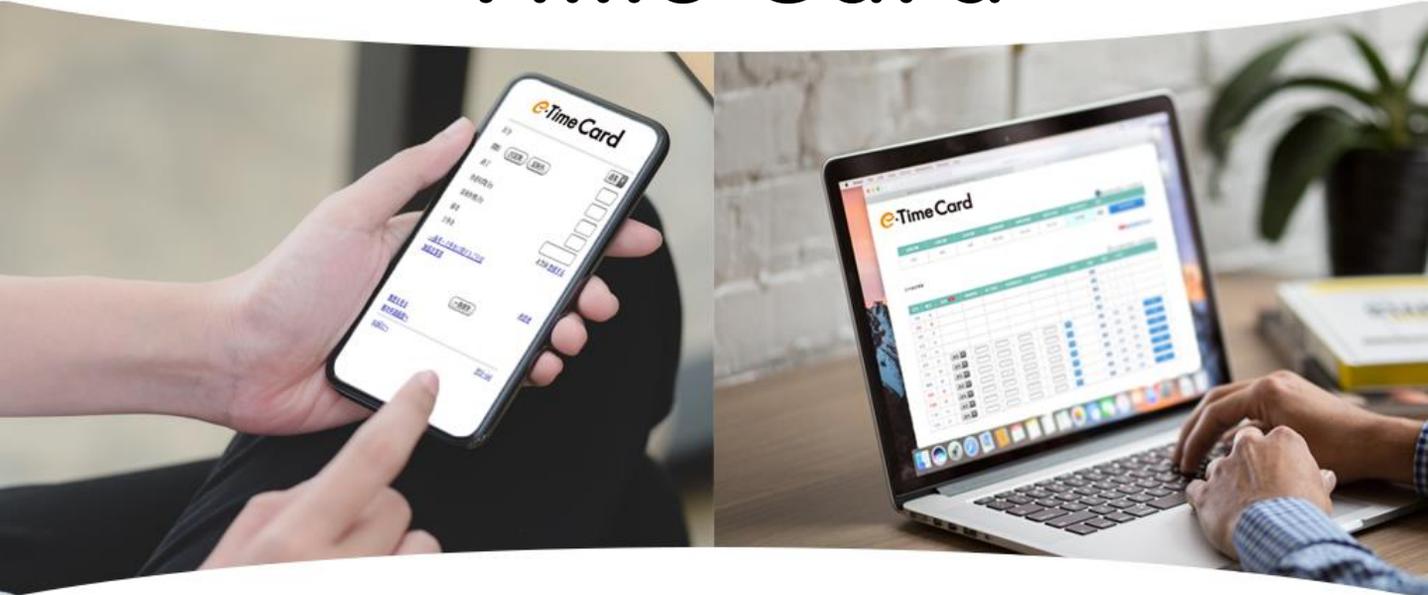# Time Card

The world is changing and so is our time card,
It's easy and simple, follow these quick steps to do it

The time card page is in Japanese,
download google chrome for free on your phone and

Translate it to English

google chrome
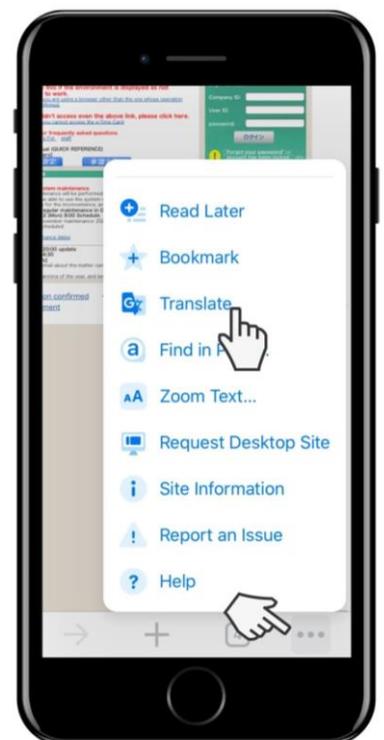
Download and
open it on your phone

Access the Time Card page

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

Read Later

Bookmark

Translate

Find in P

Zoom Text...

Request Desktop Site

Site Information

Report an Issue

Help

Add a bookmark and translate it→

Login

Login at the top right corner

Login for staff

Company ID:	tskanto	Company ID - tskanto
User ID:	Your staff code	User ID - Your staff code (8 digits)
password:	Your staff code	Password - Your staff code (8 digits)

ログイン

※ If you don't know your user ID (staff code), check it with your job agent.

! "Forgot your password" or "account has been locked ," who here >>

After you log in for the first time, change your password

Follow the procedures and enter the information to change your password

※Password must have more than 4 and less than 16 characters, including at least one letter and one number

Current password		Your staff code (8 digits)
New password		☐ Show password
New password (confirmation)		

💡 Take a screen capture to help you remember your password

Set up an email address in case you forget your password

Current PC email address	Not set
New PC email address	
New PC email address (confirmation)	

If you have Spam settings on your email, authorize this email: @e-timecard.ne.jp

use your new password on your next login

Authorizer (shouninsha)
is the person inside the company in charge of confirming your attendance

Check with your job agent the Authorizer name and e-mail address, to set it up.

	Approver information			Full name	Setting
Approver 1	User ID	@	- ▼ Verification	Approver name	
Approver 2	User ID	@	- ▼ Verification		Setting
Approver 3	User ID	@	- ▼ Verification		

Enter the approver email, click on "Verification" and then "Setting"

If "Account is not registered" or "Authorizer is not registered" is displayed in the name field

If your Authorizer has not finished setting his/her account. This text will be shown.
Contact your job agent and inform him/her that you cannot register your Approver (Shoninsha)

	Approver information		Full name	Setting
Approver 1	User ID	Hello@staffservice.ne.jp Release	Temporarily registering an account	
Approver 2	User ID	Test@techno-service.co.jp Release	Please press the account unregistered setting button and send the account registration guidance email.	Setting
Approver 3	User ID	@ - ▼ Verification		

Once you have the Authorizer information, or the setting is finished, please re-do the setting process

Applying for your daily attendance

基本情報選択 ✎ | 日々申請 ✎ | 締め申請 🗋 | プロファイル編集 🏴

October 02 (Fri) 📅

前日 / 翌日

Status Not → making → Applying → Approved

Attendance information

Category: Normal ▾ HELP About classification

Start time: On time [ ] (Example 0900)
Non-s

End time: On time [ ] (Example 2330)
Non-sche

Break time: [ ] (Min)(Example 60)

Midnight break: [ ] (Min)(Example 30)

* Please note that if the application is not made daily on this day before the closing application, the following input contents will be deleted.

🔹 Remarks

🔹 Transportation expenses　　　　Total: 0 yen

🔹 Other advance payment　　Total: 0 yen

Do not use the transportation expenses or any other items here like the advance payment field. Your expenses are not calculated here, rest assured.

☐ Send approval request email to approver every day

[Temporary save of]　[application]

Category

✓ Select "Normal" for work, "Work on a day off" or "Absence" ※Do not use "Annual leave"

To request for paid leave select "Absence",
access the staff support page and make your request →
https://sp.hatarakunavi.net/service/do/tsg_support_top_en

Start time, end time

If you worked as the time on your contract Click on "On time"
Otherwise insert the time in 4 digits, no (:), every 5 minutes
Ex - Working hours 9:00 ～18:35→Set: Start time 「0900」 and End time 「1835」

There is no overtime field, just write the time you finished working at the "End time"

※Do you work night shift? Do not stop counting at 24:00 continue counting it,1AM = 25:00, 2:00AM 26:00, and so on.
E.g. - Working hours 17:00 ～03:00AM→Set: Starting time 「1700」 and Ending time 「2700」

Break time and midnight break

Enter in minutes.　E.g. 1hour and 12min → 72（min）
Night Breaks are breaks between 22:00 and 5:00

Applying

Press the Application button to finish it.
※If you can't press it, your Authorizer setting is not finished yet. In that case, save it by clicking on "Temporary save" and contact your job agent

You have to apply for closing twice a month. Every 15th and on the last day of the month

※If the company you work at has its own closing date, you will need to apply for that closing at that date as well. Every 15th, company closing date, and last day of the month

【Steps】
①Press the closing application button in the menu.
②Check your daily attendance、for any mistakes.
③Press the check box "Send closing application request email
※make sure to check it before sending.
④Press "Application for closing button"

Before applying for closing approval

On the closing application page, check the "status" of the day you want to correct.

●If "Applying"
　①Press the "Pull Back" button.
　②Correct the attendance time.
　③Click the "Re-application" button to complete.

●If "Approved"
　①Tell the authorizer the date you want to modify and request the "Revocation of approval".
　②When the approval is revoked, correct your attendance.
　③Click the "Re-application" button to complete.

● If you accidentally applied for attendance on a day off
　① Press the "Pull Back" button.
　② Click the "Cancellation" button to delete the information for the day.

After applying for closing approval

On the closing application page, check the "closing application status" of the day you want to correct.

●If "Applying"

① Press the "Closing approval withdraw" button.
② Tell the approver the date you want to modify and request "cancellation of daily approval".
③ When the approval is revoked, correct your attendance.
④ Click the "Re-application" button
⑤ Press "Re-application for closing application" to complete.

● If "Dispatch source lock set"

①Tell the approver the date you want to modify and request "Revocation of approval for closing" and "cancellation of daily approval".
②Correct the attendance time after the approval is revoked.
③Press the "Re-application" button .
④Click the "Reapply for closing" button to complete.