

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
How do I enter a full weeks leave on my Timesheet?	Video Link
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



Username 

Password 

☐ Remember Me [Forgot Password?](#)

Login

One platform. More possibilities.

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



Username 

Password 

☐ Remember Me [Forgot Password?](#)

Login

One platform. More possibilities.

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

Reset Password

Old Password:

New Password:

Re Enter Password:

Your password must be at least 10 characters long and contain at least one number, lowercase character, uppercase character and symbol !@#\$%^&*().

Reset Password

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



100004717 

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☐ Remember Me [Forgot Password?](#)

Login

One platform. More possibilities.

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.

John Johnson

100004717

Facebook

Twitter

LinkedIn

Salutation:

Name:

Surname:

Skill Group:

Primary Position:

Default

Associate

Quick Access

Personal Details

Address

Document Management (0)

Resume (0)

Work References (0)

Payslip List (0)

Time And Attendance

Statutory Documents (0)

Personal Details

Mobile Phone:

BH Phone:

AH Phone:

Fax:

Privacy

Preferred Contact Method:

Email 1:

Email 2:

Passport Number:

Receiving Communication:

Opt In

Opt Out

Privacy Statement (Agreed):

Date:

Time:

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

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FastTrack 360

Search Timesheet

Available

Incomplete

Rejected

Submitted

Historical

Expired

Available Timesheets (11)

Expire

Export

Reset Filter

Manage Layout

	Timesheet Type	TS Start	TS End	Client	Job Start	Job End	Job Number	Payee First Name	Payee Surname	Job Position	Order Contact First Name	Order Contact Surname	Site Contact First Name	Site
☐	Agreement	05/10/2025	05/10/2025	Home Off...	05/10/2025	27/12/2025	200184286	Fasttrack	Demo	Associate	ACCOUNTS	PAYABLE	ACCOUNTS	PAYABLE
☐	Agreement	06/10/2025	12/10/2025	Home Off...	05/10/2025	27/12/2025	200184286	Fasttrack	Demo	Associate	ACCOUNTS	PAYABLE	ACCOUNTS	PAYABLE
☐	Agreement	13/10/2025	19/10/2025	Home Off...	05/10/2025	27/12/2025	200184286	Fasttrack	Demo	Associate	ACCOUNTS	PAYABLE	ACCOUNTS	PAYABLE
☐	Agreement	20/10/2025	26/10/2025	Home Off...	05/10/2025	27/12/2025	200184286	Fasttrack	Demo	Associate	ACCOUNTS	PAYABLE	ACCOUNTS	PAYABLE
☐	Agreement	27/10/2025	02/11/2025	Home Off...	05/10/2025	27/12/2025	200184286	Fasttrack	Demo	Associate	ACCOUNTS	PAYABLE	ACCOUNTS	PAYABLE
☐	Agreement	03/11/2025	09/11/2025	Home Off...	05/10/2025	27/12/2025	200184286	Fasttrack	Demo	Associate	ACCOUNTS	PAYABLE	ACCOUNTS	PAYABLE
☐	Standard Rates	07/09/2025	07/09/2025	Home Off...	07/09/2025	11/10/2025	200184287	Fasttrack	Demo	Associate	ACCOUNTS	PAYABLE	ACCOUNTS	PAYABLE

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.

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FastTrack Demo

Search Timesheet

Available Timesheet

Send Message

Save

Refresh

Submit

Job Order Code: 200184286

Rate Type: Agreement Rates

Timesheet Period: 06/10/2025 - 12/10/2025

Timesheet Code:

Status: Initial

Job Order

Client

Payee

Timesheet

Pay Agreement

Bill Agreement

Job Order Code: 200184286

Office Code: 3007 - BS: 3890 Inverness UK

Cost Centre:

Start Date: 05/10/2025

End Date: 27/12/2025

Position: Associate

Client Position: demo

Purchase Order Number:

Attendance/Absence (7)

Total Hours : 0.0000

Add +

Action	Work Date	Start Time	End Time	Attendance/Absence Type	Breaks	Project Items	Day Total
Delete Copy Copy All Add	06/10/2025 Mon				0 Breaks	0 Proj. Items	0.0000
Delete Copy Copy All Add	07/10/2025 Tue				0 Breaks	0 Proj. Items	0.0000
Delete Copy Copy All Add	08/10/2025 Wed				0 Breaks	0 Proj. Items	0.0000
Delete Copy Copy All Add	09/10/2025 Thu				0 Breaks	0 Proj. Items	0.0000
Delete Copy Copy All Add	10/10/2025 Fri				0 Breaks	0 Proj. Items	0.0000
Delete Copy Copy All Add	11/10/2025 Sat				0 Breaks	0 Proj. Items	0.0000
Delete Copy Copy All Add	12/10/2025 Sun				0 Breaks	0 Proj. Items	0.0000

Additional Items (0)

Total Quantity : 0.0000

Add +

Action	Item Date	Item	Quantity	Rate	Project Items
Delete Copy Copy All Add			0		

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)

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FastTrack Demo

Search Timesheet

Available Timesheet

Send Message

Save

Refresh

Submit

Job Order Code: 200184286

Rate Type: Agreement Rates

Timesheet Period: 06/10/2025 - 12/10/2025

Timesheet Code:

Status: Initial

Job Order

Client

Payee

Timesheet

Pay Agreement

Bill Agreement

Job Order Code: 200184286

Office Code: 3007 - BS: 3890 Inverness UK

Cost Centre:

Start Date: 05/10/2025

End Date: 27/12/2025

Position: Associate

Client Position: demo

Purchase Order Number:

Attendance/Absence (7)

Total Hours : 8.5000

Add +

Action	Work Date	Start Time	End Time	Attendance/Absence Type	Breaks	Project Items	Day Total
Delete Copy Copy All Add	06/10/2025 Mon	09:00					8.5000
Delete Copy Copy All Add	07/10/2025 Tue						0.0000
Delete Copy Copy All Add	08/10/2025 Wed				0 Breaks	0 Proj. Items	0.0000
Delete Copy Copy All Add	09/10/2025 Thu				0 Breaks	0 Proj. Items	0.0000

Attendance

Break Time

Project Code

6 Oct 2025 09:00:00 To 17:30:00

Break Time

Start Time:

End Time:

Save

Cancel

5. Once you have filled your timesheet out enter submit



FastTrack Demo > Search Timesheet > Available Timesheet

Send Message Save Refresh Submit

Job Order Code: 200184286

Rate Type: Agreement Rates

Timesheet Period: 06/10/2025 - 12/10/2025

Timesheet Code:

Status: Initial

JobOrder Client Payee Timesheet Pay Agreement Bill Agreement

Job Order Code: 200184286 Office Code: 3007 - BS: 3690 Inverness UK Cost Centre:

Start Date: 05/10/2025 End Date: 27/12/2025

Position: Associate Client Position: demo Purchase Order Number:

Attendance/Absence (7)										Total Hours : 37.5000	Add +
Action	Work Date		Start Time	End Time	Attendance/Absence Type	Breaks	Project Items		Day Total		
Delete Copy Copy All Add	06/10/2025	Mon	09:00	17:30	Standard	1 Breaks	0 Proj. Items		7.5000		
Delete Copy Copy All Add	07/10/2025	Tue	09:00	17:30	Standard	1 Breaks	0 Proj. Items		7.5000		
Delete Copy Copy All Add	08/10/2025	Wed	09:00	17:30	Standard	1 Breaks	0 Proj. Items		7.5000		
Delete Copy Copy All Add	09/10/2025	Thu	09:00	17:30	Standard	1 Breaks	0 Proj. Items		7.5000		
Delete Copy Copy All Add	10/10/2025	Fri	09:00	17:30	Standard	1 Breaks	0 Proj. Items		7.5000		
Delete Copy Copy All Add	11/10/2025	Sat				0 Breaks	0 Proj. Items		0.0000		
Delete Copy Copy All Add	12/10/2025	Sun				0 Breaks	0 Proj. Items		0.0000		

Additional Items (0)										Total Quantity : 0.0000	Add +
Action	Item Date		Item	Quantity	Rate	Project Items					

Viewing Historical Timesheets [Link to Video Guide](#)

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

The screenshot shows the FastTrack 360 user profile for John Johnson (ID: 100004717). The profile includes personal details, contact information, and a privacy statement. A red arrow points to the 'Time And Attendance' option in the Quick Access menu.

FastTrack 360

John Johnson
100004717

Quick Access

- Personal Details
- Time And Attendance
- Address
- Statutory Documents (0)
- Document Management (0)
- Resume (0)
- Work References (0)
- Payslip List (0)

Personal Details

Mobile Phone: Preferred Contact Method: Any

BH Phone: Email 1: Simon.Higgins@ManpowerGroup.co.uk

AH Phone: Email 2:

Fax: Passport Number:

Privacy

Receiving Communication: ☐ Opt In ☒ Opt Out

Privacy Statement (Agreed): ☐ Date: Time:

2. Then navigate to the Historical timesheet section:

The screenshot shows the ManpowerGroup FastTrack Demo timesheet section. A red arrow points to the 'Historical' tab. The page displays filters for timesheet status, search, and a table of historical timesheets.

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FastTrack Demo Search Timesheet

10 Available **0 Incomplete** **0 Rejected** **0 Submitted** **Historical** **Expired**

Search **Reset**

Timesheet Id: Timesheet Id Parent: Parent Client Id: Client Id

Timesheet Code: Timesheet Code Client Name: Client Name Payee No: Payee No

Week Ending Date From: 05/10/2025 Week Ending Date To: 26/10/2025 Has Comments: ☐

Historical Timesheets (0) **Print** **Export** **Reset Filter** **Manage Layout**

Timesheet Id	Timesheet Type	TS Create	TS Start	TS End	Client	Job Start	Job End	Job Number	Payee First Name	Payee Surname	Job Position	Order Contact First Name	Order Contact Surname	Total Sc
--------------	----------------	-----------	----------	--------	--------	-----------	---------	------------	------------------	---------------	--------------	--------------------------	-----------------------	----------

No result found

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

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FastTrack Demo > Search Timesheet

10 Available0 Incomplete0 Rejected2 SubmittedHistoricalExpired

SearchReset

Timesheet Id:Parent:Client Id:

Timesheet Code:Client Name:Payee No:

Week Ending Date From:26/10/2025Week Ending Date To:Has Comments:

Historical Timesheets (0)

PrintExportReset FilterManage Layout

Timesheet IdTimesheet TypeTS CreateTS StartTS EndClientJob StartJob EndJob NumberPayee First NamePayee SurnameJob PositionOrder Contact First NameOrder Contact SurnameTotal Sc

No result found

Submitting Leave

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

Attendance/Absence (7)

Action	Work Date	Start Time	End Time	Attendance/Absence Type
Delete Copy Copy All Add	24/11/2025 Mon			<div><div></div><div>Holiday Leave</div><div>Sickness</div><div>Standard</div><div>Unpaid Leave</div></div>
Delete Copy Copy All Add	25/11/2025 Tue			
Delete Copy Copy All Add	26/11/2025 Wed			
Delete Copy Copy All Add	27/11/2025 Thu			
Delete Copy Copy All Add	28/11/2025 Fri			
Delete Copy Copy All Add	29/11/2025 Sat			
Delete Copy Copy All Add	30/11/2025 Sun			

Please refer to the video links below for further instruction.

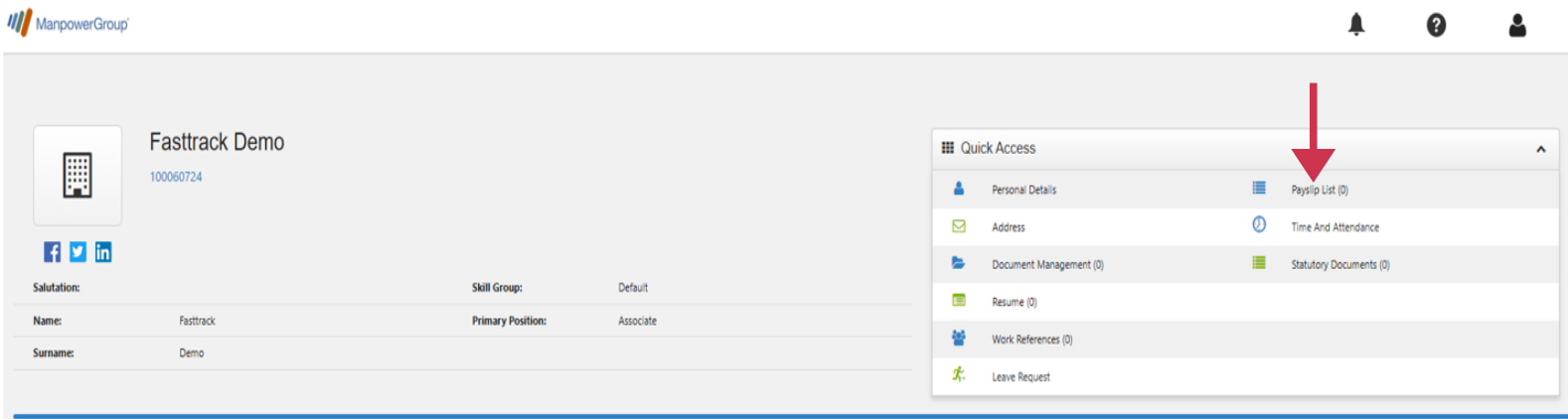
[Entering a Full Week Leave](#)

[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.



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Fasttrack Demo
100060724

Salutation: Skill Group: Default

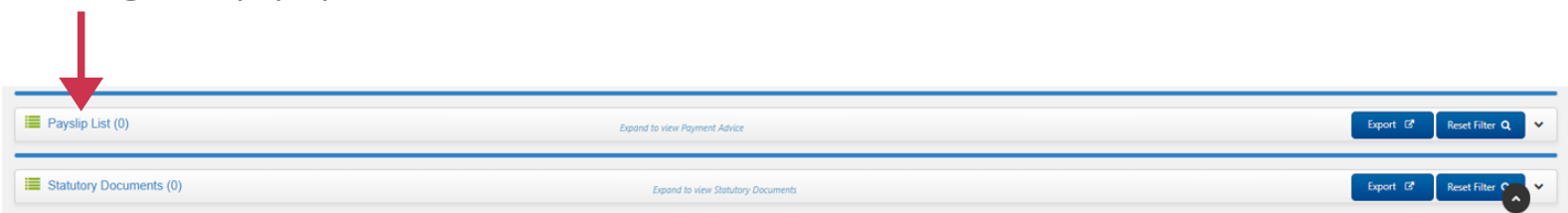
Name: Fasttrack Primary Position: Associate

Surname: Demo

Quick Access

- Personal Details
- Address
- Document Management (0)
- Resume (0)
- Work References (0)
- Leave Request
- Payslip List (0)
- Time And Attendance
- Statutory Documents (0)

2. Navigate to payslip list



Payslip List (0) Expand to view Payment Advice

Export Reset Filter

Statutory Documents (0) Expand to view Statutory Documents

Export Reset Filter

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



Document Type	Pay Company	Payee Number	Tax Type	Payee Type	Employment Start Date	Employment End Date	Company Name	Trading Name	Pay
Action	Payslip	500004582	Contractor	Contractor	02/01/2023		JJ Ltd		03/02/
Preview	Payslip	500004582	Contractor	Contractor	02/01/2023		JJ Ltd		03/02/
Action	Payslip	500004582	Contractor	Contractor	02/01/2023		JJ Ltd		20/01/

Showing 1-3 of 3 entries Previous Next