

# Training - Manpower online timesheets system

If you are already registered on Manpower PeopleZone, you will receive an email each week containing a link to your timesheet.

If you have not registered on PeopleZone then you must first do so in order to receive the email link.

Alternatively, you can access your timesheets directly via PeopleZone.

To do this, go to [peoplezone.manpower.co.uk](http://peoplezone.manpower.co.uk) and log in with your PeopleZone account.

Manpower

Manpower

Login

Email address \*

Password \*

Next

Welcome to PeopleZone

EmployeeZone has now upgraded to become PeopleZone, and we hope you agree it has a much better look and feel to it.

Over the coming months we will be making further improvements to PeopleZone and including some exciting new features.

You have all of the functionality that you have been used to and can use your existing login details if you have been an EmployeeZone user before. If not, don't worry – you simply need to click the Register link in the top right hand corner to get started!

Thanks for visiting,  
The Manpower UK Team

Log Off

Once you are logged in, you will see the new timesheet tab in the navigation bar.

Manpower

Manpower

Logged in as user126627@peoplezone.manpower.co.uk

Log Off

Home My Account My Details TSA Timesheets PeopleZone Payslips

Welcome to PeopleZone

You can click on this tab to view all timesheets associated with your account.

Manpower logo and navigation tabs: Home, My Account, My Details, TSA, **Timesheets**, PeopleZone, Payslips.

Logged in as user126627@peoplezone.manpower.co.uk | Log Off

Show	entries	Filter results:				
Start	Client	Job Title	Ref	Summary	Status	Actions
06/03/2017	Customer Services	Administrator Seymour Gardens, Eastcote, HA49QA	214446	Total £0.00	New	View
27/02/2017	Customer Services	Administrator Seymour Gardens, Eastcote, HA49QA	214445	Total £0.00	New	View
20/02/2017	Customer Services	Administrator Seymour Gardens, Eastcote, HA49QA	214426	Total £0.00	New	View
06/02/2017	Distribution	Immingham - Mini Bulk driver Calor Gas Ltd, Manby Road, Immingham, DN40 3DX	212602	Total £0.00	New	View
30/01/2017	Manpower UK Limited	2016/2017 Holiday (New Drivers) C/O Calor Gas Ltd, Occupation Road, Stoney Stanton, LE9 4J3	212274	Total £0.00	New	View
30/01/2017	Distribution	Immingham - Mini Bulk driver	211601	Total £0.00	New	View

On this page you will be able to see the basic details for all your timesheets

To enter time, go to the timesheet for the week you wish to submit time for and click the view [View](#) link.

Show	entries	Filter results:				
Start	Client	Job Title	Ref	Summary	Status	Actions
06/03/2017	Customer Services	Administrator Seymour Gardens, Eastcote, HA49QA	214446	Total £0.00	New	<a href="#">View</a>

You will be able to view the timesheet in full detail and enter your hours, days or other units worked.

Timesheet for period starting Monday, 06 Mar 2017 to Sunday, 12 Mar 2017

Timesheet Reference	214446	From - To	06/03/2017 - 12/03/2017	Assignment Start - End	21/02/2017 - 24/03/2017
Job Reference	CA1233A	Location	Seymour Gardens, Eastcote, HA49QA	Cost Code	178
Job Title	Administrator	Assigned Days	Monday, Tuesday, Wednesday, Thursday, Friday	Client Name	Customer Services
Shift Name	Test	Hours of Work	09:00 to 17:00 with 30 minute break	Is At Parity Rate	No
Working For		Purchase Order Number	064891.8	Status	New

Rate	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Standard Hours</b> 0.00 hour(s) Pay @ £8.00 : £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00
<b>Time and a Half</b> 0.00 hour(s) Pay @ £12.00 : £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00
Expenses	View History					Expenses	Total: 0
						<b>Timesheet Total</b>	0.00 hour(s) + 0.00 unit(s) Pay £0.00
						<b>Weekly Total</b>	0.00 hour(s) + 0.00 unit(s) Pay £0.00

Buttons: [Save for Later](#) [Send for Approval](#) [Return To Timesheets](#)

At the top of the page you will see the full assignment details associated with the selected time sheet.

Timesheet Reference	214446	From - To	06/03/2017 - 12/03/2017	Assignment Start - End	21/02/2017 - 24/03/2017
Job Reference	CA1233A	Location	Seymour Gardens,Eastcote,HA49QA	Cost Code	178
Job Title	Administrator	Assigned Days	Monday, Tuesday, Wednesday, Thursday, Friday	Client Name	Customer Services
Shift Name	Test	Hours of Work	09:00 to 17:00 with 30 minute break	Is At Parity Rate	No
Working For		Purchase Order Number	064891.8	Status	New

Below the assignment details you can enter all hours, days or other units worked, including any overtime or other non-standard time.

Rate	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Standard Hours 0.00 hour(s) Pay @ £8.00 : £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00
Time and a Half 0.00 hour(s) Pay @ £12.00 : £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00

Now enter the days and times you have worked. Please ensure that you enter data in the correct fields for the correct rates.

**Monday**

Start	End	Break
09:00	17:30	60

7.50 hour(s) Pay £60.00

Please note that you will have to enter your break in minutes.

Rate	Monday	Tuesday	Wednesday
Standard Hours 7.50 hour(s) Pay @ £8.00 : £60.00	Start End Break 09:00 17:30 60 7.50 hour(s) Pay £60.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00
Time and a Half 0.00 hour(s) Pay @ £12.00 : £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00

**Break**

60

If you haven't worked on a particular day of the week, leave the fields empty; do NOT enter 00:00 in the fields as this will assume you have worked a 24 hour shift.

Tuesday		
Start	End	Break
<input type="text"/>	<input type="text"/>	<input type="text"/>
0.00 hour(s)	Pay £0.00	0.
Start	End	Break
<input type="text"/>	<input type="text"/>	<input type="text"/>
0.00 hour(s)	Pay £0.00	0.

To add expenses you will have to click on the expenses link. [Expenses](#)

Rate	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Standard Hours 30.00 hour(s) Pay @ £8.00 : £240.00	Start End Break 09:00 17:30 60 7.50 hour(s) Pay £60.00	Start End Break <input type="text"/> <input type="text"/> <input type="text"/> 0.00 hour(s) Pay £0.00	Start End Break 09:00 17:30 60 7.50 hour(s) Pay £60.00	Start End Break 09:00 17:30 60 7.50 hour(s) Pay £60.00	Start End Break 09:00 17:30 60 7.50 hour(s) Pay £60.00	Start End Break 09:00 17:30 60 0.00 hour(s) Pay £0.00	Start End Break <input type="text"/> <input type="text"/> <input type="text"/> 0.00 hour(s) Pay £0.00
Time and a Half 5.00 hour(s) Pay @ £12.00 : £60.00	Start End Break <input type="text"/> <input type="text"/> <input type="text"/> 0.00 hour(s) Pay £0.00	Start End Break <input type="text"/> <input type="text"/> <input type="text"/> 0.00 hour(s) Pay £0.00	Start End Break <input type="text"/> <input type="text"/> <input type="text"/> 0.00 hour(s) Pay £0.00	Start End Break <input type="text"/> <input type="text"/> <input type="text"/> 0.00 hour(s) Pay £0.00	Start End Break <input type="text"/> <input type="text"/> <input type="text"/> 0.00 hour(s) Pay £0.00	Start End Break <input type="text"/> <input type="text"/> <input type="text"/> 5.00 hour(s) Pay £60.00	Start End Break <input type="text"/> <input type="text"/> <input type="text"/> 0.00 hour(s) Pay £0.00
<a href="#">Expenses</a>	View History					<a href="#">Expenses</a>	Total: 0
						<b>Timesheet Total</b>	35.00 hour(s) + 0.00 unit(s) Pay £300.00

In the page that loads you can add the expense type, the rate and the units of your expenses.

#### Edit Timesheet Expenses

Timesheet Reference	214446	From - To	06/03/2017 - 12/03/2017	Assignment Start - End	21/02/2017 - 24/03/2017
Job Reference	CA1233A	Location	Seymour Gardens, Eastcote, HA49QA	Cost Code	178
Job Title	Administrator	Assigned Days	Monday, Tuesday, Wednesday, Thursday, Friday	Client Name	Customer Services
Shift Name	Test	Hours of Work	09:00 to 17:00 with 30 minute break	Is At Parity Rate	✘
Working For		Purchase Order Number	064891.6	Status	New

Expense Type	Rate	Units	Total	Actions
No expenses found				
- please select -	<input type="text"/>	<input type="text"/>		<input type="button" value="Add"/> <input type="button" value="Cancel"/>
<input type="button" value="Add New Expense"/>	<input type="button" value="Return to Timesheets"/>			

Once you have entered the data click the add button and then click on return to timesheets.

Expense Type	Rate	Units	Total	Actions
No expenses found				
Mileage	0.45	30	13.50	<input type="button" value="Add"/> <input type="button" value="Cancel"/>
<input type="button" value="Add New Expense"/>	<input type="button" value="Return to Timesheets"/>			

When you have finished entering all the time you have worked on your timesheet page, you can click on Send for Approval to send the timesheet to be approved.

Rate	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Standard Hours</b> 30.00 hour(s) Pay @ £8.00 : £240.00	Start End Break 09:00 17:30 60 7.50 hour(s) Pay £60.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 09:00 17:30 60 7.50 hour(s) Pay £60.00	Start End Break 09:00 17:30 60 7.50 hour(s) Pay £60.00	Start End Break 09:00 17:30 60 7.50 hour(s) Pay £60.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00
<b>Time and a Half</b> 5.00 hour(s) Pay @ £12.00 : £60.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 10:00 16:00 60 5.00 hour(s) Pay £60.00	Start End Break 0.00 hour(s) Pay £0.00
Expenses	View History					Expenses	Total: 1 Pay £13.50
						Timesheet Total	35.00 hour(s) + 30.00 unit(s) Pay £313.50
						Weekly Total	35.00 hour(s) + 30.00 unit(s) Pay £313.50

Or, if you wish to save your timesheet and submit it later, click the save for later button.

Rate	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Standard Hours</b> 30.00 hour(s) Pay @ £8.00 : £240.00	Start End Break 09:00 17:30 60 7.50 hour(s) Pay £60.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 09:00 17:30 60 7.50 hour(s) Pay £60.00	Start End Break 09:00 17:30 60 7.50 hour(s) Pay £60.00	Start End Break 09:00 17:30 60 7.50 hour(s) Pay £60.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00
<b>Time and a Half</b> 5.00 hour(s) Pay @ £12.00 : £60.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 0.00 hour(s) Pay £0.00	Start End Break 10:00 16:00 60 5.00 hour(s) Pay £60.00	Start End Break 0.00 hour(s) Pay £0.00
Expenses	View History					Expenses	Total: 1 Pay £13.50
						Timesheet Total	35.00 hour(s) + 30.00 unit(s) Pay £313.50
						Weekly Total	35.00 hour(s) + 30.00 unit(s) Pay £313.50

Thank you for watching this training