



Manpower Checklist for Work Experience Program

DVR Counselors use this as a guide to keep track of required documents and process steps for each of your clients

Placement Request Form Completed

Complete Employment Packet:

Application

Employment Agreement

Federal W4 (Manpower only needs page 1 returned. *(Note: The default withholding status is Single 0 if incomplete)*)

Maine W4 (Manpower only needs page 1 returned. *(Note: The default withholding status is Single 0 if incomplete)*)

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- DVR Client completes Section 1. Employee Information and Attestation
- DVR Counselor acts as Authorized Representative, reviews IDs and completes Section 2. Employer or Authorized Representative Review and Verification
- Send Manpower the copy of the ID only if a document from List A. is used

Read, Review, and sign acknowledgment Training & Policy Handbook (DVR Client retains a copy)

Complete WOTC screening online

Payment Election Enrollment Form *(Note: Manpower's preferred method of payment is Direct Deposit, we also offer Paycards for unbanked employees)*

DVR Counselor gives their client a copy of the How to Report Your Time and assists client with Peoplenet/Bullhorn Time & Expense registration *(Note: Be sure to save username and password)*

DVR Counselor gives client a copy of the DVR Associate Quick Reference Guide

DVR Counselor obtains a copy of the Manpower Safety & Injury Procedures and provides a copy to the Worksite Contact

DVR Counselor obtains Manpower's clearance email authorizing their client to begin work experience