

## Log-in

<https://tc.e-staffing.ne.jp/>

Enter Company ID, User ID, and Password, and then click



English Login

企業ID Company ID

所属する派遣会社（派遣元）の企業ID

ユーザID User ID

所属する派遣会社（派遣元）のスタッフコード

パスワード Password

パスワード（半角）

日本語ログイン English Login

パスワードをお忘れの方

Company ID of your Agency

Staff Code of your Agency

The initial Password is the same as your User ID

If you don't know Company ID, User ID, or Password, ask your Agency.

## ! If you cannot log-in

- 1 Click "Forgot my password."
- 2 Enter Company ID, User ID, Registered E-mail Address, and Verification Code.
- 3 Click [Send].
- 4 You will receive an e-mail with a link from which you can register a new password.

※ If you have not registered your e-mail address, contact your Agency.

e-staffing Web Time Cardに登録済みのメールアドレスに、パスワード変更手続きのメールを送信します。

パスワードを再設定するユーザアカウント情報

企業ID

ユーザID

登録済みメールアドレス

本人確認番号

半角英数字 4文字以上12文字以内

本人確認番号について

本人確認番号について  
本人確認番号は、本画面で新たに設定し、次の画面(※)で使用するものです。  
※パスワード再設定完了まで忘れないようにしてください。  
※この画面で入力されたメールアドレスに宛送られるメールから確認をお願いします。  
本人確認番号を忘れてしまった場合は、再度本画面から手続きをやり直してください。

+ パスワード再設定の流れ

+ ユーザ情報（企業ID/ユーザID/メールアドレス）を忘れてしまった場合

+ 補足事項

送信する キャンセル

## ! When you log-in for the first time

- ※ After log-in, register your Password and E-mail address at this window.
- ※ Register your e-mail address to which you have access from the personal computer that you use for recording your attendance.

※After entering all items, click [Complete Registration].

e-staffing Web Time Cardをご利用いただく前に、初期設定を行います。  
下記項目を入力して、「設定を完了する」を押してください。

パスワード登録

先ほどご入力いただいた（パスワード欄のパスワード）を再入力してください。新しいパスワードを設定してください。  
設定したパスワードは、後から変更してください。

現在のパスワード

新しいパスワード

新しいパスワード（確認）

+ 設定を完了する

メールアドレス登録

メールアドレスは、勤務時間記録するパソコンで接続できるものを設定してください。  
登録不要の場合は入力しないでください。

現在のメールアドレス

新メールアドレス

新メールアドレス（確認）

+ 一度にメールアドレスを登録する場合は

✓ 設定を完了する

## Punch-IN

- 1 After you log-in, punch-IN registration window will appear.

If you have multiple contracts, the window will appear after you select the subject contract.

- 2 Click 

Click the button, and you can register your Punch-IN time.

**!** Punch-IN function is optional for each workplace (Client) setting. If this window does not appear, you do not have to register your Punch-IN.

## Submit your Attendance for Approval (Everyday)

- 1 Select applicable class.

Auto input of regular hours.

- 2 Select applicable workplace.

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

- 3 Enter your IN/OUT, and off hours.

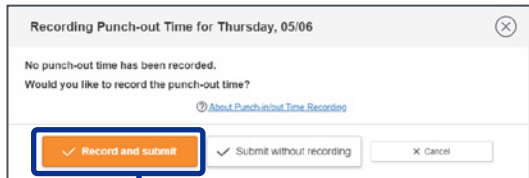
Send e-mail to Approver

Check here before submitting to send an e-mail to your Approver.

- 4 After entering, click 

## Punch-OUT

- 1 After submitting your attendance for Daily Approval, punch-IN registration window will appear.

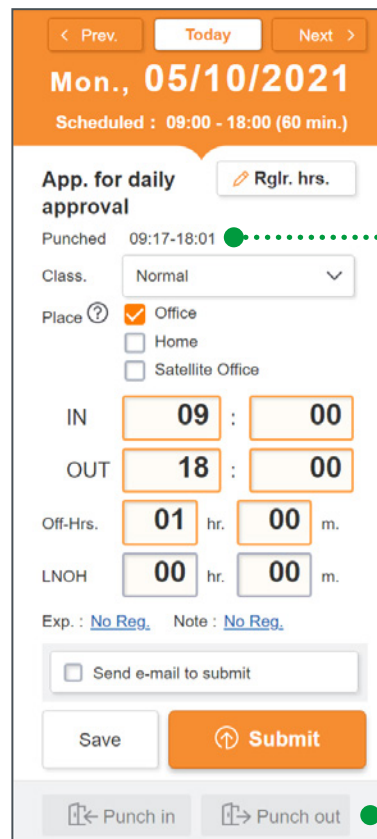


Recording Punch-out Time for Thursday, 05/06

No punch-out time has been recorded.  
Would you like to record the punch-out time?

[About Punch-out Time Recording](#)

- 2 Click    
Click the button, and you can register your Punch-OUT time.



< Prev. Today Next >

**Mon., 05/10/2021**  
Scheduled : 09:00 - 18:00 (60 min.)

**App. for daily approval**

Punched 09:17-18:01

Class. Normal

Place ☒ Office ☐ Home ☐ Satellite Office

IN 09 : 00

OUT 18 : 00

Off-Hrs. 01 hr. 00 m.

LNOH 00 hr. 00 m.

Exp. : No Reg. Note : No Reg.

☐ Send e-mail to submit

Punch-OUT time will be shown.

Punch-OUT time once recorded will not be correctible.

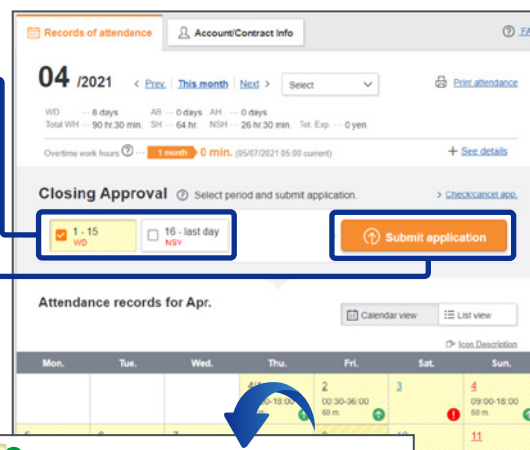
You can Punch-IN/OUT from these buttons.

You can Punch-IN/OUT just once for each.

## Submit your Attendance for Closing Approval (on Closing Day)

- 1 Select subject period.

- 2 Click



Records of attendance Account/Contract info

**04 /2021** < Prev. This month Next > Select

WD -- 8 days AB -- 0 days AH -- 0 days  
Total WH -- 90 hr 30 min SH -- 64 hr NSH -- 26 hr 30 min Tot. Exp -- 0 yen

Overtime work hours 1 month 0 min. (05/07/2021 05:00 current) [+ See details](#)

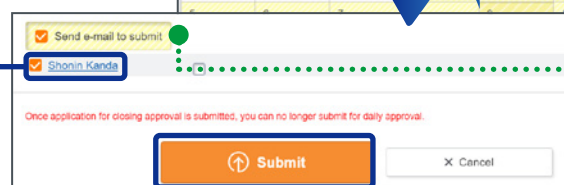
**Closing Approval** Select period and submit application. [Check/cancel app.](#)

☒ 1 - 15 WD ☐ 16 - last day NSH

Attendance records for Apr.

Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
			1 09:00-18:00 60 m	2 09:00-18:00 60 m	3 09:00-18:00 60 m	4 09:00-18:00 60 m
			5 09:00-18:00 60 m	6 09:00-18:00 60 m	7 09:00-18:00 60 m	8 09:00-18:00 60 m
			9 09:00-18:00 60 m	10 09:00-18:00 60 m	11 09:00-18:00 60 m	12 09:00-18:00 60 m

- 3 Select your Approver.



☒ Send e-mail to submit

☒ Shonin Kanda

Once application for closing approval is submitted, you can no longer submit for daily approval.

**Send e-mail to Approver**

Check here before submitting your attendance for approval to send an e-mail to your Approver.

- 4 Click

## Submit your Expenses

**1** Click [No Reg.](#)

**2** Enter your Expenses.

**3** Click [Register](#)

- !** Expenses function is optional for each workplace (client) setting.  
 If Exp does not appear, you do not have to enter your Expenses.  
 If expense does not appear, please check with your agency about how to settle your expenses.  
 If expense appears, the entry screen differs depending on your agency.

## Submit your Expenses attachment

**1** Click [Expenses attachment](#)

**2** Click [Upload](#) and select the file.

**3** Click [Register](#)

- !** Expenses attachment function is optional for each workplace (client) setting. If Expenses attachment does not appear, you do not have to submit your Expenses attachment.

### Support Center

**0120-288-187**

[support@e-staffing.co.jp](mailto:support@e-staffing.co.jp)

For FAQ: <https://faq.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 0285-26-5012.

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.