Log-in   **https://e-timecard.ne.jp/s/**

At the Log-In window for e-TimeCard, enter "❶ Company ID," "❷ User ID," "❸ Password," and click [Log-in].

※ Company ID is the company ID of your Agency (Dispatching Company) to which you belong.
※ User ID is your Staff Code.
※ The initial password is the same as your User ID.
※ If the Company ID, User ID, or Password is unknown, contact your Agency (Dispatching Company). The support center is unable to assist you with them.

Change Password

Enter "Current Password" (the initial password is the same as your User ID), "New Password," and "New Password (for confirmation)" in ❶ and click [Update].

※ At the same time, you can register your PC e-mail address in ❷.
※ E-mail address registration is optional.

Register your Approver

At the setting, if your e-mail domain (e-mail address following "@") is not displayed in the pull-down, check if the domain is registered with your Agency.

❶ Enter your User ID (= Company e-mail address of your Approver), and then click [Confirm].
❷ If you User ID has been properly registered, your name will be displayed.

　※ If your name is not displayed, contact your Approver to ask:
　　・if the entered e-mail address of the Approver is correct; and
　　・if the ID of the Approver has been properly registered.

❸ After entering and checking all information on your Approver, click [Register].

※ If this window is not displayed, your Approver has already been set, so skip this process and proceed to the next step.

※ If you would like to jump to the Attendance Input window without setting Approver, click ❹.

Register/Change your e-mail Address

❶ Click a tab "Edit profile".
❷ Enter your e-mail address in "New PC e-mail address" and "New PC e-mail address (confirmation)."
❸ Click [Update PCMail].

※ If your e-mail address is registered, you will be able to receive a notice of application from your Approver and Agency, and you can reset your forgotten password.
※ If you register your mobile phone address, you cannot reset your forgotten password.

Log-in

https://e-timecard.ne.jp/s/

Enter the "Company ID," "User ID," and "Password" in e-TimeCard log-in window, and click [Log-in].
※ If you forgot your password, access "I can't log-in" page and reset your password, or ask your Agency to "initialize password."

Input & Submit for Daily Approval

Input in accordance with the instructions from your Agency.

⚠ **IN**

❶ Start Time:Click [Regular Hours] or [Non-Regular Hours]※ and input hours.
❷ If you select [Non-Regular Hours], click [Save Temporarily].

　※If you forget to click [Save Temporarily], your input data will be lost.

⚠ **OUT**

❸ End Time:Click [Regular Hours] or [Non-Regular Hours]※ and input hours.
❹ Class: Select applicable class.
❺ Workplace: Select applicable workplace.
　 Your Agency can select whether or not to indicate workplace.
　 Workplace is not shown if your Agency decided so.
❻ Off hours: Input off-hours in minutes.
❼ Late-night off hours: Input off-hours (22:00-5:00 next day) in minutes.
❽ Input "Remarks," "Transportation," and "Other expenses" as necessary.
❾ Click [Submit].

※After clicking [Submit], the following "Closing Approval" window will appear where you can check your application submission status. Be sure to submit your application for closing approval ONLY on the closing day.
※If you select [Regular Hours], preset hours will be shown. You can change them as needed. If you select [Non-Regular Hours], input hours in 4 digits.
※You do not have to submit application for your holidays under contract.

※ If Approver is not registered, register your Approver at "❿ Approver" and then proceed to submit for approval.
※If you have multiple contracts, "Basic Information Selection" window will appear after you log-in. Click [Daily Attendance] of the period which you would like to input.

Submit for Closing Approval

On the closing day, submit your application for closing approval after completing necessary daily applications.

❶ Click [Submit for Closing Approval] to complete your submission.
❷ Select Approvers and click [Send e-mail] to send e-mails to them requesting closing approval.

※❸ [Previous Attendances] at the "Closing Approval" window. If previous attendances are not shown, select [Select Basic Information] tab and click "Closing Attendance" that includes the subject period.

※❹ " Locked by Agency" will appear if attendance is download-locked by your Agency after Closing Approval.

Correct your input data

⚠ **Correct before submitting for "Closing Approval"**

Check status at "Closing Approval" window and correct if necessary.

■ **If the status is "❶ Submitted"**
　Click [Withdraw], correct, and [Resubmit].

■ **If the status is "❷ Approved"**
　Ask your Approver to [Cancel application]. After daily approvals are canceled, [Resubmit].

※ ❸ Click **[Clear]** to clear the data input for the day.

⚠ **Correct after submitting for "Closing Approval"**

■ **If "Application for Closing Approval" is "Submitted"**
　Click [Cancel of closing application] and request your Approver to "Cancel Daily Approvals" of the subject day. After approvals are canceled, correct, and resubmit "Daily Application" and "Closing Application."

■ **If "Application for Closing Approval" is "Approved"**
Ask your Approver to "Cancel Closing Approval" and "Cancel Daily Approval." After approvals are canceled, correct data and resubmit "Daily Application" and "Closing Application."

※If "Locked by Agency," you need to ask your Agency to unlock.