Log-in https://e-timecard.ne.jp/s/

At the Log-In window for e-TimeCard, enter "❶ Company ID," "❷ User ID," "❸ Password," and click [Log-in].

※Company ID is the company ID of your Agency (Dispatching Company) to which you belong.
※User ID is your Staff Code.
※The initial password is the same as your User ID.
※If you don't know Company ID, User ID or Password, ask your Agency.

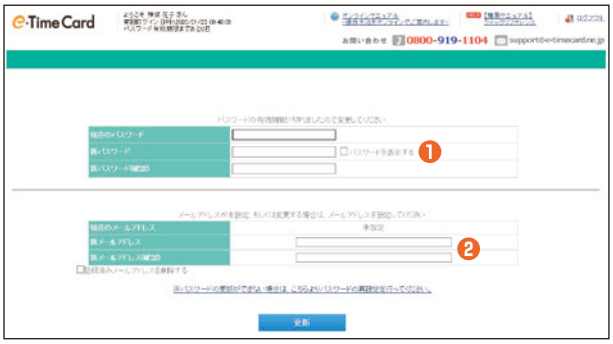
○When your account is locked or you forget your password

"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 e-TimeCard 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".

Change Password

Enter “Current Password” (the initial password is the same as your User ID), “New Password,” and “New Password (for confirmation)” in ❶ and click [Update].

※ At the same time, you can register your PC e-mail address in ❷.
※ E-mail address registration is optional.



Register your Approver

At the setting, if your e-mail domain (e-mail address following “@”) is not displayed in the pull-down, check if the domain is registered with your Agency.

❶ Enter your User ID (= Company e-mail address of your Approver), and then click [Confirm].
❷ If you User ID has been properly registered, your name will be displayed.

※If your name is not displayed, contact your Approver to ask:
・if the entered e-mail address of the Approver is correct; and
・if the ID of the Approver has been properly registered.

❸ After entering and checking all information on your Approver, click [Register].

※ If this window is not displayed, your Approver has already been set, so skip this process and proceed to the next step.

※ If you would like to jump to the Attendance Input window without setting Approver, click ❹.

Register/Change your e-mail Address

❶ Click a tab "Edit profile".
❷ Enter your e-mail address in “New PC e-mail address” and “New PC e-mail address (confirmation).”
❸ Click [Update PCMail].

※If your e-mail address is registered, you will be able to receive a notice of application from your Approver and Agency, and you can reset your forgotten password.
※If you register your mobile phone address, you cannot reset your forgotten password.

Support Center

0800-919-1104

support@e-timecard.ne.jp

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

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

HOURS 9:00 to 18:00,Monday to Friday
excluding National Holidays and New Year Holidays

※Open until 19:00 on the first three days of the month, around the 15th and 16th, and the last two days of the month. For details, please refer to the FAQ.
※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 FAQplease call Support Center.
Support Center service are available only in Japanese. We apologize for your inconvenience.

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Input & Submit for Daily Approval

Input in accordance with the instructions from your Agency.

❗ IN

❶ Start Time:Click [Regular Hours] or [Non-Regular Hours]※ and input hours.
❷ If you select [Non-Regular Hours], click [Save Temporarily].
※If you forget to click [Save Temporarily], your input data will be lost.

❗ OUT

❸ End Time:Click [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," "Transportation," and "Other expenses" as necessary.
❾ Click [Submit].

※After clicking [Submit], the following "Closing Approval" window will appear where you can check your application submission status. Be sure to submit your application for closing approval ONLY on the closing day.
※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 Approver is not registered, register your Approver at "⑩ Approver" and then proceed to submit for approval.
※ If you have multiple contracts, "Basic Information Selection" window will appear after you log-in. Click [Daily Attendance] of the period which you would like to input.

Submit for Closing Approval

On the closing day, submit your application for closing approval after completing necessary daily applications.

❶ Click [Submit for Closing Approval] to complete your submission.
❷ Select Approvers and click [Send e-mail] to send e-mails to them requesting closing approval.

※❸ [Previous Attendances] at the "Closing Approval" window. If previous attendances are not shown, select [Select Basic Information] tab and click "Closing Attendance" that includes the subject period.

※❹ " Locked by Agency" will appear if attendance is download-locked by your Agency after Closing Approval.

Correct your input data

❗ Correct before submitting for "Closing Approval"

Check status at "Closing Approval" window and correct if necessary.

■ **If the status is "❶Submitted"**
Click [Withdraw], correct, and [Resubmit].

■ **If the status is "❷Approved"**
Ask your Approver to [Cancel application]. After daily approvals are canceled, [Resubmit].

※ ❸ Click **[Clear]** to clear the data input for the day.

❗ Correct after submitting for "Closing Approval"

■ **If "Application for Closing Approval" is "Submitted"**
Click [Cancel of closing application] and request your Approver to "Cancel Daily Approvals" of the subject day. After approvals are canceled, correct, and resubmit "Daily Application" and "Closing Application."

■ **If "Application for Closing Approval" is "Approved"**
Ask your Approver to "Cancel Closing Approval" and "Cancel Daily Approval." After approvals are canceled, correct data and resubmit "Daily Application" and "Closing Application."
※If "Locked by Agency," you need to ask your Agency to unlock.

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