

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.

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

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.