



Manpower, Inc. of SE Michigan
Serving Washtenaw and Monroe Counties

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www.manpowermi.com

Important Payroll and Tax Information

Next steps to getting you paid accurately and quickly!

Once you have been offered a job assignment, it's important we have the necessary legal, payroll, and tax information on file to get you paid accurately and on time. Before your first day of work, please complete the steps below. If you have difficulties with any of these steps, reach out to our Manpower Care Centers!

Manpower Care Centers

For help with logging into your Manpower.com account, please call 866-271-5145.

For help with entering/updating your payment options or tax forms, please call 800-561-6934.

Manpower Care Centers are open 8:00am – 8:00pm (Eastern time) Monday – Friday.

Step 1

Verify with your staffing specialist that your onboarding is complete. This includes filling out your Form I-9 electronically and providing Manpower with the necessary right to work identification. Please note that we are unable to process payroll for any working associates with an incomplete Form I-9.

Step 2

Go to www.manpower.com and log into your Manpower account using the email address you provided at the time you registered with Manpower. If you experience difficulties logging in or are unsure of your login credentials, please use the "Forgot Password" and/or "Forgot User Id/Email" links on the login screen. Alternatively, you contact the Manpower Care Center at 866-271-5145 for assistance.

Step 3

Navigate to the Secure Self Service tab at the top center of the screen. This is your portal to securely enter your pay method and tax information. Please note that the Secure Self Service tab is ONLY visible to you after your staffing specialist has offered/placed you on a job assignment. Still don't see the Secure Self Service tab? Contact the Manpower Care Center at 800-561-6934 for assistance.

Step 4

Click the My Payment Options box to enter a new (or review a previous) payment method. Enter (or update) your direct deposit information. (Do not copy/paste account numbers from another source; you will need to manually type these in.) If you don't have a personal bank account, we can set you up to receive a paycard. Contact our accounting department at 734-665-3757, option 3 so we can issue that paycard to you. Please note that a paper check is not an option and is reserved only for approved situations. Come back here in the future if you need to update your direct deposit information!

Step 5

Click the Tax Forms box to complete new (or review previous) tax forms. You will need to complete both federal and state W-4 tax forms. Employees who do not provide completed W-4s, default to a withholding status of Single with zero (0) withholdings as required by the IRS. Come back here in the future if you need to update your tax forms!

That's it! You're now on your way to being paid legally, accurately, securely, and quickly! 😊

(Flip me over for more great information related to getting paid!)



More Great Information on Getting Paid!

Payday

Our associates are paid weekly, and Friday is payday for hours worked during the prior payroll week. Keep in mind that payroll distribution is dependent upon timely submission of hours work. Turning in your payroll hours late will likely result in a delay in receiving your pay. And while some of our associates have shared that they are able to see funds deposited in the accounts sooner than Friday (depending on their bank), please don't count on being paid sooner than that! Friday is payday.

Paystubs

Your paystubs are delivered directly to your email inbox every week, the Thursday before Friday payday. Not seeing them? Check your spam/junk folder. They will come from Manpower Accounting (accounting@manpowersemi.com). Use the last 4 of your SSN to open the password-protected file.

You can also view your paystubs by logging into your Manpower.com account. Click the My Paycheck box. Locate the week ending date(s) for the paystubs you are seeking and click the check number to the left of the date. From there, you can view/print your paystub.

For security reasons, we are unable to resend paystubs via email or fax. But, we can gladly print them for postal mailing or for you to pick up at our office.

W-2s

W-2s are mailed every year from our corporate headquarters in Milwaukee, Wisconsin on or before the January 31st due date. They are delivered to the mailing address on file with Manpower as of the last payroll of the year. (Be sure to verify/update your address before the end of the year!) W-2s with an incorrect address will be returned to our office or forwarded by the post office (if you have an address forward in place with the USPS).

At this time, W-2s are NOT available online and we CANNOT email W-2s. Duplicate W-2s are available in February. If you have additional questions regarding your W-2, please contact the Manpower Care Center or email W2@manpower.com.

W-4 Exempt Status

Associates claiming exempt status from Federal and/or State tax withholding must provide an updated Form W-4 each year. If we do not have a new Form W-4 on file for the current year, we are required by law to change your withholding status to Single with zero (0) withholdings. This will be done automatically in February if you have not returned an updated exempt Federal and/or State Form W-4. Updated forms need to be completed/received no later than February 1 to prevent your exemption status from automatically changing to Single with zero (0) withholding allowances.

Security

We want you to stay protected! Email is not a secure method for communication. Therefore, we advise you from sending emails that contain personally identifiable information (PII) including confidential financial information. If you need to send us such information, please contact our office for an alternative way to deliver this securely.