

# ONBOARDING

Thank you for choosing Manpower! To make your onboarding go as smoothly as possible, we ask that you please take a moment to review this guide. It outlines what to expect and important items to note during each stage of the onboarding process.

## NEW HIRE PAPERWORK

### LOG-IN / PASSWORD

Click on the link within the email to be taken directly to Onboarding365. Enter your email address as the username and create a password if logging in for the first time. Remember to keep your password in a secure location. You will need it the next time you log-in to Onboarding365.

### PREFERRED LANGUAGE

All onboardings are initiated in English but can be completed in Spanish (French is an option for Canada only). You will be asked to designate your preferred language the first time you log-in. If you do not see the option, or would like to change, please go to: *Options Menu > Preferred Language* to update.

### PROFILE CREATION

It is critical that your personal information is entered accurately when creating your profile, and that you carefully review all information entered before acknowledging it is correct. This information will populate documents within your onboarding paperwork, including consent forms.

- LEGAL NAME**  
 Enter your full legal name as it appears on legal documents.
- SOCIAL SECURITY NUMBER**  
 Be very careful when entering your SSN, making sure that the numbers are in the correct order.
- DATE OF BIRTH**  
 Double-check that it was entered correctly.



**NOTE:** If you discover a mistake with your personal information prior to completing Onboarding go back to the home screen and click "Reopen Profile" to make changes.

## VERIFICATION & ACKNOWLEDGEMENT

Prior to starting your paperwork, you will be asked to:

- VERIFY PERSONAL INFORMATION**  
 A pop-up window will appear asking you to verify certain information. If you find an error, click "NO" and correct before proceeding.
- PROFILE ACKNOWLEDGMENT**  
 You will be asked to confirm that the information you provided in the profile is true and accurate and that you understand the consequences of providing false information.

## ELECTRONIC CONSENT

Make sure to read the consent. Once finished, you will indicate your acknowledgment by clicking on the checkbox, and then creating a graphic signature. Sign in the box using your mouse or finger and if prompted, enter your password. A dot or line will not be accepted as a valid signature on certain documents (e.g. consent forms) so make sure you sign your name as you would on any legal document and click "I agree."

## DOCUMENT COMPLETION

Review and complete all assigned documents, training, etc....

- If there is a link on the page (e.g. video to watch or document to review), it may open in another tab. Once you have viewed the material, go back to your onboarding to complete the acknowledgment.
- **Carefully read the instructions on each page!**
- Some information from your profile will pre-populate documents. For others, you will need to complete a Web Form (used to capture information that does not populate from your profile) which then flows into the actual document.

### WEB FORM

\* When did you begin your residence at your Current Address MM/YYYY?

03/2020

Address History: Please provide information about each county in which you have lived or worked in the last TEN years.

Enter in this format:  
Residence dates (from MM/YYYY to MM/YYYY) - City, County, State, Zip

If you have lived at the Current address for at least 10 years, enter "N/A"

\* Address History

01/2006 to 02/2020

### POPULATED FORM EXAMPLE

**Address History:** Please provide information about each county in which you have lived or worked in the last TEN years.

Enter in the format:  
Residence dates (from MM/YYYY to MM/YYYY) - City, County, State, Zip

If you have lived in the location above (Current address) for at least 10 years, enter "N/A"


01/2006 to 02/2020



**NOTE:** If there is a mistake in a document that was populated with information filled out in the web form, edit before continuing. acknowledgment button on the right-hand side. Remember, **DO NOT** accept documents with incorrect information.

#### Review Your Document

Click the link below to review the entire document in a separate browser window. If any corrections need to be made, click the Edit icon  will be returned to the previous screen to edit the data. If the document is complete, click the Accept button to accept this document.

[Applicant Data Sheet 2021](#) 

I have reviewed, and I accept, the document above

## PAYMENT SET-UP

Carefully review the instructions. You must click on the link and follow all instructions to complete the Payment Options Request (opens in another tab).


**If you do not complete all information in this request, your payment selection will not be set-up correctly.**

 Manpower Payment Option Set up

[Click here to select your payment method \(Direct Deposit, Pay Card or Check\)](#)

**YOU MUST CLICK THE LINK ABOVE TO SET UP HOW YOU WILL RECEIVE YOUR PAY FROM MANPOWER**

For more information on Manpower's payment methods, please refer to our Associate Handbook (the first document you accepted). If a direct deposit or a pay card is selected it could take 7-10 business days for the set-up to be completed. Pay day is Friday for hours worked the pay week. To make changes to your pay method in the future, please do so through your Manpower.com account.

 **Payment Options Request Version 1.1**

If you are new to Manpower, your direct deposit information will be securely stored until you are placed on your first assignment. Upon placement, your information will be transmitted and verified by the bank and you will be set up on direct deposit. The verification process will take seven days from the time that the bank receives it and approves it.

**Contact Information**

\* First Name  \* Last Name   
 \* Telephone#  \* SSN/SIN   
 Country  Email

**Account Setup**

\* Distribution Method  \* Account Type   
 \* Transit Routing#  \* Bank Name   
 \* Bank Account#  \* Re-Enter Bank Account #

I hereby authorize Manpower to initiate credit entries to my account as indicated above. If funds to which I am not entitled are deposited in my account, I authorize Manpower to direct the financial institution to return said funds or get written authorization for the deduction per applicable state law. This authority is to remain in effect until Manpower has received timely written notice from me of termination. I understand I am responsible for the validity of the information on this form and for keeping Manpower aware of all changes in banking arrangements.

Email a copy of payment statement.  
 Manpower will use this e-mail address for all communication regarding payment options. If you do not elect to receive e-mail, the statement will be mailed.



**NOTE:** After completing onboarding, make sure to log into your My Manpower account to complete your tax forms using Secure Self Service. If you do not, the system will automatically default to the highest tax withholding.