

Log-in

<https://m.e-timecard.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 "①Company ID," "②User ID," and "③Password" in e-TimeCard log-in window, and select [Log-in].

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

※Do not use "Back," "Forward," "←," "→," buttons of the browser.

○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".

Submit for Daily Approval

Input in accordance with the instructions from your Agency.

- ① Select the subject period.
- ② Select [[Input Daily Attendance](#)].
- ③ Class: Select applicable class.
- ④ Workplace: Select applicable workplace. Your Agency can select whether or not to indicate workplace. Workplace is not shown if your Agency decided so.
- ⑤ Start: Input your start time.
- ⑥ End: Input your end time.
- ⑦ Off hours: Input off-hours in minutes.
- ⑧ Late-night off hours: Input off-hours (22:00-5:00 next day) in minutes.
- ⑨ Remarks and Expenses: Input as necessary.
- ⑩ Select [Submit].

※ If you select [Regular Hours], preset hours will be shown.

※ You can also select [[Submit for Closing Approval \(Browse Attendances\)](#)] and select dates at [Closing Approval] window and submit for Daily Approvals.

Submit for Closing Approval

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

- ① Select [[Submit for Closing Approvals \(Browse Attendance\)](#)] from the Menu window.
- ② If you would like to send e-mails to your Approver to request closing approval, check [Send e-mails to request closing approvals].
- ③ Click [Submit for Closing Approval] to complete your submission.
- ④ If you checked [Send e-mails to request closing approvals], select Approvers and then [Send].

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

Correct your input data

○ Correct before submitting for "Closing Approval"

- 1 Select [[Submit for Closing Approvals \(Browse Attendance\)](#)] from the Menu window.
- 2 Select a subject date link which you would like to correct.
- 3 If the subject data is not yet approved, select [[Cancel application](#)].
- 4 Correct the data at [[Input your Attendance](#)] window, and select [[Resubmit](#)].

※If the status is "Approved," ask your Approver to "Cancel Daily Approval."
After approvals are canceled, you can correct data.

○ Correct after submitting for "Closing Approval"

- 5 Select [[Submit for Closing Approvals \(Browse Attendance\)](#)] from the Menu window.
- 6 If the subject data has already been submitted but yet to be approved, select [[Cancel of closing application](#)] and ask your Approver to "Cancel Daily Approval" with regard to the subject data.
- 7 After approval is canceled, select a subject date link which you would like to correct, and select [[Closing Resubmission](#)] to [[Submit for Daily Approval](#)] and [[Submit for Closing Approval](#)] again.

※If the status is "Approved," ask your Approver to "Cancel Closing Approval."
After approvals are canceled, you can correct data.

Register your approvers

- 1 Select [[Input Daily attendance](#)].
- 2 Select [[Approver](#)].
- 3 Enter your User ID(=Company e-mail address of your Approver), and then click [confirm].
If your 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.

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

Change Setting

○ Change Password

- 1 Select "Change Password" from the Menu window.
- 2 Enter "Current Password," "New Password," and "New Password (for confirmation)" and select [Update].

○ Register/Change your Mobile E-mail Address

- 3 Select "Register/Change e-mail Address" from the Menu window.
- 4 Enter "New Mobile E-mail Address" and "New Mobile E-mail Address (for confirmation)" and select [Update].

※If your e-mail address is registered, you can reset your forgotten password.