Log-in

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

Access the above address or scan the QR code with your mobile phone's bar code reader.
※QR Code is a registered trademark of Denso Wave Incorporated.

Enter the "❶Company ID," "❷User ID," and "❸Password" in e-TimeCard log-in window, and select [[1] Log-in].

※If you forgot your password, access "※Forgot my password" or "Account is locked" page and reset your password, or ask your Agency to initialize password.

※Do not use "Back," "Forward," "←," "→," buttons of the browser.

Input & Submit for Daily Approval

Input in accordance with the instructions from your Agency.

❶ Select the subject period.
❷ Select [[1] Input Daily Attendance].
❸ Class: Select applicable class.
❹ Workplace: Select applicable workplace. Your Agency can select whether or not to indicate workplace. Workplace is not shown if your Agency decided so.
❺ Start: Input your start time.
❻ End: Input your end time.
❼ Off hours: Input off-hours in minutes.
❽ Late-night off hours: Input off-hours (22:00-5:00 next day) in minutes.
❾ Remarks and Expenses: Input as necessary.
❿ Select [[3] Submit].

※ If you select [[1] Regular Hours], preset hours will be shown.

※ You can also select [[2] Submit for Closing Approval (Browse Attendances)] and select dates at [Closing Approval] window and submit for Daily Approvals.

Submit for Closing Approval

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

❶ Select [[2] Submit for Closing Approvals (Browse Attendance)] from the Menu window.
❷ If you would like to send e-mails to your Approver to request closing approval, check [Send e-mails to request closing approvals].
❸ Click [[3] Submit for Closing Approval] to complete your submission.
❹ If you checked [Send e-mails to request closing approvals], select Approvers and then [Send].

Support Center

📞 **0800-919-1104**

✉ **support@e-timecard.ne.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 0285-37-8550.

Correct your input data


◯ Correct before submitting for "Closing Approval"

❶ Select [[2] Submit for Closing Approvals (Browse Attendance)] from the Menu window.

❷ Select a subject date link which you would like to correct.

❸ If the subject data is not yet approved, select [[3] Cancel application].

❹ Correct the data at [Input your Attendance] window, and select [[3] Resubmit].

※If the status is "Approved," ask your Approver to "Cancel Daily Approval."
After approvals are canceled, you can correct data.

◯ Correct after submitting for "Closing Approval"

❺ Select [[2] Submit for Closing Approvals (Browse Attendance)] from the Menu window.

❻ If the subject data has already been submitted but yet to be approved, select [[3] Cancel of closing application] and ask your Approver to "Cancel Daily Approval" with regard to the subject data.

❼ After approval is canceled, select a subject date link which you would like to correct, and select [[3] Closing Resubmission] to [Submit for Daily Approval] and [Submit for Closing Approval] again.

※If the status is "Approved," ask your Approver to "Cancel Closing Approval."
After approvals are canceled, you can correct data.
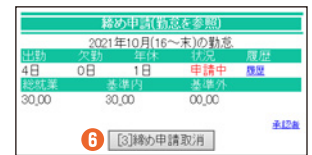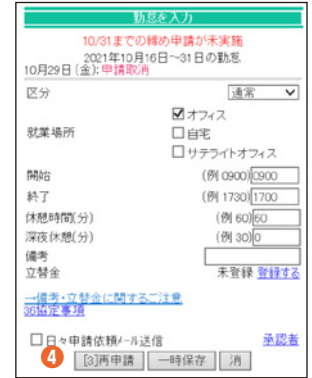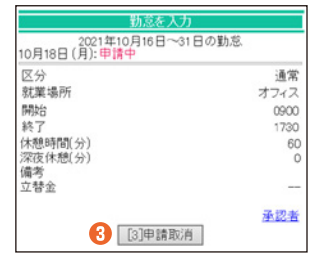
Change Setting

◯ Change Password

❶ Select "Change Password" from the Menu window.

❷ Enter "Current Password," "New Password," and "New Password (for confirmation)" and select [[1] Update].

◯ Register/Change your Mobile E-mail Address

❸ Select "Register/Change e-mail Address" from the Menu window.

❹ Enter "New Mobile E-mail Address"and "New Mobile E-mail Address (for confirmation)" and select [[1] Update].

※If your e-mail address is registered, you can reset your forgotten password.