

Log-in

https://portal.e-staffing.ne.jp/

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



Client 日本語 English

e-staffing Log-in

Company ID
 Company ID of the Company you belong to

User ID
 User ID of the Company you belong to

Password
 The initial Password is the same as your User ID

save Login ID

[Forgot my password](#)

Click to display in English

※ If you have been using WebTimeCard, enter the same ID and Password you have been using.

※ If you don't know Company ID, User ID, or Password, ask the department of your company in charge of the system.

! When you cannot log-in

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

User Info for which a new password is set

Company ID

User ID

Registered e-mail address

Set your own verification code of a 4-digit number.

4 one-byte number

— About your own verification code of a 4-digit number

About your own verification code of a 4-digit number
 Create and enter your verification code of a 4-digit number. You will be required to enter the verification code when registering a new password.
 *Remember the verification code until completing the new password registration.
 If you forget your verification code, start over from this screen.

+ Password Change Steps

+ If you forgot your user information (Company ID, User ID, e-mail address)...

+ Additional Information

! When you log-in for the first time

- 1 After log-in, register your Password at this screen.
- 2 After entering all items, click

Registration of Password.

The password you entered to access this page is a temporary one. Register a new password. Be sure to store your password and not to lose it.

Current Password

New Password

4-16 characters

New password (confirmation)


Show the password

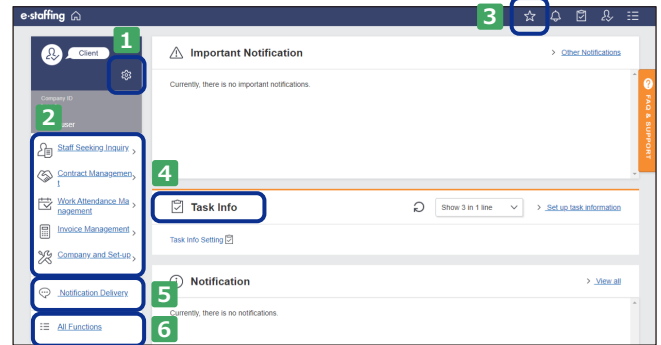
— Note

- You cannot use the same character throughout the entirety.
- You cannot use Company ID or User ID as your password.
- You cannot use your personal information (your phone/fax number, your name) as your password.
- You cannot reuse your current password.

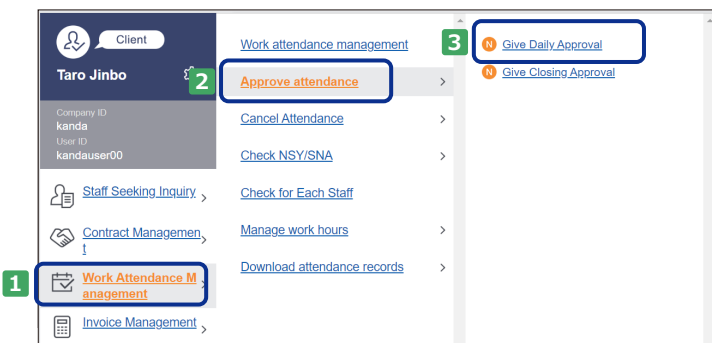
※ You can change your password from "User Info" page after log-in, but you will need the password to change it.


Portal Site

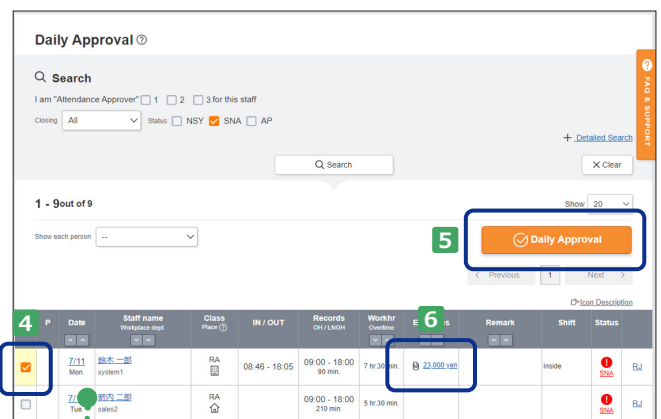
- 1 You can check/change User information from .
- 2 **Function Menu**
Click the function that you would like to use and move to that function.
- 3 **Favorite**
Save as your "Favorite" for easy access to the pages.
- 4 **Task Information**
Save the tasks that you frequently use. You can easily access the status check and working pages.
- 5 **Notification Delivery**
You can send notifications to the internal users.
- 6 You can use each of these functions from "All Functions."



Approve Daily Attendances




- 1 Select "Work Attendance Management."
- 2 Select "Approve Attendance."
- 3 Select "Give Daily Approval."
- 4 "Check the box" next to Daily Approval List.
- 5 Click  to complete.



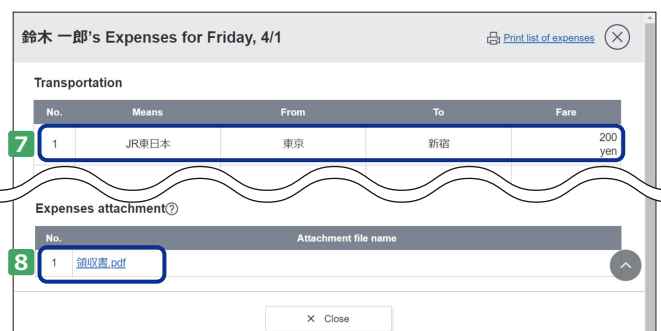
Click any date to check the details of that day. Click Staff name to check the approval status for the subject period in a calendar format.

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

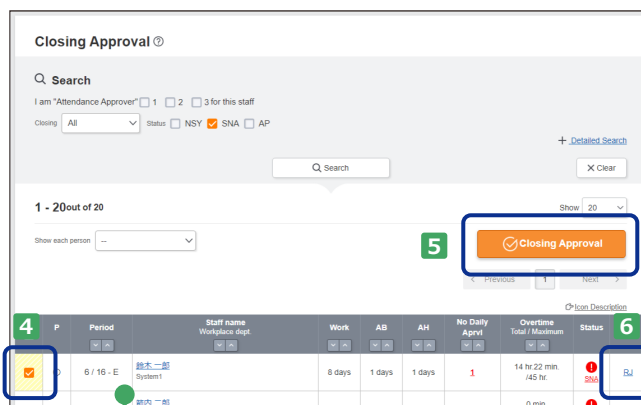
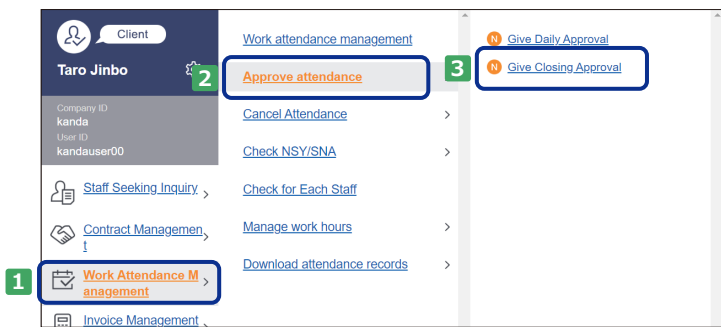
! When you want to check the Expenses

- 6 Click the amount of Expenses.
If you have attachments, it will be marked with .
- 7 Check the details of the Expenses.
- 8 Click the file name to open the attached file.

In order to use the Expenses and Expenses attachment functions, e-staffing department in charge must request.



Give Closing Approval



1 Select "Work Attendance Management."

2 Select "Approve Attendance."

3 Select "Give Closing Approval."

If "Daily Approvals" have not been completed, then "Closing Approval" cannot be given.

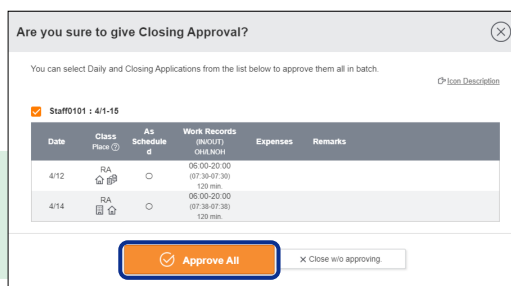
4 "Check the box" next to Closing Approval List.

5 Click to complete.

6 You can return the application to Staff by clicking "Reject" from Closing Approval List.

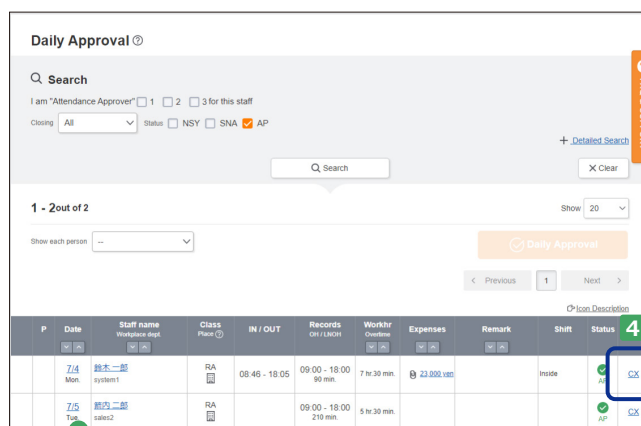
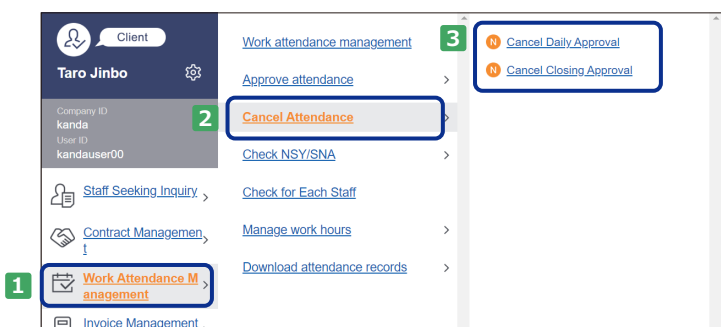
You can enter comments so that Staff can review the reason for rejection.

If there is any data that have not been given Daily Approval, the right window will appear after clicking . Select the subject data and click to complete Daily and Closing Approvals.



Click Staff name to check the approval status for the subject period in a calendar format.

Cancel Daily/Closing Approvals



1 Select "Work Attendance Management."

2 Select "Cancel Attendance."

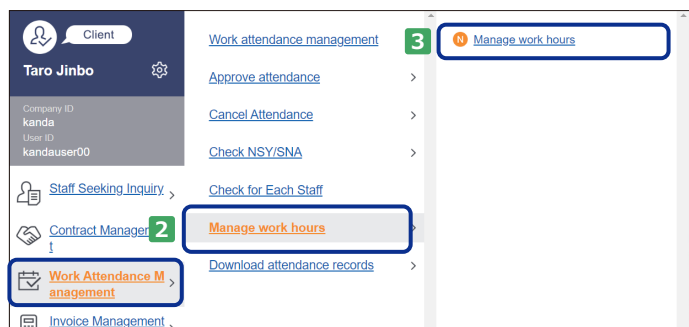
3 Select "Cancel Daily Approval" or "Cancel Closing Approval."

4 Click [CX] of the subject day in Daily Approval List or Closing Approval List to complete.

Click any date to check the details of that day. Click Staff name to check the approval status for the subject period in a calendar format.

Once you cancel approval, the subject Staff will be able to correct his/her attendances.

Check 36 Kyotei

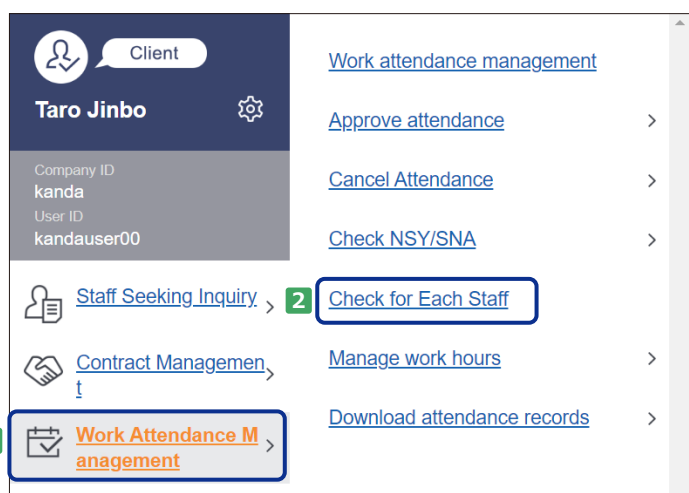


- 1 Select "Work Attendance Management."
- 2 Select "Manege work hours"
- 3 Select "Manege work hours" and check compliance.

Staff	Workplace	Aggregate period	Overtime Average work hours / Maximum	Statutory holiday Average work hours	Overtime + Statutory holiday / Maximum	Remaining hours of this month	Hours remaining to the maximum	SP Applied	SP App. Stat.
鈴木 一郎 staff001	Shinagawa Office system1	2022/07/01 - 2022/07/31	36 hr / 40 hr	0 min	36 hr	Remains 4 hr	Remains 4 hr	0 times / 5 times	Application
鈴木 二郎 staff002	Tokyo Office sales2	2022/07/01 - 2022/07/31	20 hr / 40 hr	0 min	20 hr	Remains 20 hr	Remains 20 hr	0 times / 5 times	Application

You can check the total work hours for each Staff and "36 Kyotei" for each Agency to which Staff belong .

Browse Work Attendance



- 1 Select "Work Attendance Management."
- 2 Select "Check for Each staff." and check attendances.

P	Staff code	Staff name	Workplace	dept.	Agency	Term	Contract No.
	staff001	鈴木 一郎	Shinagawa Office	system1	mastercompany	2022/04/01 - 2023/04/01	C102063182-002
	staff002	鈴木 二郎	Tokyo Office	system1	mastercompany	2022/04/01 - 2023/04/01	C102063183-002

You can set search conditions and check the subject Staff's attendances.

Support Center

0120-288-187

support@e-staffing.co.jp

※Support Center is a separate company from Agency.

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.

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