# Quick Manual for Timesheet input

# 1. Flow of Registration for Timesheet

## Daily routine

**STEP1**

**Start working**

**Punch start time!**     **>>>**     **To P4**     ・How to access
・Punching operation

**lunch break**

No operation is required during work!
(However, if you want to record OOO and breaks other than lunch break, you can punch clock.)

**STEP2**

**end of business**

**Punch end time!**     **>>>**     **To P4**     ・How to access
・Punching operation

**STEP 3**

**Timesheet input!**     **>>>**     **To P6**     'Click the Day. '

(1) Time Entry > > > > P 7

(2) Code Input > > > > P 8

└ My List registration is required!     P 5

**STEP4**

**"Submit"**

The work doesn't end until you click "Submit" for 1 day !
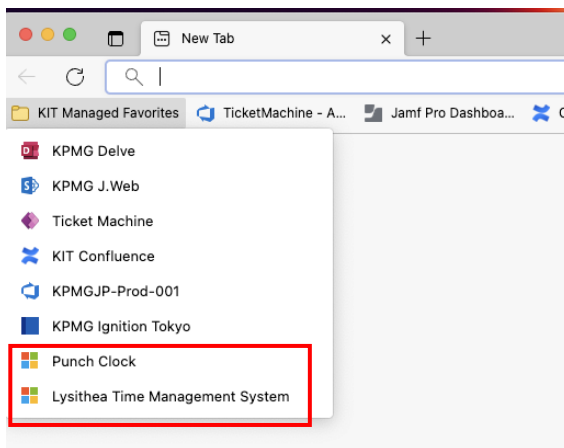Don't forget to shut down your PC after Submit!

# 2. How to access

## 1)Access from Windows PC

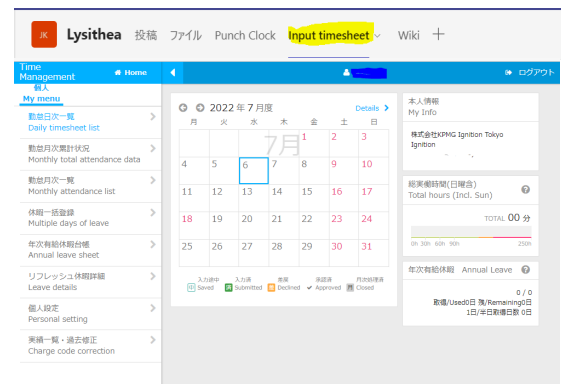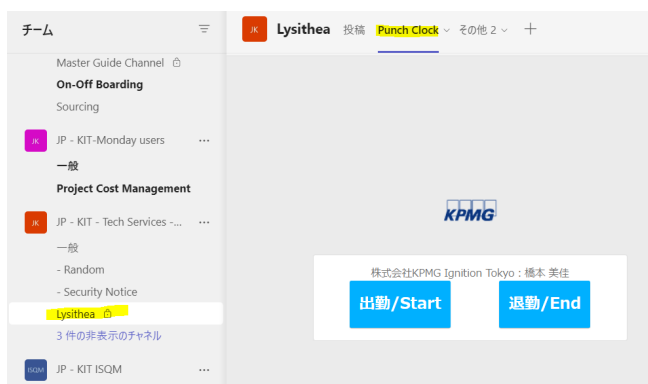There are two automatic shortcuts on the desktop of your Windows PC: Punching and timesheet.



You can access the pages from the "打刻punch" and "勤怠入力 timesheet input" icons.
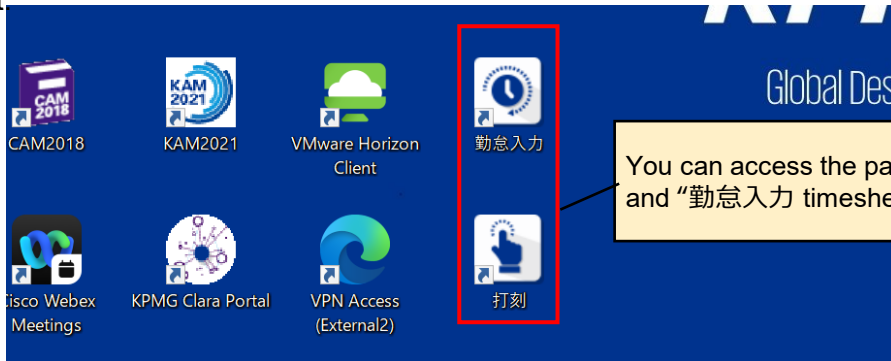
## 2)Access from Mac Book

Managed Bookmark is set!



## 3)Access from the Channels tab of the Lysithea channel in Teams
（Common for Windows PC and Mac book）

# 4)Access from iPhone

## How to download shortcuts

There is no timesheet input application for iPhone, but you can operate it from iPhone on the same screen as PC site.

However, for iPhone, shortcuts are not automatically distributed to the home screen.
Use the following methods to download shortcuts to the Home screen.

① Open the portal application.
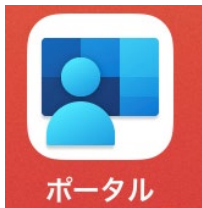
② Type "打刻" and "勤怠入力" and search.

③ Tap the displayed application.

④ Tap Install.

⑤ The icon is added to the Home screen.

# 3. Punching operation

## Punching start/ end time

**https://TimeEntry.jp.kworld.kpmg.com/LysitheaTC/saml2/authenticate/webtc-lib.IASSTORE**

Just click the Start or End button when you access the punching clock page!

**Step (1)** Just press the button when you start work or end work

株式会社KPMG Ignition Tokyo   Tarō Azusa

出勤/Start   退勤/End

株式会社KPMG Ignition Tokyo :

Details

2022/07/11 07:54
WC16I010 : 出勤を受け付けました。/出勤 accepted.

The date and time you punched is displayed.

# 4. My List Registration of Charge Code

## Only for the first time and when start to use new codes

My list registration is process of registering Eng/Int Code to be used for inputting charg code in the timesheet beforehand. You must register codes to My List when you use them in the timesheet for the first time.

**Step (1)**
Select
Personnel setting >Charge Code Registration
in the menu area

**Register My List (1) Register BD Code**

Register the BD Code of your project to your My List.

**Step (2)** BD Code is registered in the default department "24808001: Ignition".
 Enter the BD Code or Code name in the "Search" field and click the button to display the target BDCode below.
**Caution!** If you can't find the Code, please contact HR via the Lysithea channel in Teams.

**Step (3)** Select the codes you want to use from  the codes displayed in the left area, and click the "Add" button to complete registration.

**Register My List (2) Register Internal Code**

Register Internal Codes Commonly used such as training, events, and other administrative work to your My List.  Please refer to here（Dec.2022-) for the Internal Code list.

For Internal Code, select "**00000007: :KPMG Ignition Tokyo会社共通**" in "Department" field.
Enter the Code or "Internal code name" to in the search field,then enter"検索" and register the target code. *The following procedure is the same as above.
*You might see the following message, but **please ignore it**.

ご自身の所属部署外で管轄されているコードが設定されています。ご留意ください。

New Internal code (effective from Dec. 2022- )

| | |
|---|---|
| 0000010064870000 | Event/Mtg - 1 on 1 (評価面談) |
| 0000010065870000 | Event/Mtg - Other (その他のイベント・会議) |
| 0000010066870000 | General Task (その他一般業務) |
| 0000010067870000 | Recruit (リクルート) |
| 0000010068870000 | Budget (予算) |
| 0000010069870000 | Organization Management (組織管理) |
| 0000010070870000 | Evaluation (評価) |

# 5. Timesheet input (timesheet/ charge code)

## Timesheet input

**https://TimeEntry.jp.kworld.kpmg.com/Lysithea/saml2/authenticate/pc-lib.IASSTORE**

Go to the Home page and click the date you want to enter.



Click the target date to go to the Timesheet input page.

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# 5. Timesheet input (timesheet/ charge code)

## timesheet input

On the timesheet input screen, enter attendance information.

**Cancel**  **Save**  **Submit**

2022 / 7 / 8 (金)  未入力 No Input

実働時間 Working hrs **8:04**    入力時間 Total charge code hrs  --    計算 Calculation

**Step (3)** Click the Calculation button. Go to Next page

自己申告 Self report  終日休暇区分 all-day leave category

※**For only Intern** Select "**勤務日/Working days**" in "all-day leave category" field

非勤務日/Non-workir
非勤務日/Non-working days
勤務日/Working days
年次有給休暇/Annual Leave
リフレッシュ休暇/Refresh Vac

**Step (1)** Check Punch in/out and Start/End time displayed automatically and correct them manually if necessary **(input in HHMM format)**
*If you missed punching, the start and end time must be manually entered.

**Step (2)** In case you correct or manually input Start / End time in step (1), select the reason of gap from the followings

打刻 Punch  始業打刻 Punch in **09:17**  終業打刻 Punch out **19:06**

始終業との乖離事由 Reason of gap  Det

打刻漏れ Missed Punch in/out
システム障害 System failure
海外出張　Work from Oversea
Others (Need reason in notes)

始終業 Start/End time  始業時刻 Start time **0917**  終業時刻 End time **1906**

勤務区分 Work system category  **Flex time**

Confirm if your work system category is set correctly.
*Refer to <u>here</u> for the details of work system category.
Please contact HR if the displayed work system category is not correct.

その他 Others  備考 Notes

Input here only if you take a break **other than** lunch break or leaves **other than** annual leave and refresh leave.
※Refer to P10 for inputting annual leave and refresh leave.

休暇/休憩/他 Break/Leave/Other

休憩 私外  休暇/休憩/他 Break/Leave/Other  **休憩/Break**  開始時刻 Start time **1715**  終了時刻 End time **1800**  時間 Hours **0:45**

# 5. Timesheet input (timesheet/ charge code)

## Time Entry/Code Entry

Confirm the calculation result of the time entry, and then input Codes.

| 計算<br>Calculation | 法定外休出<br>WH Sat.&<br>Holidays<br>-- | 法定休出<br>WH Sundays<br>-- | 平日法定内<br>OT 7-8h |
|---|---|---|---|
| 休憩<br>Break<br>1:45 | | | |
| 法定休夜<br>Midnight<br>Sundays<br>-- | 平日法定超<br>OT 8h over<br>Weekday<br>0:04 | 代休権時間<br>Eligible TO in<br>Lieu<br>-- | |

**Step (4)** Check the calculation results
< Check Point! >
Is the lunch break calculated automatically
(12: 00 -13: 00 is automatically calculated as a lunch break)
If you work more than 6 hours, you must take an 1 hour of break during work.
*Refer to the detailed manual for explanation of calculation result items.

In this example, total hours of the automatically calculated 1 hour of lunch break and manually input 45 minutes of break is displayed.

Select Eng/Int Code and enter the number of hours in the appropriate Task Code.

You can also access the 4. My List Registration of Charge Code page from this link.
**Caution!** Please click "Save" button at the top of the page for temporary save of the timesheet information before clicking this link as the information entered in the timesheet will be reset when you click this link"マイリスト登録".

マイリスト登録

**Step (5)** Select Eng/Int Code from the pulldown

**Step (7)** Confirm that "差分時間"the difference hours is 0 hours

差分時間 **0:00**   作業時間 / Hours **8:04**

| 工数入力<br>Code input | Engagement Code / Internal Code<br>Charge code | Task Code | 作業時間 / Hours |
|---|---|---|---|
| | KJ&_GE_SWA_P_COM_DCS Modern Dat ⌄ | 🔍 | 0704 🧽 |
| | D1_Event/Meeting-All hands (KIT全体会 ⌄ | 🔍 | 0100 🧽 |

Codes does not appear in the pulldown unless you complete "4. My List Registration of Charge Code".

Press the eraser button to clear the Hours.

**Caution!**
In the case of Internal Code, you cannot enter the time directly here, so enter the work time from the magnifying glass icon.

### タスクコード選択/Select task code ✕

| | 絞り込み/Narrowing | 作業時間<br>Charged hours | Information |
|---|---|---|---|
| ☑ | Internal\|\| | 0100 | |

0000001671820000  D1_Training-<br>Mandatory ELMS (必須ELMS研修)   **OK**   全表示<br>Display all
チェックのみ表示<br>Display only checked tasks   作業時間<br>Charged hours  0100

**Step (6)** Click the magnifying glass icon and select the appropriate Eng/Int Code.
Enter the number of hours in "Charged hours"
To leave a note, enter it in Information.
Click OK button.

# 5. Timesheet input (timesheet/ charge code)

## Timesheet input

When you finish entering the timesheet information and man-hour information, you apply and finish.



**Step (8)** Click the "Submit" button once you have input your timesheet and Code for submitting.

If the submission completes successfully, "Submitted" is displayed.
If there is an input error, an error message appears.

# 6. Timesheet input (Annual / Refresh leave)

Input the annual paid leave (full / half day) and refresh leave from the "all-day leave category".



© **○ ○** 2022 / 7 / 11 (月) | 未入力 No Input

実働時間 Working hrs **5:00**    入力時間 Total charge code hrs **--**    圃 計算 Calculation

自己申告 Self report 終日休暇区分 all-day leave category

半休(PM)/Annual Lea ∨

**Step (3)** Click "Submit" button

**Step (1)** Select the appropriate leave from the "all-day leave category"

参考情報 入館ログ 退館ログ

**Step (2)** **Only when taking a half-day leave** Input Start and End time and Code

打刻 Punch | 始業打刻 Punch in | 終業打刻 Punch out | 始終業との乖離事由 Reason of gap
-- | -- | Others (Need reas ∨

始終業 Start/End time | 始業時刻 Start time **0700** | 終業時刻 End time **1200** | 勤務区分 Work system category **Flex time**

その他 Others | 備考 Notes: Adjust Working hour after 1200

**Caution!**
According to the system's specifications, 12: 00 -13: 00 is automatically calculated as a break time even in the case of taking a half-day leave, so if you work at 12: 00 -13: 00, shift the start or end time forward or backward by that minutes, select "Others" in the "Reason of gap", and input text to "Notes" in "Others" area.

Also, if you're a Flex time worker, need to adjust time as below
-If you take a morning off and start working before 13:00 → Delay the end time by the number of hours from the time starting work to 13:00.
-If you take an afternoon off and end working after 13:00 → Move forward the start time by the number of hours from 12:00 to the time finishing work.

差分時間 **0:00**    作業時間 / Hours **5:00**

工数入力 Code input | Engagement Code / Internal Code Charge code: KJ&_GE_SWA_P_COM_DCS Modern Dat ∨ | Task Code ⊕ | 作業時間 / Hours **0500**

# TIPS (1) How to check punched time

You can check the punching time in case of multiple punching.
You can use it to record the time of OOO or breaks other than lunch break.



If you click Details, you can check all the punched times.

# TIPS (2) How to input during overseas work

## (1)How punching and timesheet input works outside Japan

Punching
　　・Even if the punching is done from abroad, the punching is recorded in Japan time(JST).
　　・In other words, it is not registered at the local time, so it cannot be punched correctly.
　　・However, if you do not punch time, a pop-up alert appear. (Only for Windows users)

　Timesheet input
　　・You can input timesheet from abroad as usual.
　　・However, if there is a time difference of -17 hours or more, a pop-up alert of unsubmitted
　　　　　appears (Only for Windows users)

## (2)How to adjust

　Both punching and timesheet input should be conducted as usual.
　　　Punching:As usual (to avoid pop-up alerts)
　　　Timesheet input:Modify to local time
　　　　　　　　　　Because the punching time is not recorded correctly, incorrect time is also
　　　　　　　　　　input in the start and end time automatically, so you need to modify them to
　　　　　　　　　　the local start and end time.
　　　　　　　　　　Select "Work from oversea" as reason of gap

**Caution! (Only for Windows users)**
*Only if the time difference is -17 hours or more, an unsubmitted pop-up alert will appear even
during the working hour in local time. So please close the alert display each time.



Punched in Japan time

打刻 Punch — 始業打刻 Punch in 14:23 — 終業打刻 Punch out 23:56 — 始終業との乖離事由 Reason of gap — 海外出張 Work frc ▾ — Details

始終業 Start/End time — 始業時刻 Start time 0623 — 終業時刻 End time 1556 — 勤務区分

**Step(1)** Correct Start and End time to local time

**Step(2)** Select "Work from Oversea" for Reason of gap

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