

CONSULTANT ROADMAP

WHAT TO EXPECT AS A CRN W2 CONSULTANT

Congratulations on your new role! This guide outlines what to expect as a CRN **consultant**. We value clear communication and ongoing feedback, so we encourage you to stay in touch with your **recruiter** throughout your assignment. Your **staffing coordinator** will support you with onboarding paperwork, time submission, and getting paid. Please reach out at any time if you need assistance.



YOU!

It is vital to pay attention to key dates and deliverables we need from you to guarantee your success.



RECRUITER

- Assignment details
- On the job issues
- Referrals



STAFFING COORDINATOR

- Onboarding paperwork, background check
- Direct deposit set up, time submission, and getting paid

PRE-ASSIGNMENT



ONBOARDING PAPERWORK

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

Some consultants may also be required to complete a background check, either through [Asurint](#) or another client-specified provider.



DIRECT DEPOSIT AND W4 SETUP

All consultants are paid through [Paycom](#). During your onboarding process, you will receive an email from Paycom (systemmessage@paycomonline.com) with instructions to set up your account. Direct deposit and W4 must be completed in Paycom prior to your start date. **Incomplete setup will delay your first paycheck.**



HARASSMENT TRAINING

Sexual harassment training is mandatory for all employees. Be on the lookout for an email from [Gallagher Bassett](#) to register and complete. This training should not be taken while on assignment. You will be paid for one hour at the state minimum wage once complete. Do not enter this time on your timesheet.



TIME & EXPENSES

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.

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).



GETTING PAID

PAYROLL CALENDAR
Pay dates are noted on the payroll calendar. Approved timesheets must be received by the deadline. Time approved after the deadline will be processed in the next pay cycle.

PAYCOM
Consultants are paid through [Paycom](#). Please ensure your Paycom account and direct deposit information are completed to avoid payment delays.

VIEW YOUR PAYSTUB
Paycom is where you can access your paystubs and tax documents for paychecks issued after February 1, 2026.



BENEFITS

You are eligible for benefits as a consultant if you work **30 hours or more per week** following two full months of service. Once eligible, you will receive an email from spbenefits@solomonpage.com with enrollment instructions.



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](#) 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.



It is vital for you to complete all onboarding paperwork and direct deposit set up prior to your start date.



Ensure all hours are submitted by 9am EST on Monday and approved by 5pm EST on Wednesday.



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!