\*\*After entering all items, click [Complete Registration].



# Log-in

# https://tc.e-staffing.ne.jp/

English Login Enter Company ID, User ID, and Password, and then click 企業ID Company ID ····· Company ID of your Agency 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 Staff Code of your Agency パスワード Password パスワード (半角) ······ The initial Password is the same as your User ID **☆ 日本語ログイン English Login** If you don't know Company ID, User ID, or Password, ask your Agency. パスワードをお忘れの方 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 📗 If you cannot log-in 登録済みメールアドレス Click "Forgot my password." Enter Company ID, User ID, Registered E-mail Address, and Verification Code. 3 Click [Send]. ※ この板送信されるメールに記載されるURLから乗び御町です。 本人権認备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。 4 You will receive an e-mail with a link from which + パスワード再設定の流れ you can register a new password. + 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 ※ If you have not registered your e-mail address, contact your Agency. キャンセル When you log-in for the first time バスワード本登録 発体とご入力いただいわけスワード機関のパスワードは個パスワードです。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、船舎しないよう保管してください。 After log-in, register your Password and E-mail address at this window. 新しいなクード ※ Register your e-mail address to which you have + 1200 access from the personal computer that you use for メールアドレス登録 recording your attendance.

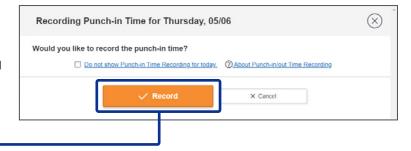
> 新メールアドレス (確認) + 後でメールアドレスを登録する場合



#### **Punch-IN**

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.

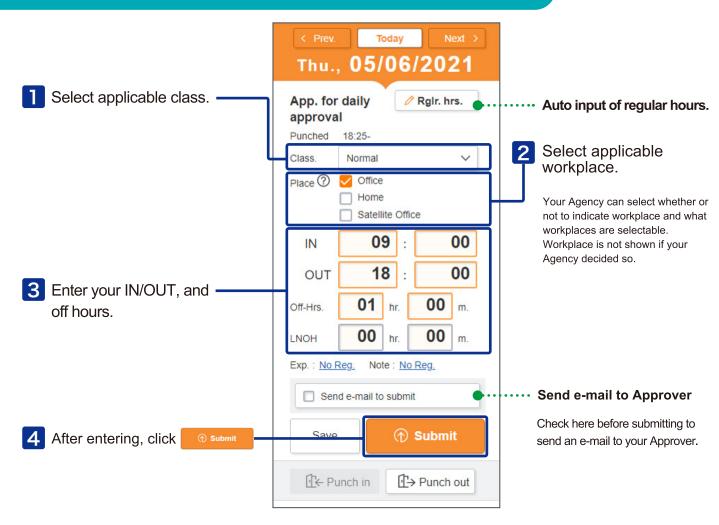


Click

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.

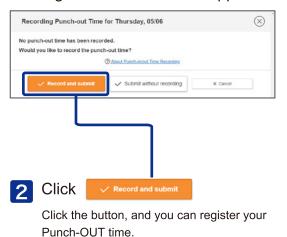
## **Submit your Attendance for Approval (Everyday)**

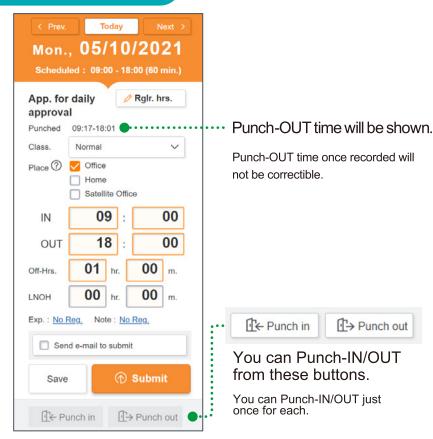




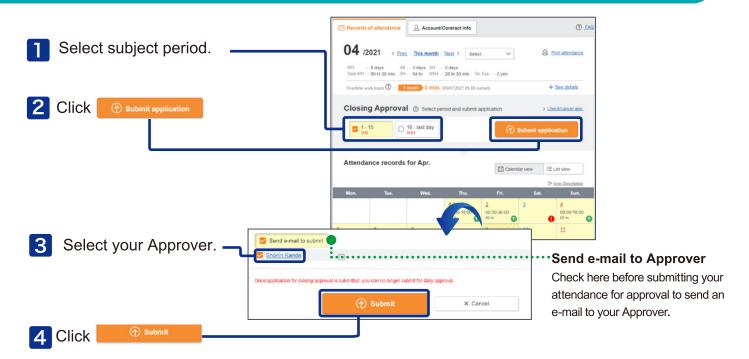
### **Punch-OUT**

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



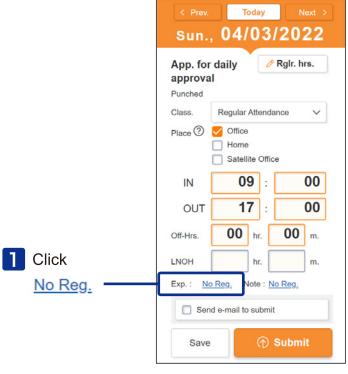


### Submit your Attendance for Closing Approval (on Closing Day)





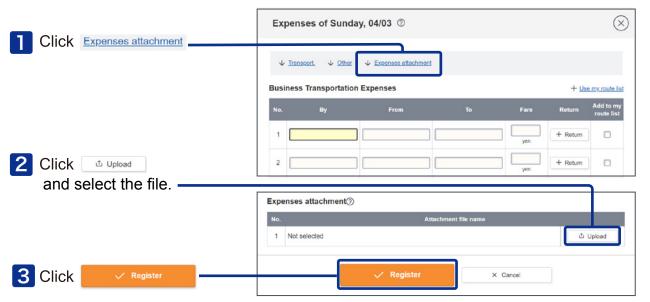
## **Submit your Expenses**





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**



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

For FAQ: https://help.e-staffing.co.jp/

#### HOURS 9: 00 to 19: 00, Monday to Friday

excluding National Holidays and New Year Holidays

- **XPlease 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.