

# Log-in

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



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.

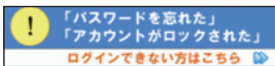
Enter "① Company ID," "② User ID," and "③ Password" at "e-staffing Web Time Card" log-in window, and select ④ **Login**.

## ○ When you cannot log-in

At your first log-in or if you cannot log-in and are in trouble, check "⑥ When you log-in for the first time" or "⑦ I can't log-in."

## ○ If you forgot your password

⑤ Select "I forgot my password" or "Account is locked."



Enter Company ID, User ID, registered e-mail address, and your verification code, and then click [Send]. You will receive an e-mail with a link to a password resetting page.

# Daily Approvals

- ① Review the details of the dates subject for approval, and check the boxes of approval column.
- ② Click **Approve**. "Approval Completed" message will be shown and approval is completed.

■ If subject case is not shown, select "All" from the pull-down menu of ③ Approver: primary approval cases.

※ ④ You can return the application to Staff by clicking **Reject**. You can enter comments so that Staff can review the reason for rejection.

## ○ When you want to check the Advance

- ⑤ Click  in the "Advance" column. If you have attachments, it will be marked with .
- ⑥ Check the details of the Advance.
- ⑦ Click the file name to open the attached file.

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

# Closing Approvals

On each time-card closing date (2 closings: 15th and the last day; 3 closings: 15th, 20th, and the last day), <Closing Approval> is necessary as the final approval for each period.

- 1 Review the details of the dates subject for approval, and check the boxes of approval column.
- 2 Click **Approve**. "Approval Completed" message will be shown and approval is completed.

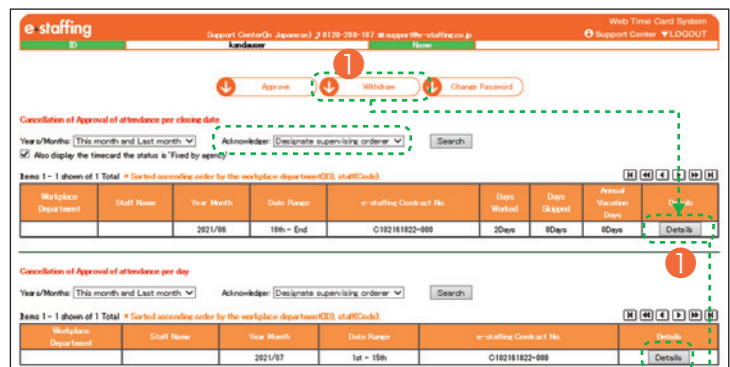
- If subject case is not shown, select "All" from the pull-down menu of 3 Approver: primary approval cases.
- ※ If daily approval is not completed, check boxes will not be shown, and you cannot proceed to closing approval.
- ※ 4 You can return the application to Staff by clicking **Reject**.  
You can enter comments so that Staff can review the reason for rejection.



# Cancel Approvals

## ○ Cancel Closing Approvals

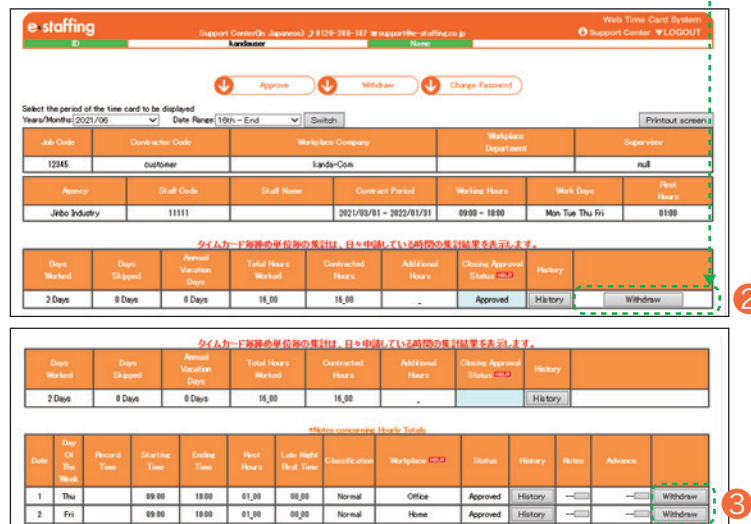
- 1 Click **Withdraw** and then **Details** of the data for which you would like to cancel approval.
- 2 Click **Withdraw** of the subject data to cancel approval.



## ○ Cancel Daily Approvals

- 3 Click **Withdraw** of the date for which you would like to cancel approval.

- ※ After Closing Approval, once the Agency downloads work attendance data, "Locked by Agency" message will appear and you will no longer be able to correct data or "Cancel Approval."
- If you need to correct data, contact and consult with the subject Agency.



Support Center

☎ 0120-288-187

✉ support@e-staffing.co.jp

📄 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, and tell us that you are using the mobile version.
- ※ 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.