

consultant ROADMAP

WHAT TO EXPECT AS A CRN 1099 CONSULTANT

Congratulations on your new position! We truly value communication and feedback, so stay in touch with your **recruiter** throughout your assignment. Your **staffing coordinators** will be your main point of contact for the paperwork and steps below. Please don't hesitate to reach out if you need anything along the way.



RECRUITER

- Assignment details
- On the job issues
- Referrals



STAFFING COORDINATORS

- Onboarding paperwork
- Time submission
- Getting paid

PRE-ASSIGNMENT



CONTRACT SIGNING

Sign the contract agreement with CRN and email the document to your staffing coordinators.



ONBOARDING

Ensure proper paperwork is complete through the [Onboarding Portal](#). You will receive an email from alerts@ableteams.com with your credentials. The paperwork is due immediately and must be completed in the portal prior to starting your new assignment.



BACKGROUND CHECK

Some consultants will need to complete a background check through [KarmaCheck](#). In some cases, your background check will be through another company specified by the client.

ON-ASSIGNMENT



TIME SUBMISSION

Some consultants will utilize [Webtime](#) to enter your hours worked on a weekly basis. Other consultants will submit their hours into an alternative system specific to the client. All 1099 consultants are also required to submit a business invoice to CRN-Payroll@solomonpage.com.



EXPENSES

To submit expenses incurred while working, complete a CRN expense sheet in Webtime and submit it with a scanned copy of receipts, unless the client has a different process (will be provided separately).



PAYROLL SCHEDULES

Approved timesheets and invoices must be received by the deadline noted on the CRN payroll schedule. Time approved after the deadline will be processed in the next pay cycle.

POST-ASSIGNMENT



END DATE

As your assignment is coming to an end, touch base with your recruiter. If you think the end date might change, please let them know!



NEXT ASSIGNMENT

We're always bringing on new job opportunities, so let's work together to find your next assignment! Check out our [job board](#) to see new opportunities, or reach out to your recruiter to let them know you are open to another assignment.



REFERRAL BONUS

Did you know we offer a referral bonus? If you refer a friend to work with us who gets hired, you'll receive a cash bonus simply for helping us spread the word.



FIRST DAY DETAILS: Your recruiter has emailed you details for your first day. Please pay attention to specifics such as hours, dress code, and who to ask for upon arrival.



Your staffing coordinators will be in touch with more information.



Your recruiter would love to hear how your assignment is going—what are you enjoying? What challenges are you encountering? If you have a few minutes, please let us know!