

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.

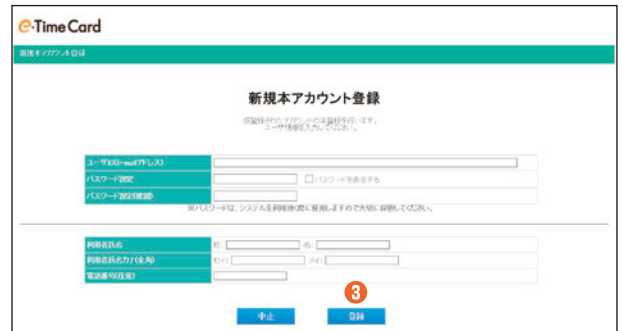


Register Account

- 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

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]

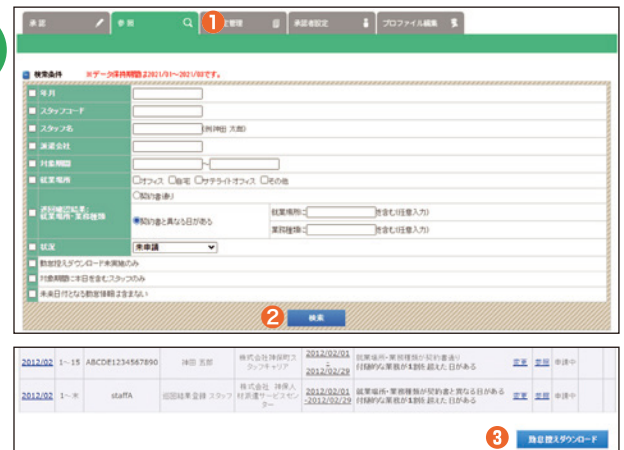
※ If "Locked by Agency" appears, you cannot cancel Approvals. Contact the Agency.

※ 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."

