

# MP4U USER MANUAL HIRING MANAGER VERSION



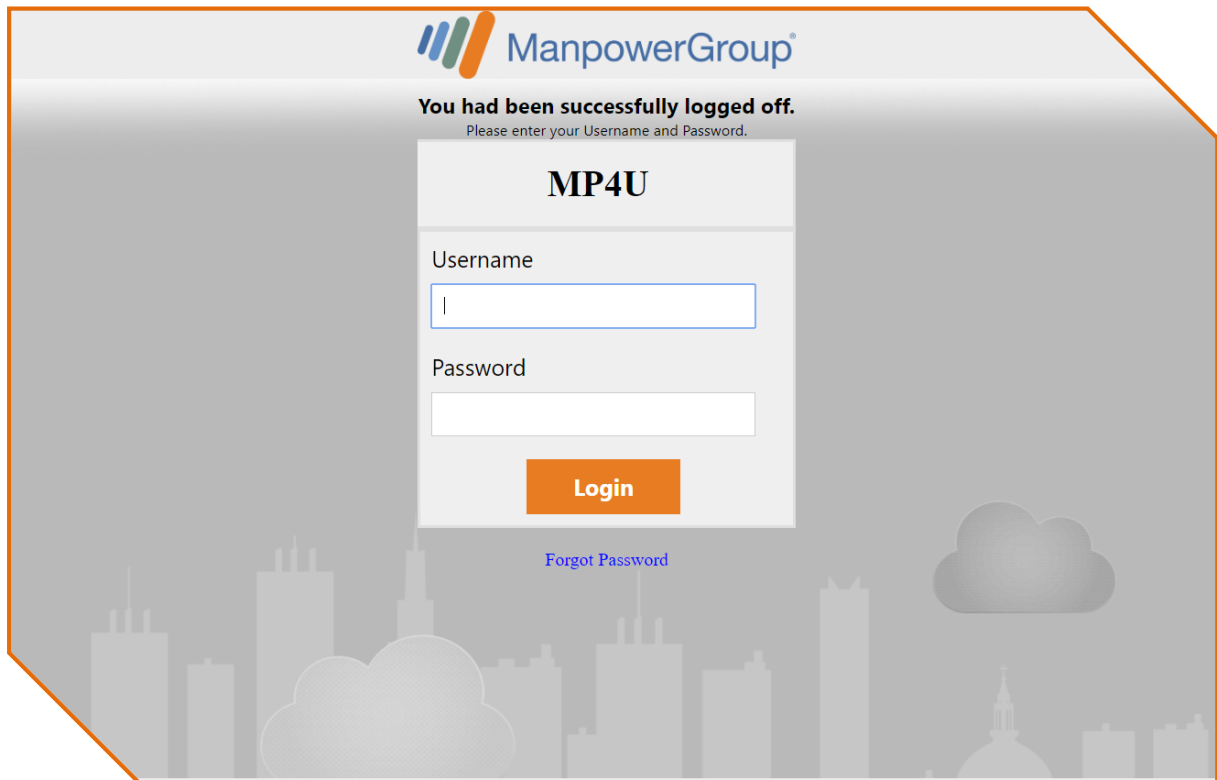
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## 1. MP4U URL

MP4U could be accessed at: <https://www.mp4u.com.my/>

Users will fill in their usernames and passwords to access the system.

A screenshot of the MP4U login interface. At the top, the ManpowerGroup logo is displayed. Below it, a message states "You had been successfully logged off." followed by "Please enter your Username and Password." The main login area is a white box with the title "MP4U". It contains two input fields: "Username" and "Password". The "Username" field has a cursor inside. Below the "Password" field is an orange "Login" button. At the bottom of the login box is a blue link that says "Forgot Password". The background of the page features a faint city skyline and clouds.

**ManpowerGroup**

**You had been successfully logged off.**  
Please enter your Username and Password.

**MP4U**

Username

Password

**Login**

[Forgot Password](#)

## 2. Change Password

Users can set new passwords by going to:

Maintenance > Change Password

The screenshot displays a web browser window with the URL `www.mp4u.com.my/index.cfm`. The page header shows the user ID as `test1@gmail.com` and the IP address as `175.139.199.9`. The left sidebar contains a navigation menu with the following items: Maintenance (expanded), Change Password, Approval Setup, Approval List, and Approval. The main content area is titled 'CHANGE PASSWORD' and displays the following information:

- User ID: test1@gmail.com
- User Name: test1

Below this information, a message states: 'Please enter old password and also enter the new password twice'. There are three input fields for passwords:

- Enter Old Password
- Enter New Password
- Enter New Password Again

An 'ok' button is located at the bottom of the form. The bottom left corner of the page features social media icons for Facebook, Twitter, and Instagram.

### 3. Verify your approval list

The list of associates under your approval will be shown here.

[Approval List](#) > [Approval List](#)

ManpowerGroup

Maintenance

▼

Approval List

▼

Approval List

Approval

▼

No.	Placement No	Candidate ID	Name	Start Date	End Date	View
1	TEST	test	ALI	02/11/2015	01/06/2020	Leave Status

## 4. Approval

Hiring Managers have the right to approve and/or reject the following submissions by associates:

1. Associates' timesheet
2. Associates' leaves (this includes Annual Leave, Medical Leave, Replacement Leave, Hospitalization Leave, Maternity Leave, Compassionate Leave, Marriage Leave, Birthday Leave, **Paid Public holiday**)



## 5. Leave approval

The associates shall submit leave in their portal as per the below screenshot.

**ManpowerGroup**

**Leave Application**

Job Order No : TEST

Employee No. : TEST

Name : ALI

Leave Type : MC - Medical Leave

Date From : 07/05/2018 (dd/mm/yyyy)

Date To : 07/05/2018 (dd/mm/yyyy)

Days Applied : 1 (Half Day)

Remarks :

Attachment : Choose File No file chosen  
(Upload allow for Picture, PDF, WORD & Excel document only. Maximum 10 MB only.)

Submit Reset

Leave Entitlement : 1

Leave Taken : 1

Leave Balance : 0

The applied leave shall flow into the hiring manager portal for approval when the associate clicks the submit button.

Below is the screenshot of how the leaves submitted for hiring manager approval shall appear.

Hiring Managers have the right to approve and/or reject the leave application with remarks.

Hiring Managers will be able to view the supporting documents attached by the associate in the attachment column when they click the View button.

**Submitted For Approval** Submitted For Cancellation Approved Rejected Withdrawn Cancelled

**Note!**  
Please verify submitted information prior to approving/rejecting.

- Select Associate you would like to Mass Approve / Mass Reject by clicking on ☐
- Selected associate will be marked with ✓ and you may choose to **Mass Approve/Mass Reject** accordingly. Alternatively, you may use the **Check All** button to select all in the list.
  - Approval:** You may approve **with or without** indicating any remarks.
  - Reject:** You **must** input remarks to reject reject (for mass rejection function, you may only indicate one reason for all selected items).
- You may still **approve / reject** individual leave by clicking on **✓ Approve** or **✗ Reject**

**Check All** **Mass Approve** **Mass Reject**

Show 10 entries Search:

	NO	NAME	PLACEMENT NO.	DATE START	DATE END	DAYS	TYPE	TIME FROM	TIME TO	LEAVE BALANCE	ATTACHMENT	REMARKS (ASSOCIATE)	ACTION
<input type="checkbox"/>	1	ALI	TEST	2018-04-23	2018-04-23	1	MC	12:00 AM	12:00 AM	1	<a href="#">View</a>		<input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Reject
	2	ALI	TEST	2018-04-18	2018-04-19	2	AL	12:00 AM	12:00 AM	16			<input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Reject

If associate has applied leave more than what he/she have earned, system will display a reminder to hiring manager to approve the leave accordingly. This is just a reminder to hiring manager and will not hinder them from approving leave.

Enter remarks (if any):  
Enter remarks for all leaves:

Placement No	Name	Leave Type	Leave Start Date	Leave End Date	Days Applied	Total Leave Entitlement	Total Leave Taken	Total Earned Leave On Leave Date	Leave Type Details	Remarks (Manager)
TEST	ALI	AL	2017-02-16						Advance Leave	<input type="text"/>
TEST	ALI	NPL	2017-03-23						Earned Leave	<input type="text"/>
TEST	ALI	AL	2018-01-11						Advance Leave	<input type="text"/>
TEST	ALI	AL	2018-04-18	2018-04-19	2	4	4	2	Advance Leave	<input type="text"/>
TEST	ALI	MC	2018-04-23	2018-04-23	1	1	0	1	Earned Leave	<input type="text"/>

### ADVANCE LEAVE ALERT!

The leave date/s the Associate had applied has not been earned. Please APPROVE or REJECT application as per your good judgement.

OK

Enter remarks (if any):  
Enter remarks for all leaves:

Placement No	Name	Leave Type	Leave Start Date	Leave End Date	Days Applied	Total Leave Entitlement	Total Leave Taken	Total Earned Leave On Leave Date	Leave Type Details	Remarks (Manager)
TEST	ALI	AL	2017-02-16	2017-02-17	2	4	0	1	Advance Leave	<input type="text"/>
TEST	ALI	NPL	2017-03-23	2017-03-24	2	0	0	0	Earned Leave	<input type="text"/>
TEST	ALI	AL	2018-01-11	2018-01-12	2	4	2	2	Advance Leave	<input type="text"/>
TEST	ALI	AL	2018-04-18	2018-04-19	2	4	4	2	Advance Leave	<input type="text"/>
TEST	ALI	MC	2018-04-23	2018-04-23	1	1	0	1	Earned Leave	<input type="text"/>



## 7. Timesheet approval

Associates should fill up daily attendance by selecting the timesheet start date before filling up.

After choosing the timesheet start date, the associate shall see the below screen shot. Associate needs to update the **day type** (WD, OD, RD, PH, AL, etc.), **OT rule** applicable, **start time**, **end time** and **break time**. Once associate has entered the details accordingly, system will calculate the work hour and OT hour automatically. Associate may input **remarks** at the remarks column.

Please refer below screenshot.

<b>Client</b>		<b>Company Name &amp; Address</b>						<b>Contact Person &amp; Tel</b>			
		ABC Malaysia Sdn Bhd									
<b>Staff</b>		<b>Name</b>						<b>NRIC</b>			
		ALI						12345678910			
I hereby certify that the hours shown below were rendered by me during the specific dates and are certified as being correct by an authorized representative of the abovenamed Client.											
Month	Day	Date	Day Type (Full Day/AM/PM)	OT Rule	Start Time	End Time	Break(s)	Normal Hours Worked	OT Hours Worked	Remarks	
					hh:mm	hh:mm	hh:mm	(less break)	Hour		
Oct 2018											
Oct	Mon	01	WD	NO_OT	09:00	18:00	01:00	8.00	0.00		
	Tue	02	WD	NO_OT	09:00	18:00	01:00	8.00	0.00		
	Wed	03	AL	NO_OT	09:00	18:00	01:00	8.00	0.00		
	Thu	04	BL	NO_OT	09:00	18:00	01:00	8.00	0.00		
	Fri	05	CP	NO_OT	09:00	18:00	01:00	8.00	0.00		
	Sat	06	EL	NO_OT	09:00	18:00	01:00	8.00	0.00		
	Sun	07	HL	NO_OT	09:00	18:00	01:00	0.00	8.00		
	Mon	08	MC	NO_OT	09:00	18:00	01:00	0.00	8.00		
	Tue	09	MR	NO_OT	09:00	18:00	01:00	8.00	0.00		
	Wed	10	MT	NO_OT	09:00	18:00	01:00	8.00	0.00		
	Thu	11	NPL	NO_OT	09:00	18:00	01:00	8.00	0.00		
		12	PH	NO_OT	09:00	18:00	01:00	8.00	0.00		

The associates shall check carefully the time in and time out details mentioned in the timesheet for all the days in the month.

They are required to select the correct type of the day (WD: Work Day, AL: Annual Leave, CP: Companionate Leave, HL: Hospitalization Leave, MC: Medical Leave, MR: Maternity Leave, NPL: Non Paid Leave, PH: Public Holiday, OD: Off Day, RD: Rest Day).

The associate shall check the leave details if it is correctly reflected in the timesheet. All the approved leaves shall automatically read correctly in the timesheet once it has been approved.

**Note: A Leave has to be approved before clicking the submit for approval button for the timesheet.**

Upon completion of all the details correctly in the timesheet the associate shall click submit button which will route the timesheet to hiring manager for approval.

Hiring managers will receive a notification on the submission of timesheet for approval via email.

Below is the screenshot on how the timesheet looks on the hiring manager portal

Client		Company Name & Address							Contact Person & Tel									
		ABC Malaysia Sdn Bhd																
Staff		Name							Candidate no									
		ALI							TEST									
Timesheet Details		Submitted On							Updated On									
		2018-10-23 05:57:19							2018-10-23 05:57:19 By user3@gmail.com									
Month	Day	Date	Leave (Full Day/AM/PM)	OT Rule	Start Time	End Time	Break(s)	Normal Hours Worked	OT 1	OT 1.5	OT 2	OT 3	Rest	PH	Remarks			
					hh:mm	hh:mm	hh:mm	(less break)	Hour	Hour	Hour	Hour	1.0	2.0	1.0	2.0		
Sep	Sat	01	OD	NO_OT	09:00:00	18:00:00	01:00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Sun	02	RD	NO_OT	00:00:00	00:00:00	00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Mon	03	WD	NO_OT	09:00:00	18:00:00	01:00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Tue	04	WD	NO_OT	09:00:00	18:00:00	01:00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Wed	05	WD	NO_OT	09:00:00	18:00:00	01:00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Thu	06	WD	NO_OT	09:00:00	18:00:00	01:00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Fri	07	WD	NO_OT	09:00:00	18:00:00	01:00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Sat	08	OD	NO_OT	09:00:00	18:00:00	01:00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Sun	09	RD	NO_OT	00:00:00	00:00:00	00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Agong's Birthday	
	Mon	10	PH	NO_OT	00:00:00	00:00:00	00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Agong's Birthday	
	Tue	11	PH	NO_OT	00:00:00	00:00:00	00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Awal Muharram	
	Wed	12	WD	NO_OT	09:00:00	18:00:00	01:00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Thu	13	WD	NO_OT	09:00:00	18:00:00	01:00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Fri	14	WD	NO_OT	09:00:00	18:00:00	01:00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Sat	15	OD	NO_OT	09:00:00	18:00:00	01:00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Sun	16	RD	NO_OT	00:00:00	00:00:00	00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Malaysia Day	
	Mon	17	PH	NO_OT	00:00:00	00:00:00	00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Malaysia Day	
		18	WD	NO_OT	09:00:00	18:00:00	01:00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		19	WD	NO_OT	09:00:00	18:00:00	01:00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Upon checking the details in the timesheet, the hiring manager should proceed to approve or reject the timesheet in the portal with appropriate remarks

Submitted For Approval
Submitted For Cancellation
Approved
Rejected
Cancelled

**Note!**  
Please verify submitted information prior to approving/rejecting.

- Select Associate you would like to **Mass Approve / Mass Reject** by clicking on ☐
- Selected Associate will be marked with ☒ and you may choose to **Mass Approve / Mass Reject** accordingly. Alternatively, you may use the **Check All** button to select all in the list.
  - Approval:** You may approve **with or without** indicating any remarks.
  - Reject:** You **must** input remarks to reject (for mass rejection function, you may only indicate one reason for all selected items).
- You may still **approve / reject** individual timesheet submission by clicking on ☒ Approve or ☒ Reject

Check All
Mass Approve
Mass Reject

Show 10 entries
Search: SEARCH

NO	NAME	YEAR	MONTH	WORK HOURS	OT1.5	OT2.0	OT3.0	RD2.0	PH2.0	TIME SHEET	HM REMARKS	ACTION
1	ALI	2018	9	168	8	0	0	0	0	<input checked="" type="checkbox"/> View		<input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Reject

Prior to approving, hiring manager will be reminded with a prompt from system to approve leave first before approving the timesheet.

### Leave check before timesheet approval

Have you approve all the leave submissions for the selected timesheets?

Kindly approve all the leave submissions related to the selected timesheets prior to approving the timesheets. The approved leaves will automatically flow to the respective timesheets.

*Note: Approved leaves will only be reflected in respective timesheets that are not in SUBMITTED or APPROVED status.*

No, I have not.

Associate does not have any leave for this timesheet.

Yes, I have approved all the relevant leave submissions.

Once hiring manager have confirmed that he/she have approved all the leave, then they may proceed to approve timesheet. A remarks prompt will be displayed.

- **Approval:** You may input remarks for the timesheet you are approving.
- **Rejecting:** You must input remarks for the timesheet you are rejecting.

Enter remarks (if any):

Enter remarks for all timesheet:

Placement No	Name	Month	Year	Remarks (Manager)
TEST	ALI	9	2018	<input type="text"/>

APPROVE

CANCEL

## Frequently Asked Questions:

1. Q: How many MP4U login ID will be assigned to our company?  
A: It will be based on the number of Hiring Managers, each of the Hiring Managers will be given a unique login ID.
2. Q: Who will be handling the update and delete of login ID?  
A: Manpower will be updating and deleting the login ID upon receiving update from client.
3. Q: Can a Hiring Manager make amendments base on the associate's submission?  
A: No, Hiring Manager must approve or decline the submission. If any dispute on the submission, Hiring Manager must decline the submission and request associate to edit and resubmit accordingly.
4. Q: Who should I contact if I am facing problem with MP4U?  
A: We have a dedicated helpdesk to ensure your satisfaction with MP4U You can contact with the following methods:
  - Phone: **+603 2087 0033** from Monday to Friday (09:00 to 18:00).
  - E-mail: **[myhrhelpdesk@manpower.com.my](mailto:myhrhelpdesk@manpower.com.my)**
5. Q: What happened if I approved timesheet or leave wrongly/accidentally?  
A: Kindly contact our HR specialist and request assistance from them to reject the timesheet.
6. Q: What if I forgot my password?  
A: You may contact us to reset your password or you may use our self-reset password function located below the login button at the login page. The reset link will be sent to your registered email address.
7. Q: What if I cannot see associate leave and timesheet under my supervision?  
A: Kindly contact our helpdesk or HR specialist to update the tagging for associate under your supervision.

If you have any further questions, please get in touch!

- Phone: **+603 2087 0033** from Monday to Friday (09:00 to 18:00).
- E-mail: **[myhrhelpdesk@manpower.com.my](mailto:myhrhelpdesk@manpower.com.my)**