

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.

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

Peoplenet time reporting instructions are provided to you in your employment packet. So that you are paid on time, please enter your hours worked in Peoplenet no later than Sunday at midnight each week.

PEOPLNET/Bullhorn Time & Expense

Call: 1-800-561-6934 Option 2

www.mypeoplenet.com

Paystubs & W2's

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

W-2's are mailed annually no later than January 31, as required by law. To ensure timely delivery of your W-2 please be sure keep your mailing address updated with Manpower.

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 ELO Coordinator & Manpower:

Keeping in Touch! Communication is key to any successful partnership. Here are some times when it is important for you to contact your ELO Coordinator & Manpower as soon as possible:

- 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 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.

If You are Injured While Working:

If you experience an incident or are injured on the job you are required to report it immediately to your direct supervisor, your ELO Coordinator, and Manpower. If medical attention is required, you will be directed on where to seek such treatment.

Step 1: Notify Your Immediate Supervisor **Step 2:** Contact your ELO Coordinator & Manpower 207-942-6178

Your Feedback is Important:

While on assignment you may receive an emailed satisfaction survey from the Manpower Associate Experience Team. **We strive for 9 & 10 ratings** - so if you are ever unsatisfied, please reach out to us so we can help.

Refer Others!

If you know anyone looking for work, send them our way! We'll do our best to connect your referrals to meaningful work opportunities and get them set up for success. Refer your friends and family to manpowermaine.com to apply!