








workmarket[®]
an ADP[®] company

Managing your independent workforce through automation

Are you using manual, inefficient processes to manage your contractors today? There's a better way — one that takes the hassles off your plate when it comes to recruiting, organizing and paying your workers. We built WorkMarket specifically to manage independent workers, automating workflows to help you onboard, verify, and pay more effectively. By leveraging automation, your organization can drive both cost savings and revenue growth.

KEY BENEFITS

-  **Reduce manual errors**
-  **Improve productivity**
-  **Mitigate compliance risks**
-  **Reduce cost**
-  **Shorten SLAs**

What does automation look like?

EFFICIENT AND COMPLIANT ONBOARDING/VERIFICATION

Inviting workers to onboard

- Send workers a link to digitally self-onboard
- Customize your branding and messaging on the recruiting page
- Bulk upload a list with names and emails to auto-generate mass invites

Collecting required documents and credentials

- Workers can easily upload documents such as background checks, NDAs, insurance, certificates, and more onto a single platform
- Automated notifications to workers reminding them of missing requirements

Verify tax and banking information

- Automated verification of U.S. tax information, such as SSN or FEIN, with the IRS
- Bank accounts are verified through automated penny deposits

Skills testing

- Built-in customizable tests to assess worker knowledge (with time limits and passing score) as part of onboarding requirement

IDENTIFY THE RIGHT WORKERS FOR THE RIGHT JOBS

Organizing workers

- Easily group workers into separate talent pools based on skillsets, geography, background checks, and more
- Send open jobs to all members of a talent pool



What does automation look like?

QUICKLY CREATE, DEPLOY AND ROUTE WORK

Creating a job

- Easily create job postings that outline deliverables (on premise or virtual) and payment terms
- Ability to save job postings as templates for recurring work

Routing work

- Send jobs to a specific individual or post to a group of workers
- Auto-assign jobs to a specific worker
- Automatic email and mobile push notifications sent to workers

Time tracking and communication

- Real-time communication with workers, including easy check-in and check-out, via the mobile app

Confirmation of deliverables

- Workers can upload photos and other file types via the mobile app
- Automated reminders as deliverable deadline approaches
- Rate work based on satisfaction and on-time deliverables so you engage with workers you trust

FAST AND FLEXIBLE PAYMENT OPTIONS

Creating invoices

- Auto generation of invoices once client approves the work

Payment types

- Multiple payment channels including ACH, Wisely Debit Card, PayPal, options for underbanked populations and international workers

Setting payment terms

- Payment can be set as negotiable or non-negotiable, flat fee or hourly
- Payments will be automatically made based on pre-set terms

Tracking unpaid invoices

- Automatic notifications on overdue invoices
- See all unpaid invoices in one place

Federal filing

- Automated preparation and filing of your 1099-NECs with the IRS