Payroll Options Information  
(for Manpower Associates)

Manpower, Inc. of Southeastern Michigan processes payroll on a weekly basis. Please refer to the below information which explains the different options for receiving your payroll. If, at any time you would like to make payment method changes, please go online to your “My Manpower” account at www.manpowerjobs.com, stop by your local office, or call 734-665-3757 (Ann Arbor) or 734-241-2040 (Monroe).

ADP Total Paycard
Enrollment is quick and easy - no credit check and no pre-noting account authorization. Funds are generally deposited by Friday, although they may be available sooner. When used properly, the ADP Total Paycard can be used as a “fee free” card. Please refer to the terms and conditions in the enrollment packet for more information.

To enroll via the web, go to www.manpowerjobs.com and log into your “My Manpower” account. From the “Secure Self Service” tab, click on “My Payment Options” and “Change Payment Options.” From the “Distribution Method” drop down, select “PayCard” and check the authorization box. If you choose, complete the information to have your statement emailed and click submit. Your paycard will be activated and mailed to you at the mailing address on file with Manpower. When you receive the ADP Paycard packet in the mail, please complete the enrollment form and return it to Manpower via fax (734-665-4377), via email (accounting@manpowermi.com), or drop it off in-person to either the Ann Arbor or Monroe office.

If you do not have access to enroll online, stop by or call your local office at 734-665-3757 (Ann Arbor) or 734-241-2040 (Monroe).

Direct Deposit to a Personal Bank Account
A great way to automatically have funds entered into a checking or savings account! Your bank’s transit/routing number and account number are required to enroll. A pre-note account authorization is required, which may take up to three (3) weeks to confirm. (During this pre-note period, please call our office to confirm if direct deposit has taken effect or if you will be receiving a paper check.) Payroll funds are generally deposited by Friday, although they may be available sooner.

To enroll via the web, go to www.manpowerjobs.com and log into your “My Manpower” account. From the “Secure Self Service” tab, click on “My Payment Options” and “Change Payment Options.” From the “Distribution Method” drop down, select “Direct Deposit” and enter your account information and check the authorization box. If you choose, complete the information to have your statement emailed and click submit.

If you do not have access to enroll online, stop by or call your local office at 734-665-3757 (Ann Arbor) or 734-241-2040 (Monroe).
Paycheck/Statement – Mailed or Held for Pickup
Receiving a paper paycheck is an alternative option to receiving your funds electronically via direct deposit/ADP Total Paycard.

If you choose to have your paycheck or statement mailed, please note that these are generally placed in the postal mail on Wednesday afternoon and mailed to the address on file with Manpower. Most associates receive their paychecks/statements by Friday.

If you choose to pick up your paycheck, we are happy to hold it in our office for you. If you would like to pick it up from the Ann Arbor office, it is generally available after 2:00pm on Wednesday on our lower level. If you would like to pick it up from the Monroe office, it is generally available after 11:00am on Wednesday. For your protection, proper picture identification is required to pick up your paycheck. In addition, you may authorize another individual, in writing, to pick up your paycheck in the event you are unable to do so.

Please note that if you do not select one of the above options, your paycheck will be held in our office for pickup.

Payroll Variations
Please note that the dates and times listed in each of the options above are the standard dates of availability. However, certain holidays may impact when your payroll funds are deposited into your account, when you paycheck is placed in the mail, and/or when your paycheck is available for pickup. We make every effort to ensure our associates are notified in these times of payroll variations/delays. We encourage you to read any notifications/messages printed on or included within your paycheck.

Payroll Selection
I have selected the following payroll option:
- [ ] Direct deposit into a checking/savings account
- [ ] ADP Total Paycard
- [ ] Pickup at Ann Arbor Manpower office
- [ ] Pickup at Monroe Manpower office
- [ ] Mail paycheck
- [ ] Delivered to my worksite (not available for all associate worksite locations; your Manpower representative can verify eligibility)
- [ ] I have not selected an option today and understand my paycheck will be held at the Manpower office for pickup until further action on my part.

If you need to speak to someone on our accounting/payroll team, they can be reached at 734-665-3757 ext: 3 or at accounting@manpowermi.com. The accounting/payroll fax number is 734-665-4377.