

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 www.manpower.com

You've either created your own account or one has been created for you by Manpower (notification sent via email).

MY MANPOWER ACCOUNT

Username: _____ Password: _____

Under the Secure Self Service Tab You Will:

- ☐ **Complete Tax Forms** Complete & submit changes in federal & Maine w4's under "Tax Forms" to ensure accurate 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".

IMPORTANT! If you run into trouble with Secure Self Service or need to change your username (email address) or reset your password, contact the Associate Care Center. Do not create another account.

ASSOCIATE CARE CENTER CONTACT INFO

Email: associate.care@manpower.com **Call:** 1-800-561-6934

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.

REPORTING TIME WORKED

Time worked must be reported no later than Sunday @ Midnight for prior week. The method in which your time will be reported will vary depending on assignment and will be described on your **Assignment Details Sheet**.

BULLHORN TIME & EXPENSE (PEOPLENET)

Call: 1-800-561-6934 Option 2
www.mypeoplenet.com

SAP/FIELDGLASS

Call: 1-866-467-4833

PAYSTUBS & W2s

Paystubs are emailed weekly as a password protected pdf from portland.me-supportcenter.com. Your password is the last 4 digits of your social security number.

W-2's are mailed annually by a ManpowerGroup vendor in the last two weeks of January (as required by law). To ensure timely delivery of your W-2 please be sure keep your mailing address updated in the secure self service tab on Manpower.com.

TO REQUEST A COPY OF YOUR W2

Copies can be requested by filling out this form:

www.manpowermaine.com/w2-request-form

IMPORTANT! For any questions related to time and pay contact the Manpower Maine Support Center:

Email: portland.me-supportcenter@manpower.com **Phone:** 207-828-4370

WHEN TO CALL YOUR RECRUITER

Keeping in Touch! Communication is key to any successful partnership, so we want to stay in touch. We will reach out periodically to check in by phone, email, or text. We also want you to reach out to us to let us know how things are going.

Here are some reasons where it is important for you to contact your local office as soon as possible:

- You are going to be late or are unable to report to work.
- You have been injured on the job.
- Your contact information has changed.
- 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, or need time off.
- You are asked to do something different on assignment than what was described to you.
- You are asked to perform a task/operate equipment you are not trained on.
- You see unsafe working conditions.

OFFICE PHONE NUMBERS

Auburn: 207.784.9353

Augusta: 207.622.1535

Bangor: 207.942.6178

Biddeford: 207.284.0595

Portland: 207.774.8258

Presque Isle: 207.554.4376

Rockland: 207.594.7910

Springvale: 207.490.1363

Our Goal is to Keep You Working! 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.

INJURY REPORTING (on the job): It is important that any workplace injury are reported.

For life threatening injuries, call 911 immediately

For non-life threatening injuries and further steps will be provided:

Step 1: Notify Immediate Supervisor **Step 2:** Contact Manpower

OTHER IMPORTANT CONTACTS

BENEFITS: Contact the Allumbaugh Agency for all questions or assistance with Health/Dental/Vision benefits.

<https://www.manpowermaine.com/manpower-associate-health-benefit-information/>

Password is in your Associate Handbook - or contact your local office

EMPLOYMENT/WAGE VERIFICATION: Manpower uses The Work Number which securely provides instant employment & income verifications should you need them.

The Allumbaugh Agency

Call: 207.620.1240

Email: michelle@allumbaugh.com

The Work Number

1-800-996-7566 M- F 7p- 8p CDT

Manpower-Maine
Employer Code 16500

REQUESTING MAINE EARNED PAID LEAVE: All MEPL requests must be made in writing through the link below. Filling out this form does not guarantee approval of your MEPL payment:

www.manpowermaine.com/mepl-request

PROVIDING ASSIGNMENT FEEDBACK: Any time you have thoughts to share you can fill out the form in the link: www.manpowermaine.com/assignment-feedback

WE LOVE REFERRALS! We have jobs, and you probably know people looking for work. We will even pay you if we are able to put them on assignment. Learn more in the link below.

www.manpowermaine.com/refer-your-friends