HOW TO WORK FOR AN UPWORK CLIENT
IF YOU ARE A NON-UPWORK WORKER

www.FreeeUp.com
PLEASE NOTE

1

You will always get paid based on the hours in your FreeeUp account (timeclock). This is extremely important to remember when you have an Upwork client.

2

Please note that due to Upwork policies, we are required to receive pay from clients that find us on Upwork through the Upwork platform. Likewise, we are required to pay workers that find us on Upwork through the Upwork platform.

3

Note that how the client pays does not impact how YOU get paid. You will always be paid by FreeeUp based off the hours in your FreeeUp account.
**STEP 01. SETTING UP AS A FREEEUP WORKER**

**FREEEUP ACCOUNT**

A FREEEUP ACCOUNT (TIMECLOCK) WILL BE CREATED FOR YOU where you will see the list of your clients and where you need to record your hours to be paid.

REMINDER: You don’t need to punch in on the FreeeUp timeclock.

If you have any questions, contact one of the FreeeUp assistants.

- **Assistant:** Jane Osiana  
  **Skype ID:** janeosiana88

- **Assistant:** Janellyn Briones  
  **Skype ID:** freeeup.jbriones

- **Assistant:** Marius  
  **Skype ID:** Marius.685

**UPWORK CONTRACT**

WE WILL SEND YOU AN UPWORK CONTRACT where you will receive your pay via bonus.

REMINDER: You don’t need to bill hours in this contract as your pay will be sent via bonus based on your FreeeUp timeclock hours.

If you have any questions, contact one of the FreeeUp assistants.

- **Assistant:** Marius  
  **Skype ID:** Marius.685

**IMPORTANT RULE #1**

Do not forget to send additive adjustments based on your Upwork report. YOU WILL ALWAYS GET PAID BASED ON THE FREEEUP TIMECLOCK.
STEP 02. HAVING AN UPWORK CLIENT

We will setup your Upwork account to be part of our Upwork agency account.

Contact your client for any further details about the scope of project.

Assistant: Jane Osiana
Skype ID: janeosiana88

Upwork client will send you an Upwork offer for the Job

Once we accept the offer on your behalf, your contract begins and you start using the Upwork timetracker tool while you work on the projects.

IMPORTANT RULE #1
Do not forget to send additive adjustments based on your Upwork report. YOU WILL ALWAYS GET PAID BASED ON THE FREEEUP TIMECLOCK
**STEP 03. BILLING YOUR UPWORK CLIENT**

**UPWORK**

On Upwork, clock in to your client at the start of your shift and punch out at the end of the shift.

Don’t work beyond your weekly limit. If you think you will need more time on completing your tasks, ask to increase your limit before you start.

At the end of your shift/Day, on Upwork, go to reports and check your total hrs for the day.

**FREEEUP**

Go to Freeeup Timeclock and send additive adjustment equal to your total billed hrs on that day.

For each task given by your client, make sure to have an approved estimated hours of completion (in writing) and strictly follow it.

Assistant: Jane Osiana  
Skype ID: janeosiana88

**IMPORTANT RULE #1**

Do not forget to send additive adjustments based on your Upwork report.  
YOU WILL ALWAYS GET PAID BASED ON THE FREEEUP TIMECLOCK
RECEIVING YOUR PAY

STEP 04.

The FreeeUp billing period is from Wednesday to Tuesday each week.

<table>
<thead>
<tr>
<th>Billing Periods</th>
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</thead>
<tbody>
<tr>
<td>Jan 18, 2017 - Jan 24, 2017</td>
</tr>
<tr>
<td>Jan 11, 2017 - Jan 17, 2017</td>
</tr>
<tr>
<td>Jan 4, 2017 - Jan 10, 2017</td>
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</tbody>
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You have Received a Payment from FreeeUp

- Per cutoff, based on your total earnings on FreeeUp Timeclock.
- Payouts are sent to workers 7 business days at the end of the cut-off (every Thursday)

Assistant: Marius
Skype ID: Marius.685

REMINDER
You will be paid based on your Freeeup timeclock hrs.

PLEASE NOTE:

1. Clients can pay in many different ways e.g. checks, PayPal, credit cards, and ACH etc. This is just how they pay. **It has no effect on how YOU get paid.**

2. Workers get paid their own way from PayPal or to Payoneer.

WWW.FREEEUP.COM

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The hands-on solution to hiring remote workers. START FREEING UP YOUR TIME TODAY!

SIGN UP TODAY

IMPORTANT RULE #1

Do not forget to send additive adjustments based on your Upwork report. **YOU WILL ALWAYS GET PAID BASED ON THE FREEEUP TIMECLOCK**