

Log-in


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

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

Log-in


The screenshot shows the e-staffing Log-in page. At the top, there is a 'Client' tab and language options for '日本語' and 'English'. The main heading is 'e-staffing Log-in'. Below this, there are three input fields: 'Company ID', 'User ID', and 'Password (one-byte letters and numbers)'. A 'save Login ID' checkbox is located below the password field. A large orange 'Log-in' button is at the bottom, with a 'Forgot my password' link below it. Annotations include: a green box pointing to the 'English' link with the text 'Click to display in English'; dotted lines connecting the input fields to their respective labels: 'Company ID of the Company you belong to', 'User ID of the Company you belong to', and 'The initial Password is the same as your User ID'; and a green box with instructions: '※If you have been using WebTimeCard, enter the same ID and Password you have been using.' and '※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.


The screenshot shows the 'User Info for which a new password is set' form. It contains input fields for 'Company ID', 'User ID', and 'Registered e-mail address'. Below these is a field for 'set your own verification code of a 4-digit number' with a note '4 one-byte number'. There is a link 'About your own verification code of a 4-digit number'. Below the form, there are links for 'Password Change Steps', 'If you forgot your user information (Company ID, User ID, e-mail address)', and 'Additional Information'. At the bottom, there is a 'Send' button and a 'Cancel' button.

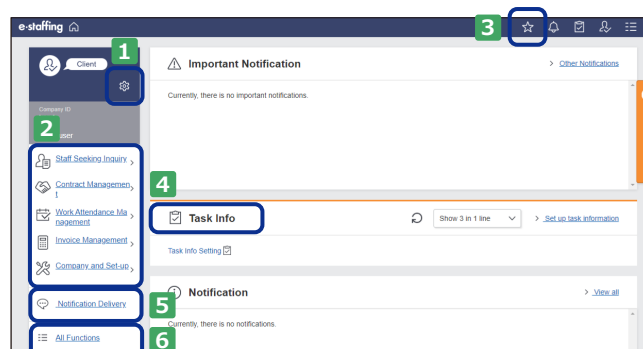
! When you log-in for the first time

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

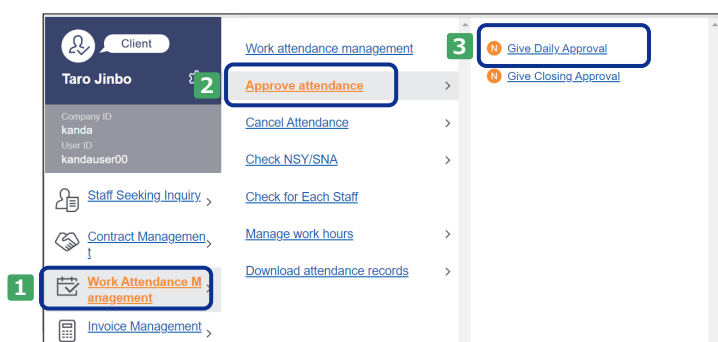
The screenshot shows the 'Registration of Password' form. It includes a note: 'The password you entered to access this page is a temporary one. Register a new password. Be sure to store your password and not to lose it.' There are input fields for 'Current Password', 'New Password', and 'New password (confirmation)'. A 'Show the password' checkbox is located below the confirmation field. A 'Note' section contains several bullet points: '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.', and 'You cannot reuse your current password.' At the bottom, there is a 'Complete Registration' button.


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."

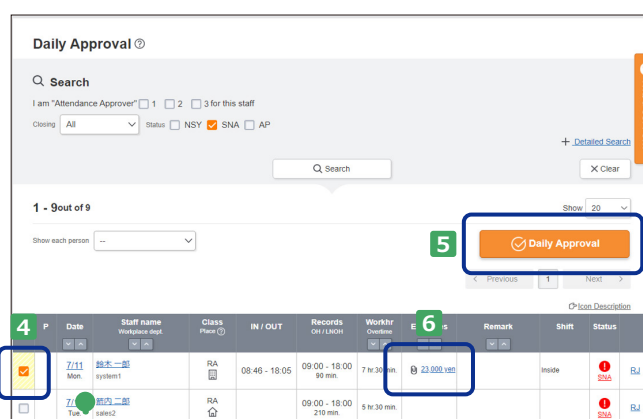


Approve Daily Attendances




- 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.

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

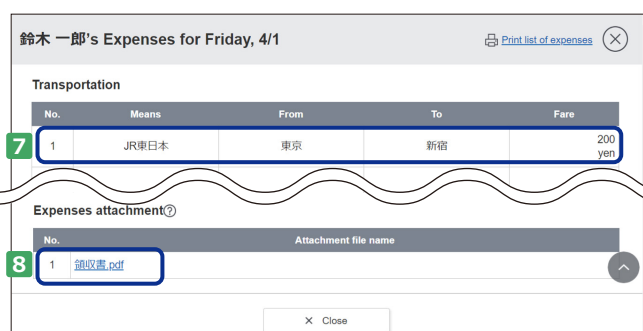


Click any date to check the details of that day. Click Staff name to check the approval status for the subject period in a calendar format.

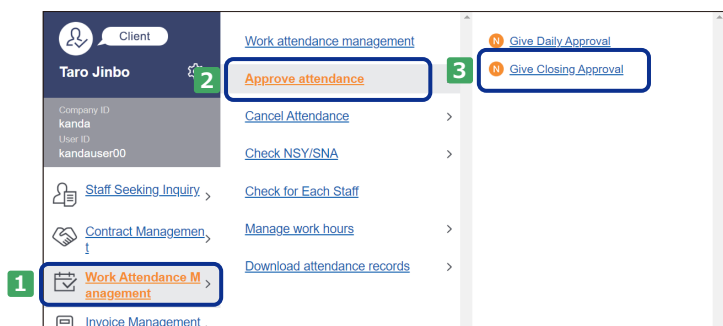
! When you want to check the Expenses

- 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.

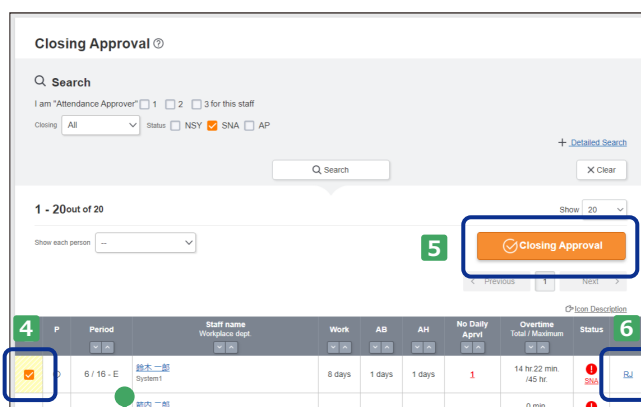
4 "Check the box" next to Closing Approval List.

5 Click to complete.

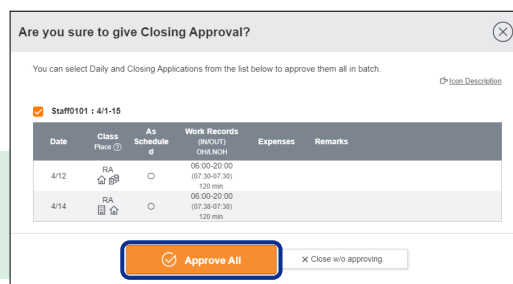
6 You can return the application to Staff by clicking "Reject" from Closing Approval List.

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

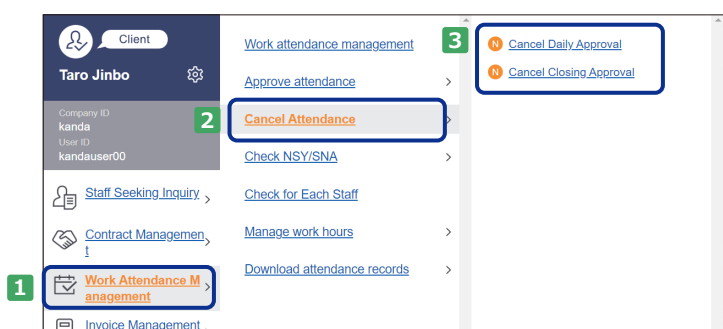
If there is any data that have not been given Daily Approval, the right window will appear after clicking . Select the subject data and click to complete Daily and Closing Approvals.



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



Cancel Daily/Closing Approvals



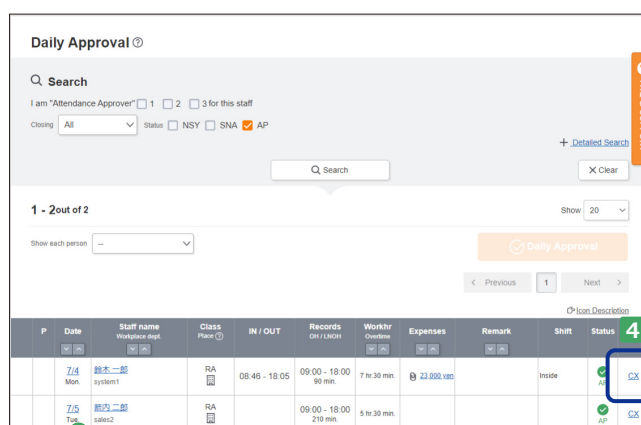
1 Select "Work Attendance Management."

2 Select "Cancel Attendance."

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

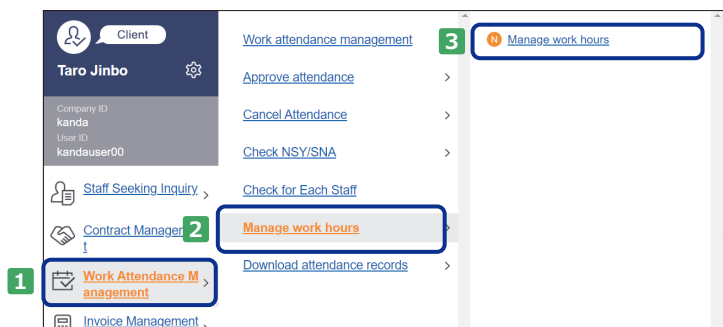
4 Click [CX] of the subject day in Daily Approval List or Closing Approval List to complete.

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



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.

Check 36 Kyotei

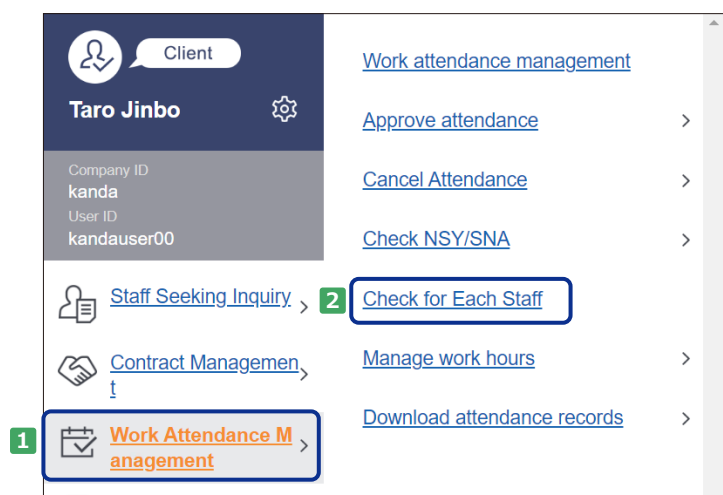


- 1 Select "Work Attendance Management."
- 2 Select "Manege work hours"
- 3 Select "Manege work hours" and check compliance.

The screenshot shows a summary page for checking 36 Kyotei compliance. It includes a table with columns for Staff, Workplace, Aggregate period, Overtime Average work hours / Maximum, Statutory holiday Average work hours / Maximum, Overtime + Statutory holiday Average work hours / Maximum, Remaining hours of this month, Hours remaining to the maximum, SP Applied, and SP App. Stat. The table shows data for two staff members: staff0001 and staff0002.

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.

The screenshot shows a search page for attendance. It includes a search bar with filters for Workplace, Month, Agency, and Staff. Below the search bar is a table with columns for Staff code, Staff name, Workplace, dept., Agency, Term, and Contract No. The table shows data for two staff members: staff0001 and staff0002.

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://faq.e-staffing.co.jp/>