



CareerSource Central Florida 2023 Summer Youth Program Experience Track Frequently Asked Questions

Q: What is the Experience Track?

A: It is an internship that provides real-life work experience by matching a student to a local employer to “work” an entry level job:

- 4 weeks of working a job
- Program historically has high placement rate.
- Participants earn \$15.00 per hour/ salary in 30-hour work week.

Q: When does the Experience Track begin?

A: All Experience internships start June 12 and run until July 7. All Experience participants will participate in a Workforce Readiness Academy and Job Fair in their County.

Q: What is the onboarding process with Manpower?

A: Onboarding is the process Manpower uses for registration. This is an online process which includes an educational video, an agreement, W4, direct deposit enrollment, and I – 9 form. These are the initial steps/forms required when applying for any employment. Manpower is the staffing agency for the CareerSource Central Florida Summer Youth Program Internship and is considered the Employer of Record.

Q: How would I get paid?

A: Manpower’s payment (has two options). However the preferred payment option is through direct deposit only at the bank of your choice or you can call Manpower Associate Care Center to request an ADP Pay Card (1-800-561-6934).

Q: What is a W-4 document form?

A: Form W-4, Employee’s Withholding Certificate. This form is used by the employer to withhold the correct federal income tax from your pay.

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Q: What are the next steps after completing the onboarding process?

A: The student will receive an email from Manpower with a welcome letter, instructions on how you will get paid, how to enter your hours, and how to view your paystub.

Q: How do I enter my hours?

A: Manpower uses a web-based timekeeping program from Bullhorn Time & expense (aka People Net). You will automatically receive a Time Approval email from DoNotReply@Peoplenet-us.com if/when there is time to approve. Manpower associates will submit time into the tool no later than Sunday at midnight for the prior week. Manpower will ask you to approve time no later than Monday at 10 a.m.

Q: What is the contact number if I have any questions or concerns?

A: You can contact your local Manpower office or reach out to Manpower Client Care at 1-800-679-7001.

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