



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 Associate Care Center (MACC) at 800-561-6934 or contact your local Manpower representative at 734-665-3757.

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 create or log into your Manpower account using the email address you provided to our office at the time you registered with Manpower. If you had a Manpower account prior to April 27, 2024, you will need to create a new account. Keep in mind that the email you use to sign up for an account must match the email we have on file for you. If you have a new/different email address, please first contact our office at 734-665-3757 before attempting to login or create a new account.

Forgot Your Password? Click "Forgot Your Password" and enter the email used to create your account. You will be asked to verify your email or phone number to proceed (multi-factor authentication). If unknown or you can no longer access, please contact our office at 734-665-3757 or the MACC at 800-561-6934.

Step 3

Once logged in, hover over the user icon (with the green checkmark) in the top right corner of the screen and select the Dashboard from the list of options.

*The list of menu options described in the next steps are **ONLY** visible **after** you have been placed on a job assignment. If you have been confirmed for a job assignment and still do not see these options, please contact your Manpower representative at 734-665-3757 or the MACC at 800-561-6934 for assistance.*

Step 4

Click the **Time and Pay** section from the left menu. Expand the **Payment Options** section. Click the blue hyperlink to **VIEW / CHANGE PAYMENT METHOD**. Enter (or update) your direct deposit information. If you do not 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

From the **Time and Pay** section in the left menu, expand the **Tax Forms** section. Click the blue hyperlink to **VIEW / SUBMIT TAX FORM(S)**. 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!)



Manpower®

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.

Pay Statements

Your pay statements 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 pay statements by logging into your Manpower.com account. From your dashboard, click the **Time and Pay** section in the left menu. Expand the **Pay Statements** section. Click the blue hyperlink to **VIEW PAYMENT STUBS**. Locate the week ending date(s) for the pay statements you are seeking and click the check number to the left of the date. From there, you can view/print pay details.

For security reasons, we are unable to resend pay statements 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 generally available in February. If you have additional questions regarding your W-2, please contact the MACC at 800-561-6934 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.