

Labor Day

HOLIDAY OFFICE HOURS and PAYROLL INFORMATION

Monday, 9/7/15: Ann Arbor and Monroe offices will be closed for the holiday. Walk-in hours will resume the next day. As always, if you have a question, concern, or staffing need please call 734-665-1232. Our phones are staffed 24/7/365 to better serve you!

PAYCHECKS WILL BE AVAILABLE ON THURSDAY, SEPTEMBER 10, 2015, NOT WEDNESDAY, SEPTEMBER 9, 2015 BECAUSE OF THE LABOR DAY HOLIDAY!

Timeslips for the previous week, week ending 09/06/15, will need to be in our office **no later than 5:00pm on TUESDAY, SEPTEMBER 8, 2015 in order to process them in a timely manner.** Paycheck and direct deposit statements will be handled as follows:

- Ann Arbor associates who normally pick up their paychecks at the Ann Arbor office may pick them up after 2:00pm on THURSDAY, SEPTEMBER 10, 2015.
- Monroe associates who normally pick up their paychecks in the Monroe office may pick them up after 11:00am on THURSDAY, SEPTEMBER 10, 2015.
- Paychecks normally mailed will go into the mail on THURSDAY, SEPTEMBER 10, 2015.
- Associates who have direct deposit should have funds deposited into their account no later than MONDAY, SEPTEMBER 14, 2015 and some as early as FRIDAY, SEPTEMBER 11, 2015.

Associates who want to pick up their checks for this week only, must inform our accounting/payroll team directly no later than noon on Tuesday, September 8.

If you have **any** questions, please do not hesitate to contact us. Thank you for choosing Manpower and we hope you have a wonderful and safe holiday!



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