



ManpowerGroup®



Moving to ManpowerGroup from Experis Online – FAQs

FAQs

How do I login?	Go to https://manpower.fasttrack360.co.uk/ , enter your username, password and validate via the authenticator app at the appropriate time
What happens if I cannot log-in to the new system?	We will have additional support during go-live and after for hyper care to assist with support for the Portal, we will also be sending guides and simple video instructions for you to follow to make getting access to the new portal as simple as possible
What happens if I don't submit my timesheet in time for Cutover?	Your payment could be delayed as we will need to then look to set these weeks up in the new system which could delay payments to you
What happens if my timesheet isn't approved in time for Cutover?	Your payment could be delayed as we will need to then look to set these weeks up in the new system which could delay payments, so we suggest you speak to your approver to ensure they are approved on time
Do you know where a TOTP authenticator app can be sourced and which is the ManpowerGroup recommended one?	The authenticator app required to access the FastTrack portal is the Google Authenticator App . The app is free from the Google Play Store.
I have forgotten my username / password	Please chose the password re set option
Who are my timesheet authorisers?	There is no change to your current timesheet authorisers. If you want to confirm who these are, please contact Associate Management.
Who approves my timesheets if they are all on holiday?	There is no change to your current timesheet authorisers. If you want to confirm who these are, please contact Associate Management.
How will I submit a timesheet?	You will log into the portal, using the instructions provided, navigate to the Time & Attendance tab from the menu on the right hand side, select the relevant timesheet from the list, enter the details and click submit. If you have any specific time types you will select these from the drop-down list provided (for example standard daily, overtime etc)
When is the timesheet approval deadline?	Timesheet approval deadline remains Monday at 5pm, unless advised otherwise, e.g. due to a public holiday.
How do I resubmit a timesheet as mine has been rejected?	Navigate to the Rejected tab of the Time & Attendance section of the portal, selecting the

	timesheet you wish to correct complete the details and click Submit
How do I recall a submitted timesheet?	Video - https://youtu.be/TFXd0unbock
Do I have to submit my time as : Hours or Days	You record the number of units again - st the relevant pay code
I am getting an error when I try & submit my timesheet	Please contact Associate Management for support
How do you create an expense?	Video - https://youtu.be/5XUDLOzOYQ0
How many pence per mile can I claim under a mileage expense claim	There is no change to mileage claim rates
Do I need to attach a receipt to my expense claim?	You can upload them at the point of submitting the timesheet with expenses on.
How do I recall an expense?	Expenses sit on a timesheet for the week ending they are entered. You recall the timesheet as detailed above.
Why can't I see my approved expense?	Approved timesheets including those that contain expenses are available for viewing on the Historical tab of the Time & Attendance section.
How do I delete an approved expense?	Please contact Associate Management for guidance.
How would I submit time for holidays or not worked	You can either expire the timesheet, or these will be automatically expired from your queue in 12 weeks

Fast Track - Logging in to Fastrack Associate
https://youtu.be/vuECP_uR1tE

Fast Track - Submitting a Timesheet
<https://youtu.be/HozYp6NCLEU>

Fast Track – Submitting an Expense
<https://youtu.be/5XUDLOzOYQ0>

Fast Track - Viewing a Payslip
<https://youtu.be/ONKHSuWlaSc>

Fast Track - Correcting a Timesheet
<https://youtu.be/LTN-hj2owp0>

Fast Track - Recalling a Timesheet
<https://youtu.be/TFXd0unbock>