

# WHAT YOU NEED TO KNOW

## RESOURCES

### MANPOWER CONTACTS

Zeny Marrero

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407-702-2240

2432 Sand Lake Road, Orlando, FL 32809

**Office Hours\***: Monday - Friday / 8AM - 5PM

OR

Becky Graham

[Becky.Graham@manpower.com](mailto:Becky.Graham@manpower.com)

386-252-1221

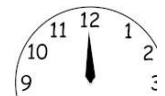
*\*Please leave a voicemail if not available.*

**MANPOWER ASSOCIATE CARE CENTER (MACC):** For assistance resetting your Manpower.com password/ username, for questions about your paycheck or if you need assistance with entering your time worked, please call **1-800-561-6934**.

## IMPORTANT INFORMATION

**TIME ENTRY:** To enter time worked, log into: <https://www.mypeoplenet.com/> (Peoplenet is now called Bullhorn Time & Expense).

- Time must be entered by **SUNDAY @ MIDNIGHT** to avoid delay in pay.
- Lunch breaks are unpaid and must be recorded under “Breaks” when entering your time.
- Please keep a record of your hours worked to ensure that you do not work more than 40 hours. Overtime will not be allowed.



**SUNDAY**

**ATTENDANCE:** If you are going to be late or absent, please make sure to contact Manpower & the Manager at your intern site. Attendance is closely monitored, and absences/voluntary time off will not extend the pre-determined end date of your internship.

**PAYDAY:** Every Friday, starting with the second week of work.

**SAFETY & HEALTH:** Make sure to follow all safety and health guidelines at your intern site. Wash your hands regularly and stay home if you are sick. If you are exhibiting symptoms or have been in contact with someone who has been diagnosed with COVID-19, please stay home and contact Zeny or Becky right away.

Remember, Manpower is your employer. Please do not go to your Manager at your intern site if you have any issues with timesheets/checks or questions about your W2. Instead, please contact the **Manpower Associate Care Center**.

## DEVELOPMENT OPPORTUNITIES

Check out our MyPath program ([www.manpower.com/mypath](http://www.manpower.com/mypath)) for opportunities to further advance your career development. The program provides personalized guidance, educational opportunities through funded degree programs, and targeted skills training through powerYOU (access thousands of courses!).

## REPORTING AN INJURY

AmeriSys is the state’s workers’ compensation provider. To report a work-related injury, please call AmeriSys at 1-800-455-2079 and provide the following #: **2306**.