/2020	Waiting for Approval	Paid Vacation	12/21/2020	1day(s)	

- ② Click "Request No" of the application you want to cancel.



### Vacation Request Details

Vacation Name Paid Vacation

Desired Vacation Date 12 / 21 / 2020 (Mon)

Reason for Vacation

Approve/Reject Waiting for Approval

[Back](#)
[Copy request](#)
[Delete](#)

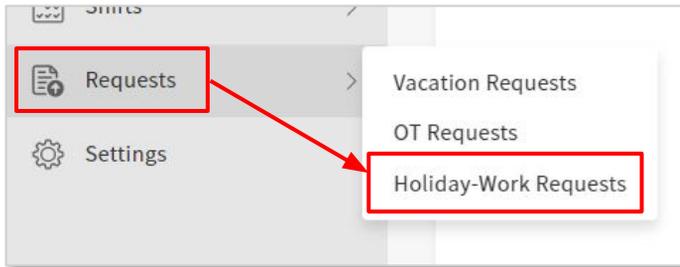
- ③ Check the contents and click "Delete" if there are no problems.



- ④ A confirmation will be displayed, so select "Delete" to complete.

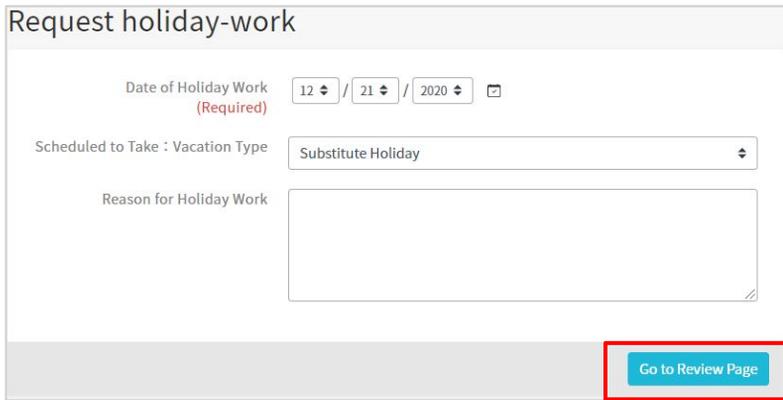
## Holiday-Work Requests

We will show you how to request a holiday-work.



① Click "Holiday-Work Requests" from "Requests" at the left of My Page

② Click "New Request"



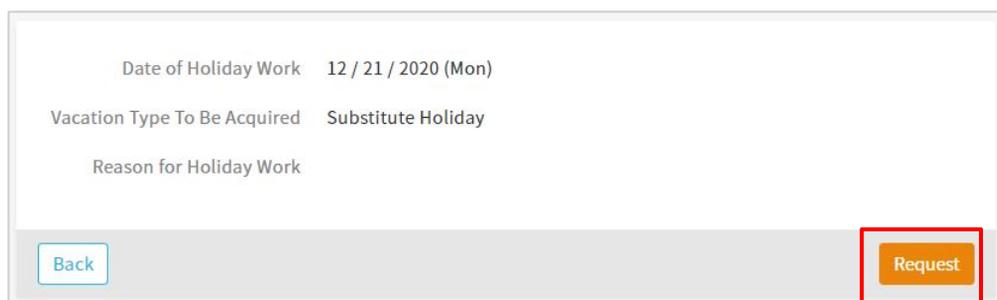
③ Enter the required information in the application form and click the "Go to Review Page" button

The type of vacation depends on your settings, but the maximum is the following three types.

- ◆ Substitute holiday: It is given according to the working hours on holidays.
- ◆ Make Up Holiday: If you select it, an item for "Vacation Date" will appear. Transfer "holiday work day" and "vacation day".
- ◆ Holiday Work Request Only: Apply without taking any vacation.

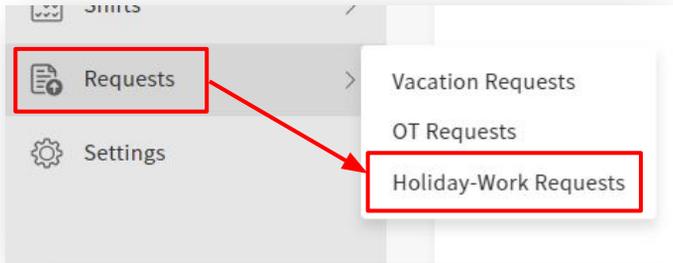


④ Check the application details, and if there are no mistakes, click "Request".



## Check the Holiday-Work Request List

We will show you how to check Holiday-work request list.



① Click "Holiday-Work Requests" from "Requests" at the left of My Page



② Set the specified period and click "Show" to display the applications within the specified period

On this page, you can check the approval status of the administrator in the "Approve/Reject" column.

### Holiday-work request list

New Request

Specified month < 12 / 2020 >

Specify Period 12 / 01 / 2020 ~ 12 / 31 / 2020

Show

Request No	Scheduled Holiday Work Date	Vacation Type	Approve/Reject	Reason for Holiday Work
132745	2020/12/21(Mon)	Substitute Holiday	Waiting for Approval	

## Cancel the Holiday-Work Requests

We will show you how to cancel your holiday-work request.

Please note that you cannot cancel an approved application and change it.

Please contact the administrator.

Holiday-work request list

Specified month < 12 / 2020 >   
 Specify Period 12 / 01 / 2020 ~ 12 / 31 / 2020

Request No	Scheduled Holiday Work Date	Vacation Type	Approve/Reject	Reason for Holiday Work
132745	2020/12/21(Mon)	Substitute Holiday	Waiting for Approval	

① Specify the period when there is an application you want to cancel and click "Show".



Request No	Scheduled Holiday Work Date	Vacation Type	Approve/Reject	Reason for Holiday Work
132745	2020/12/21(Mon)	Substitute Holiday	Waiting for Approval	

② Click "Request No" of the application you want to cancel.



Holiday-work request details

Date of Holiday Work 2020/12/21(Mon)  
Vacation Type Substitute Holiday  
Reason for Holiday Work  
Approve/Reject Waiting for Approval

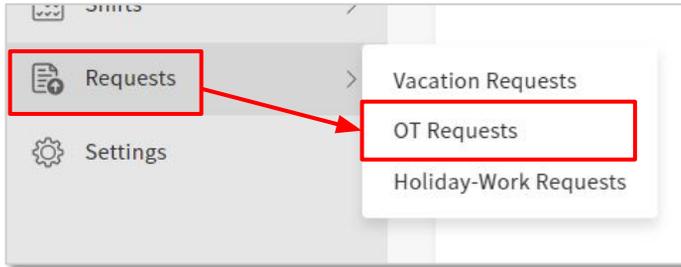
③ Check the contents and click "Delete" if there are no problems.



④ A confirmation will be displayed, so select "Delete" to complete.

## OT Requests

We will show you how to request Overtime-work.



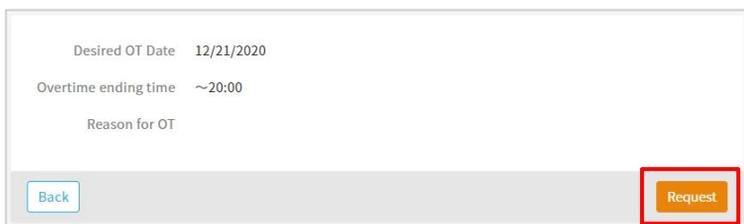
① Click "OT Requests" from "Requests" at the left of My Page



② Select and click "Request OT" or "Request Early-in"



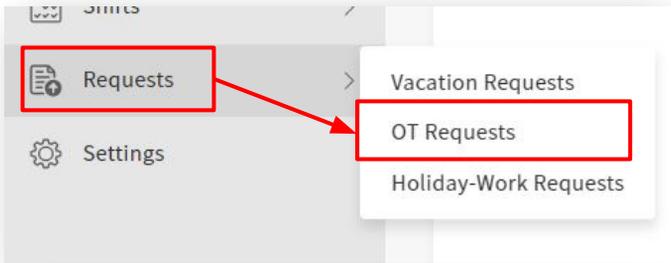
③ Enter the required information in the application form and click the "Go to Review Page" button



④ Check the application details, and if there are no mistakes, click "Request".

## Check the OT Request List

We will show you how to check the OT request list.



① Click "OT Requests" from "Requests" at the left of My Page



② Set the specified period and click "Show" to display the applications within the specified period

On this page, you can check the approval status of the administrator in the "Approve/Reject" column.

### OT Request List

Request OT Request Early-in

Specified month < 12 / 2020 >

Specify Period 12 / 01 / 2020 ~ 12 / 31 / 2020

Show

Request No	Desired OT Date	Approve/Reject	Request Date	Time	Reason for OT
4	12/21/2020	Waiting for Approval	12/21/2020	~20:00	

## Modify the OT Request

We will show you how to modify the OT request.

OT Request List

Request OT Request Early-in

Specified month < 12 / 2020 >   
 Specify Period 12 / 01 / 2020 ~ 12 / 31 / 2020

① Show

Request No	Desired OT Date	Approve/Reject	Request Date	Time	Reason for OT
② 4	12/21/2020	Waiting for Approval	12/21/2020	~20:00	

① Specify the period with the application you want to modify and click "Show"

② Click "Request No" of the application you want to modify



Desired OT Date 12/21/2020  
~20:00

Reason for OT

Approve/Reject Waiting for Approval

Back Copy request **Modify** Delete

③ Click "Modify" to modify the displayed application



Desired OT Date 12/21/2020

Overtime ending time ~ 21 : 00  
(Required)

Reason for OT

Back **Go to Review Page**

④ After editing the item you want to correct, click "Go to Review Page"



⑤ Select "Request" to complete the changes

## Cancel the OT Requests

We will show you how to cancel your OT request.  
Please note that you cannot cancel an approved application.

OT Request List

Request OT Request Early-in

Specified month < 12 / 2020 >   
 Specify Period 12 / 01 / 2020 ~ 12 / 31 / 2020

① Show

Request No	Desired OT Date	Approve/Reject	Request Date	Time	Reason for OT
② 4	12/21/2020	Waiting for Approval	12/21/2020	~20:00	

① Specify the period when there is an application you want to cancel and click "Show".

② Click "Request No" of the application you want to cancel.



Desired OT Date 12/21/2020  
~20:00

Reason for OT

Approve/Reject Waiting for Approval

Back Copy request Modify Delete

③ Check the contents and click "Delete"



④ A confirmation will be displayed, so select "Delete" to complete.