

PAY & TAX SETUP GUIDE

Manpower is committed to ensuring that the information we collect from you is protected in accordance with our data privacy policies. This includes collecting financial information – setting up or changing your preferred method of pay and completing tax form(s). **Entering and updating financial information must be completed by you via your Manpower Account (www.manpower.com) under Time & Pay.**

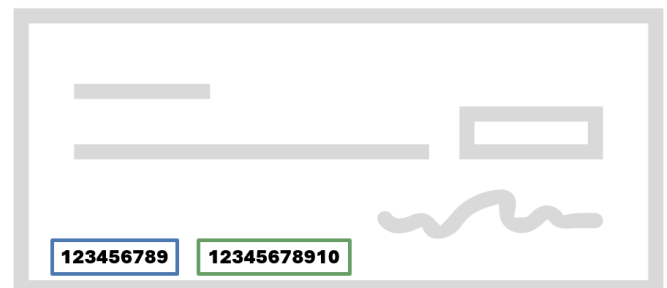
- Pay setup or changes to pay method must be completed under **Payment Options**.
- Tax forms are completed or updated under **Tax Forms**.

PAYMENT OPTIONS

The easiest and quickest way to get paid is to enroll in direct deposit or in our paycard program. **If you do not set up a preferred pay method, or have not worked for Manpower in 6 months, your pay method will default to paper check.** Paper checks will be delivered by the USPS to the address we have on file for you.

DIRECT DEPOSIT

- Once placed on your first assignment, your information will be processed and submitted to your bank for verification (pre-note process).
- Pre-note process may take up to 5 days.
- You will be paid by paper check, delivered to the address we have on file for you, until automatic pay set-up is complete.



Routing # (9-digits) Account # (average 8-12 digits)

PAY CARD

- **Contact your Manpower Representative to request and obtain a paycard.**
- No application or credit check required, everyone qualifies.
- Similar to a debit card issued by a financial institution.
- Free Money Network Transchecks included.
- Have daily or weekly account balance sent via email or text for free.

To **activate** the card, view your balance, transactions, and more: www.moneynetwork.com

To **report** a lost or stolen card, call **the number on the back of your card**

For **customer service**, call: **866.402.1237**

TAX FORMS

If not completed, your withholdings will default to single and “0”.

*For assistance, contact the **Associate Care Center (MACC)** via the ServiceNow Portal, [1-800-561-6934](tel:1-800-561-6934) or associate.care@manpower.com.*