Jobcan Labor Management
How to use on mobile
Manual for employee

To the manager
How to use this manual

This manual is for employees using Jobcan Labor Management **on mobile**.

In addition to the operation guidance, there is also a description about the notification of advanced preparation and frequently asked questions.

The explanation is based on an assumption of standard usage, but the actual usage of Jobcan Labor Management differs depending on the company, so please feel free to edit and adjust the manual according.

We hope that it will help reduce the burden on your work.

Title of contents

Jobcan Labor Management

Jobcan Labor Management is a system that collectively manages the information of all your employees. Social insurance procedures can also be handled by it.

Therefore, if there is a change in address, name, or dependents due to reasons such as moving or marriage, employees are required to request for a change or update of information using Jobcan Labor Management.

* When you use it from mobile, you need to access Jobcan Labor Management from a web browser because there is no dedicated application.

* It can be used with smartphones, tablets, or Android flip phones.

Receive an invitation

You need to receive an invitation from the manager and set a password when you start using Jobcan Labor Management.

← 1. Click the link in the invitation mail.

When you received the email "You have been invited to Jobcan common ID | Jobcan common ID" from the manager, click the link.

2. Set the password. →

Enter the password and click the "Register" button to complete the account creation.

* Conditions may be set for the password contents.
(E.g.) 10 characters or more, etc.
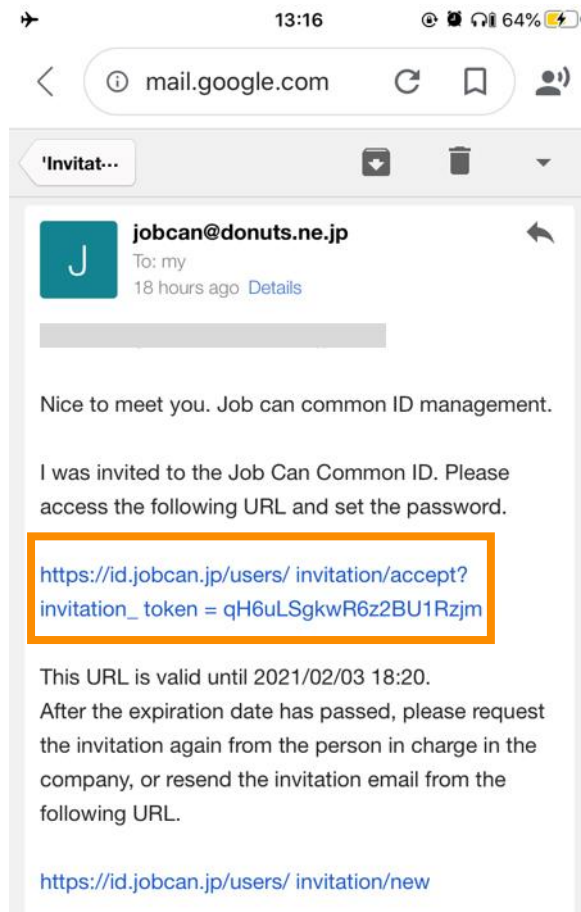
Log in

3. Log in My Page in Labor Management

If you register the password from the invitation email,
the page "Account information" will be displayed.
Click the "Labor Management" tab at the top left of
the page.
(the display size of the page may be small
depending on the browser you are using)

After logging into the My Page, the page "Enter employee
information" should be displayed. (at next page)
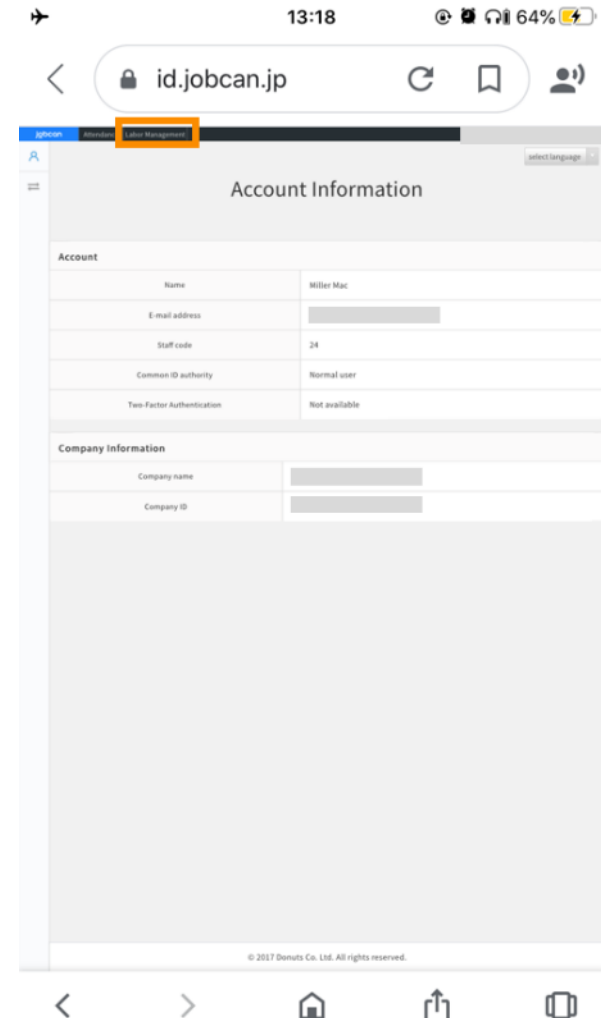
Enter for the first time (when the input page is displayed)

4. Enter the employee information.

You can select and attach photos and images that are saved on your smartphone by clicking on the file icon.↓
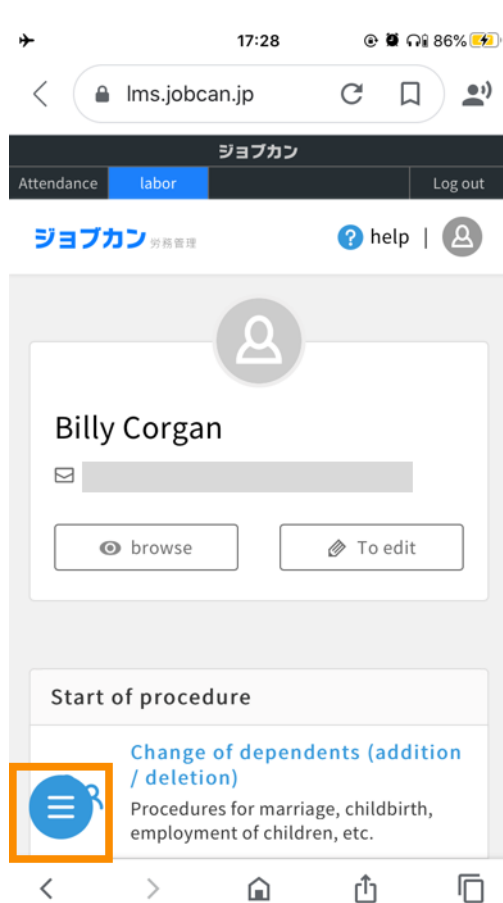
Enter for the first time

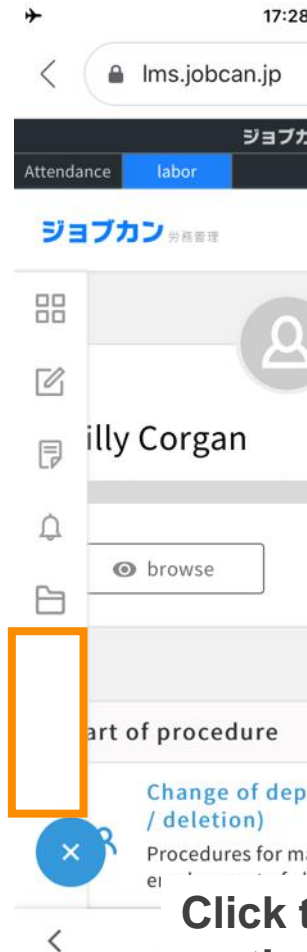**5. Click the "Done" button when you have finished entering data.**

There is a "Done" button at the bottom of the page.

Click the button to complete. After that, please wait
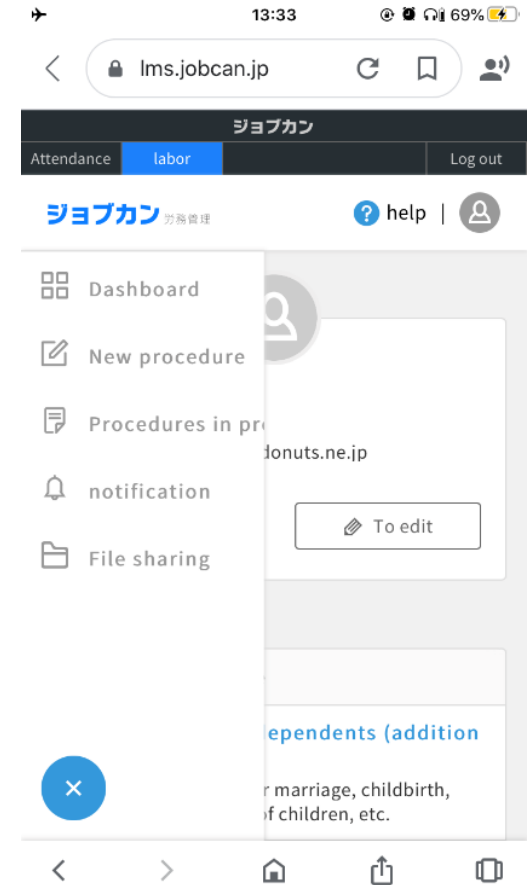for the approval of the manager.

Basic page configuration/How to display menu bar

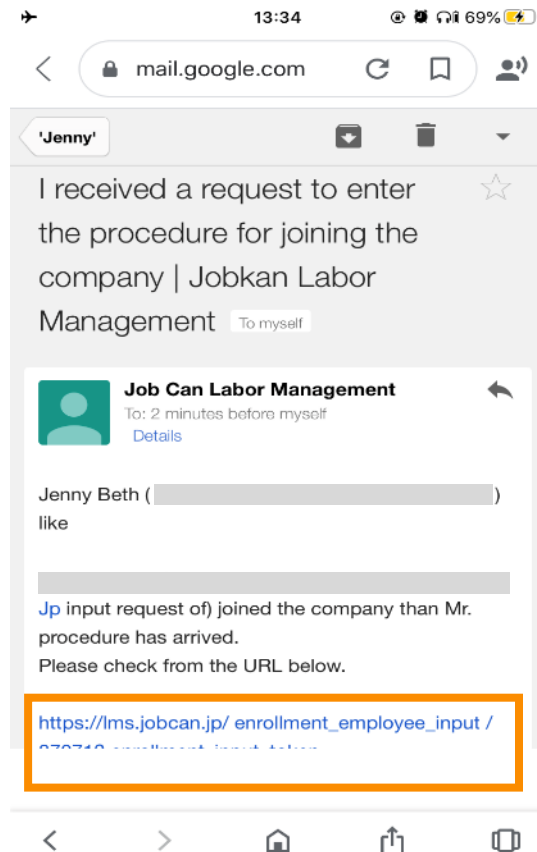**Click to display the menu bar.**

Click the white margin on the menu bar to see the menu details.

Receive a request to enter the information from the manager (procedures for joining the company)

Those who join the company will be asked to enter information to complete the procedure for joining the company.

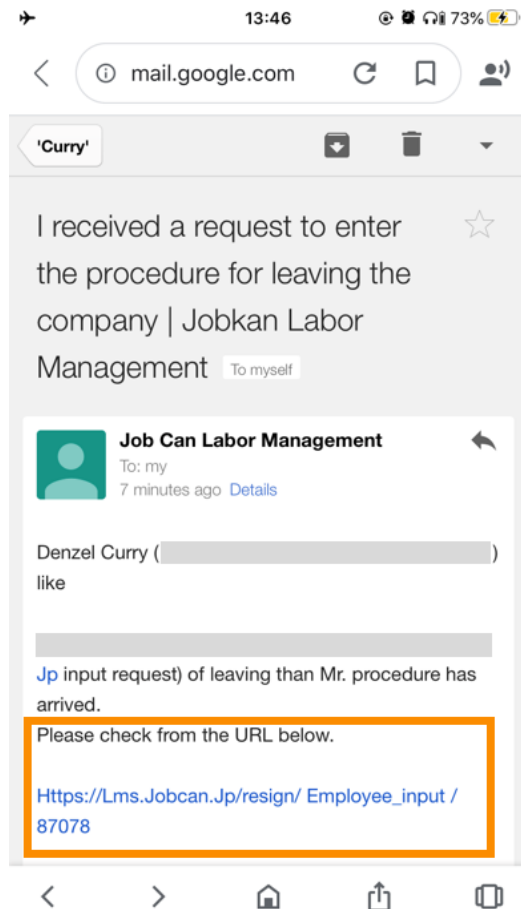**1. Click the link when you receive an email regarding procedures of joining the company from Jobcan.**

2. When you log in, the input page will be displayed.

3. When the input is completed, click the "Done" button at the bottom to finish the procedure.

Receive a request to enter the information from the manager (procedures for leaving the company)

Those who leave the company will be asked to enter information to complete the procedure for leaving the company.

1. When you receive an email regarding the procedures of leaving from Jobcan, click the link.

2. When you log in, the input page will be displayed.
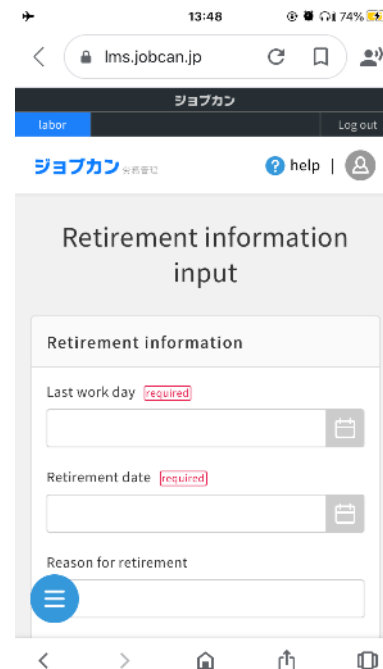
3. When the input is completed, click the "Done" button at the bottom to finish the procedure.

Receive an request to enter the information from the manager (procedures for leaving the company)

Item name	Explanation
Last day at work Required	Enter the date.
Retirement date Required	Enter the date.
Reason for retirement	
Address after retirement	
Email address for contact after retirement	
Phone number	
How to send the withholding slip	Select from followings. ・Email ・Transport
How to collect residence tax	Select from followings. ・Special collection (salary deduction) at the new workplace ・Normal collection (pay the remaining resident tax by yourself) ・Lump sum collection (lump sum deduction at the last salary)
Need slip of unemployment	Select from followings. ・Yes ・No
Take out insurance after retirement	Select from followings. ・I want to continue voluntarily ・I do not want to continue voluntarily
Return date of health insurance card	Enter the date.
I lost health insurance card	Check the box if you lost it.
Name of next work place (optional)	
Joining date of next workplace (optional)	Enter the date.
Remarks	Please enter freely.

This is a list of items to be entered for procedure of retirement.

If you have any questions about each item, please ask the person in charge in the company.

Request for procedure
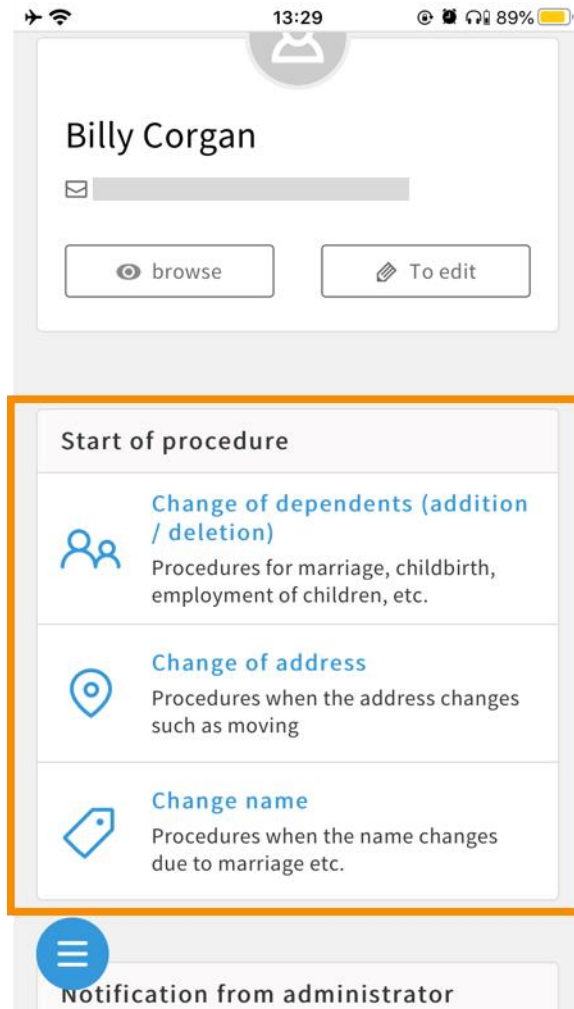
Employees can do the following three procedures in Jobcan Labor Management.

・Change of dependents
・Change of address
・Change of name

Click which procedure you would like to start from the "Start of procedure" section on the Jobcan Labor Management My Page.

Request for procedure (change of dependent)

1. Click "Change of dependents" in "Start of procedure" on the top page.

2. Select "Addition of dependents" or "Deletion of dependents".

3. Enter the items of the selected procedure.
* For details on the input items, "Addition of dependents" will be explained on the next page, while "Deletion of dependents" is on page 16.

4. Click "Apply" to complete the procedure. Please wait for the approval of the manager.

Request for procedures (change of dependents)

■Input items when adding dependents

Dependent information		
Item name	**Condition**	**Explanation**
Transfer date	Required	(E.g.)2017/1/1
Relationship	Required	・Spouse ・Others
Relationship details	Required	Please select it.
Last name	Required	(E.g.)Yamada
First name	Required	(E.g.)Hanako
Date of birth	Required	(E.g.)1980/1/1
Gender	Required	・Male ・Female
Living together / Separated	Required	・Live together ・Separated(domestic) ・Separated(overseas)

Address Postal code	Required (applicable person only)	999-9999
Prefectures	Required (applicable person only)	(E.g.)Tokyo
City	Required (applicable person only)	(E.g.)Shibuya
House number	Required (applicable person only)	(E.g.)9-99-99
Building name/Room number	Optional	(E.g.)Jobcan apartment
Occupation	Required	(E.g.)Housewife
Phone number	Optional	(E.g.)0000-0000-0000
Annual income (Expected for the next year)	Required	Half-width number
Annual income (January - December)	Required	Half-width number
Disability classification	Optional	・Not applicable ・Person with disabilities ・Person with heavy handicap
Dependent on tax	Optional	
Reason for being added to dependents	Required	Please enter within 24 characters.

Request for procedures (change of dependents)

Spouse information		
Item name	**Condition**	**Explanation**
Have spouse	Optional	・Yes ・No
Spouse's annual income (last year)	Required (applicable person only)	Half-width number
Spouse's monthly compensation (current)	Required (applicable person only)	Half-width number

■Input items when deleting dependents

Spouse information		
Item name	**Condition**	**Explanation**
Date the person is no longer a dependent	Required	(E.g.)2017/1/1
Please check the person who are out of support	Required	Please select it.
Reason for being out of support	Required	・Death ・Divorce ・Employment/Income increase ・Reached 75 years old ・Disability certification ・Other
Details of reason	Required	Please enter within 24 characters.

Request for procedures (change of address)

1. Click "Change of address" in "Start of procedure" at the top page of My Page.

2. Enter each item.

3. Click "Apply" to complete the procedure.
Please wait for the approval of the manager.

Request for procedures (change of address)

■Input items when adding dependents

Moving date		
Moving date	Required	(E.g.)2017/1/1
Address before change	Filled in	Please check if there is no mistake

New address		
Postal code	Required	999-9999
Prefectures	Required	(E.g.)Tokyo
City	Required	(E.g.)Shibuya
House number	Required	(E.g.)9-99-99
Building name/Room number	Optional	(E.g.)Jobcan apartment
Resident's card is also updated	Optional	Check if you update it.

通勤手当Commuting allowance		
Means of commuting	Optional	Please select it.
Period of commuter pass	Optional	・One month ・Three months ・Six months
Train Station you get in	Optional	(E.g.)Shibuya
Station you get off	Optional	(E.g.)Shinjuku
Waypoint	Optional	(E.g.)Yoyogi
One-way fare	Optional	Half-width number
Commuter pass fee	Optional	Half-width number
Bus Stop you get in	Optional	(E.g.)Shibuya
Stop you get off	Optional	(E.g.)Shinju
Waypoint	Optional	(E.g.)Yoyogi
One-way fare	Optional	Half-width number
Commuter pass fee	Optional	Half-width number
Car Departure place	Optional	
Arrival place	Optional	
One-way commuting distance	Optional	Please select it.
Payment amount	Optional	Half-width number

Request for procedures (change of address)

Spouse's address		
Also change the address of the dependent spouse	Optional	Check if you change it.
Spouse's address before change	Filled in	・Live together ・Separated together (domestic) ・Separated together (overseas)
Spouse's new address	Required	・Live together ・Separated (domestic) ・Separated (overseas)
Address change date	Optional	

Request for procedures (change of name)

1. Click "Change name" in "Start of procedure" at the top of My Page.

2. Enter each item.

Date to change name		
Date to change name	Required	(E.g.)2017/1/1

Name before change
Please check if there is no mistake.

New name		
Last name	Required	(E.g.)Yamada
First name	Required	(E.g.)Hanako

3. Click "Apply" to complete the procedure. Please wait for the approval of the manager

Receive a signature/seal request

In Jobcan Labor Management, you may be asked to print physical copies and request a seal or signature of approval from the relevant managers.
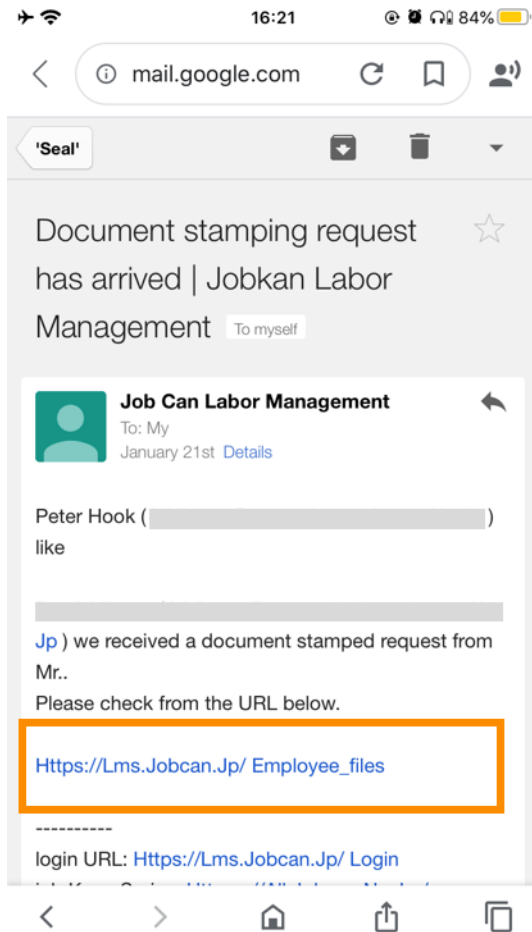
1. Click the link when you receive an email request to seal documents.

2. The page will change to "Download", and the documents that need to be signed/sealed will be displayed in the Procedure files.
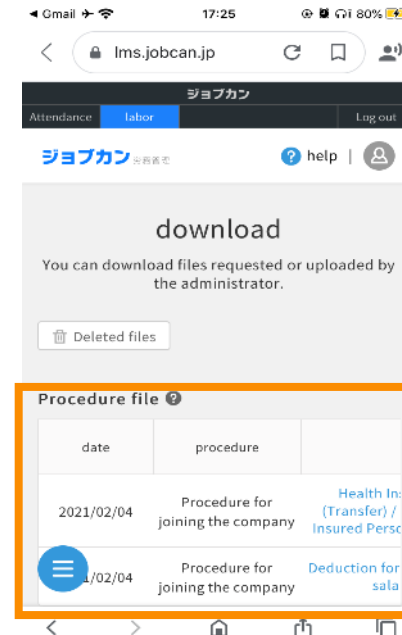
Receive a signature/seal request

3. Click the file name to display an image preview of the document and download it from the button at the top.
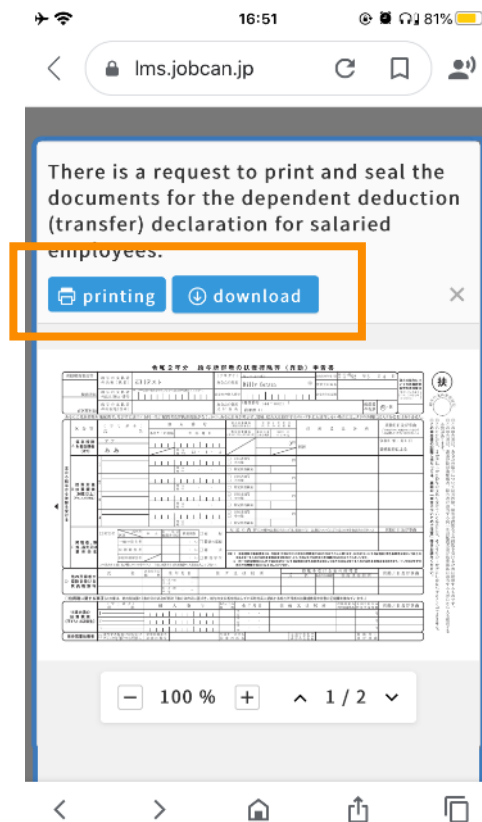
4. Send the downloaded file to a copier/printer at home, the office, convenience store, etc. for printing.

5. Please sign and seal the printed document and submit it to the manager.

* It is also possible to submit to the manager by uploading the data after signing and sealing Jobcan Labor Management.

Download files

You can download the company-specified files stored in Jobcan Labor Management.
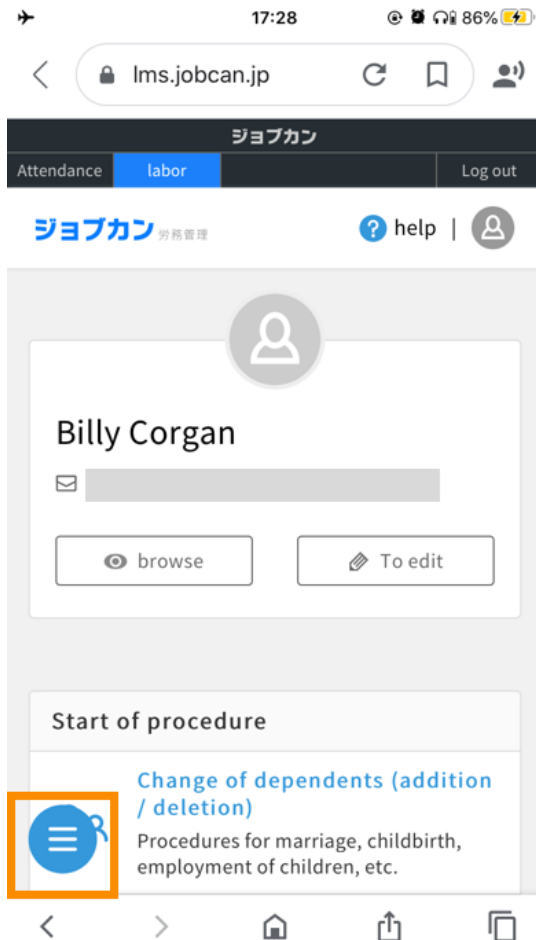
1. Click the blue circle mark at the bottom left of the top page.
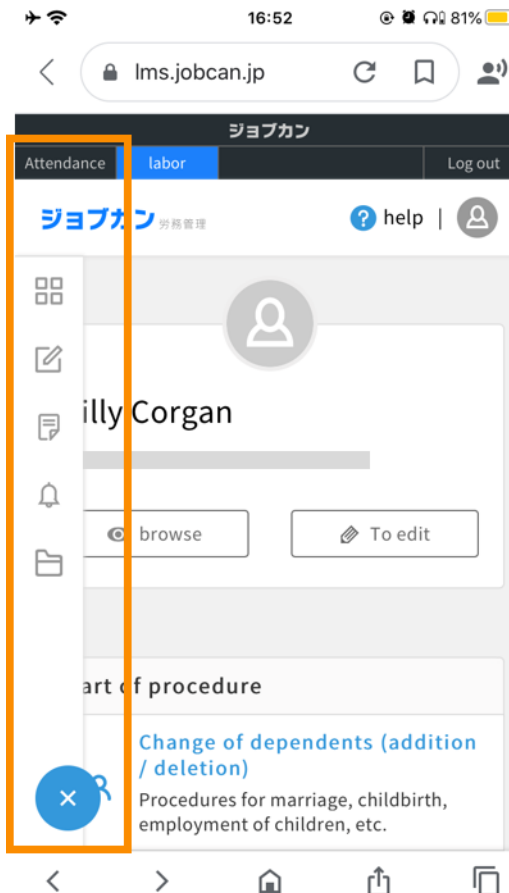
2. The menu is displayed at the left side.

Click the icon at the bottom of the menu.

Download files

3. You should now have moved to the page where you can download the file.
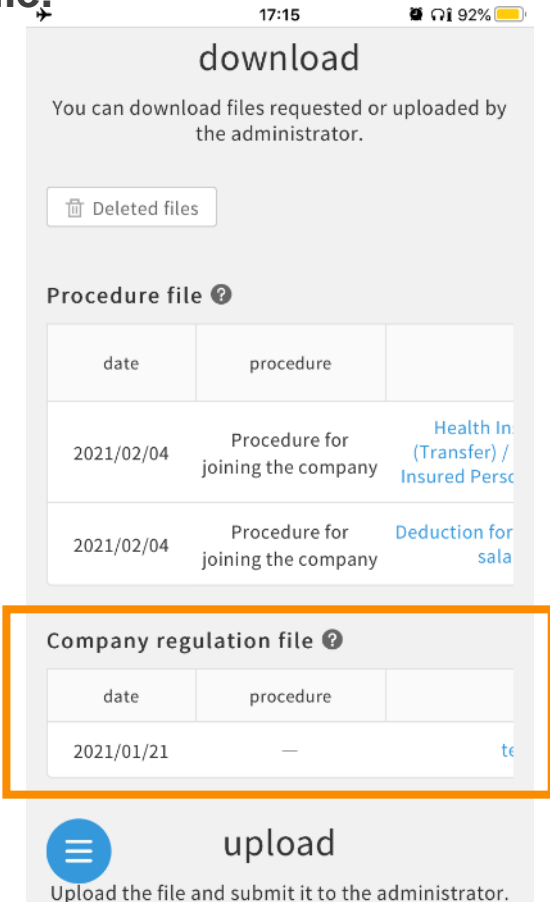
**4. If there is a file stored by the manager as a company-specified file, you can download it.**

Upload files

Employees can upload files on Jobcan Labor Management.
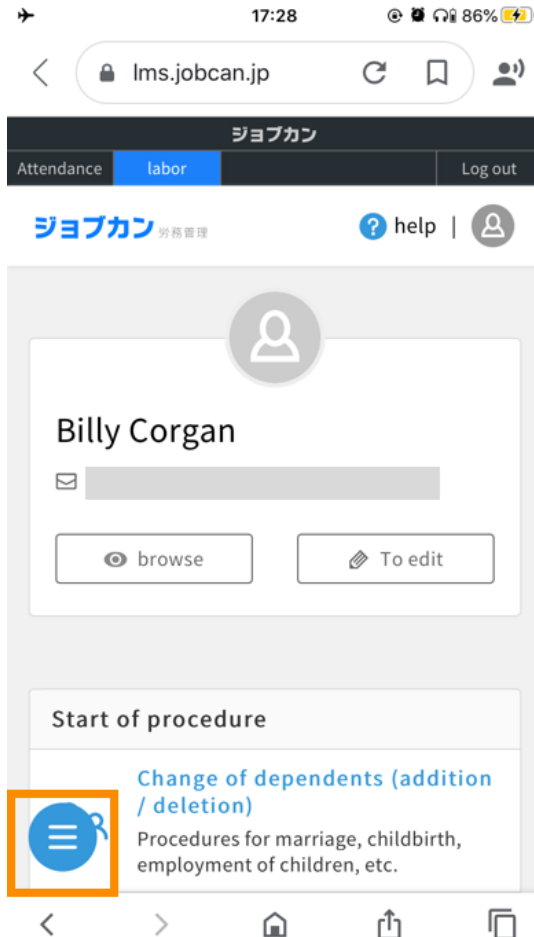
1. Click the blue circle mark at the bottom left of the top page.
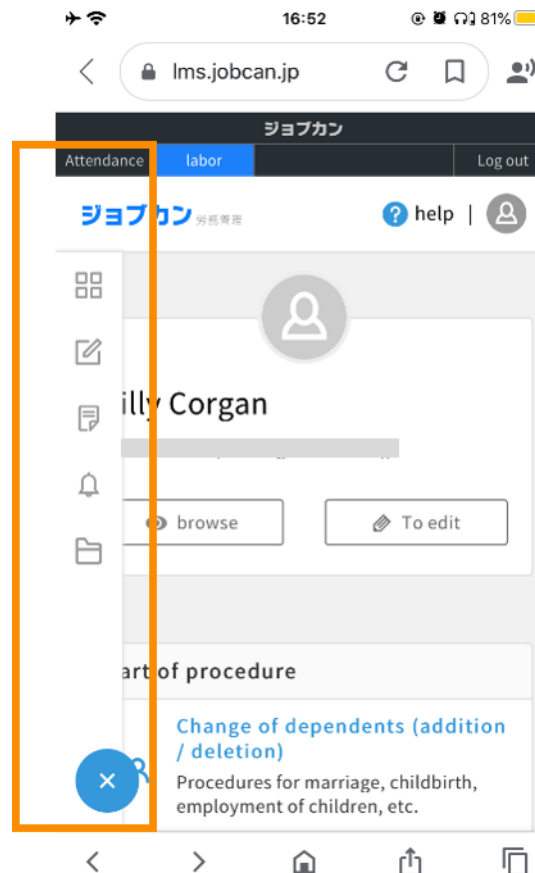
2. The menu is displayed on the left side.

Click the icon ⊟ **at the bottom of the menu.**

Upload files

3. There is an "Upload" button under "Download" on the transitioned page.
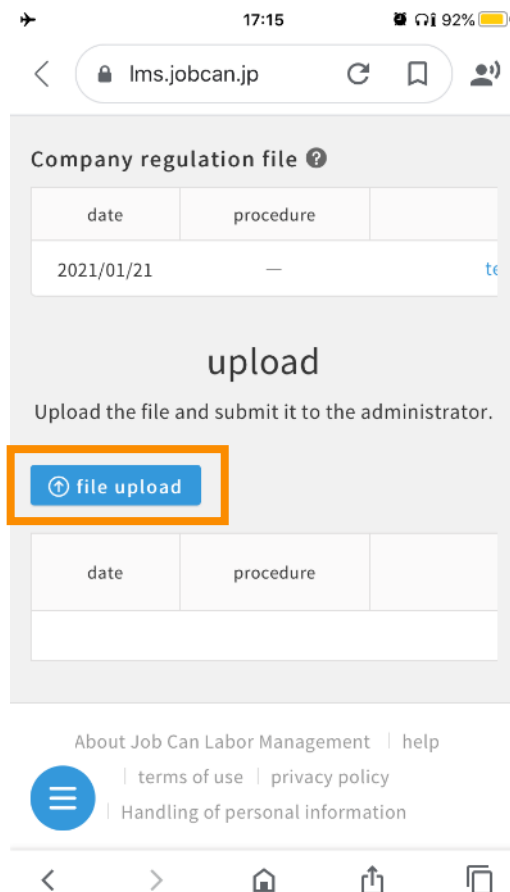
4. Click the "Upload" button to display the page below.
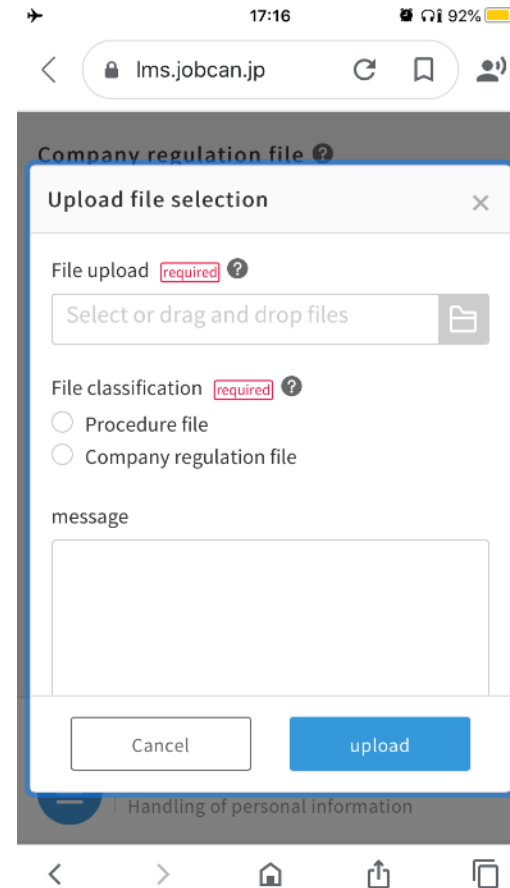
Upload files

5. Click the file icon at the right side of the page to select photos and files on your smartphone.
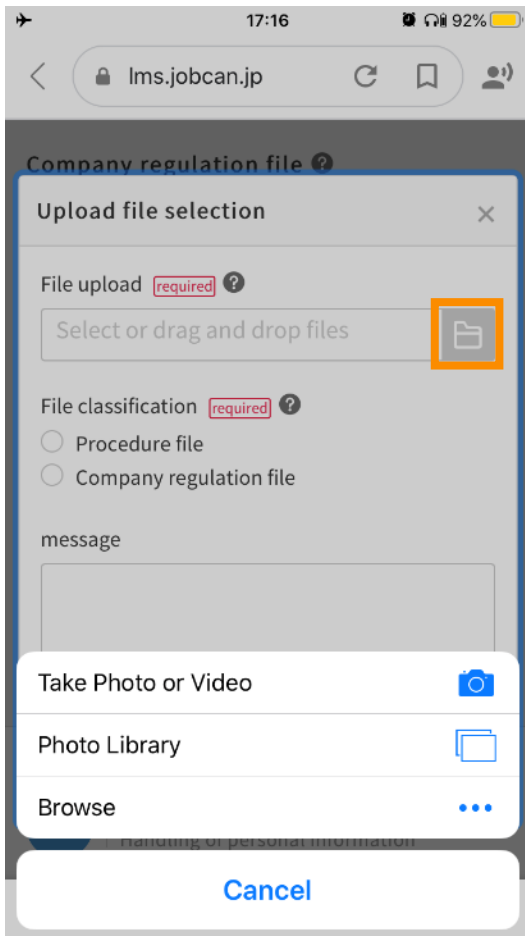
6. Upload the file, select the "File classification" and click the "Upload" button to submit the file to the manager.

Change employee information

1. Click "Edit" at the top page.
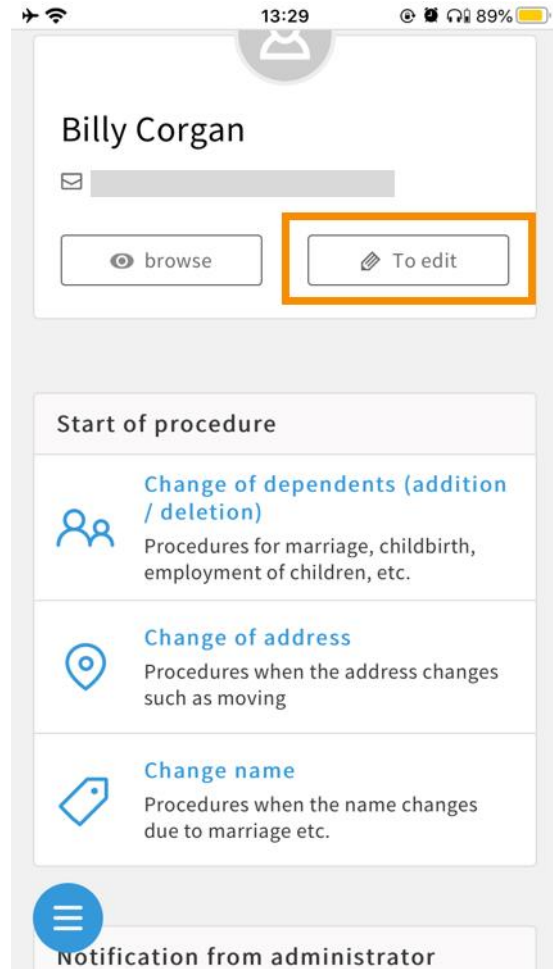
2. Edit the information as required and click the update button on the edit page.

* Some items cannot be changed from the edit page.

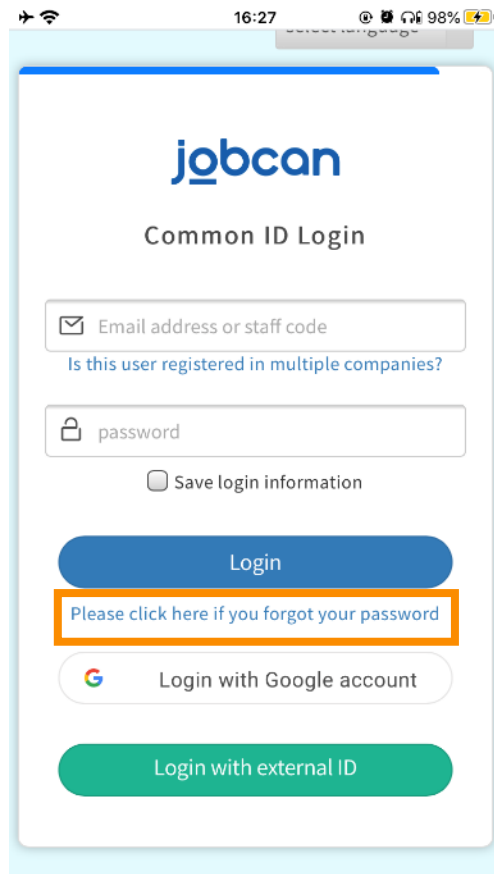If you want to update those items, please ask the manager.
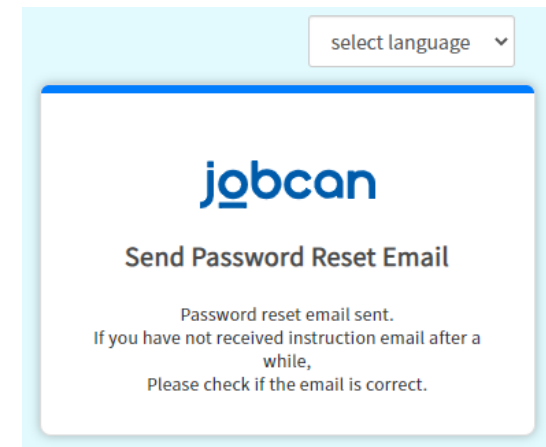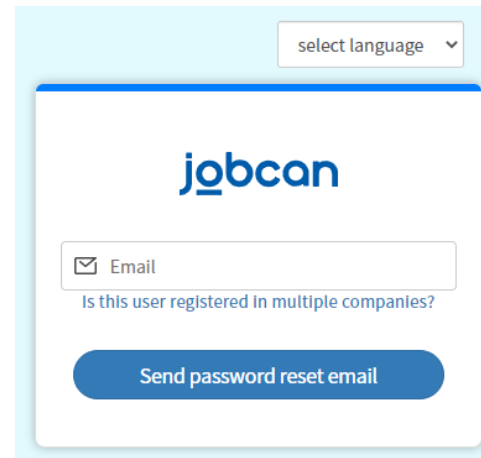
【Contact】
Person in charge:
Email:
Tel:

Change password

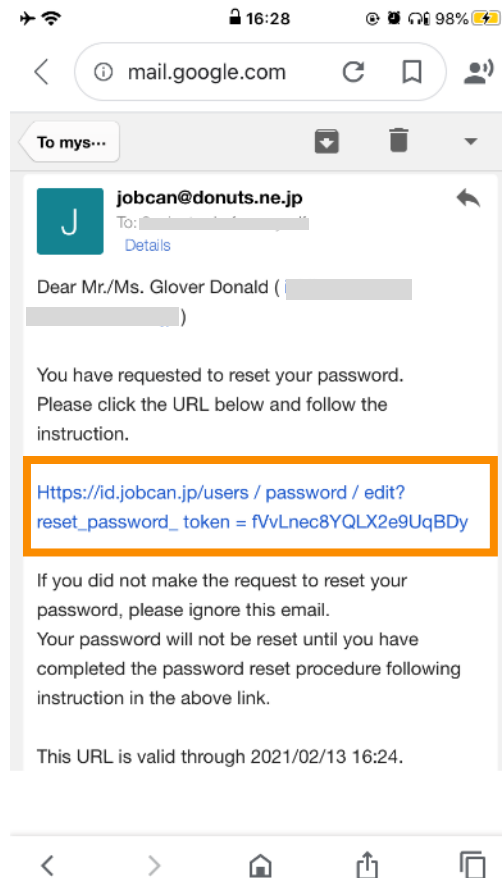To change your password, click "Please click here if you forgot your password" on the login page.

1. Click "Please click here if you forgot your password" on the login page.

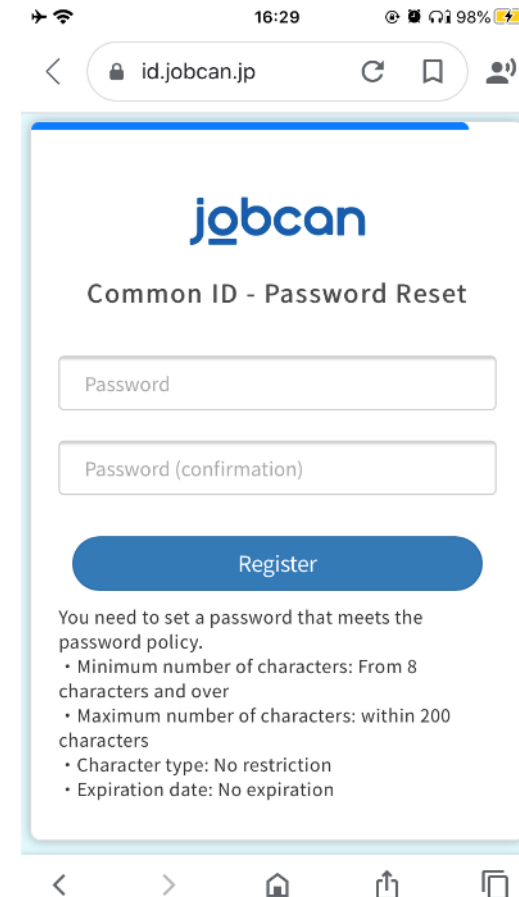**2. Enter your email address and click "Send password reset email".**

Change password

3. You will receive the following email with the title "Reset password| Jobcan common ID". Click on the provided link.

4. Enter the password you want to set and click "Register" to complete the password reset.

Information correction request

You may receive a request to correct the information registered during the procedure from the manager.
Title: Adding a correction request of dependents has arrived │ Jobcan labor management

When you receive it, please check "Comment from xx" in the email, open the input page from the link, correct the relevant part, and submit to the manager.

☑FAQ

Q. I submitted the wrong input. Can I fix it?

A. Once the answer is submitted, it cannot be modified by the employee. Please contact the person in charge within your company.

Q. Can I use Jobcan Labor Management from a smartphone or feature phone instead of PC.

A. You can use and answer from a smartphone. In the case of feature phones, you can answer if it is equipped with Android. If you do not have an environment where you can answer, please ask the person in charge within the company.

Q. I haven't received the procedure request email. What should I do?

A. Request email will be delivered from the address below.
・no-reply@**lms**.jobcan.ne.jp

Please check if it is sorted to the junk mail folder, and if you cannot find it, ask the person in charge within the company.

Person in charge （Contact）
xx Department
Email: Tel: