

Log-in

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



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.

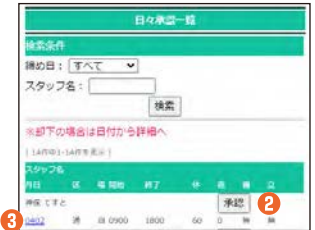
- Enter the "1 User ID" and "2 Password" in e-TimeCard log-in window, and select [Log-in].
- ※If you forgot your password, access "[Forgot my password](#)" or "[Account is locked](#)" page and reset your password.
- ※Do not use "Back," "Forward," "←," "→," buttons of the browser.



Daily Approvals

Approve Daily Applications

- At the "Approver's Menu" window, select [[Approve Daily Attendances](#)] to show [List of Daily Approvals].
- If the application is fine, select [Approve] of the same line to approve.
 - ※ If you select [Approve All], all of the Daily Applications will be approved.
- Select date to show "Approval of Daily Attendance" window, and you can check details.
 - ※You can also register records of workplace/job type/ancillary business from here.
 - ※The Agency can select whether or not to indicate workplace and what workplaces are selectable. Workplace is not shown if the Agency decided so.



Reject Daily Applications

- Select [Reject] at "Approval of Daily Attendance" window to reject applications.

Closing Approvals

Approve Closing Applications

- At the "Approver's Menu" window, select [[Approve Closing Attendances](#)] to show [List of Closing Approvals].
 - If the application is fine, select [Approve] of the same line to approve.
 - ※ If you select [Approve All], all of the Closing Applications will be approved.
 - Select name to show "Closing Approval Details" window, and you can check details.
- ## Reject Closing Applications
- Select [Reject] at "Approval of Closing Attendance" window to reject applications.



Cancel Approvals

○ Cancel Daily Approvals

- 1 Select [Cancel Daily Approvals] at [Approver's Menu] window to show [Daily Approval Cancel List] window.
 - 2 Input search conditions and select [Search] to show the list.
 - 3 Select "Cancel" of the day for which you would like to cancel approval to cancel.
- ※ Input comments and select [Register] to register reasons for cancellation.

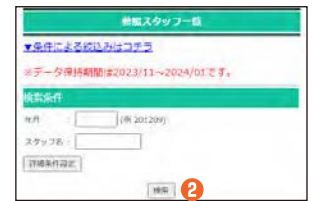
○ Cancel Closing Approvals

- 4 Select [Cancel Closing Approvals] at [Approver's Menu] window to show [Closing Approval Cancel List] window.
 - 5 Input search conditions and select [Search] to show the list.
 - 6 Select "Cancel" of the day for which you would like to cancel approval to cancel.
- ※ Input comments and select [Register] to register reasons for cancellation.



Browse Attendances

- 1 Select [Reference] at [Approver's Menu] window to show [Reference Staff List] window.
- 2 Input search conditions and select [Search] to show the list.
- 3 Select the subject period of the Staff you would like to check to show the details of the Staff.



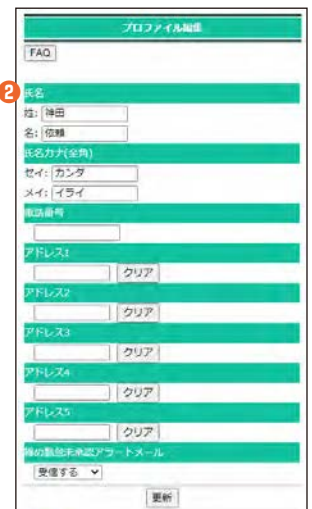
Change Setting

○ Edit Profile

- 1 Select [Edit Profile] at [Approver's Menu] window.
- 2 You can edit name, department phone number, and e-mail address.

○ Change Password

- 3 Select [Change Password] at [Approver's Menu] window.
- 4 Enter current password and new password (twice for confirmation purpose), and then select [Update] to update.



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 online help at the upper right of the window after log-in.