

Log-in

<https://tc.e-staffing.ne.jp/>

Enter Company ID, User ID, and Password, and then click

English Login

The screenshot shows the login form with the following fields and buttons:

- 企業ID (Company ID):** 所属する派遣会社 (派遣元) の企業ID
- ユーザID (User ID):** 所属する派遣会社 (派遣元) のスタッフコード
- パスワード (Password):** パスワード (半角)
- Buttons:** 日本語ログイン, English Login, and a link for パスワードをお忘れの方 (Forgot your password).

..... Company ID of your Agency

..... Staff Code of your Agency

..... The initial Password is the same as your User ID

If you don't know Company ID, User ID, or Password, ask your Agency.

! If you cannot log-in

- 1 Click "Forgot my password."
- 2 Enter Company ID, User ID, Registered E-mail Address, and Verification Code.
- 3 Click [Send].
- 4 You will receive an e-mail with a link from which you can register a new password.

※ If you have not registered your e-mail address, contact your Agency.

The screenshot shows the 'パスワードを再設定するユーザアカウント情報' (User account information for password reset) page. It includes fields for 企業ID, ユーザID, 登録済みメールアドレス, and 本人確認番号. Below the fields are links for '+ 本人確認番号について', '+ パスワード再設定の流れ', '+ ユーザ情報 (企業ID/ユーザID/メールアドレス) を忘れてしまった場合', and '+ 補足事項'. A '送信する' (Send) button is highlighted with a green box.

! When you log-in for the first time

- ※ After log-in, register your Password and E-mail address at this window.
- ※ Register your e-mail address to which you have access from the personal computer that you use for recording your attendance.

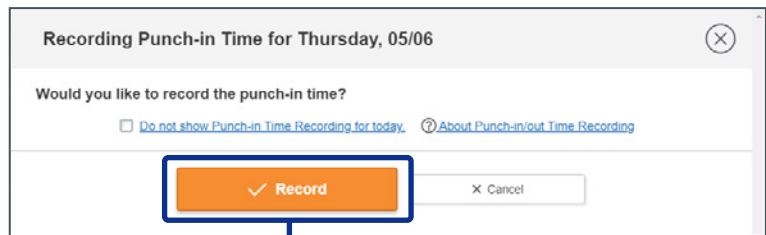
※ After entering all items, click [Complete Registration].

The screenshot shows the 'パスワード本登録' (Initial password registration) and 'メールアドレス登録' (E-mail address registration) sections. The password section has fields for 現在のパスワード, 新しいパスワード, and 新しいパスワード(確認). The email section has fields for 現在のメールアドレス, 新しいメールアドレス, and 新しいメールアドレス(確認). A '決定を完了する' (Complete registration) button is highlighted with a green box.

Punch-IN

- 1 After you log-in, punch-IN registration window will appear.

If you have multiple contracts, the window will appear after you select the subject contract.



- 2 Click 

Click the button, and you can register your Punch-IN time.

- !** Punch-IN function is optional for each workplace (Client) setting. If this window does not appear, you do not have to register your Punch-IN.

Submit your Attendance for Approval (Everyday)

- 1 Select applicable class.

Auto input of regular hours.

- 2 Select applicable workplace.

Your Agency can select whether or not to indicate workplace and what workplaces are selectable. Workplace is not shown if your Agency decided so.

- 3 Enter your IN/OUT, and off hours.

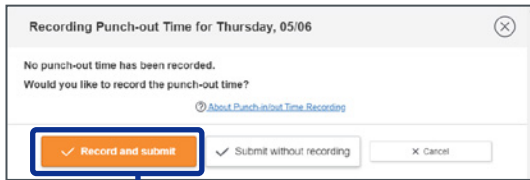
Send e-mail to Approver

Check here before submitting to send an e-mail to your Approver.

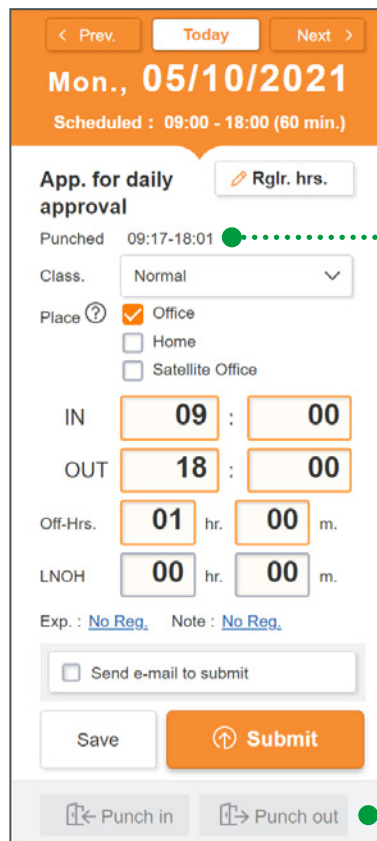
- 4 After entering, click 

Punch-OUT

1 After submitting your attendance for Daily Approval, punch-IN registration window will appear.

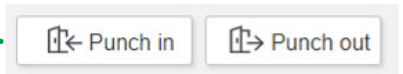


2 Click **Record and submit**
Click the button, and you can register your Punch-OUT time.



Punch-OUT time will be shown.

Punch-OUT time once recorded will not be correctible.



You can Punch-IN/OUT from these buttons.

You can Punch-IN/OUT just once for each.

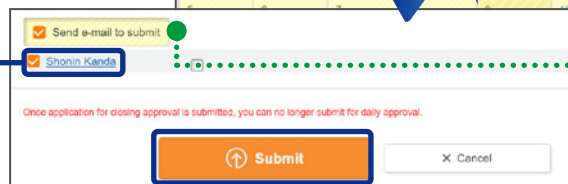
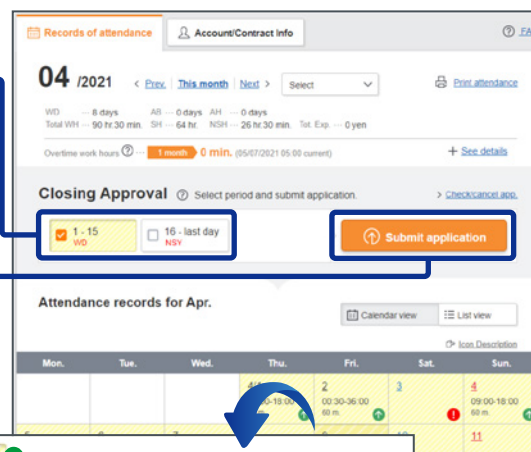
Submit your Attendance for Closing Approval (on Closing Day)

1 Select subject period.

2 Click **Submit application**

3 Select your Approver.

4 Click **Submit**



Send e-mail to Approver

Check here before submitting your attendance for approval to send an e-mail to your Approver.

Submit your Expenses

1 Click **No Reg.**

2 Enter your Expenses.

3 Click **Register**

! Expenses function is optional for each workplace (client) setting. If Exp does not appear, you do not have to enter your Expenses. If the expense is not displayed, please check with your agency about how to settle your expenses.

Submit your Expenses attachment

1 Click **Expenses attachment**

2 Click **Upload** and select the file.

3 Click **Register**

! Expenses attachment function is optional for each workplace (client) setting. If Expenses attachment does not appear, you do not have to submit your Expenses attachment.

Support Center

☎ 0120-288-187

✉ support@e-staffing.co.jp

📄 For FAQ: <https://faq.e-staffing.co.jp/>

HOURS 9: 00 to 19: 00, Monday to Friday

excluding National Holidays and New Year Holidays

- ※ Please have your Company ID and User ID ready before making inquiries.
- ※ Depending on your phone environment, this number may be inaccessible from IP phones. Please call 0285-26-5012.

If you cannot resolve a trouble by Quick Reference or FAQ, please call Support Center. Support Center services are available only in Japanese. We apologize for your inconvenience.