## 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 "❶User ID" and "❷Password" in e-TimeCard log-in window, and select [[1] 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.
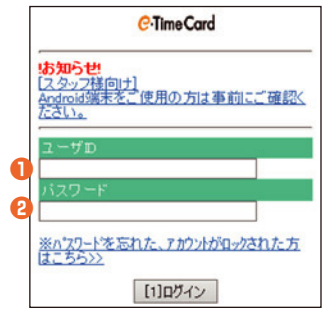
Daily Approvals

◯Approve Daily Applications

❶ At the "Approver's Menu" window, select [[1] Approve Daily Attendances] to show [List of Daily Approvals].

❷ 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.

❸ 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

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

Closing Approvals

◯ Approve Closing Applicaitons

❶ At the "Approver's Menu" window, select [[2] Approve Closing Attendances] to show [List of Closing Approvals].
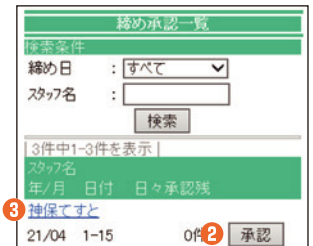
❷ If the application is fine, select [Approve] of the same line to approve.

  ※ If you select [Approve All], all of the Closing Applications will be approved.

❸ Select name to show "Closing Approval Details" window, and you can check details.

◯Reject Closing Applications

❹ Select [Reject] at "Approval of Closing Attendance" window to reject applications.

Cancel Approvals

○ Cancel Daily Approvals

❶ Select [[3] Cancel Daily Approvals] at [Approver's Menu] window to show [Daily Approval Cancel List] window.

❷ Input search conditions and select [Search] to show the list.

❸ 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

❹ Select [[4] Cancel Closing Approvals] at [Approver's Menu] window to show [Closing Approval Cancel List] window.

❺ Input search conditions and select [Search] to show the list.

❻ 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.
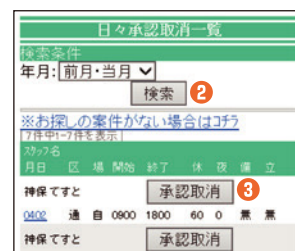
Browse Attendances

❶ Select [[5] Reference] at [Approver's Menu] window to show [Reference Staff List] window.

❷ Input search conditions and select [Search] to show the list.

❸ Select the subject period of the Staff you would like to check to show the details of the Staff.
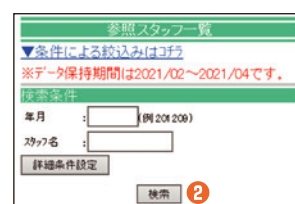
Change Setting

○ Edit Profile

❶ Select [[6] Edit Profile] at [Approver's Menu] window.

❷ You can edit name, department phone number, and e-mail address.

○ Change Password

❸ Select [[7] Change Password] at [Approver's Menu] window.

❹ Enter current password and new password (twice for confirmation purpose), and then select [[1] Update] to update.
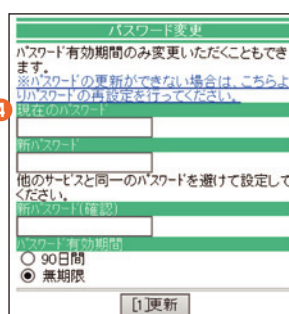
Support Center

📞 **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**.