

HOW TO LOG IN

① Please go to “sigma-staff.co.jp” home page, and click 「スタッフ専用」, and then 「勤怠報告・給与明細」 or 「契約書の確認」 to access the staff login page. (This URL is accessible with both PC and mobile). The STAFF EXPRESS NEO page will be displayed.

② Enter the information required for log in and click the “log in (ログイン)” button.
[Log in information]

- Mobile phone number or e-mail address
- Password ※When entering phone number, it is not necessary to put “-” (hyphen).

! Forgot your password?

Please click “If you have trouble logging in「ログインでお困りの方」” below the log in button. From the registered email address, you will be notified by e-mail of the mobile phone number, e-mail address and password registered in STAFF EXPRESS NEO.

! Cannot log in?

Please check the following three points:

- Is the URL entered correctly?
- Is the information required for log in entered correctly?
- Are you using double-byte characters? (Double-byte characters cannot be used)

If you are still unable to log in, please contact the dispatching company by clicking “Contact (お問い合わせ)” at the bottom of the login screen.

HOW TO USE THE HOME SCREEN

STAFF EXPRESS NEO ①

メニュー

031176 エスアイ 太郎 様 沖縄支店

パスワード変更

②

契約書の公開について

ニュース

2021/02/01(月) 【同意確認】個人情報の取扱いについて

月間スケジュール

2018 年 6 月 前月 翌月

リスト表示 表示の説明

日	月	火	水	木	金	土
27	28	29	30	31	1	2
3	4	5	6	7	8	9

① MENU

You can jump to each screen. Click to display the screen below. *Please take note that some menus are not available



② BANNER, NEWS

This will be displayed on the screen if there is notification or notice regarding a confirmation of consent from the dispatching company. Click the title of the banner or news to see the detailed information. (Check 「同意確認の申請方法」 to check details of the consent confirmation)

お問い合わせ先変更のお知らせ ✕

公開日	2018/04/01(日)
本文	<p>社内オペレーターの連絡先が下記に変更となります。</p> <p>変更日：20xx/xx/xx mail：****@*.jp Tel：xxx-xxx-xxx</p> <p>20xx/xx/xxからは、今までの連絡先は使用できませんので、連絡する際はお気を付けてください。</p> <p>以上、よろしくお願い致します。</p>

閉じる

HOW TO CHECK YOUR CONTRACT



- ① Open the Contract Inquiry Menu
- From the “Menu 「メニュー」” button at the top of the home screen, click the “Contract Inquiry 「契約照会」” button.



- ② The schedule of the current month will be displayed. You can change the years by pressing “last year 「前年」” and “next year 「翌年」” buttons.

A list of contracts that you can check will be displayed. Click the “type (file name) 「種別(ファイル名)」” of the contract that you would like to see.

- ③ The PDF file of the contract will be displayed. Click the “Agree 「同意」” button if instructed by the dispatching company to agree using NEO.

*You will need to download a separate application to display the PDF format.
 *If you are using a flip phone, the PDF file will be displayed as TEXT format.