Timesheet Portal User Guide

Video Guides

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How do I Login to FastTrack?	Video Link
How do I enter a Timesheet?	Video Link
How do I view historical Timesheets?	Video Link
How do I enter part week leave on my Timesheet?	Video Link
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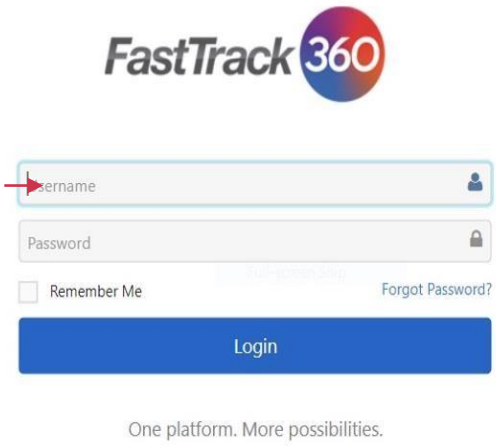
How do I enter half a day leave and half a day standard time?	Video Link

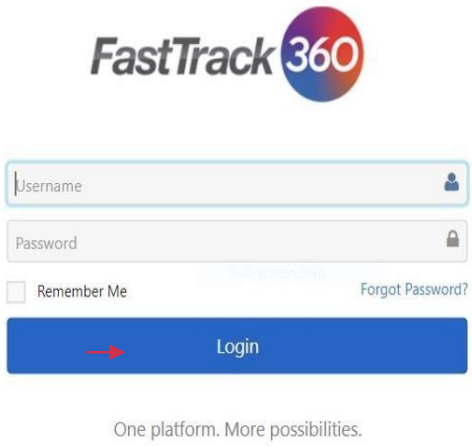
Logging In Link to Video Guide

1. Enter your username and password into the FastTrack login page as shown: Your Login details will come from :

noreply@manpowergroup.co.uk



2. Once your details are entered use the login button:

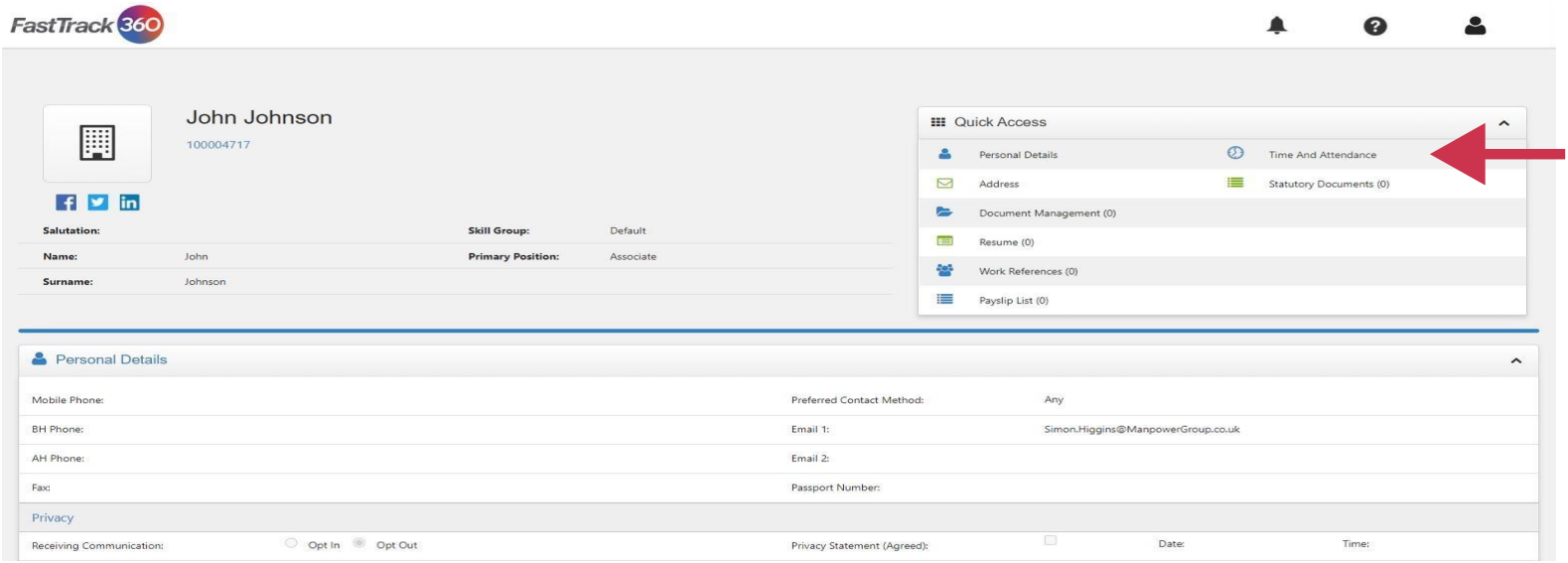


3. You will now be prompted to change your password:

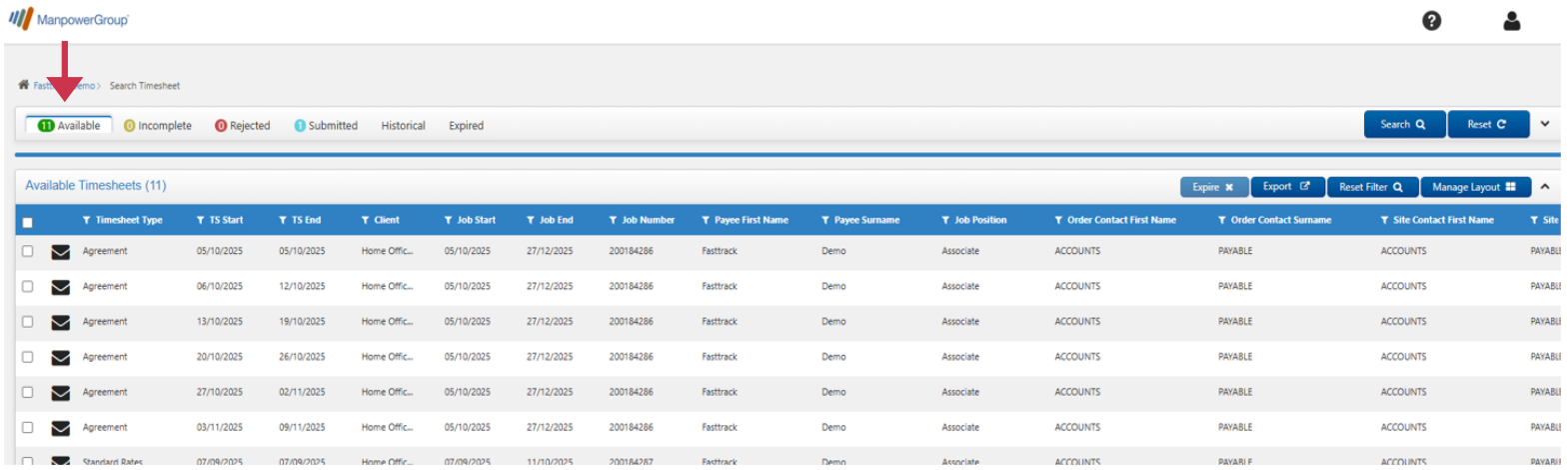
4. Once you have re set your password you will be asked to login under your new credentials:

Submitting A Timesheet [Link to Video Guide]

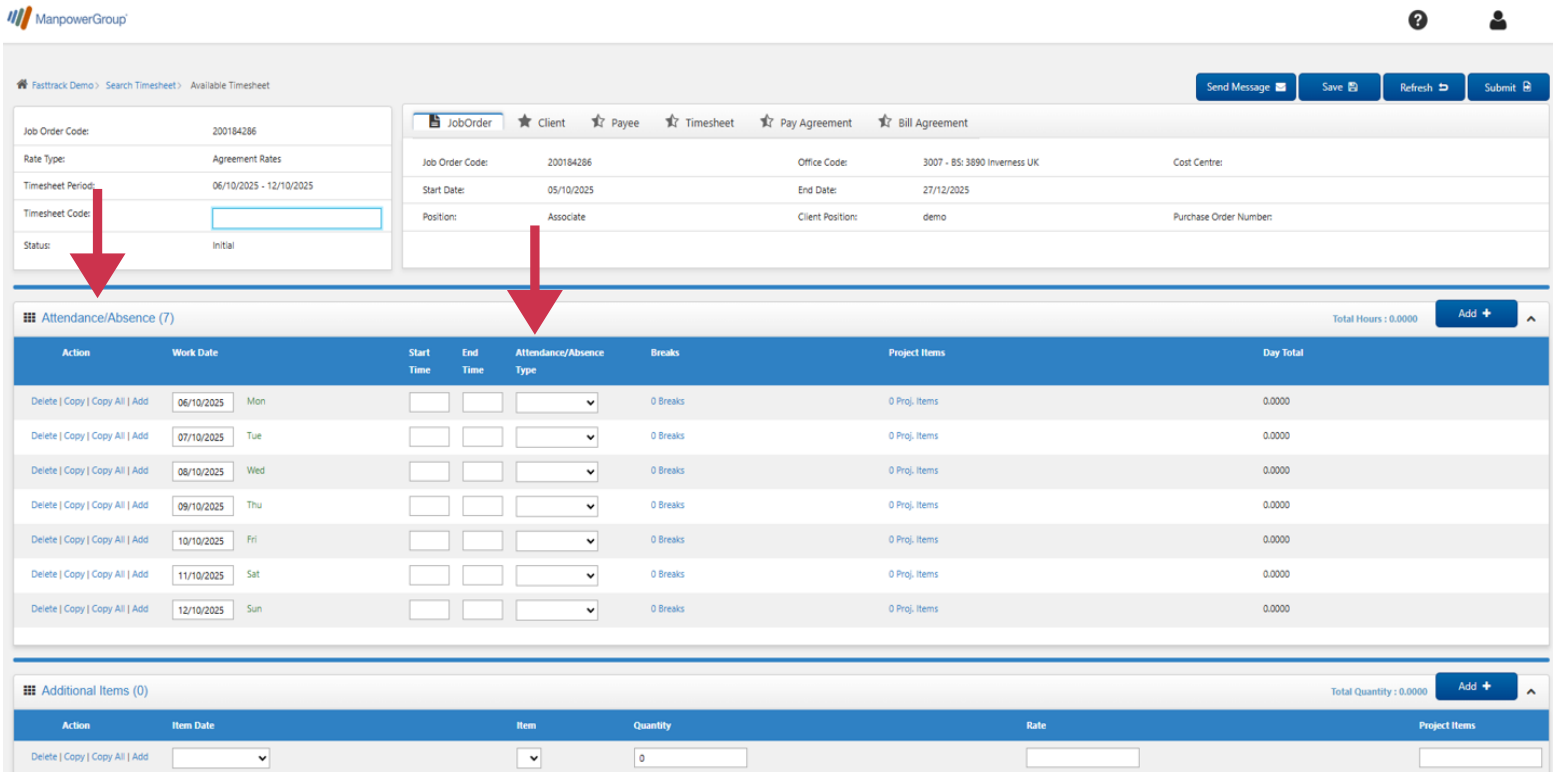
1. Once logged in you will need to navigate to the Time and Attendance option in the top.



2. From here you will need to click on the available timesheets section and select the week you wish to submit hours for.

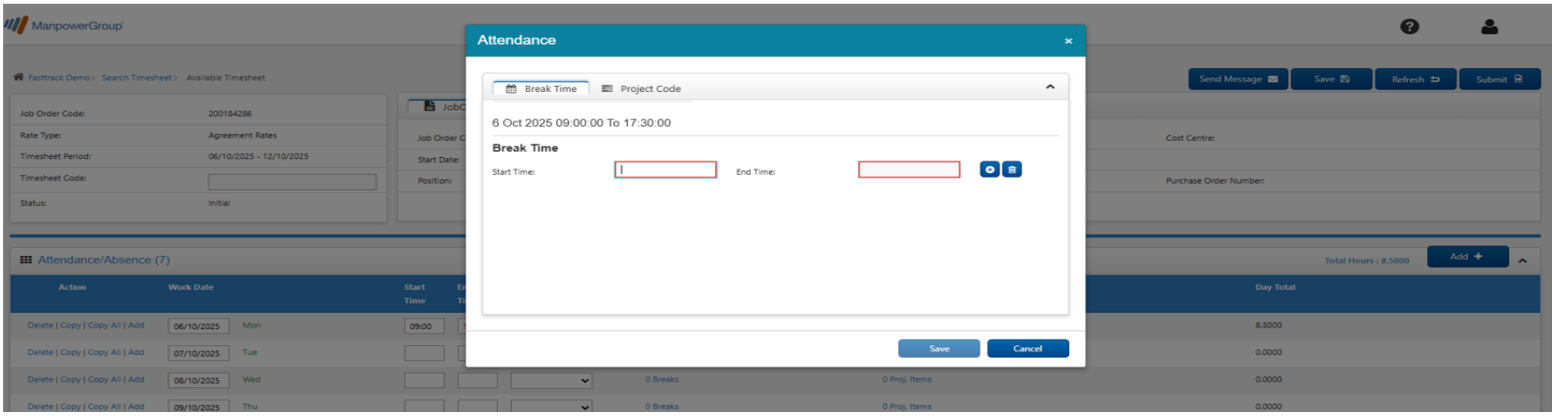


3. At the bottom of the screen, you will see two options: Attendance / Absence Section and Additional Item Section. Please use the Attendance / Absence Section. When adding the attendance type, choose Standard from the dropdown menu.

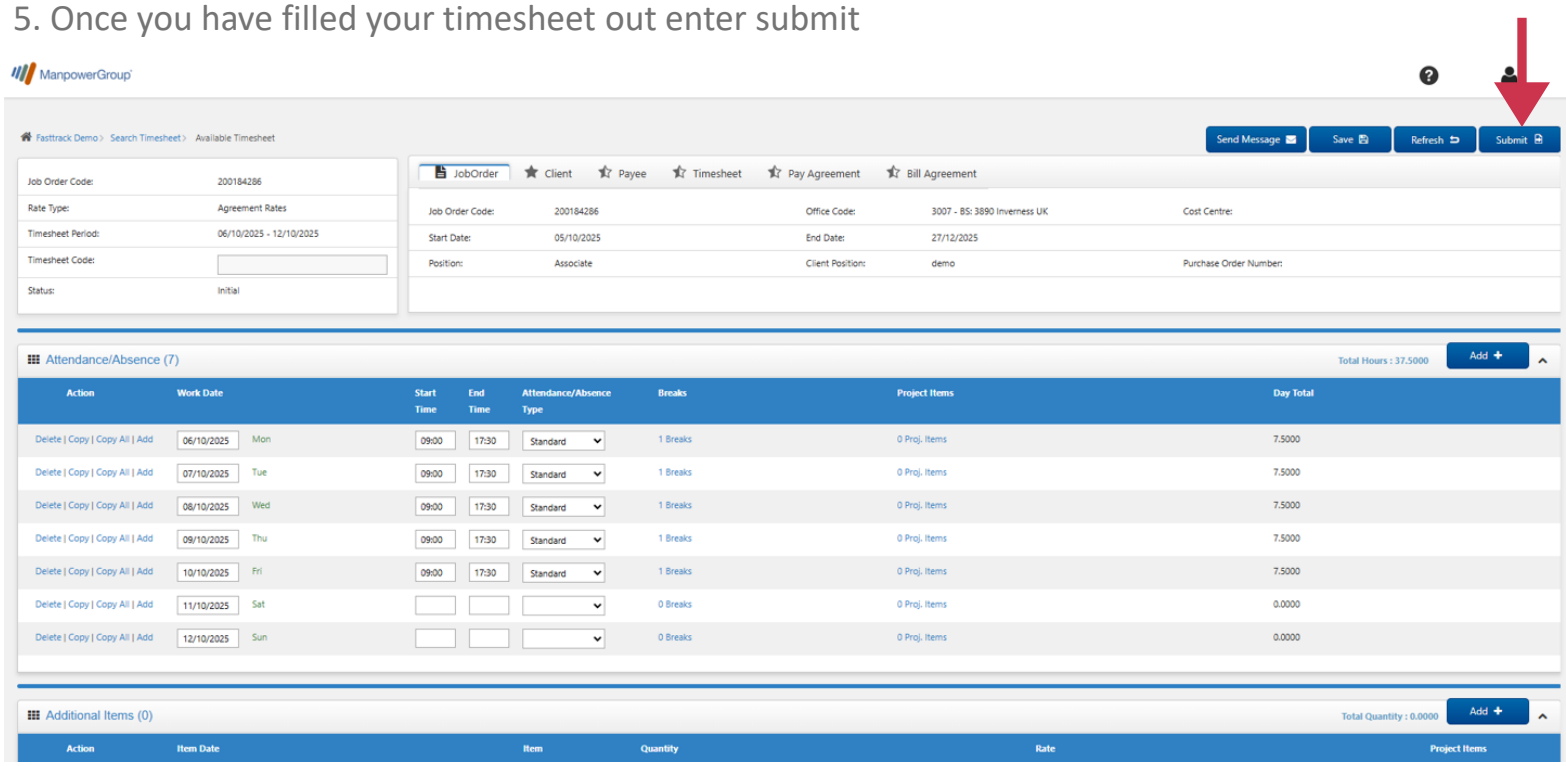


4. Please ensure that the break duration entered in FastTrack matches one of the approved increments (15, 30, 45, or 60 minutes). If the total time does not align with these increments, your timesheet will be rejected and returned for correction.
Examples of correct entries:

- 12:15 – 12:30 (15 minutes)
- 12:30 – 13:00 (30 minutes)
- 12:15 – 13:00 (45 minutes)
- 13:00 – 14:00 (60 minutes)

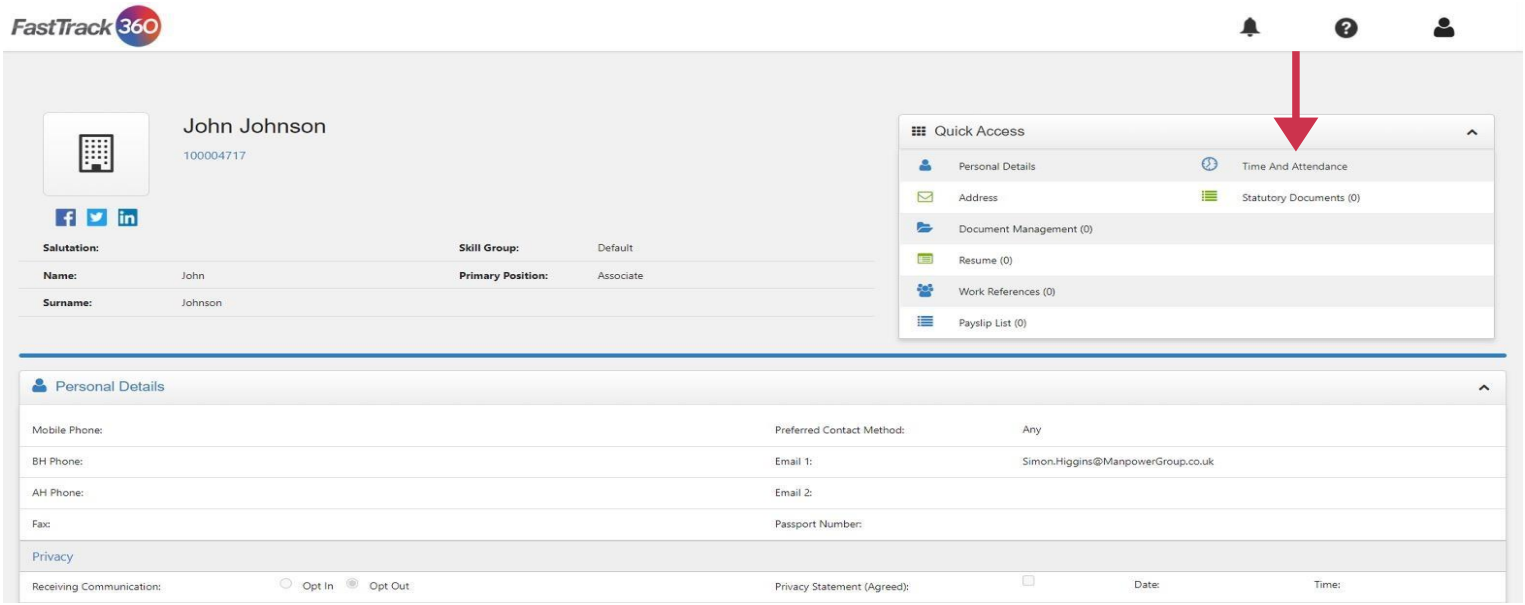


5. Once you have filled your timesheet out enter submit

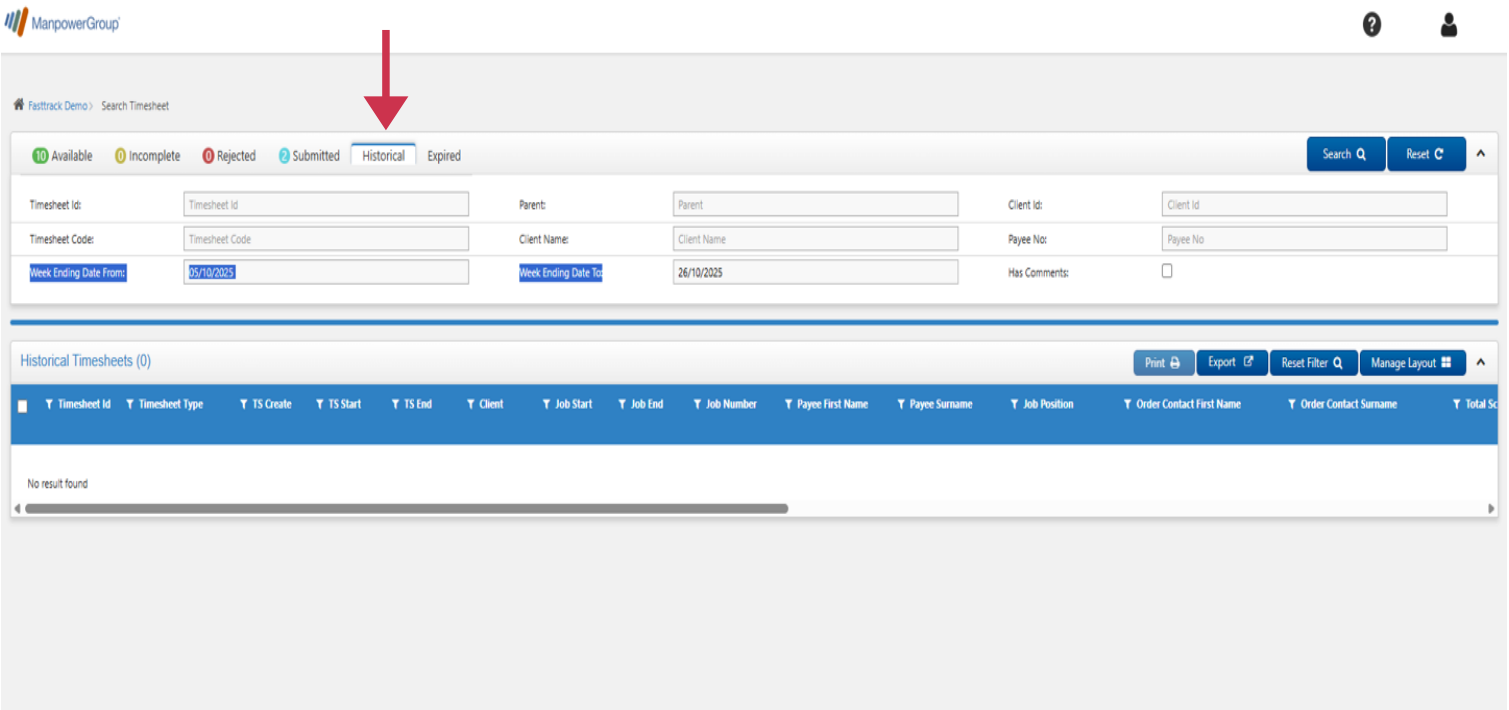


Viewing Historical Timesheets [Link to Video Guide]

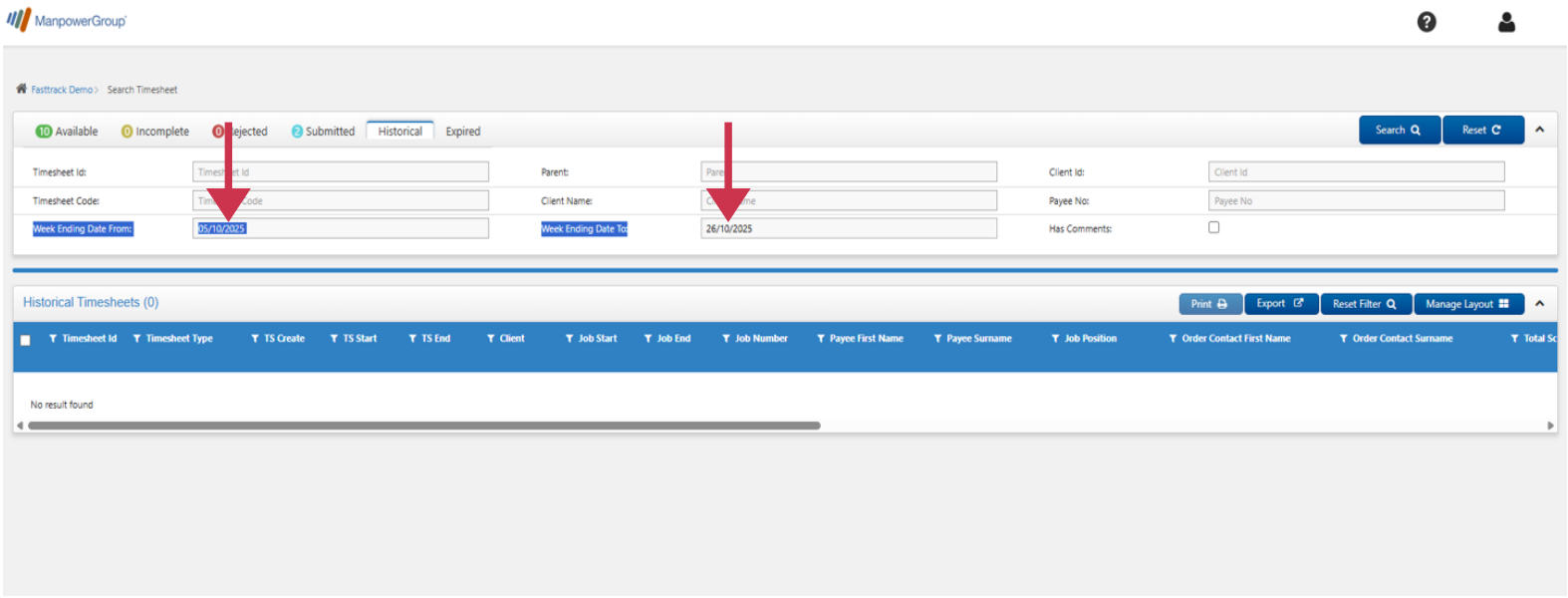
1. Navigate to the Time and Attendance option in the top right



2. Then navigate to the Historical timesheet section:

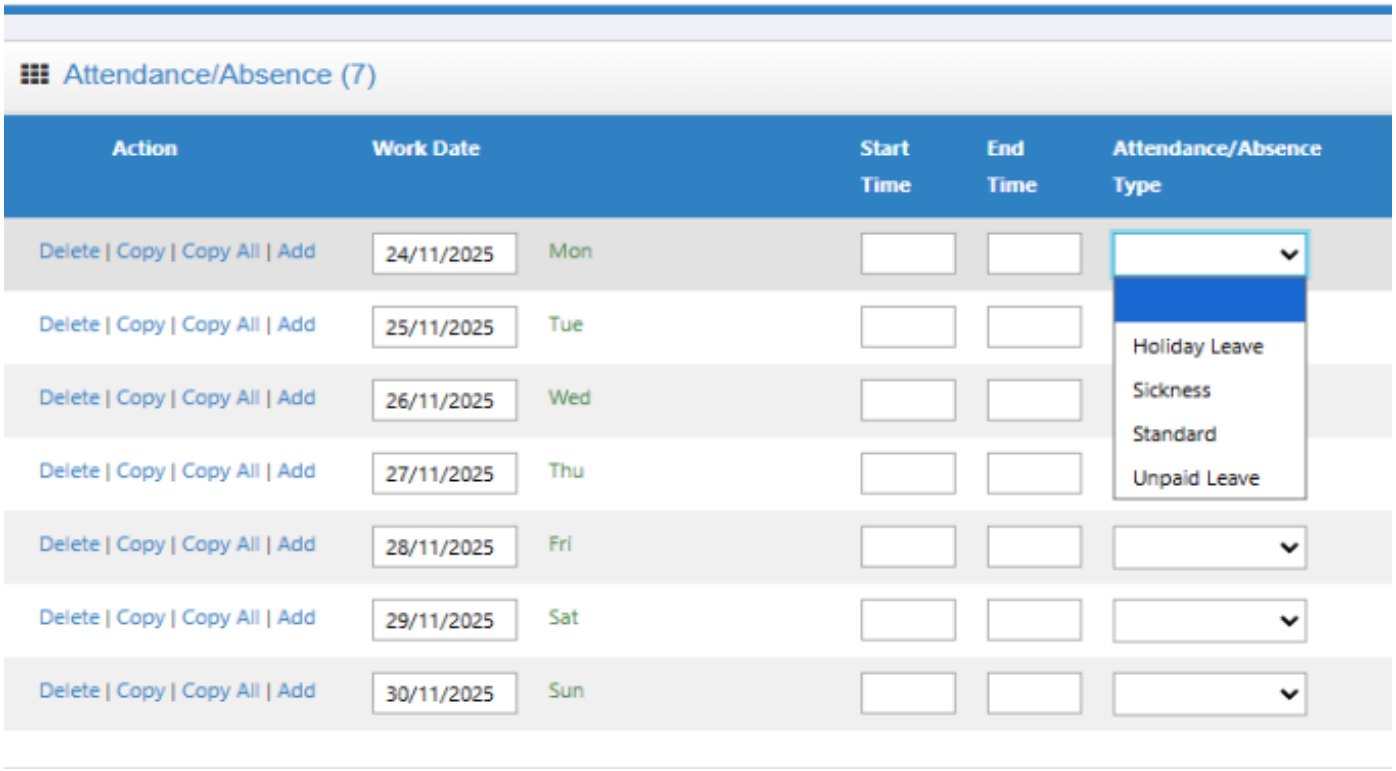


3. If you want to view previous Timesheets that do not automatically show, you will need to adjust the date parameters.



Submitting Leave

To submit leave you will need to add the leave type to your weekly timesheet.



Please refer to the video links below for further instruction.

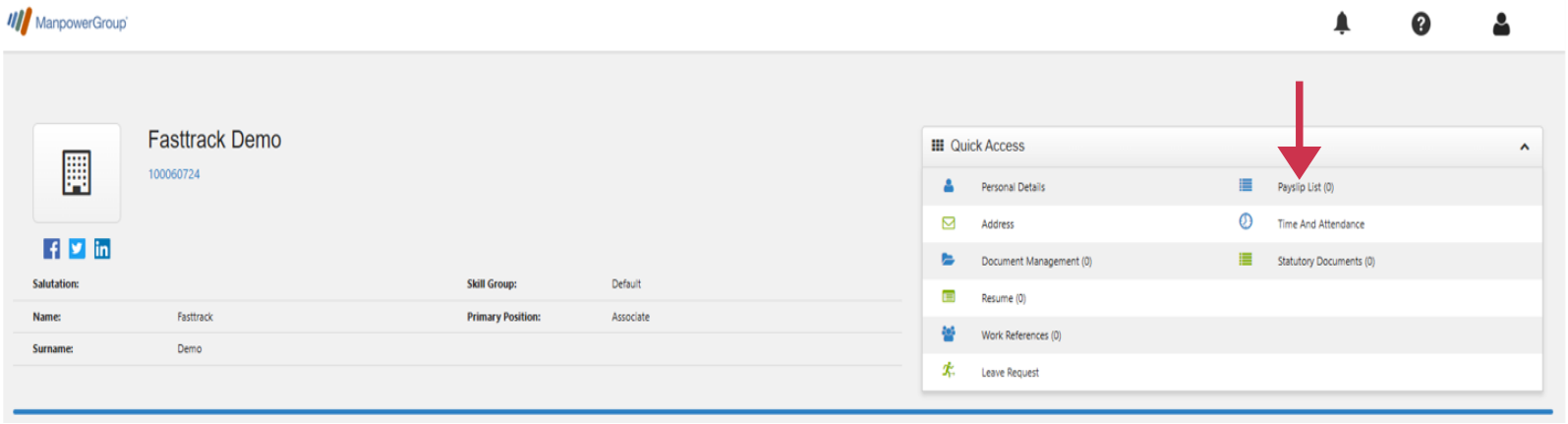
Entering a Full Week Leave

Entering Part Week Leave

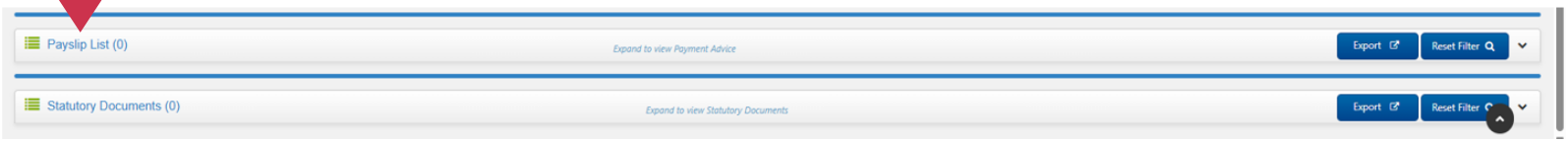
Entering half day leave and half day standard

Payslips

1. When you login to your home screen you will need to navigate to the payslip section in the top right-hand box of the page as shown below.



2. Navigate to payslip list



3. You will then see a list of available payslips, if you click on the actions button you will see an option to preview