
Timeslip Reports

You may want to know which employees have not submitted a timeslip, or review the timeslip history for one or more employees. You can view two timeslip reports from the My Timeslip Approvals page.

View Missing Timeslips

1. Click the Missing Timeslip Report link to display the Missing Timeslip Report window.
2. Select the **Weekending Date** from the drop-down to display a list of the employees who have not submitted their timeslips.

Note: Weekending date is the Sunday date which ends the work week you want to view.

3. Click **Close** (at the bottom of the report) to exit the Missing Timeslip Report window.

Historical Timeslip Search

You can view past timeslips with the Historical Timeslip Search feature, using several different criteria including: employee name, customer ID and weekending date for the work week you want to display. Six months of data are stored for your convenience.

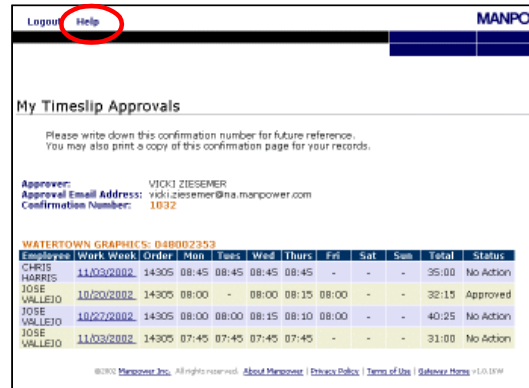
1. Click the Historical Timeslip Search link to display the search criteria window.
2. Enter your search criteria:
 - *Employee Last Name*
 - *Customer ID (optional)*
 - *Approver Email*
 - *Weekending Date*

Note: You can leave the Customer ID field blank.

3. Click **Submit** to display your search results.
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Online Help

If you need help at any time while you are logged on to Manpower Direct Time, just click the Help button in the upper left corner of the screen.



When you do, you'll find:

- *Practice tutorials for each procedure to guide you through the required steps.*
- *A detailed reference guide (PDF) to view online and/or print at your convenience.*

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Manpower Direct Time® Approval Process Quick Reference Guide



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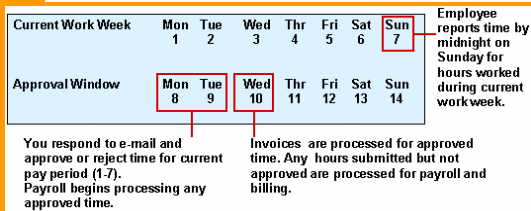
Overview

Manpower Direct Time is a telephone-based time reporting system that automates the weekly timeslip process. This provides you with a fully automated way to both approve timeslips and communicate with your local Manpower office. It saves you time and effort, while providing more accurate and timely billing data.

Approval Timeline

Assigned employees submit their time by midnight on Sundays. However, they can submit hours for the current week, the previous week, and the week before that (3 weeks), if necessary.

Monday through midnight on Tuesday is your window to approve timeslips! On Monday mornings, you'll receive an e-mail requesting that you review and approve time. If you forget, a reminder e-mail is sent to you on Tuesday.



Log in from the e-mail message and approve time. Approved time is sent to payroll as soon as it is approved. After Tuesday, any time submitted that you do not take action on is paid and billed automatically to prevent pay delays for the employees. If you have a question about time that was automatically paid, please follow up with your Manpower Representative.

Respond to E-mail

Each Monday, you will receive an e-mail regarding your waiting timeslips. It contains a link to the online authorization website and a password unique to you.

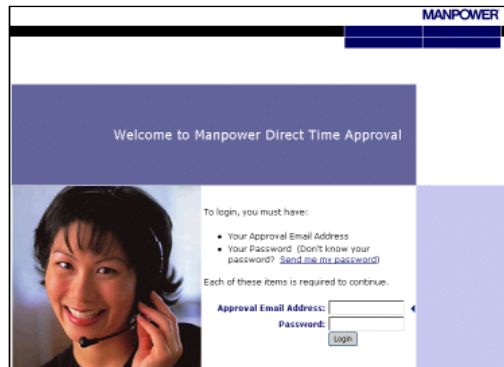
Note: You will receive another e-mail notification on Tuesday and Thursday mornings if you have additional timeslips to approve.

To review and approve timeslips, follow these steps:

1. Click on the link contained in the e-mail (or paste it into your browser) to display the Terms of Use.

Note: Depending on your software, you may need to cut and paste the link into your browser's address bar.

2. Click **Accept** to accept the Terms of Use and display the Login screen.
3. Enter your e-mail address.
4. Enter the numeric password you received in your e-mail message.
5. Click **Login**.



Note: Your password changes each week. For security reasons, passwords may not be saved.

Approve and Reject Timeslips

You review and approve or reject timeslips by following these basic steps:

1. Review the timeslips. Click on Name or Weekending Date to see the in and out times.
2. Select **Approve** or **Reject** for each timeslip, or leave it blank for later review.

Note: To Approve all timeslip entries at once, click Mark All Approved.

3. Click **Submit** to send your approval to Manpower.

Once you approve or reject each timeslip and click Submit, an approval Confirmation page is displayed. You may save, print, or e-mail the confirmation page.

4. Click **Logout** when you are finished.

Rejecting Submitted Hours

If you reject a timeslip, a reason is required and a comments box displays automatically. You must choose from one of 3 pre-defined rejection reasons. Once the timeslip has been rejected, your local Manpower Representative is notified immediately by e-mail. Any comments you enter are reflected in the e-mail.

1. Select a reject reason.
2. Enter comments about why the timeslip is being rejected.
3. Click **Submit** to close the Rejection Comments box and send the reject notification to Manpower.