

Please keep this guide in a safe and secure location. It outlines who to contact should you have questions or need assistance, important items to note, and helpful tips to ensure you have a successful assignment.

WHAT YOU NEED TO KNOW

We care about you and your success. Here is some information we think you should know to help you along your career journey:

MY MANPOWER ACCOUNT

You've either created your own account or one has been created for you by your Recruiter (notification sent via email). This is where you will:

- Complete your tax form
- Update your personal information
- Manage your preferences & add newly acquired skills or certifications

MY MANPOWER ACCOUNT

www.manpower.com

USERNAME/PASSWORD RESET?

ASSOCIATE CARE

800.561.6934 /

associate.care@manpower.com

IMPORTANT! If you need to change your username (email address) or reset your password, please contact the Associate Care Center instead of creating another account.

Under the “Secure Self Service” tab you are able to:

- COMPLETE TAX FORMS** Complete or submit changes under “Tax Forms” that affect your taxes, when necessary, to ensure timely and accurate tax reporting.
- UPDATE CONTACT INFO** Make changes under “Personal Information” and add emergency contacts.
- CHANGE PAY METHOD** Update your preferred payment method under “My Payment Options”.

Go to the “About Me” tab to:

- ADD SKILLS & CERTIFICATIONS** Manage your profile so we can better connect you to job opportunities (may qualify you for different assignments or higher pay).
- SEARCH & APPLY FOR JOBS** View recommended jobs, and jobs that you have saved or applied for. You can also set up job & search preferences in your profile.

GETTING PAID

Payday is the Friday following the week you worked. Reporting hours worked correctly, and on time, will ensure you are paid without delay.

ENTERING TIME WORKED

Submit time worked no later than Sunday @ Midnight for prior week. The method in which you report time will vary depending on assignment.

Here are the most common methods and items to note:

- **BULLHORN TIME & EXPENSE (PEOPLENET).** Our preferred method. Enter your time online or through an automated phone system. This method ensures accuracy and speeds up the payroll process.
- **ON-SITE TIME-KEEPING.** To record your time worked each day, you may be asked to use a badge to swipe a clock, enter a pin or use facial recognition.
- **PAPER TIME SLIPS.** These are only used in limited circumstances. Legibly complete all information and include your Employee ID number on each timeslip.

BULLHORN TIME & EXPENSE

(PEOPLENET)

888.329.8434

www.mypeoplenet.com

PAYSTUBS & ELECTRONIC W2

View paystubs, anytime. Once you've received your 1st paycheck, you will be able to view your electronic paystub anytime through our online portal.

Want to receive your W2 electronically? Make sure to “opt-in”.

PAYSTUB & W2

<https://www.paperlessemployee.com/manpowergroup>

DEVELOPMENT OPPORTUNITIES

Check out our MyPath program for opportunities to further advance your career development. The program provides personalized guidance, educational opportunities through funded degree programs, and targeted skills training through powerYOU (access thousands of courses!).

MYPATH
www.manpower.com/mypath

WHEN TO CALL MANPOWER

Communication is key to a successful partnership. Please keep us informed if:

- You are going to be late or are unable to report to work.
- You feel you are unable to complete an assignment, for whatever reason.
- You feel Manpower's policies are being violated.
- You believe you are being discriminated against or harassed.
- You are unavailable for a period of time.
- You are asked to do something different on assignment than what was described to you.
- You are asked to perform a task you are not trained to do or the environment appears unsafe.

If your assignment ends, please call Manpower within 48 hours to let us know your availability for the next assignment so we can look for other opportunities for you.

WHO TO CONTACT

We are here to support you every step of the way.

TIME & PAY

Contact Associate Care for questions on the following:

- Paycheck issues
- Pay Questions (e.g. holiday pay, deductions)

ASSOCIATE CARE
800.561.6934
Monday–Friday 7AM–7PM CT
associate.care@manpower.com

BENEFITS

Contact Benefits Administration for questions or Assistance on Medical/Dental/Life Insurance.

BENEFITS ADMINISTRATION
800.603.3173

EMPLOYMENT/WAGE VERIFICATION

STEP 1 SIGN-UP for Employee Account at www.certree.com
STEP 2 REVIEW your information to confirm accuracy
STEP 3 CREATE new access link to share with verifier

CERTREE
www.certree.com
To protect your privacy, Manpower will not share your information with any verifiers directly.

INJURY (ON THE JOB)

For life threatening injuries, call 911 immediately.
STEP 1 CONTACT Manpower and your Supervisor
STEP 2 CONTACT PC365 for guidance.

PC365
855.690.7299
PC365 may not be available in some states.

REPORTING

Report misconduct such as discrimination or harassment right away to Human Resources.

HUMAN RESOURCES
800.416.9731