

TSA Reference Guide



You will receive an automated email from noreply@manpowergroup.co.uk. Here you will find the link to our timesheet portal along with your username and password. Once logged in you will be able to view, approve or reject your contingent worker timesheet's.

Please see below Video links that will guide you through how to login to the portal, approve your contingent worker timesheet's and other useful links for navigating around the portal.



FastTrack
**Logging in to Fastrack
TSA**



FastTrack
**Authorising a
Timesheet**



FastTrack
Rejecting a Timesheet

How do I login?

Go to <https://manpower.fastrack360.co.uk/>, enter your username, password and validate via the authenticator app at the appropriate time

I have forgotten my username / password

Watch video



How do I approve a Timesheet?

You can approve the Timesheet directly out of the notification email by clicking the 'Approve' button within the email. Alternatively you can also log into the system to view and approve.

How do I Reject a Timesheet?	You can reject the Timesheet directly out of the notification email by clicking the 'Reject' button within the email. Alternatively you can also log into the system to view and reject.
Where do I find Timesheets that need approving?	You will receive a weekly email of all Timesheets that require approving and can approve these from within the email. Alternatively, you can log into the system, navigate to Time & Attendance and you will see the Timesheets awaiting approval under the Submitted Tab.