



## **MANUAL FOR MANAGER**

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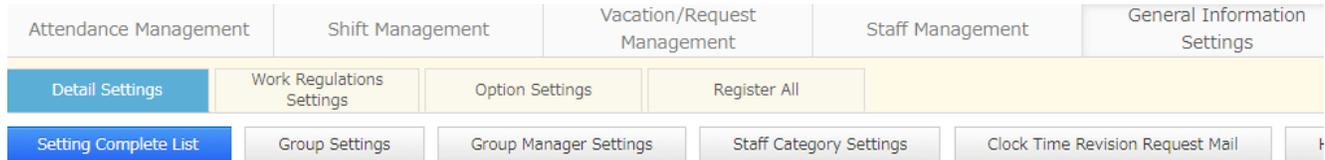
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## 1. Group Setting

Group Setting should be used to manage your staffs more efficiently based on their departments or branches.

Go to *General Information Setting*>*Group Setting*



### ▶ Setting List

Initial setting		Basic configuration		
<a href="#">Group setting</a> [Registered]	<a href="#">Staff registration</a> [Registered]	<a href="#">Time, OT, Night Setting</a> [Changed]	<a href="#">clocking Rounding Setting</a> [Unchanged]	<a href="#">Holiday Settings</a> [Registered]
It allows you to create and change the composition of the Group, such as a company / office / department.	You can register staffs or perform batch registration.	Set time/OT/night shift according to your company's rules	Set rounding for clock-in/out and working hours	You can set a public holiday / a legal holiday on calendar.

Click *Add New Group* on top-left of the page to register a new group.

The screenshot shows the 'Add New Group' form. On the left, a navigation menu has 'Add New Group' highlighted with a red box. A red arrow points from this box to the 'Add New Group' form. The form contains the following fields:

- Group Name: Text input field
- Parent Group: Dropdown menu (None)
- Group Code(Optional): Text input field (Alphabet/Number Only)
- Language: Dropdown menu (English)
- Time Zone: Dropdown menu (UTC-8:00 America/Los\_Angeles)
- URL Setting: Radio buttons for:
  - Post URL of mobile MyPage (selected)
  - Post URL of PC MyPage
  - Do not post URL on mails

An 'Add' button is located at the bottom right of the form.

## 1. Group Setting

See the table below for detailed information of each field.

The field with \* mark is mandatory.

Group Name*	i.e. department name or branch name
Parent Group	The group can be put under parent group up to 5 layers i.e. Thailand>Bangkok>Silom
Group Code	Group code can be used to register all staffs' information in a batch *Must be in numeric or alphabet characters only
Language	Choose the language for staffs' MyPage from Japanese, English, Thai, or Korean
Time Zone	Choose the time zone of the clocking time for the staffs that belong to this group. If the staffs attempt to clock from different time zone and the time shown on their MyPage do not change, please set the time zone here and from the clocking page.
URL Setting	Choose the URL that will be attached to the e-mail sent to staffs

## 2. Staff Registration

To register staffs, go to *General Information Setting > Setting Complete List > Staff Registration*

The link will lead you to the page with detailed information

Attendance Management	Shift Management	Vacation/Request Management	Staff Management	General Information Settings
Detail Settings	Work Regulations Settings	Option Settings	Register All	
Setting Complete List	Group Settings	Group Manager Settings	Staff Category Settings	Clock Time Revision Request Mail

### Setting List

Initial setting		Basic configuration		
<a href="#">Group setting</a> [Registered]	<a href="#">Staff registration</a> [Registered]	<a href="#">Time, OT, Night Setting</a> [Changed]	<a href="#">clocking Rounding Setting</a> [Unchanged]	<a href="#">Holiday Settings</a> [Registered]
It allows you to create and change the composition of the Group, such as a company / office / department.	You can register staffs or perform batch registration.	Set time/OT/night shift according to your company's rules	Set rounding for clock-in/out and working hours	You can set a public holiday / a legal holiday on calendar.



### Staff Registration - Add staff [\*] The item with "\*" is mandatory

Staff Information	Regular Shifts
<b>Full name*</b> First <input type="text" value="First Name"/> Last <input type="text" value="First Name"/>	<b>Main Group</b> <input type="text" value="未所属"/>
<b>Email Address</b> <input type="text" value="email@example.com"/>	<b>Sub Groups</b> <input type="text" value="---"/>
<b>Phone Number</b> <input type="text" value="numbers without hiphens"/>	<b>Notes</b> <input type="text" value="Within 64 letters"/>
<b>Birthday</b> <input type="text"/> Month <input type="text"/> day <input type="text"/> Year	<b>Notes 2</b> <input type="text" value="Within 64 letters"/>
<b>Staff Code*</b> <input type="text" value="up to 10 alphabets or numb"/>	<b>Notes 3</b> <input type="text" value="Within 64 letters"/>
<b>Staff Category</b> <input type="text" value="未分類"/>	<b>Tag(search word)</b> <input type="text" value="Tag"/>
<b>Hourly Wage</b> <input type="text" value="number only"/>	<b>FeliCaIdm</b> <input type="text" value="FeliCaIdm"/>
<b>Transportation Expense</b> <input type="text" value="number only"/>	
<b>First Day of Work</b> <input type="text"/> Month <input type="text"/> day <input type="text"/> Year	

## 2. Staff Registration

Fill in the following fields.

The field with \* mark is mandatory.

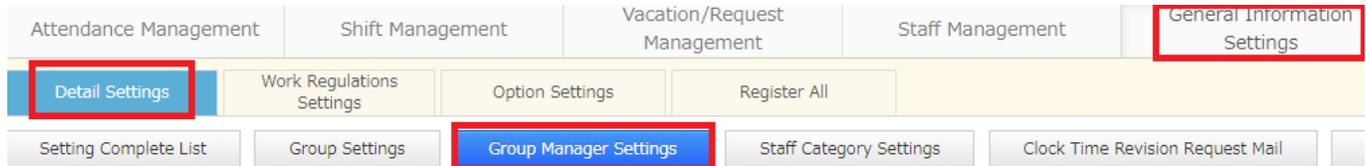
Email Address*	E-mail address is required. Staff's MyPage URL and any notifications from Jobcan will be sent to this e-mail. *Notification e-mail will be sent from <a href="mailto:noreply@donuts.ne.jp">noreply@donuts.ne.jp</a>
Phone Number	Staffs' phone number
Birthday	Staffs' birthday
Staff Code*	Register staff code which will be used to upload information in a batch
Staff Category	Choose staff category (which can be created from <i>Staff Category Setting</i> )
Hourly Wage	This hourly wage will be used to approximately calculate salary. For accuracy, please use payroll software.
Transportation Expense	Transportation for one day
First Day of Work	The date that staffs started working
Main Group	Choose the group that staffs belong to. Work Regulations and OT setting for this main group will apply to staffs that belong to it.
Sub Group	Choose this if staffs belong to more than 1 group. Staffs can choose sub group when clocking. Use this setting if staffs' working hours need to be divided based on different groups they are working in.
Notes	Any information for the staffs. This information can be shown in <i>Palette Shift</i> or downloaded data.
Tag	Use these tags when running keyword search for staffs

### 3. Group Manager Setting

If you want to assign authority for managing staffs or approving requests to certain staffs, you can do so by registering those staffs as group managers.

\*This setting is separate from the normal staff setting

Go to *General Information Setting > Detail Setting > Group Manager Setting*



Click *Add New Manager* to go to registration page

➤ **Register Group Manager** - Add new group manager account. Items with 「\*」 are mandatory

General Information Setting
Authorities Settings \*

**Name \***

**Language \* ?**

English
▼

**Login ID \***

Number/Alphabet

**Email Address \***

email@example.com

**Password \***

Number/Alphabet more than

**Password (Confirmation) \***

**Managed Group \* ?**

---
▼

\*Go to this page to change this manager's authority

### 3. Group Manager Setting

Fill in the following fields.

Field with \* is mandatory.

Name*	This can be a name of a person or a department (if the user is shared among several staffs)
Language*	Choose the language for Staffs' MyPage from Japanese, English, Thai, Korean
Login ID*	This will be used as login ID for this group manager *Must be in English
Email Address*	E-mail address is required. Manager's login URL and any notifications from Jobcan will be sent to this e-mail. *Notification e-mail will be sent from <a href="mailto:noreply@donuts.ne.jp">noreply@donuts.ne.jp</a>
Password*	Password for login *Must be in English and more than 8 characters
Password (Confirmation) *	Fill in the same password for login
Managed Group*	A manager can manage more than 1 group. If the manager can manage the main group, they can also manage all the sub groups under it.



## **WORK REGULATIONS SETTING**

## 4. Time/OT/Night Setting

The system will calculate working time and OT based on the setting here.

The setting can be set for each group or staff category.

Go to *General Information Setting > Setting Complete List > Time, OT, Night Setting*

The screenshot shows a navigation menu with the following items: Attendance Management, Shift Management, Vacation/Request Management, Staff Management, and General Information Settings (highlighted in red). Below this is a sub-menu with: Detail Settings, Work Regulations Settings, Option Settings, and Register All. A second row of buttons includes: Setting Complete List (highlighted in blue), Group Settings, Group Manager Settings, Staff Category Settings, Clock Time Revision Request Mail, and Hc. Below the menu is a 'Setting List' section with two columns: 'Initial setting' and 'Basic configuration'. Under 'Initial setting' are 'Group setting [Registered]' and 'Staff registration [Registered]'. Under 'Basic configuration' are 'Time, OT, Night Setting [Changed]' (highlighted in red), 'clocking Rounding Setting [Unchanged]', and 'Holiday Settings [Registered]'.

### Designated Work Hours

The work hours set here will be used to separate designated work hours from non-designated work hours. Download data to see details.

### Overtime Allowance/ Hr

Set the overtime calculation method and the wage during overtime shift. Approximate salary will be shown based on this setting.

### Night Shift Allowance/ Hr

Set the time counted as night shift and the wage during these hours. Approximate salary will be shown based on this setting.

#### 4. Time/OT/Night Setting

The calculation method varies depending on your needs.

##### Daily Calculation

Daily Calculation	Set designated working hours in 1 day, and only count the hours after that as OT. i.e. Only count hours after 8 working hours as OT
Daily Calculation (By day of the week)	Set designated working hours for each day of the week, and only count the hours after that as OT. Use this setting when working hours differ depending on the day of the week. i.e. Only count hours after 8 working hours on Monday and 6 hours on Saturday as OT
Time Specification	Specify the time to start counting OT i.e. Working after 18.00 will be counted as OT
Request	Only calculate OT when there is an OT request. This does not include Night Shift OT.
Off-shift Working Hours	Calculate any working hours out of shift as OT. This does not include Night Shift OT.

##### Daily/Weekly Calculation

Day or Week (Longer)	Set designated working in 1 day or week, and only count the hours after that as OT. i.e. hours after 8 working hours in 1 day or 40 hours in 1 week will be counted as OT. [If the week has closing day in between] - divide the working hours in that week by days i.e. 40 hours * 3/7 days - Do not divide the working hours in that week by days i.e. use 40 hours as usual
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## 4. Time/OT/Night Setting

### Weekly Calculation

Weekly Calculation	<p>Set designated working in 1 week, and only count the hours after that as OT.  i.e. hours 40 hours in 1 week will be counted as OT.  [If the week has closing day in between]</p> <ul style="list-style-type: none"> <li>- Do not count the week with closing day in between  i.e. use 40 hours as usual</li> <li>- divide the week into 2 weeks  i.e. 40 hours * 3/7 days</li> <li>- divide the week into 2 weeks but do not count OT daily  i.e. use 40 hours as usual</li> </ul>
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### Monthly Calculation

Monthly Calculation	<p>Calculate OT from working hours in 1 month.  Set designated working hours based on numbers of day in a month.</p>
Monthly Calculation (flex)	<p>Calculate OT from the surplus of designated working hours in a day x shift days  i.e. 21 shift days and 8 designated working hours per day = 168 hours  working hours after 168 days will be counted as OT</p>

### 4. Time/OT/Night Setting

Examples of OT setting

#### Calculate OT when working more than 8 hours per day or 40 hours per week

- Select *Day or Week (Longer)*
- The system will calculate OT either from hours after 8 hours per day or 40 hours per week (using the larger amount of the two)

Overtime Allowance/ Hr 25 % Initial Setting Day or Week(Longer)

treat the larger value from either exceeding value from 8 Hrs 0 Min a day x working days in a week  
 or  
 total working hours that exceed 40 Hrs 0 Min hours in one week as overtime work

If the week has closing day in between, divide the working hours in that week by days  
 Do not divide the working hours in that week by days even if the week has closing day in between  
 No overtime calculation for legal holiday

#### Use Flex Time

- Select *Monthly Calculation (Flex)*
- Count the surplus of 8 hours x number of working days as OT

Overtime Allowance/ Hr 25 % Initial Setting Monthly Calculation (Flex)

Per day 8 Hrs 0 Min x Designated Work Days is considered as overtime work.  
 No overtime calculation for legal holiday

#### Monthly calculation when each month has different number of days in a month

- Select *Monthly Calculation*
- Set designated hours for each month

Overtime Allowance/ Hr 25 % increase Initial Setting Monthly Calculation

28Days :	160	Hrs	0	Min
29Days :	165	Hrs	42	Min
30Days :	171	Hrs	24	Min
31Days :	177	Hrs	6	Min

is considered as overtime work.  
 No overtime calculation for legal holiday

#### Do not calculate OT

- Select *Daily Calculation*
- Set 100 hours per day

Overtime Allowance/ Hr 25 % increase Initial Setting Daily Calculation

100 Hrs 0 Min is considered as overtime work.  
 Treat working hours on national holiday as overtime  
 Treat working hours on legal holiday as overtime  
 No overtime calculation for legal holiday

## 5. Clocking Rounding Setting

Use rounding to manage time in units such as every 5 or 10 minutes

Go to *General Information Setting > Setting Complete List > Clocking rounding Setting*

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

Detail Settings | Work Regulations Settings | Option Settings | Register All

**Setting Complete List** | Group Settings | Group Manager Settings | Staff Category Settings | Clock Time Revision Request Mail

### Setting List

**Initial setting** | **Basic configuration**

Group setting [Unregistered] | Staff registration [Registered] | Time, OT, Night Setting [Unchanged] | **clocking Rounding Setting [Unchanged]** | Holiday Settings [Unregistered]

The page below will show up.

You can set rounding based on group or staff category, and the starting day for using this rounding.

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

Existing Setting List: For Whole Company [Display]

Group: All [Display shortened group name]

Staff Category: All

Round Clock-in Time to: 1 minutes

Round Clock-out Time to: 1 minutes

Round Total Working Hours to: 1 minutes

Round Clock-in Times to Shift Starting:  NA  Yes

Times

Round Clock-out Time to Shift Ending:  NA  Yes

Time

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
Default Setting	1minutes	1minutes	1minutes	NA	NA

## 5. Clocking Rounding Setting

### Normal rounding

Can be set to 1, 5, 10, 15, 30, 60 Minutes

<p><b>Clock-in Time Rounding</b>  i.e. Unit: 15 minutes  Clock in at 8.46 &gt; rounded to 9.00</p>
<p><b>Clock-out Time Rounding</b>  i.e. Unit: 15 minutes  Clock out at 17.13 &gt; rounded to 17.00</p>
<p><b>Total Working Hours Rounding</b>  i.e. Unit: 15 minutes  Working hours 8 hours 12 minutes &gt; rounded to 8 hours</p>

### Shift Time Rounding

<p><b>Round Clock-in Times to Shift Starting Time</b>  Always round clock-in time before shift to shift starting time  *Unless there is an overtime request before shift starting time  i.e. Shift starts at 9.00  Clock in at 8.45 &gt; rounded to 9.00</p>
<p><b>Round Clock-out Time to Shift Ending Time</b>  Always round clock-out time after shift to shift ending time  *Unless there is an overtime request  i.e. Shift ends at 17.00  Clock in at 17.20 &gt; rounded to 17.00</p>

## 6. Holiday Setting

Set company holiday and national holiday.

If staffs clock-in on holidays, it will be shown as holiday work.

This can be set for each group or staff category.

\*If there is holiday setting for all group AND for specific group, both setting will be used.

Go to *General Information Setting > Setting Complete List > Holiday Setting*

Attendance Management	Shift Management	Vacation/Request Management	Staff Management	General Information Settings
Detail Settings	Work Regulations Settings	Option Settings	Register All	
Setting Complete List	Group Settings	Group Manager Settings	Staff Category Settings	Clock Time Revision Request Mail

### ▶ Setting List

Initial setting		Basic configuration		
<p><u>Group setting</u> ⓘ [Unregistered]</p> <p>It allows you to create and change the composition of the Group, such as a company / office / department.</p>	<p><u>Staff registration</u> ⓘ [Registered]</p> <p>You can register staffs or perform batch registration.</p>	<p><u>Time, OT, Night Setting</u> ⓘ [Unchanged]</p> <p>Set time/OT/night shift according to your company's rules</p>	<p><u>clocking Rounding Setting</u> ⓘ [Unchanged]</p> <p>Set rounding for clock-in/out and working hours</p>	<p><u>Holiday Settings</u> ⓘ [Unregistered]</p> <p>You can set a public holiday / a legal holiday on calendar.</p>

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)

For the time periods below Saturdays as National Holiday Set ⓘ

01 ▾ / 01 ▾ / 2017 ▾ 📅 ~ 12 ▾ / 31 ▾ / 2017 ▾ 📅

01/2017							
This Month							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				

Choice a date

## 6. Holiday Setting

### To set all Saturdays and Sundays as holiday

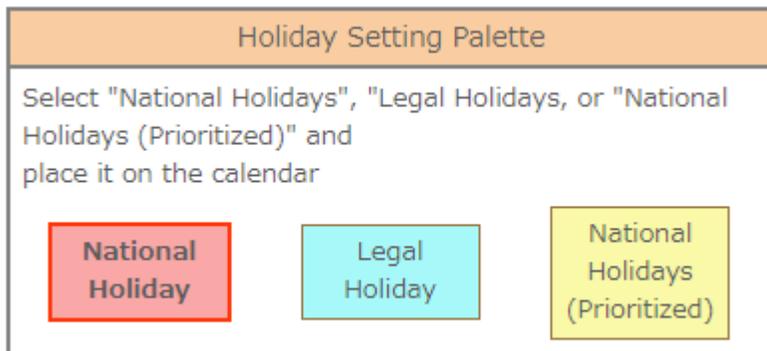
1. Choose the desired period
2. In the *For the time periods below* box, select *Saturdays as National Holiday* and click *Set*. Do the same for Sundays.

For the time periods below   

3. Click *Save* button at the bottom of the page

### To set special holiday

1. Choose holiday type from palette \*If National Holidays (Prioritized) is set, you will not be able to put shifts on that day.



2. Click on the date you want to apply this holiday to in the calendar. The color will change accordingly. To delete, choose the same type of holiday and click on the calendar again.
3. Click *Save* button at the bottom of the page

### To undo the setting

1. Choose the desired period
2. In the *For the time periods below* box, select *OOday as Week Day* and click *Set*.
3. Click *Save* button at the bottom of the page

## 7. About Break Time Calculation

If you do not want your staffs to clock every time they go for a break, use Automatic Break Setting.

The system will automatically calculate break time when the conditions meet.

Go to *General Information Setting > Setting Complete List > Auto Break Setting*

### Setting List

Initial setting		Basic configuration			
<a href="#">Group setting</a> [Unregistered] It allows you to create and change the composition of the Group, such as a company / office / department.	<a href="#">Staff registration</a> [Registered] You can register staffs or perform batch registration.	<a href="#">Time, OT, Night Setting</a> [Unchanged] Set time/OT/night shift according to your company's rules	<a href="#">clocking Rounding Setting</a> [Unchanged] Set rounding for clock-in/out and working hours	<a href="#">Holiday Settings</a> [Unregistered] You can set a public holiday / a legal holiday on calendar.	<a href="#">Auto break setting</a> [Unregistered] Break time can be set to be extracted from working hours automatically.

Automatic break can be managed by time or hour. Each group can only be managed by either of them.

### Manage by Time

i.e. Use 12.00-12.30 and 15.00-15.30 as break time

\* This can be set up to 4 slots

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

### Manage by Hour

i.e. If work for 8 hours, then use 1 hours as break time

Groups/ Staff Category (Break time managing method)	Automatic Break Conditions (Number only)	Automatic Break Time (Number only)	(Time prioritized when calculating Break Time)	Delete
All / All (Manage by Time) <input type="button" value="Add"/>	8 Hrs 0 min over	1 Hrs 0 min of break	Prioritize Regular Work	Delete

Break time calculation method from automatic break time or clocking  
 Use the bigger value  Total time



**J O B C A N**  
T H A I L A N D

**SHIFT SETTING**

## 8. Create Shift Pattern

Go to *General Information Setting > Setting Complete List > Create Shift Pattern*

Attendance Management	Shift Management	Vacation/Request Management	Staff Management	General Information Settings
Detail Settings	Work Regulations Settings	Option Settings	Register All	
Setting Complete List	Group Settings	Group Manager Settings	Staff Category Settings	Clock Time Revision Request Mail

### Setting List

<b>Initial setting</b>		<b>Basic configuration</b>		
<a href="#">Group setting</a> <sup>?</sup> [Unregistered]	<a href="#">Staff registration</a> <sup>?</sup> [Registered]	<a href="#">Time, OT, Night Setting</a> <sup>?</sup> [Unchanged]	<a href="#">clocking Rounding Setting</a> <sup>?</sup> [Unchanged]	<a href="#">Holiday Settings</a> <sup>?</sup> [Unregistered]
It allows you to create and change the composition of the Group, such as a company / office / department.	You can register staffs or perform batch registration.	Set time/OT/night shift according to your company's rules	Set rounding for clock-in/out and working hours	You can set a public holiday / a legal holiday on calendar.
<b>Shift management</b>	<b>Vacation/request management</b>			<b>Attendance book download</b>
<a href="#">Create shift pattern</a> <sup>?</sup> [Unregistered]	<a href="#">Vacation Type Setting</a> <sup>?</sup> [Unchanged]	<a href="#">Add a special holiday</a> <sup>?</sup> [Unregistered]	<a href="#">Approval Setting</a> <sup>?</sup> [Unchanged]	<a href="#">Attendance book download</a> <sup>?</sup> [Format not created]

### Shift PatternList

Assigned Groups  Staff Category

Create New



### Create Shift Patterns

Group using this pattern

Staff category using this pattern

Shift Name

abbreviation

## 8. Create Shift Pattern

Fill in the following fields.

Shift Name	Fill in shift name
Abbreviation	2 characters abbreviation for the shift
Color	Color shown in palette shift
Clock-in Time	Shift starting time
Clock-out Time	Shift ending time
Break Time	Set break time of the shift Can add break time for more than 1
Automatic Break	Check the box to calculate automatic break
Deemed Work	Set the shift as deemed work to automatically record clock-in and out time without actual clocking

## 9. Create Regular Shifts

Go to Staff Management > Regular Shift

Attendance Management	Shift Management	Vacation/Request Management	<b>Staff Management</b>	General Information Settings
<b>Staff List</b>	Staff Order Settings	Mypage Settings	Broadcast Mails	Notice Transmission

[Staff List](#) - Click the name of the staff to edit details.
 [Download Staff Information](#)

Assigned Groups:

Staff Category:

Staff Code:

Name:

Tag:

Email address:

In Office/Resigned:

^

**Staff Registration**

Staff Code	Name	Main Groups	Staff Category	IC/ Finger Vein	Function Links
Donuts001	<a href="#">Supipat_Chada</a>	✉ 未所属	社員	Finger Vein Registered	<input type="button" value="Monthly Attendance Book"/> <input type="button" value="Regular Shifts"/>

The page will show the list of shifts. Choose the shift type from pull down menu. You can also click Copy the row above to apply the same setting.

### Staff Details Edit staff details and register staff Regular Shifts. [\*] The item with "\*" is mandatory

[Staff Information](#)
[Regular Shifts](#)

Apply frequently used patterns: 
[Add/Edit Frequently Used Patterns](#)

Day	Shift Type	Clock-in times	Clock-out times	
Mon	<input type="text" value="Time Specified"/>	<input type="text" value="09"/> : <input type="text" value="00"/>	<input type="text" value="17"/> : <input type="text" value="00"/>	
Tue	<input type="text" value="Time Specified"/>	<input type="text" value="05"/> : <input type="text" value="00"/>	<input type="text" value="05"/> : <input type="text" value="00"/>	<input type="button" value="Copy the row above"/>
Wed	<input type="text" value="Time Specified"/> <input type="text" value="Day off"/>	-	-	<input type="button" value="Copy the row above"/>
Thu	<input type="text" value="-"/>	-	-	<input type="button" value="Copy the row above"/>
Fri	<input type="text" value="-"/>	-	-	<input type="button" value="Copy the row above"/>

## 9. Create Regular Shifts

Fill in all the information and click *Go to confirmation page*

Go to Staff Information

Go to confirmation page

Review the information and click *Save*

### Staff Details - review page

#### Staff Information

Full name	Supipat Chada
Email address	su_chattawanil@windowslive.com
Phone Number	
Birthday	-
Staff Code	Donuts001
Staff Category	社員
Assigned Groups	Main: 未所属
	Sub: None
First Day of Work	//
Resignation Date	-
Notes	
Notes 2	
Notes 3	
Tag	
FeliCaIdm	

#### Regular Shifts

Day	Shift Type	Clock-in times	Clock-out times
Mon	Time Specified	09:00	17:00
Tue	Time Specified	09:00	17:00
Wed	Time Specified	09:00	17:00
Thu	Time Specified	09:00	17:00
Fri	Time Specified	09:00	17:00
Sat	-	-	-
Sun	-	-	-
Sun	-	-	-

Back

Save



**J O B C A N**  
T H A I L A N D

## **VACATION/REQUEST SETTING**

## 10. Add Special Holiday

You can add special holiday besides the default ones

Go to *General Information Setting > Setting Complete List > Add Special Holiday*

Attendance Management	Shift Management	Vacation/Request Management	Staff Management	General Information Settings
Detail Settings		Work Regulations Settings	Option Settings	Register All
Setting Complete List		Group Settings	Group Manager Settings	Staff Category Settings
Clock Time Revision Request Mail				

### ▶ Setting List

Initial setting		Basic configuration		
<a href="#">Group setting</a> <sup>?</sup> <span style="color: red;">[Unregistered]</span> It allows you to create and change the composition of the Group, such as a company / office / department.	<a href="#">Staff registration</a> <sup>?</sup> <span style="color: blue;">[Registered]</span> You can register staffs or perform batch registration.	<a href="#">Time, OT, Night Setting</a> <sup>?</sup> <span style="color: green;">[Unchanged]</span> Set time/OT/night shift according to your company's rules	<a href="#">clocking Rounding Setting</a> <sup>?</sup> <span style="color: green;">[Unchanged]</span> Set rounding for clock-in/out and working hours	<a href="#">Holiday Settings</a> <sup>?</sup> <span style="color: red;">[Unregistered]</span> You can set a public holiday / a legal holiday on calendar.
Shift management	Vacation/request management			
<a href="#">Create shift pattern</a> <sup>?</sup> <span style="color: red;">[Unregistered]</span> You can create shift pattern which can apply to staff and be requested by staff.	<a href="#">Vacation Type Setting</a> <sup>?</sup> <span style="color: red;">[Unchanged]</span> Set details of acquirable vacations. The set vacations can be select when making request	<a href="#">Add a special holiday</a> <sup>?</sup> <span style="color: red;">[Unregistered]</span> You can add 30 more vacation types in addition to standard types	<a href="#">Approval Setting</a> <sup>?</sup> <span style="color: red;">[Unchanged]</span> You can set the approval flow of vacation / holiday work / overtime request	

Fill in Vacation Title and abbreviation and Save.

\* Can be added up to 30 types

### ▶ Add Special Holiday

- Set vacation type through this page when you want to add special holiday e.g.) Vacation name→Medical Leave; Abbreviation→Med.
- You can add up to 30 special holidays. Leave any unused items blank.

\*Click "[Vacation Type Settings](#)" to let employees to use Special holiday which you set here.

	Vacation Title	Vacation Type (Abbreviations)	
Add 1.	<input type="text" value="Sick Leave"/>	<input type="text" value="SL"/>	<a href="#">Delete</a>
Add 2.	<input type="text" value="Business Leave"/>	<input type="text" value="BL"/>	<a href="#">Delete</a>
Add 3.	<input type="text"/>	<input type="text"/>	<a href="#">Delete</a>
Add 4.	<input type="text"/>	<input type="text"/>	<a href="#">Delete</a>

## 11. Vacation Type Setting

To start using any vacation, vacation type must be set beforehand.

Go to *General Information Setting > Setting Complete List > Vacation Type Setting*

Attendance Management	Shift Management	Vacation/Request Management	Staff Management	General Information Settings
Detail Settings	Work Regulations Settings	Option Settings	Register All	
Setting Complete List	Group Settings	Group Manager Settings	Staff Category Settings	Clock Time Revision Request Mail

**Setting List**

Initial setting		Basic configuration		
<p><a href="#">Group setting</a> [Unregistered]</p> <p>It allows you to create and change the composition of the Group, such as a company / office / department.</p>	<p><a href="#">Staff registration</a> [Registered]</p> <p>You can register staffs or perform batch registration.</p>	<p><a href="#">Time, OT, Night Setting</a> [Unchanged]</p> <p>Set time/OT/night shift according to your company's rules</p>	<p><a href="#">clocking Rounding Setting</a> [Unchanged]</p> <p>Set rounding for clock-in/out and working hours</p>	<p><a href="#">Holiday Settings</a> [Unregistered]</p> <p>You can set a public holiday / a legal holiday on calendar.</p>
Shift management	Vacation/request management			
<p><a href="#">Create shift pattern</a> [Unregistered]</p> <p>You can create shift pattern which can apply to staff and be requested by staff.</p>	<p style="border: 2px solid red;"><a href="#">Vacation Type Setting</a> [Unchanged]</p> <p>Set details of acquirable vacations. The set vacations can be select when making request</p>	<p><a href="#">Add a special holiday</a> [Unregistered]</p> <p>You can add 30 more vacation types in addition to standard types</p>	<p><a href="#">Approval Setting</a> [Unchanged]</p> <p>You can set the approval flow of vacation / holiday work / overtime request</p>	<p><a href="#">Attendance book download</a> [Format not created]</p> <p>After creating your own format, you can download the attendance status of staffs in attendance book format</p>

Click to *Edit* or *Delete* existing type or *Add New Vacation Type* to create a new one.

**Vacation Type Setting** - Set the detail of each vacation type.

- After adding [Special Holiday](#), you have to add new vacation type here to let staffs use them.
- Set vacation time per day through "Hourly Break Calculation Settings"

Add New Vacation Type

**Add New Vacation Type**

Assigned Groups: All

Staff Category: All

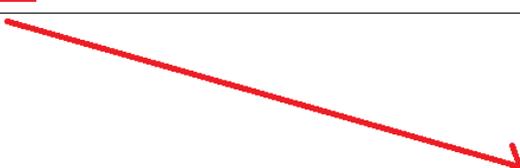
Vacation Type: Paid Vacations

Vacation amount: all day

Break Time Range: 1 day

Vacation Title: Paid V(all day)

Expiration Date: [icon]



## 11. Vacation Type Setting

Fill in these fields

Assigned Groups	Choose groups that can use this type of vacation
Staff Category	Choose staff category that can use this type of vacation
Vacation Type	Choose vacation type
Vacation amount	Choose the amount of this vacation type
Break Time Range	If the vacation amount is less than 1 day, choose the time that this vacation type applies
Vacation Title	Vacation Name
Expiration Date	Set the expiration date of this type of vacation

## 12. Vacation Provision

For vacation provision, go to *Staff Management > Vacation Provision*

Attendance Management	Shift Management	Vacation/Request Management	<b>Staff Management</b>
<b>Vacation Management</b>	Vacation Request List	Holiday Work Request List	Overtime Work Request List
<b>Vacation Provision</b>	Take Vacation	View/Edit Vacation History	Vacation Type Settings

### ➤ Vacation Provision

Assigned Group:       Vacation Type:

Staff Category:       Staff Name:

Choose vacation type from the pull-down menu, and click *Display*

### ➤ Vacation Provision

Assigned Group:       Vacation Type:

Staff Category:       Staff Name:

Fill in number of vacation and expiration date, then click *Provide*

### ➤ Vacation Provision

Assigned Group:       Vacation Type:       Display the number of days remaining (including scheduled number):

Staff Category:       Staff Name:       Tag:

Staff	Paid Vacations days remaining	Expiration Date	Days Omitted	Number of Vacations Given	Provision Expiration Date
Supipat Chada	0.00	No	0.00	<input type="text" value="0"/> (half-width)	<input type="text" value="10"/> / <input type="text" value="30"/> / <input type="text" value="2017"/> ~ <input type="text" value="12"/> / <input type="text" value="30"/> / <input type="text" value="2018"/>

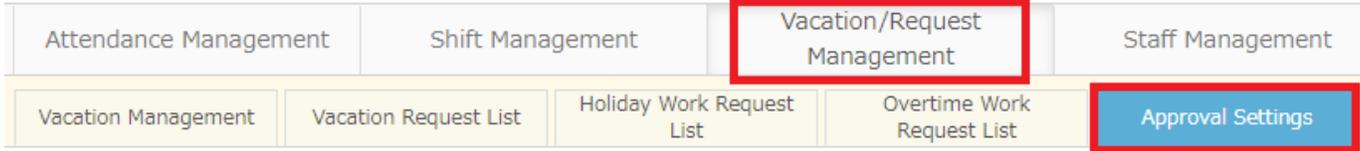


**J O B C A N**  
T H A I L A N D

## **APPROVAL SETTING**

### 13. Approval Setting

Go to *Vacation/Request Management > Approval Setting*



#### ➤ Approval Settings

Assigned Group:

Staff Category:

Flow of Approval:

Approval Setting can be set for each group or staff category. Choose group or staff category from the pull-down menu and click *Add*.

#### ➤ Approval Settings

Assigned Group:

Staff Category:

Flow of Approval:

Choose approval conditions, authorizers (up to 5 persons) from pull-down menu, then click *Update*.

Assigned Group/ Staff (Flow of Approval)	Authorizer					Also Apply to Subsidiary Groups	Edit
All/All ( Unanimous Consent (No Fixed Order) )	Executive Manage	--	--	--	--		<input type="button" value="Update"/>
SL Sales and Marketing/All ( Any Authorizer Can Approve )	David D	Executive Manage	--	--	--	<input type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>



**J O B C A N**  
T H A I L A N D

**DATA DOWNLOAD**

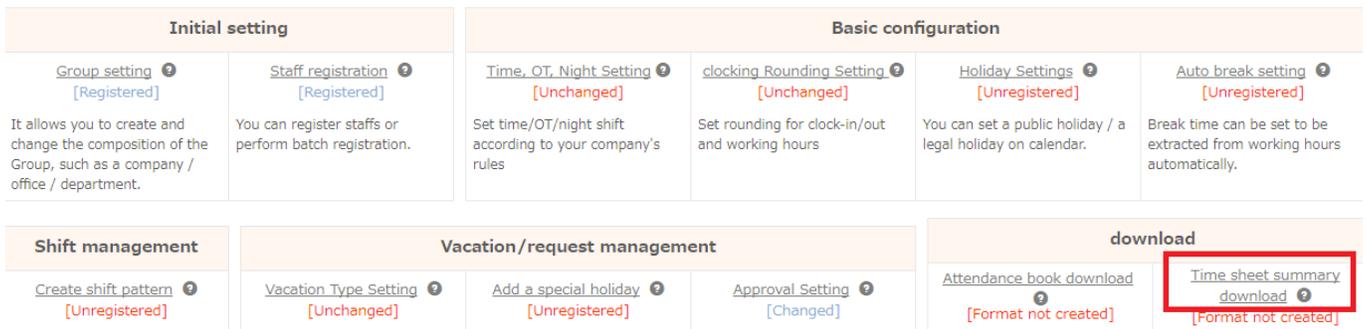
## 14. Time Sheet Summary Download

Create format for data download.

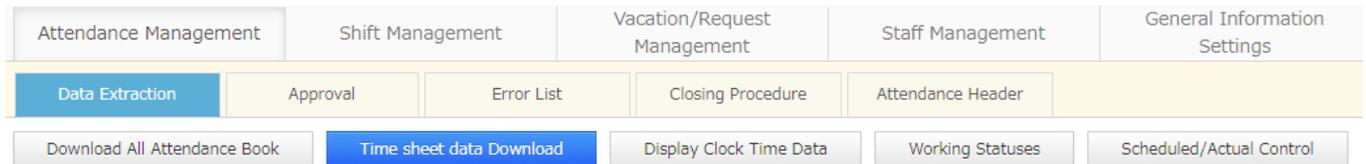
Go to *General Information Setting > Setting Complete List > Time Sheet Summary Download*



### Setting List



Click *Create New Format*



### Download Time Sheet Summary - Export format can be customized for reporting purpose or using with payroll software





## 15. Attendance Book Download

Create format for data download.

Go to *General Information Setting > Setting Complete List > Attendance Book Download*

Attendance Management	Shift Management	Vacation/Request Management	Staff Management	General Information Settings
Detail Settings	Work Regulations Settings	Option Settings	Register All	
Setting Complete List	Group Settings	Group Manager Settings	Staff Category Settings	Clock Time Revision Request Mail

➤ **Setting List**

<b>Initial setting</b>		<b>Basic configuration</b>		
<p><a href="#">Group setting</a> ⓘ [Registered]</p> <p>It allows you to create and change the composition of the Group, such as a company / office / department.</p>	<p><a href="#">Staff registration</a> ⓘ [Registered]</p> <p>You can register staffs or perform batch registration.</p>	<p><a href="#">Time, OT, Night Setting</a> ⓘ [Unchanged]</p> <p>Set time/OT/night shift according to your company's rules</p>	<p><a href="#">clocking Rounding Setting</a> ⓘ [Unchanged]</p> <p>Set rounding for clock-in/out and working hours</p>	<p><a href="#">Holiday Settings</a> ⓘ [Unregistered]</p> <p>You can set a public holiday / a legal holiday on calendar.</p>
<b>Shift management</b>	<b>Vacation/request management</b>			
<p><a href="#">Create shift pattern</a> ⓘ [Unregistered]</p>	<p><a href="#">Vacation Type Setting</a> ⓘ [Unchanged]</p>	<p><a href="#">Add a special holiday</a> ⓘ [Unregistered]</p>	<p><a href="#">Approval Setting</a> ⓘ [Changed]</p>	<p><a href="#">Attendance book download</a> ⓘ [Format not created]</p>

Click *Create New Format*

➤ **Download All Attendance Book** You can download data in attendance book by using customized export format.

Create new format

### Export Condition Setting

Export Format:  (Edit) ⓘ

Summary Method:  Export total value  Export based on clock-in/-out place

File format:  Excel  PDF

Number of sheets per file:  Person per sheet (Recommended) ⓘ  Multiple staffs (multiple sheets) ⓘ

## 15. Attendance Book Download

Fill in the information in the upper part for this format.

[▶ 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"/> Display <input type="radio"/> Do not display

Select the column from the pull-down menu.

Click *Save* to finish creating format.

Set items of the general format

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

Back
Save