

The Ritsumeikan Trust KING OF TIME Work Management System

1 Overview of KING OF TIME

- KING OF TIME is a work management system.
- You can record the time of arrival at and departure from the workplace every day, compile total working hours, and manage days off.
When registering, make sure to fully understand the annual modified work hours system and work rules.

2 Time stamping

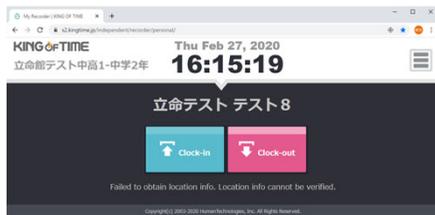
- Using faculty ID for time stamping

Time stamping can be done by holding your faculty ID card over the IC card reader distributed to each affiliated school.



- Time stamping on My Recorder (through PC browser)

By accessing <https://s2.kingtime.jp/independent/recorder/personal/>, the time stamping screen will appear.



When accessing the link for the first time, a screen for entering your ID and password will appear.

3 How to log in to KING OF TIME (Timecard)

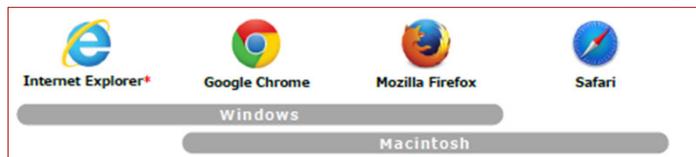
- URL for KING OF TIME
<https://s2.kingtime.jp/admin/>

- Login ID and password

You will be informed of your login ID by email. Please log in after setting a password through the URL link sent to you in the email.

- Recommended browsers

Recommended browsers are as follows. Please use the latest version corresponding to each Operating System.



4 Timecard screen (Main screen)

- The main screen of KING OF TIME is configured as follows:

Monthly data
Data of hours and days are displayed.

Summary by time	Standard work hours	Fixed (hrs)	Extra Hours	Overtime	Bonus wage overtime	Fixed Late-night hours	Extra Late-night Hours	Late
Weekday	175.30	39.00						
Time-off	25.30		2.00					

Daily data
Daily schedule and working hours are displayed.

Reques	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out
	02/01(Sat)			4.5h (08:20)	Weekday		
	02/02(Sun)			--	Legal time-off		
	02/03(Mon)			Shift (08:20-17:50NS)	Weekday	Approve 07:50	Approve 12:50 4:30
	02/04(Tue)			4.5h (08:20)	Weekday		
	02/05(Wed)			Shift (08:20-19:50NS)	Weekday	Approve 08:20	
	02/06(Thu)			8.5h (08:20)	Weekday		
	02/07(Fri)			8.5h (08:20)	Weekday		

By using the application button, you can apply for "Time record request", "Overtime request", and "Schedule request"

5 KING OF TIME Manuals and References

- First, check and understand the basic work rules, and then refer to the resources below. Resources will be posted on HR Web (<https://secure.ritsumeai.ac.jp/staff-all/unitas/hrweb/>).

- 1 KING OF TIME Employee Manual (Prepared by Human Technologies Inc.)
- 2 Input/entry examples (Under preparation)
- 3 FAQs (Currently under preparation)

6 When in trouble

- I don't know my login ID or password.

Check with the work administrative staff at each affiliated school. Passwords can be reset as well.

- I made a mistake in my application.

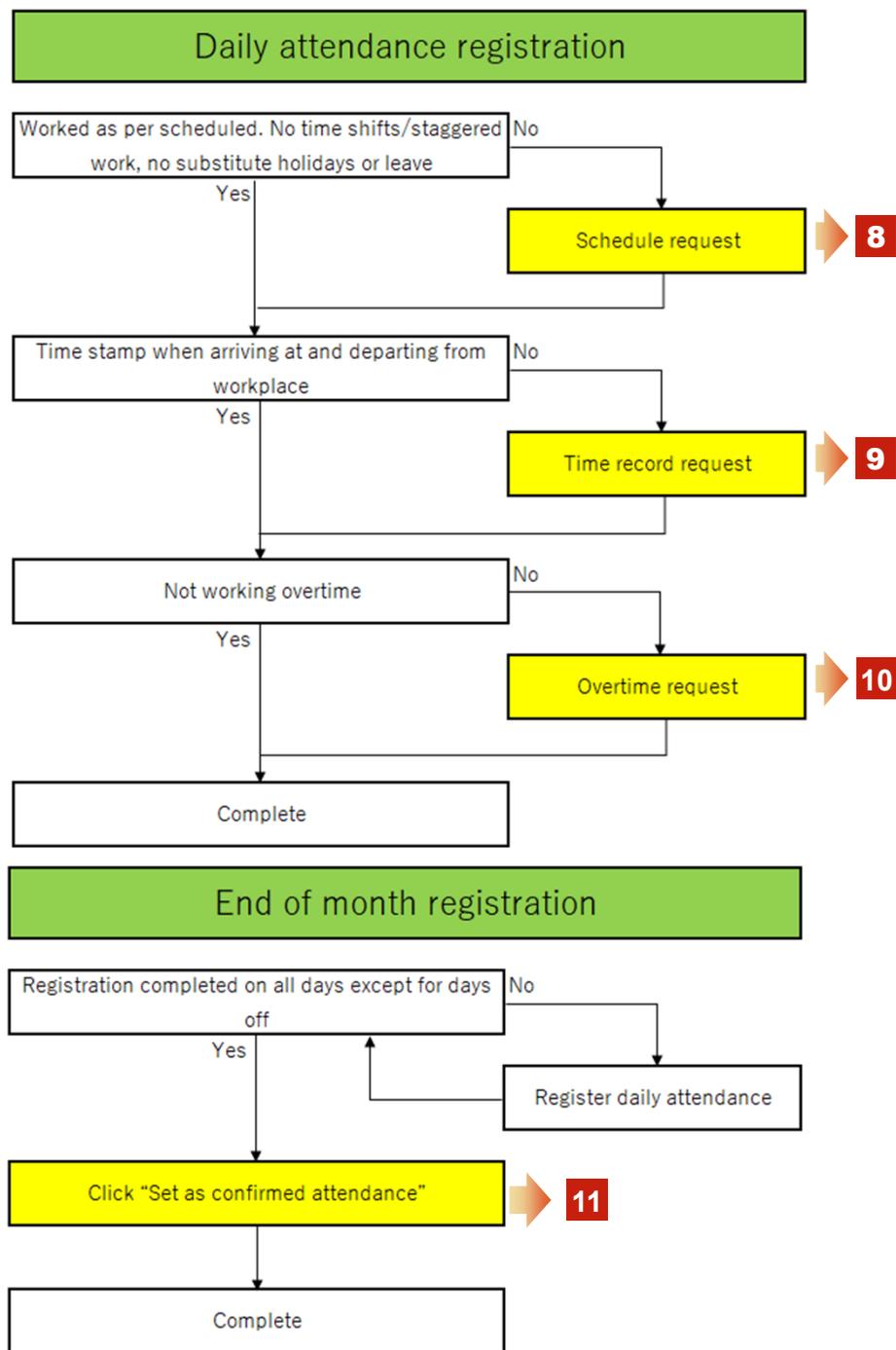
If the application has not been approved yet, you can cancel the incorrect application. If the application has been approved, please apply again on a specified date.

- I would like to make an inquiry.

First, refer to the Employee Manual and Input/entry examples mentioned above. If you still have questions, please ask the work administrative staff at each affiliated school.

7 Work registration flow

- The work registration flow is as follows.



8 Schedule request

- Use this when your work situation has changed from the initially scheduled calendar, such as for time shifts/staggered work, working on days off, and a business trips, or when leave has been taken.
(Example) When acquiring half-day annual leave (morning).

Edit schedule

Edit Regular schedule

Pattern: 8.5h (08:20)

Clock in/out schedule: Clock in: Appointed day 13:20, Clock-out: Appointed day 17:50

Work time: Start time: Appointed day hhmm, End time: Appointed day hhmm

Break schedule: Start break: Appointed day hhmm, End break: Appointed day hhmm

Break schedule (hrs): Planned time: min

Workday type: Weekday

Half-day vacation type: AM年休

Leave by hours: Type: --, Start time: Appointed day hhmm, End time: Appointed day hhmm

9 Time record request

- Use this when you could not time stamp your arrival at or departure from the workplace (excluding business trips) or would like to correct the time stamp.

Edit time-record

Time-record type	Time-record method	Time-record time	Time record division	Delete	Request message
Clock-in		2020/02/06 08:20	立命館テスト中高1-中学1年		aaa
Clock-out		2020/02/06 17:50	立命館テスト中高1-中学1年		bbb

10 Overtime request

- Use this when you will work more than the prescribed working hours per day.

Overtime	Details	Delete	Request message
Overtime after work	Start time: Appointed day 17:50, End time: Appointed day 18:50		staff meeting

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

11 Monthly cutoff processing

- Monthly cutoff processing will be conducted after daily work registration is performed and overall work registration for the month has been completed.

By clicking the "Set as confirmed attendance" button displayed on the screen, you acknowledge that you have completed work for the month.

(Note) If there is an error in daily work registration data, the "Set as confirmed attendance" button will not appear.

2020/03/01(Sun) ~ 2020/03/31(Tue) < Current >

Schedule request Set as confirmed attendance EXCEL Output