



## Getting Paid

It is your responsibility to accurately report your hours worked to ensure that you're paid correctly and on time. Failure to do so will delay your pay. Making sure you are paid correctly and on time are one of our most important commitments to you, but we need your help. **Please remember, Manpower is your employer. Any questions about your pay must be directed to your local Manpower Representative.**

**\*\* Manpower is under strict processing deadlines and we must receive your completed time report by midnight on Sunday following your workweek. Late time reports will be processed the following week. \*\***

### It's your responsibility to report your time by:

- Accurately tracking all the hours worked, including the time you arrive and leave work, and how long you take for lunch. You must never work "off the clock" and you should report to your Manpower Representative immediately if anyone asks you to do so. In addition, you must never work "extra" hours beyond those authorized without obtaining approval in advance from your supervisor. If you do work extra hours without permission, you may be subject to discipline, including termination.
- Reporting your time every week by Midnight on the Sunday of the week you work. Manpower's standard workweek is Monday through Sunday and Manpower's payday is Friday following the week you worked.
- Submitting your time for approval by one of the methods included in this handbook.
- Completing your report accurately in a timely manner. **Reports submitted late or inaccurately will cause a delay in your pay.**

### Time Reporting

It's your responsibility to report your time by:

- Accurately tracking the time you arrive and leave work, and how long you take for lunch.
- Reporting your time weekly (Manpower's standard work week is Monday - Sunday).
- Submitting your time for approval by the client by Midnight on Sunday.
- Completing your report accurately in a timely manner. Reports submitted late or inaccurately will cause a delay in your pay of at least one week.

### About Your Pay

The wage you are paid is determined by both your skills and by our client's work requirements and your weekly pay is based on your completed and submitted time report. Your wage may vary from job to job. Your Manpower Representative will tell you how much the job will pay before you accept the assignment.

Manpower is your legal employer during any assignment, and all payments due to you will come directly from Manpower. Manpower complies with all applicable federal, state and local laws regarding minimum wage and overtime pay. As your employer, Manpower will deduct the necessary FICA and Federal, State and local (if applicable) taxes. An automatic deduction will also be made for health benefits if you elect coverage. Associates are not charged any fees for Manpower securing employment for Manpower associates. It is your responsibility to accurately report all hours worked. At the termination of your employment, Manpower is not liable for wages or salary except those you earned prior to the date of termination.

Each week you work, you will be able to access your Earnings Statement via EConnect. The amount that was deposited into your account as well as your deductions can be viewed. If you do not have internet access, you may utilize one of the workstations within the Manpower office.

### Our Clients' Costs

As is commonly done throughout the employment industry, our clients are charged an hourly rate higher than your own hourly pay rate. Client rates include the additional costs of selection, administration, employer contributions for Social Security, Unemployment, Workers' Compensation, insurance, corporate income tax and profit. Additional fees may be charged to our client when you are



directly placed (Direct Hire) into a client position or when your Manpower assignment is transitioned to a regular client position (Conversion).

**Time Reporting Options.** Depending on the client and area where you work, you'll be asked to report your time using one of the following methods:

1. Paper Time Slips
2. Client's Swipe or Punch Clock
3. Electronically or Internet-Based Tool

**E-Connect.** E-Connect allow you to enter your time online to ensure accuracy and speed the payroll process. It also provides you access to your Earnings Statement. **Always enter your time daily, but no later than Sunday at midnight for the prior workweek.** For more information on E-Connect time keeping, contact your Manpower Representative.

Log onto [www.MNPWR.com](http://www.MNPWR.com) to view your OnlineTimecard. Or, log onto:

- In Florida: <http://fleconnect.mnpwr.com>
- In Iowa: <http://iaeconnect.mnpwr.com>
- In Minnesota & Wisconsin: <http://econnect.mnpwr.com>

**Your Pay: Direct Deposit & Pay Card Program**

Manpower's method of payment, Direct Deposit, offers you convenient, reliable, safe and easy access to your pay. You don't need to wait for your paycheck to arrive in the mail, wait in line to deposit it, and wait again for it to clear your financial institution.

Increasingly, there have been mail delays, lost paychecks and associates failing to update their address with us & the U.S. Post Office. In addition, if you are not registered at your local Post office, your paycheck will not be consistently delivered. If you are staying with friends or relatives, and do not register at the Post office, eventually you will have a delayed or lost paycheck.

Manpower provides you with Direct Deposit & Pay Card at no charge. To enroll, complete the Direct Deposit Authorization Form, which is available from your Manpower Representative. Completing and signing this form gives Manpower the authority to deposit (or debit when necessary) your pay to your account. Staple a voided check to the form for verification of all financial institution information. Return both the form and voided check to Manpower. All information is considered confidential and is used by our payroll department only. To ensure prompt deposits and statements, you should contact Manpower immediately if you have a change of address or financial institution.

Once enrolled and confirmed in direct deposit, your pay is automatically deposited into your savings or checking account at the bank or credit union of your choice. It may take 1-2 weeks once payroll processes your banking information for Direct Deposit to become active. In the meantime, you will receive a Manpower pay card or check through ADP's Aline Card Program.

If not electing Direct Deposit or our Pay Card Program, Manpower will deliver your paycheck through the regular U.S. mail. Replacing a lost paper paycheck is a lengthy process for various reasons. The standard timeline is outlined below:

Week Ending Date	Mail Date from Eau Claire, WI	* Expected by Receipt Date	Considered Late – Notify Us	Stop Payment Issued	Reissue Check	* Expected by Receipt Date
Sunday 8/2	Wednesday 8/5	Tuesday 8/11	Friday 8/14	Monday 8/17	Wednesday 8/19	Tuesday 8/25

\* In some geographic areas or on a sporadic basis, delivery of paper checks have taken longer and this date is likely the "worst case". We have no way of knowing why these delays occur. Generally, you should receive a paper check by Saturday.



**For Direct Deposit and Pay Cards:**

Week Ending Date	Processing Date From Eau Claire, WI	Expected Receipt Date
Sunday 8/2	Wednesday 8/5	Friday 8/7

**Change of Address.** If you change your address, notify Manpower *in writing* and the Post office at least two weeks in advance. If an earnings statement or paycheck is mailed and intercepted by a change of address, it may take an extra five to seven days to get to your new address.

**Registering at the U.S. Post Office.** If you are not registered at the post office at the address you want your mail delivered, it is likely you will experience a delay in receipt of your mail. This will apply even if you establish an understanding with the postal carrier.

**Replacement Check Process.** If your check does not arrive by Wednesday the week following the issue date, please contact Manpower. Replacement checks will only be re-issued after seven days from the mail date, and the replacement check fee is \$30.00.

**W-2 Forms.** At the end of each calendar year, by January 31<sup>st</sup> via U.S. mail, we will send you a statement of your earnings that shows the amount of federal, state and local income taxes and Social Security taxes. You are strongly encouraged to notify Manpower of any address changes you may have throughout the year. A fee of \$15 will be charged for a replacement W-2 form.

**Holiday Payroll Schedule.** If a holiday falls on a weekday, the payroll schedule will be adjusted as follows:

If the holiday falls on:	Your time slip is due:	Check Date
Monday	Tuesday at 8am	Saturday
Tuesday	Monday at 8am	Saturday
Wednesday	Monday at 8am	Friday
Thursday	Monday at 8am	Friday
Friday	Monday at 8am	Friday

\*Note: under the direct deposit program, your financial institution may voluntarily choose to make the deposit into your account the following business day after the holiday.

\*The Holiday Payroll Schedule is subject to change. Please watch for updates from your local Manpower office.

**Minnesota Wage Disclosure Protection Law**

*Minnesota Associates Only, Effective 10/2014*

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. If you believe your rights have been violated, please contact Human Resources. Otherwise, your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354.