

## Register Temporary Account

<https://e-timecard.ne.jp/c/>

- 1 At the Log-In window for e-TimeCard, click [Click here if you do not have an account].
- 2 At the "New Temporary Account Registration" window, enter "User ID (e-mail address)," and "User ID (e-mail address) (for confirmation)."
- 3 For verification by image, select images designated in square brackets.
- 4 Click [send], and you will receive at your e-mail address a notice of Temporary Account Registration. Access the URL in the e-mail and proceed to Account Registration.

- ※ If you have already received a temporary account notice e-mail, skip this section and proceed from "Register account."
- ※ Please register your account within 5 business days from the day you received a temporary account notice e-mail.
- ※ If an error message "Unauthorized domain registered" appears, check the domain (e-mail address following @). If the domain is correctly input, check with the Agency for domain registration.



## Register Account

- 1 Click the URL in the temporary account registration notice e-mail.
  - 2 Read the "Client's Approver's Handling of Personal Information" and if you accept, check "accept" box, and click [Register].
  - 3 Enter "User ID (e-mail address)," "New Password Setting," "New Password (for confirmation)," "User's Name" "User's name in katakana (two-byte characters)," and "Telephone number (optional)," and click [Register].
- [Note]** "User" means "Approver" yourself.
- 4 "Account Registration Complete" is shown, and your account registration is complete.



## Log-in

<https://e-timecard.ne.jp/c/>

- 1 At the Log-In window for e-TimeCard, enter "User ID" "Password" and click [Log-in].
- ※ If you forgot your password, access "[I can't log-in](#)" page and reset your password.



## Support Center

☎ 0800-919-1104

✉ support@e-timecard.ne.jp

📄 FAQ <https://help.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.
- ※ Depending on your phone environment, this number may be inaccessible from IP phones. Please call 0285-37-8550.
- ※ Also use the on-line help at the upper right of the screen after log-in.

# Daily Approvals

- 1 Click [Approval] tab, and then click [Daily Approvals] to show Daily Approval window. Click "Date," "Expenses," "Period," to show each details.
- 2 Click [Approve] of the same line to approve the data of the line. Check all the lines that you would like to approve and then click [Daily Approval] to approve all the lines checked.

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



## To Reject

- 3 Click [Check] of the line which you would like to reject, and then click [Reject].

# Closing Approvals

- 1 Click [Approval] tab, and then click [Closing Approvals] to show Closing Approval window.
- 2 If "Workplace/Job Type, Routine Check Results of Ancillary Works" are incorrect, click [Change] to edit, and then click [Register].
- 3 Click [Approve] of the same line to approve the data input of the line. Check all the lines that you would like to approve and then click [Closing Approval] to approve all the lines checked.

※If any of the lines contain data that have yet been given "Daily Approvals," then "Closing Approval" cannot be given.



## To Reject

- 4 Click [Check] of the line which you would like to reject, and then click [Closing Reject].

# Cancel Approvals

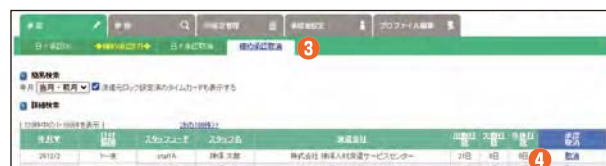
## Cancel Daily Approvals

- 1 Click [Approval] tab, and then click [Cancel Daily Approvals] to show "Cancel Daily Approvals" window.
- 2 Click "Cancel" of the line for which you would like to cancel approval to show the details. Check details, and click [Cancel Approval].

※If "Closing Approval" has already been given," those approved items will not be shown in the "Cancel Daily Approvals" tab. Cancel Closing Approvals first.

## Cancel Closing Approvals

- 3 Click [Approval] tab, and then click [Cancel Closing Approvals] to show "Cancel Closing Approvals" window.
- 4 Click "Cancel" of the line for which you would like to cancel approval to show the details. Check details, and click [Cancel Approval].



## [Note]

- ※ If "Locked by Agency" appears, you cannot cancel Approvals. Contact the Agency.
- ※ When the Agency unlocks, the Closing Approval will be canceled at the same time.

# Save Attendance Copies after Closing Approvals

- 1 Click [Reference] tab to show "Reference" window.
- 2 Enter search conditions and click [Search], and the results will be shown in a table format.
- 3 Select the subject lines of the attendances that you would like to save, and then click [Download Attendance Copies]. Attendance copies will be save in PDF.

※ You can use copies as a part of the management ledger.  
 ※ The recent 3-month data including the current month will be saved in the system.



# 36 Kyotei

You can check Staff's monthly "Overtime work" total and each Agency's "36 Kyotei."

