## 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 "❶Company ID," "❷User ID," and "❸Password" at
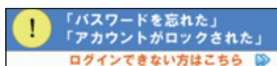"e-staffing Web Time Card" log-in window, and select ❹ **Login** .

○When you cannot log-in

At your first log-in or if you cannot log-in and are
in trouble, check "❻When you log-in for
the first time" or "❼I can't log-in."
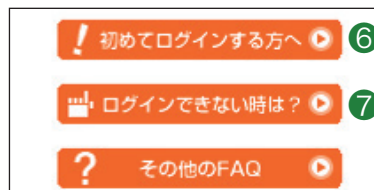
○If you forgot your password

❺ 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

❶ Review the details of the dates subject for approval,
and check the boxes of approval column.

❷ 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 ❸Approver: primary approval cases.

※❹You 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

❺ Click ⬜ in the "Advance" column.
If you have attachments, it will be marked with 📎.

❻ Check the details of the Advance.

❼ 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.

❶ Review the details of the dates subject for approval, and check the boxes of approval column.

❷ 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 ❸Approver: primary approval cases.

※If daily approval is not completed, check boxes will not be shown, and you cannot proceed to closing approval.

※❹You 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

❶ Click Withdraw and then Details of the data for which you would like to cancel approval.

❷ Click Withdraw of the subject data to cancel approval.

○ Cancel Daily Approvals

❸ 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 ale 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.