



Manpower®

## Timeslip Procedures

### 1. COMPLETING YOUR TIMESLIPS

We know your paycheck is important to you and we will make sure you receive it on a timely basis. However, if your timeslip is incomplete or inaccurate, it will delay the processing of your paycheck.

- Fill in the customer's name and address and the person to whom you report.
- Fill in your name and the last four digits of your social security number.
- Sign your timeslip at the end of the week to verify total hours worked.
- Record the month, date, time in and time out.
- Total each day's hours worked – minus lunch time.
- Record your total hours for the week.
- Fill in the "week ending date" (the Sunday at the end of the work week).
- Ask the customer to sign the timeslip and verify your total hours worked.

#### *IF USING THIS ONLINE TIMESLIP FORM:*

- Make 2 copies of your timeslip.
- Leave one with the customer.
- Keep a copy for yourself.
- Turn the original timeslip in to our office by 5:00pm each Monday.

#### *IF USING A "MULTI-COPY" TIMESLIP (available from the Manpower office):*

- Remove the PINK copy and leave it with the customer.
- Keep the YELLOW copy for yourself.
- Turn the two WHITE copies in to our office by 5:00pm each Monday.

***\* Regardless of the form you use, we cannot process an unauthorized timeslip.***

### 2. SUBMITTING YOUR TIMESLIPS

Timeslips may be dropped off, mailed, faxed or emailed (to [accounting@manpowermi.com](mailto:accounting@manpowermi.com) in either .pdf or .jpeg format). Timeslips must be received by 5:00pm on Monday to be processed for Wednesday payment. **Your check will not be processed until the next week if you turn in your timeslip late – at either the Ann Arbor or Monroe office.** You are responsible for completing a timeslip each week for each assignment. You can drop off your timeslips to either location during regular office hours or deposit them in the mail slots in one of our buildings anytime. If you mail your timeslips, remember that we cannot guarantee that it will arrive before Monday at 5:00pm. New timeslips are enclosed with each check and may also be picked up at either office. If a holiday falls in the beginning of the week, there will be an adjusted pay schedule. You will be notified of the adjusted schedule with a paycheck insert the week prior to the holiday. You can always check with one of our offices by phone during business hours.



|                |
|----------------|
| Customer Name: |
| Address:       |
| Report To:     |

*I hereby certify that the hours were worked by me during the week ending designated, and were certified by an authorized representative of the Customer. I understand that I am to contact the Manpower office after completing this assignment to discuss another assignment, and, if I do not do so, without good cause, Manpower may assume that I am not then available for work and unemployment benefits may be denied.*

|                         |
|-------------------------|
| Employee Name:          |
| Social Security Number: |
| Employee Signature:     |

| DAY                                | MONTH/<br>DATE | TIME<br>IN                      | TIME<br>OUT | LESS:<br>LUNCH TIME | TOTAL<br>HOURS |
|------------------------------------|----------------|---------------------------------|-------------|---------------------|----------------|
| Sunday:                            |                |                                 |             |                     |                |
| Monday:                            |                |                                 |             |                     |                |
| Tuesday:                           |                |                                 |             |                     |                |
| Wednesday:                         |                |                                 |             |                     |                |
| Thursday:                          |                |                                 |             |                     |                |
| Friday:                            |                |                                 |             |                     |                |
| Saturday:                          |                |                                 |             |                     |                |
| <b>Week Ending<br/>Date (Sun.)</b> |                | <b>Total Hours<br/>For Week</b> |             |                     |                |

*(Four Hour Minimum Per Employee Per Day)*

| <b>CUSTOMER APPROVAL</b>  |       |
|---|-------|
| <i>Cross out any days not worked by employee. Approval includes verification of hours worked and acceptance of terms and conditions on reverse.</i> |       |
| Signature:  | Date: |

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