

# Worker Classification Checklist

Differentiating Employees (W-2's)  
and Independent Contractors (1099's)





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## Differentiating Employees (W-2's) and Independent Contractors (1099's)



### Independent Contractors (IC)

- 1099 workers should have written agreements describing the terms, scope, and duration of their assignment.
- Contingent workers should have flexibility, where appropriate, to set their own working hours.
- Independent contractors may use their own office space or equipment, where appropriate.
- Gig workers should determine the manner in which they complete their assignments to the extent possible.
- Independent contractors are paid pursuant to the terms of their agreement.
- Contingent workers do not need extensive training that may be offered to employees to complete their assignments.
- Gig workers do not receive employee handbooks or policy manuals – only those policies that they need to know to successfully complete their assignment.
- 1099 workers do not attend certain internal functions or events meant only for employees.
- Contingent workers are not referred to as employees or being employed by your company.



### Employees

- Employees may work for indefinite periods of time.
- The company determines employees' working hours.
- The company provides employees with office space and equipment.
- Employees may follow specific procedures and processes to complete their work, as required by the company.
- Employees are paid at set periods of time, following standard company payroll schedules.
- Employees participate in full new hire and ongoing training offered by the company.
- Employees receive and acknowledge employee handbooks or policy manuals.
- Employees are invited in internal meetings and events.
- Employees have formal business titles, business cards and stationary.

Note: Your company's individual circumstances may vary since every company operates differently and every engagement is unique. This information is not legal advice. Any information provided here is by nature subject to revision and may not be the most current information available on the subject matter discussed. You could consult with your attorney for legal advice.

# UNLOCK THE POWER OF YOUR EXTENDED WORKFORCE

## Organize Talent

- Invite workers into FMS
- Onboard freelancers
- Onboard vendors
- Customize talent pools into Labor Cloud

## Enforce

- Compliance Requirements
- NDA
- Contracts
- Credentials
- Custom skills
- Background check and screening
- 1099 form filing in U.S.

## Manage

- Create assignments or tasks within a project
- Set deliverables and timelines
- Correspond directly with workers
- Approve work

## Pay

- Send payments globally
- Automated invoicing
- Flexible payment options

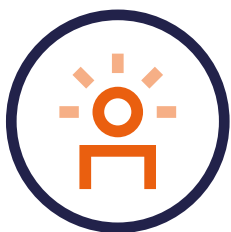
## Tools

- Worker mobile app
- Client access portal
- Custom reporting and dashboards



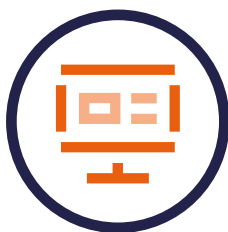
The WorkMarket platform provides managers real-time direct access to pre-vetted talent, while helping maintain the guardrails set at an organizational level to ensure compliance. This real-time direct access to talent provides managers and organizations agility to meet client needs.

## WHY WORKMARKET



### VISIBILITY

Gain visibility into your extended workforce talent, utilization, and spend.



### AUTOMATION

Eliminate manual processes, improve agility, and shorten SLAs when leveraging your extended workforce to enable scale.



### SECURITY

Manage your extended workforce and the assignments you send them in a secure and encrypted platform, while mitigating compliance risk.

**Take the first step in automating and gaining visibility into your extended workforce.**

Call (877) 245-8906 or visit [WorkMarket.com](https://www.WorkMarket.com).

## ABOUT WORKMARKET

WorkMarket was founded in 2010 and in 2018, was acquired by ADP, a global provider of HR technology and services. With ADP resources, WorkMarket continues to be focused on providing enterprise technology to help companies unlock the power of their extended workforce.