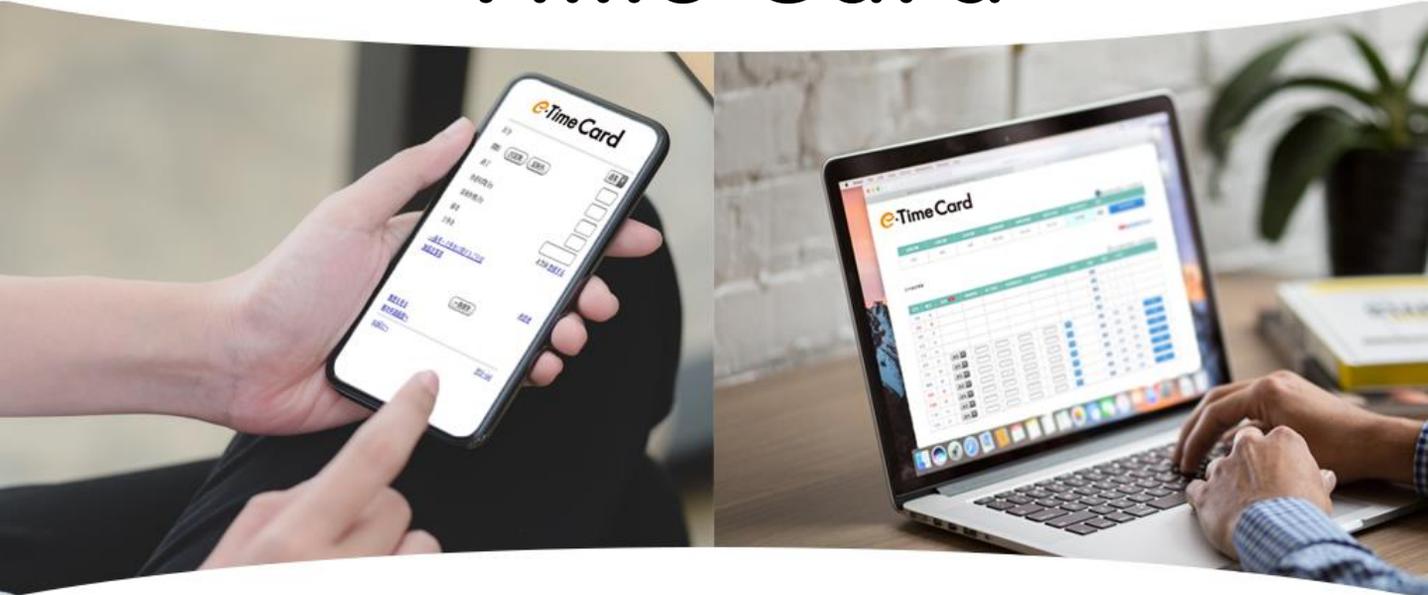


# Time Card



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

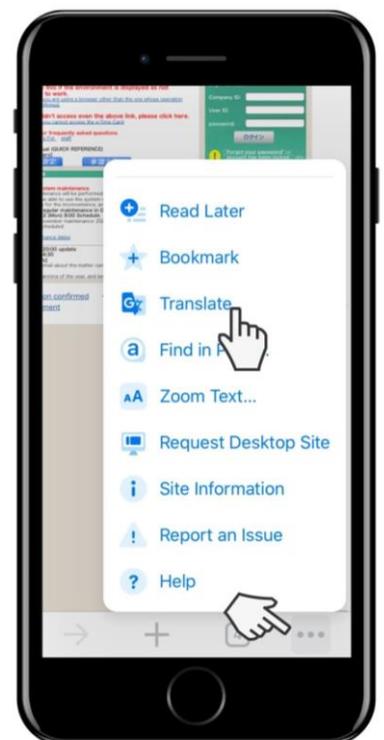


## Access the Time Card page

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



Add a bookmark and translate it →



Login at the top right corner

## Login for staff

Company ID:

Company ID - tskanto

User ID:

User ID - Your staff code (8 digits)

password:

Password - Your staff code (8 digits)

※ 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	<input type="text" value="Your staff code (8 digits)"/>
New password	<input type="text"/> <input type="checkbox"/> Show password
New password (confirmation)	<input type="text"/>



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	<input type="text"/>
New PC email address (confirmation)	<input type="text"/>

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

use your new password on your next login

# Setting the Authorizer



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 <input type="text"/> @ <input type="text"/> - <input type="button" value="Verification"/>	Approver name	
Approver 2	User ID <input type="text"/> @ <input type="text"/> - <input type="button" value="Verification"/>		<input type="button" value="Setting"/>
Approver 3	User ID <input type="text"/> @ <input type="text"/> - <input type="button" value="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 <input type="text"/> Hello@staffservice.ne.jp <input type="button" value="Release"/>	Temporarily registering an account	
Approver 2	User ID <input type="text"/> Test@techno-service.co.jp <input type="button" value="Release"/>	Please press the account unregistered setting button and send the account registration guidance email.	<input type="button" value="Setting"/>
Approver 3	User ID <input type="text"/> @ <input type="text"/> - <input type="button" value="Verification"/>		

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

## Attendance information

\* 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

## 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](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. 1 hour 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 15<sup>th</sup>, company closing date, and last day of the month

The screenshot shows the e-TimeCard web interface. At the top, there's a navigation menu with '締め申請' (Closing Application) highlighted and numbered 1. Below the menu, the page title is 'Time card for September 2020 (16th to the end)'. A progress bar shows 'Tightening status' with 'unapplied', 'Applying', and 'Approved' stages. A 'Print screen' button is visible. Below that, there are sections for 'Basic information' and 'Closing attendance information'. The 'Closing attendance information' section contains a table with columns for work days, absence days, annual holidays, total working hours, time within reference, non-standard time, closing application status, and history. A checkbox 'Send a closing approval request email' is checked and numbered 3. A 'Closing approval apply' button is numbered 4. Below this is the 'Daily attendance information' section, which contains a table with columns for date, day of the week, classification, start time, end time, break time, midnight break, status, history, remarks, and advance payment. This section is numbered 2. A checkbox 'Send approval request email every day' is also present.

**HELPS** About closing application. If you cannot find the attendance you want to apply / confirm, how to correct the attendance

**HELPS** To correct attendance

\* Data retention period is from 2020/08 to 2020/10. If you need to keep it, please print it out.

Basic information << Employed company: ○ × Shoji Co., Ltd. Working hours: 09:00-17:30 >>

Authorizer << Approver 1: Kazuya Otani Approver 2: No setting Approver 3: No setting >>

Closing attendance information

This screen is the closing application screen.  
Please check the applicable period and apply for closing on the last work day.

Number of work days	Absence days	Number of annual holidays	Total working hours	Time within reference	Non-standard time	Closing application status	History
0 days	0 days	0 days	00:00	00:00	00:00	unapplied	

Send a closing approval request email

Closing approval apply

Daily attendance information

date	Day of the week	Classification	Start time	End time	Break time (minutes)	Midnight break (minutes)	Status	History	Remarks	Advance payment
16th	water	Normal					On time	History	input	input
17th	wood	Normal					On time	History	input	input
18th	Money	Normal					On time	History	input	input
19th	soil	Normal					On time	History	input	input

### 【Steps】

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

# ? Made a mistake or need to change the time?

## Before applying for closing approval

基本情報選択 | 日々申請 | 締め申請 | プロフィール編集

前の勤怠 | Time card for October 2020 (1-15) | 次の勤怠

Tightening status: unapplied | Applying | Approved

Send a closing approval request email

Number of work days	Absence days	Number of annual holidays	Total working hours	Time within reference	Non-standard time	Closing application status	History
Day 2	0 days	0 days	16,00	16,00	00,00	unapplied	History   Closing approval apply

Daily attendance information To correct attendance

Send approval request email every day

Day of the week	Classification	Start time	End time	Break time (minutes)	Midnight break (minutes)	Status	History	Remarks	Advance payment
1 day wood	Normal					On time	History	inout	inout
Day 2 Monday	Normal	09:00	18:00	60	0	Approved	History	--	Processing completed
3 days soil	Normal	09:00	18:00	60	0	Applying	History	--	Pull back
Four days Day	Normal	0900	1800	60	0	On time	Pull back	History	inout

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

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

前の勤怠 | Time card for October 2020 (1-15) | 次の勤怠

Tightening status: unapplied | Applying | Approved

About closing application If you cannot find the attendance you want to modify, verify here. To correct the attendance

Print screen \* Data retention period is from 2020/08 to 2030/10. If you need to keep it, please print it out.

Basic information << Employed company: O X Shei Co., Ltd. Working hours 09:00-17:30 >>

Authorizer << Approver 1: No setting Approver 2: Test Global Approver 3: No setting >>

Closing attendance information

Number of work days	Absence days	Number of annual holidays	Total working hours	Time within reference	Non-standard time	Closing application status	History
Day 2	0 days	0 days	16,00	16,00	00,00	Applying	History   Closing approval withdraw

### ● If "Dispatch source lock set"

Number of work days	Absence days	Number of annual holidays	Total working hours	Time within reference	Non-standard time	Closing application status	History
Four days	0 days	0 days	30,00	30,00	00,00	Dispatch source lock set	History

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