

MP4U USER MANUAL
HIRING MANAGER VERSION



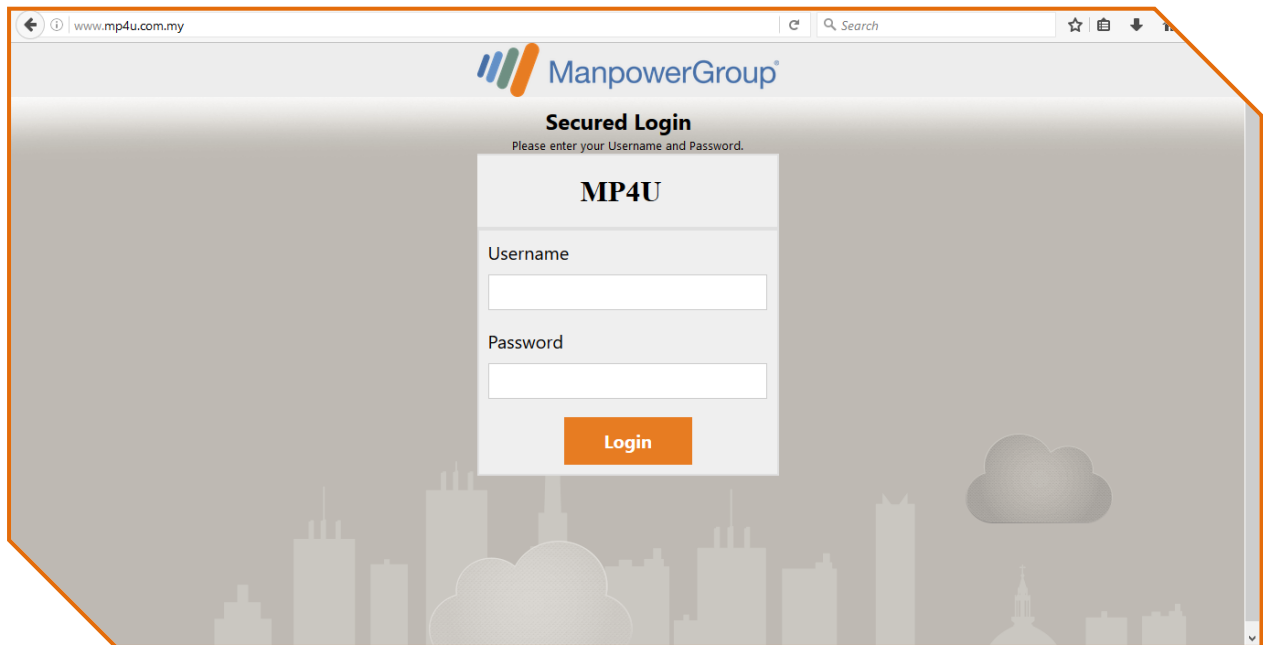
Table of Contents

1. MP4U URL	3
2. Change Password	3
3. Verify your approval list	4
4. Approval	5
5. Leave approval	6
6. Claim approval	7
7. Timesheet approval	8
Frequently Asked Questions:	11

1. MP4U URL

MP4U could be accessed at: www.mp4u.com.my

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

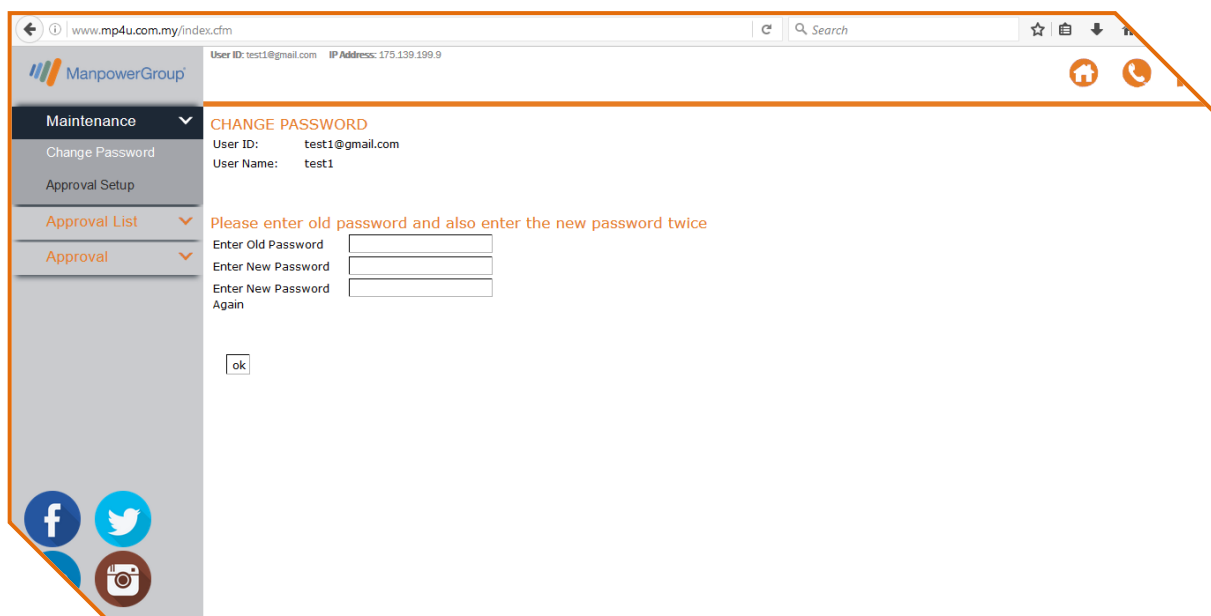


The screenshot shows a web browser window with the URL www.mp4u.com.my. The page features the ManpowerGroup logo at the top. Below the logo, the text "Secured Login" is displayed, followed by the instruction "Please enter your Username and Password." A central form titled "MP4U" contains two input fields: "Username" and "Password". Below these fields is an orange "Login" button. The background of the page shows a faint city skyline and a cloud.

2. Change Password

Users can set new passwords by going to:

[Maintenance](#) > [Change Password](#)

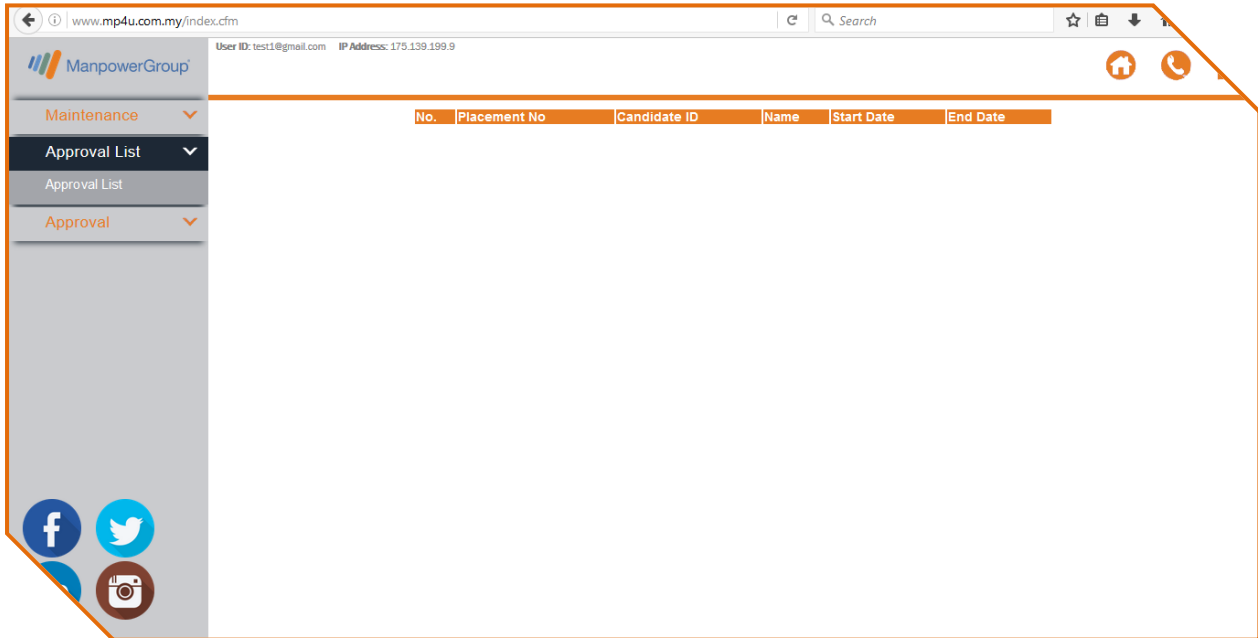


The screenshot shows a web browser window with the URL www.mp4u.com.my/index.cfm. The page displays the ManpowerGroup logo and a sidebar menu on the left. The sidebar menu includes "Maintenance" (expanded), "Change Password", "Approval Setup", "Approval List", and "Approval". The main content area is titled "CHANGE PASSWORD" and shows the user ID "test1@gmail.com" and user name "test1". Below this, there is a message: "Please enter old password and also enter the new password twice". There are three input fields: "Enter Old Password", "Enter New Password", and "Enter New Password Again". An "ok" button is located below the input fields. At the bottom left of the page, there are social media icons for Facebook, Twitter, and Instagram.

3. Verify your approval list

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

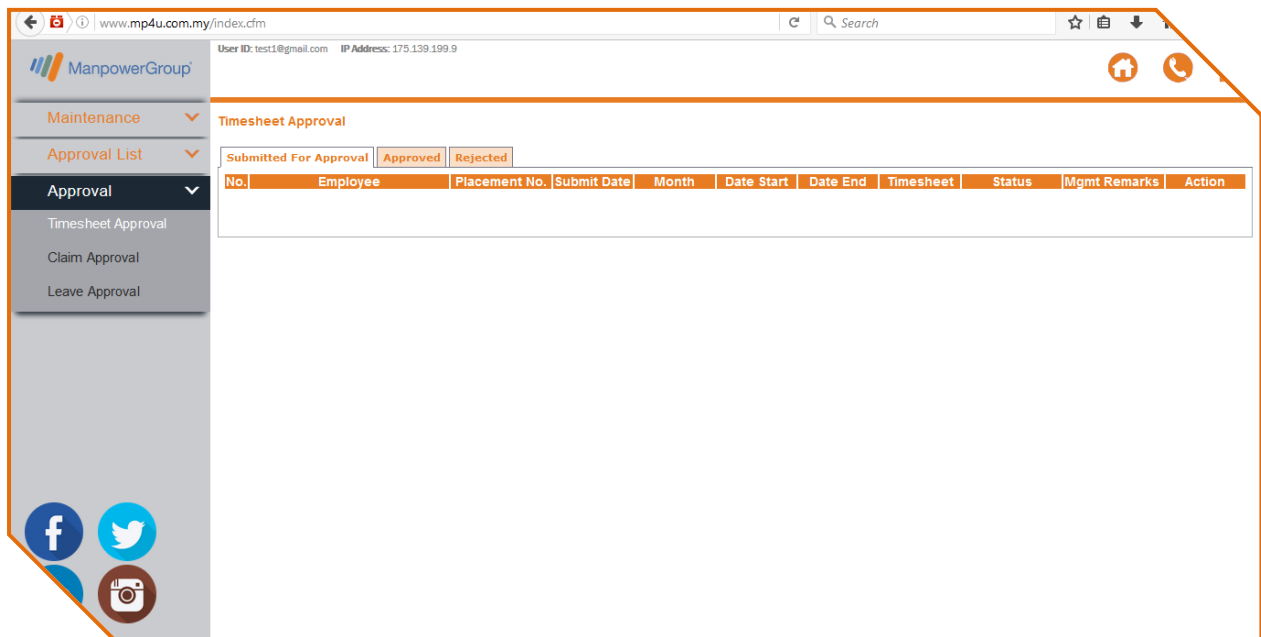
Approval List > Approval List



4. Approval

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

1. Associates' timesheet
2. Associates' claim (this includes expense claim, allowance, OT, etc.)
3. Associates' leave (this includes annual leave, sick leave, maternity leave, unpaid leave, etc.)



5. Leave approval

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

ManpowerGroup

Maintenance

Incident

Payslip & EA Form

Print Tax Letter

Leave

Submit Leave

Leave Status

Claim

Timesheet

Leave Application

Job Order No : TEST

Employee No. : TEST

Name : ALI

Leave Type : MC - Medical Leave

Date From : (dd/mm/yyyy)

Date To : (dd/mm/yyyy)

Leave Option : Days

Days : 0

☐ (Half Day)

Remarks

Attachment

Browse... No file selected.

(Upload allow for Picture, PDF, WORD & Excel document only. Maximum 10 MB only.)

Submit Reset

Leave Balance : 1

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

ManpowerGroup

Maintenance

Approval List

Approval

Timesheet Approval

Claim Approval

Leave Approval

Leave Approval

Waiting Approval Leave

APPROVED LEAVE

DECLINED LEAVE

EXPIRED LEAVE

No	Employee	Placement No.	Date Start	Date End	Days	Type	Time Fr	Time To	Status	Apply Date	Applicant Remarks	Remarks	Action
1	Kuan Shin Yin	200138860	2017-06-12	2017-06-12	1	AL	12:00 AM	12:00 AM	IN PROGRESS	2017-07-31			<input type="checkbox"/> Approve <input type="checkbox"/> Decline

6. Claim approval

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

They shall also upload the receipts at the time of submission of the claims

The screenshot displays the ManpowerGroup portal interface. On the left is a navigation menu with options: Maintenance, Incident, Payslip & EA Form, Print Tax Letter, Leave, Claim (selected), Submit Claim, Claim Status, and Timesheet. The 'Claim' section is expanded, showing 'Submit Claim' and 'Claim Status'. The main content area is titled 'Submit Claim' and contains a form with the following fields:

Job Order	200138860
Claim Type	Parking
Claim Description	Parking
Contract Cap	0
Per Visit Cap	
Claim Balance	0
Claim Amount	100
Date	31/07/2017
Remarks	Parking Claim for July
Receipt No	
Receipt File	<input type="button" value="Choose File"/> Parking Claim for July.xlsx

Below the 'Receipt File' field, there is a note: "(Upload allow for Picture, PDF, WORD & Excel document only. Maximum 10 MB only.)" and a 'CREATE' button.

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 Manager shall be able to view the supporting attached by the associate in the tab claim file when they click the View button.

No.	Employee	Placement No.	Claim Date	Claim Type	Claim Amount	Claim File	Remarks	Mgmt Remarks	Action
1	Kuan Shin Yin	200138860	31/07/2017	Parking	100.00	View	12		Approve Decline
2	Kuan Shin Yin	200138860	31/07/2017	Parking	100.00	View	Parking Claim for July		Approve Decline

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. The time in and time out details will be already imported into the timesheet. The time in and time out field will be blocked to avoid any changes from associate end

Only the **Day type** and the **remarks** column will be open to be updated

Please refer below screenshot.

Month	Day	Date	Day Type (Full Day/AM/PM)	Start Time	End Time	Break(s)	Worked	OT	Remarks		
				hh:mm	hh:mm	hh:mm	(less break)	Hour			
Jun 2017											
Jun	Thu	01	WD	08	09	02	03	00:00	17.54	0.00	
	Fri	02	WD	08	46	18	06	00:00	9.20	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.

If the time in and time out is 0 and showing absent, but if associate have worked on that particular date then associate shall select the appropriate day type (WD/OD) and justify with remarks.

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)

Then upon selection of the day type the time in and time out will automatically default to 9 am to 6 pm meaning they have worked full day on that particular day

MP4U x

https://www.mp4u.com.my/eleave/

User ID: user3@gmail.com Login On: Wednesday, 02-11-2016, 18:13:19 IP Address: 175.139.199.9

ManpowerGroup

Maintenance

Incident

Payslip & EA Form

Print Tax Letter

Leave

Claim

Timesheet

Update Timesheet

Facebook Twitter Instagram

Client		Company Name & Address		Contact Person & Tel					
		IBM (M) Sdn Bhd							
Staff		Name		NRIC					
		ALI							
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	Leave (Full Day/AM/PM)	Start Time hh:mm	End Time hh:mm	Break(s) hh:mm	Normal Hours Worked (less break)	OT Hour	Remarks
Sep 2016									
Thu	01	01	WD	09:00	22:00	01:00	9.00	3.00	
Fri	02	02	WD	09:00	23:00	01:00	9.00	4.00	
Sat	03	03	AL	00:00	00:00	00:00	0.00	0.00	
Sun	04	04	CP	00:00	00:00	00:00	0.00	0.00	
Mon	05	05	HL	00:00	00:00	00:00	0.00	0.00	
Tue	06	06	MC	09:00	18:00	01:00	8.00	0.00	
Wed	07	07	MR	09:00	18:00	01:00	8.00	0.00	
Thu	08	08	NPL	09:00	18:00	01:00	8.00	0.00	
Fri	09	09	PH	09:00	18:00	01:00	8.00	0.00	
Sat	10	10	OD	09:00	18:00	01:00	8.00	0.00	
Sun	11	11	RD	00:00	00:00	00:00	0.00	0.00	
Mon	12	12	OD	00:00	00:00	00:00	0.00	0.00	
Tue	13	13	PH	00:00	00:00	00:00	0.00	0.00	
Wed	14	14	WD	09:00	18:00	01:00	8.00	0.00	

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.

Note: 1. Leave has to be approved before clicking the submit for approval button for the timesheet.

2. Any leave which has not been approved before submitting the timesheet for approval shall be deemed as NPL (No pay leave) automatically by the system.

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 manager shall receive a notification on the submission of timesheet for approval.

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

WPA2

Secure | https://www.mg4u.com/portal/TimeSheetApprovalView.cfm?pn=20913860&datestart=2017-06-01&dateend=2017-06-30&month=

Company Name & Address		Contact Person & Tel						
Samsung Malaysia Electronics (SME) Sdn Bhd								
Suite 6-08-01, Level 6, East Wing, The ICON No. 1, Jln 3/88, Jln Tun Razak, WILAYAH PERSEKUTUAN KUALA LUMPUR								
Staff		Name						
Kuan Shin Yin		MISC						
Month	Day	Date	Start Time	End Time	Hours	Rate	Amount	Notes

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

User ID: andrew.ksh@samsung.com IP Address: www.mp4u.com.my says:

Confirm Approve?

No.	Employee	Placement No.	Submit Date	Month	Date Start	Date End	Timesheet	Status	Mgmt Remarks	Action
1	Kuan Shin Yin	200138860	22/06/2017	May	01/05/2017	31/05/2017	View	Pending		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Decline
2	Kuan Shin Yin	200138860	31/07/2017	June	01/06/2017	30/06/2017	View	Pending		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Decline

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 update and delete the login ID upon receiving update from client.
3. Q: Can I store a default digital signature for each approval?
A: If digital signature is required for approval, you must sign of each time.
4. 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 resubmit accordingly.
5. Q: Who should I contact if I am facing problem with MP4U?
A: We have a dedicated helpdesk to ensure your satisfaction with MP4U, they could be reach at **+603 2087 0033** from Monday to Friday (09:00 to 18:00). You may also email them at: **myhrhelpdesk@manpower.com.my**.
6. Q: What's the limitation of file if my approval level is uploading signed document?
A: There is no limitation of uploading file, however, we would recommend you to upload heavy files separately due to the congested network traffic.

If you have any further questions please get in touch!

- **+603 2087 0033**
- **myhrhelpdesk@manpower.com.my**.