Log-in

https://m.e-staffing.ne.jp/s/

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 "❶Company ID," "❷User ID," and "❸Password" in e-TimeCard log-in window, and select ❹[Log-in].

○ **Initial Log-in**

If you don't know Company ID, User ID or Password, ask your Agency.
After log-in, register a new password at the password change window.

○ **If you cannot log-in**

For initial log-in or log-in troubles, select "❺※FAQ."
Your account will be locked after 3 failed attempts.

○ **When your account is locked or you forget your password**

❻ "※Forgot my password" or "Account is locked>>"
you can "unlock account" and "initialize password".

※This operation is possible if your e-mail address is registered in the WebTimeCard in advance.
If you have not registered your e-mail address, ask the your Agency to which you belong to "unlock your account" ,"initialize your password".

Select Contract

❶ Select contract period and select [Switch].

❷ Select [Input daily attendance].

※ If the subject period is not shown in [Contract Period], it is likely that your contract information have not been input/confirmed. Check with your Agency.

※ To check the contract information, after selecting the contract period and [Switch], select "❸Contract" to check contract information details.

Submit for Daily Approval

Input in accordance with the instructions from your Agency.

○ **IN**

❶ Start Time : Select [Regular Hours] or [Non-Regular Hours].

❷ If you select [Non-Regular Hours], select [Save Temporarily].

○ **OUT**

❸ End Time: Select [Regular Hours] or [Non-Regular Hours]※ and input hours.

❹ Class: Select applicable class.

❺ Workplace: Select applicable workplace.
Your Agency can select whether or not to indicate workplace.
Workplace is not shown if your Agency decided so.

❻ Off hours: Input off-hours in minutes.

❼ Late-night off hours: Input off-hours (22:00-5:00 next day) in minutes.

❽ Input "Remarks" and "Expenses" as necessary.

❾ Select [Submit].

※ [Regular Hours],[Non-Regular Hours] function is optional for each workplace (Client) setting.
If this bottun does not appear, Please enter the start time and end time directly.
※ If you select [Regular Hours], preset hours will be shown. You can change them as needed.
If you select [Non-Regular Hours], input hours in 4 digits.
※ You do not have to submit application for your holidays under contract.
※ If you would like to send e-mail to your Approver, select [❿Send e-mail requesting Daily Approval].
※ If you select [⓫See History], you can reference history of approvals and registrations.

Submit your Expenses

❶ Click [→Register].
❷ Enter the Expenses and click [Register].
❸ Click [Submit].

※Expenses function is optional for each workplace (client) setting.
　If Expenses does not appear, you do not
　have to enter your Expenses. If the expense is not displayed,
　please check with your agency about how to to settle your expenses.
※The Expenses attachment function is not available in the mobile version.
　If you wish to Submit your Expenses attachment, please upload it from the PC version.

Submit for Closing Approval

○ **Upon completing daily applications up to the closing day,**
be sure to submit your application for closing approval.

On the closing day, submit your application for closing approval after completing necessary
daily applications.
❶ Select contract period and select [Switch].
❷ Select [Submit for Closing Approvals (Browse Attendance)] .
❸ Select [Submit for Closing Approval] to complete your submission.

※Note that Closing Date setting is different depending on Client/Agent.
※If you would like to send e-mail to your Approver, select [❹ Send e-mail requesting Daily Approval].
※If you select [❺ See History], you can reference history of approvals and registrations.

Correct your input data

○ **Correct before submitting for "Closing Approval"**

Correct data of the subject date from [Input Daily Attendance].

■　If the status is "Submitted"

❶　Click [Cancel application], correct, and [Resubmit].

■　If the status is "Approved"

　　Ask your Approver to [Cancel Daily Approvals]. After daily approvals are canceled, [Resubmit].

○ **Correct after submitting for "Closing Approval"**

Correct data from [Submit for Closing Approvals (Browse Attendance)].

■**Application for Closing Approval has been submitted but yet to be approved**

❷ Select [Cancel of closing application] and ask your Approver to "Cancel Daily Approval" with regard to the subject data.

　　After approval is canceled, correct data, [Submit for Daily Approval], and then [Submit for Closing Approval] again.

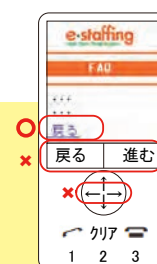■**Application for Closing Approval has already been "Approved"**

Ask your Approver to "Cancel Daily Approvals" and "Cancel Closing Approval" with regard to the subject data.

After approvals are canceled, correct data, [Submit for Daily Approval], and then [Submit for Closing Approval] again.

※If "Locked by Agency," you need to ask your Agency to unlock.

⚠ Operating Precautions

Do not use "Back," "Forward," "←," "→," buttons of the browser.
Be sure to use links (buttons) on the screen.

Support Center

HOURS 9:00 to 19:00, Monday to Friday
excluding National Holidays and New Year Holidays

📞**0120-288-187**

✉ support@e-staffing.co.jp

📠 FAQ: **https://help.e-staffing.co.jp/**

※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.