INSPIRE

External – ADP WorkMarket Assignment Management in the App

Updated: 01/28/26

Purpose

The purpose of this document is to outline the process for freelancers to accept assignments, check in and out, and submit hours worked in ADP WorkMarket.

For questions regarding this policy, please reach out to:

Jenny Blackburn, National Director of Labor

Jenny.Blackburn@inspiresolutions.com

Step 1: Accepting Assignments

1. Open the WorkMarket app and sign in
2. Navigate to **Opportunities > Assignment Invitations**
3. Select the assignment and tap **Accept**
4. Confirm by tapping **Accept** again

Important: Never select "Counteroffer"

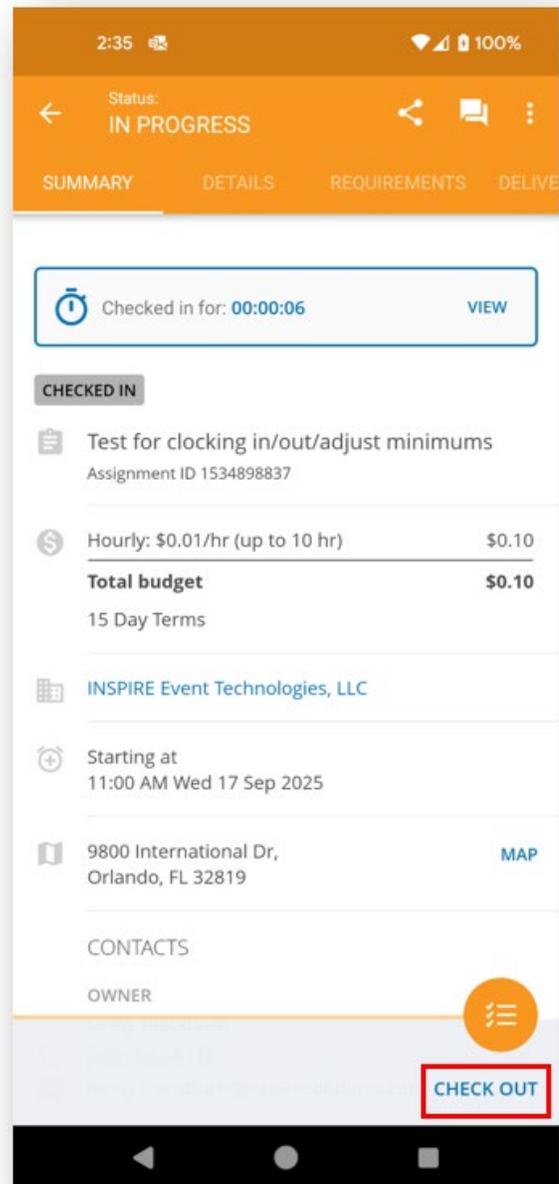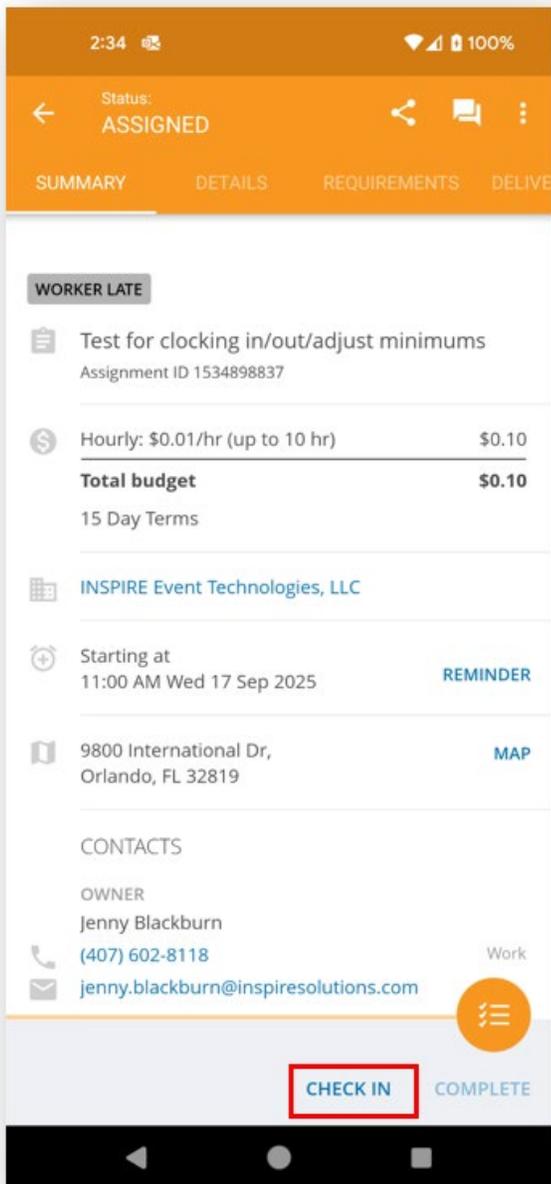Once accepted, find your assignment under **My Work > Assigned**
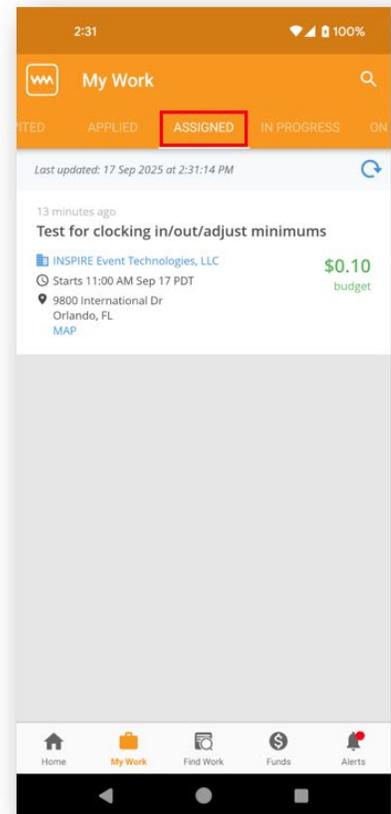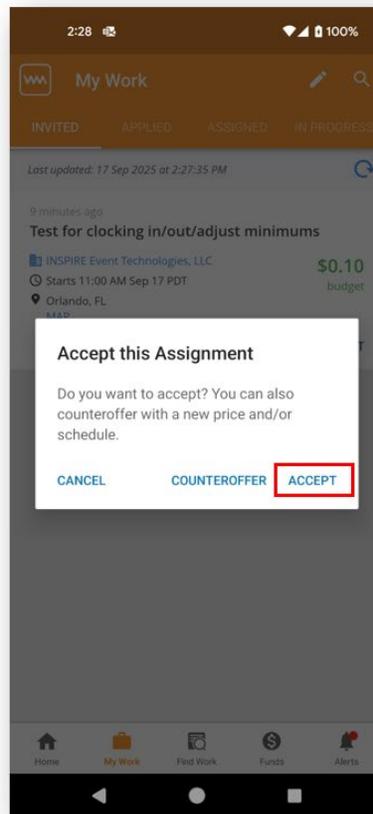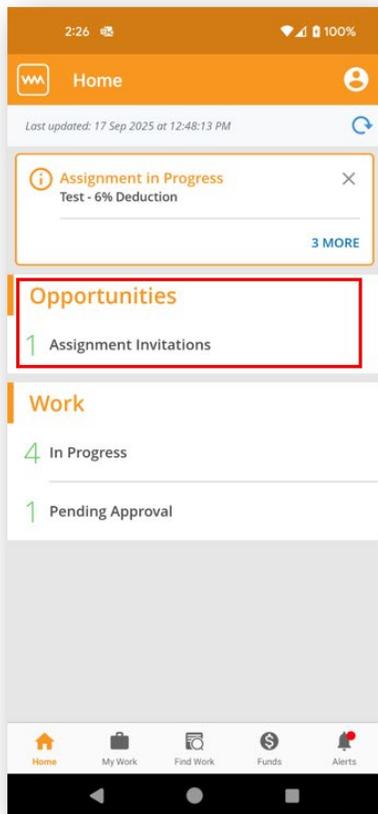
Step 2: Checking In and Checking Out

On your work day:

1. Go to **My Work > Assigned** and select the assignment for the day
2. Tap **Check In** when you arrive at the location
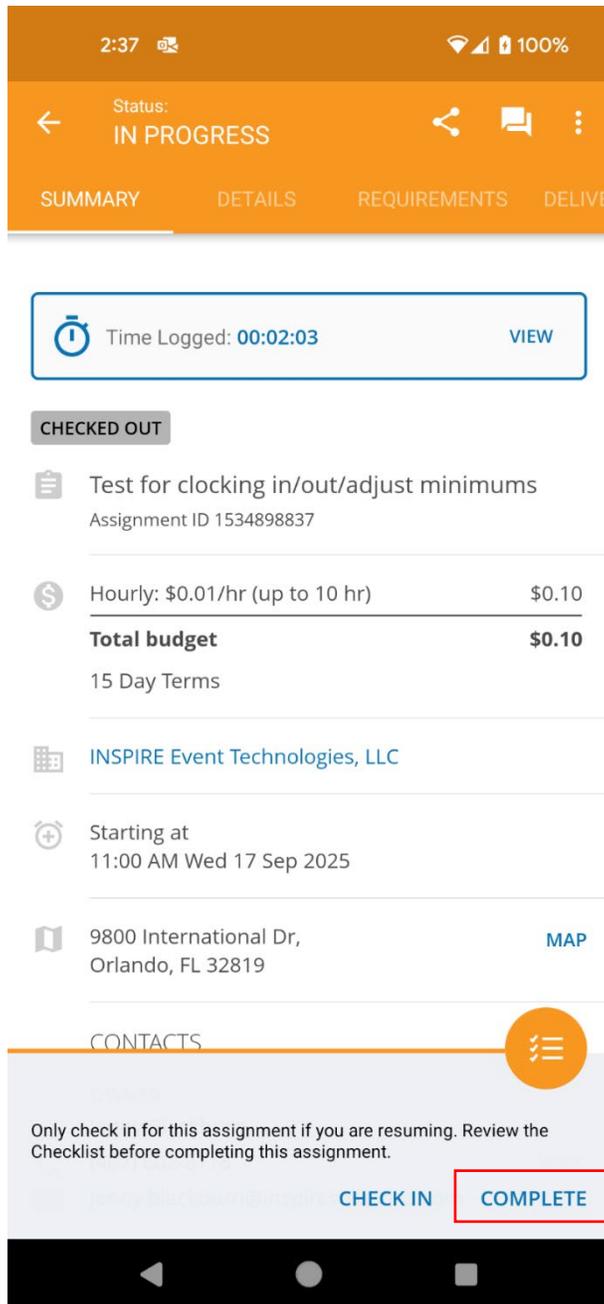3. Tap **Check Out** at the end of your shift

    *Note: you must have your location setting enabled while using this application.

Step 3: Submitting Your Minimums

When you are done working:

Tap **Complete**

1. On the **Invoice** screen (1 of 3), verify your hours
   o   If hours don't meet your minimum, tap **Edit** next to "Time on job"
   o   Adjust to reflect your minimum hours, then tap **Done**
   o   *Note: Check with your Labor Coordinator if you're unsure of your minimums*
2. Tap **Next** in the top right
3. Skip the **Tax Obligation** screen (2 of 3) by tapping **Next**
4. On the **Work Summary** screen (3 of 3), add a brief description (e.g., "work completed")
5. Tap **Submit**

Your assignment will now show as **Pending Approval**

Repeat these steps for each scheduled work day.
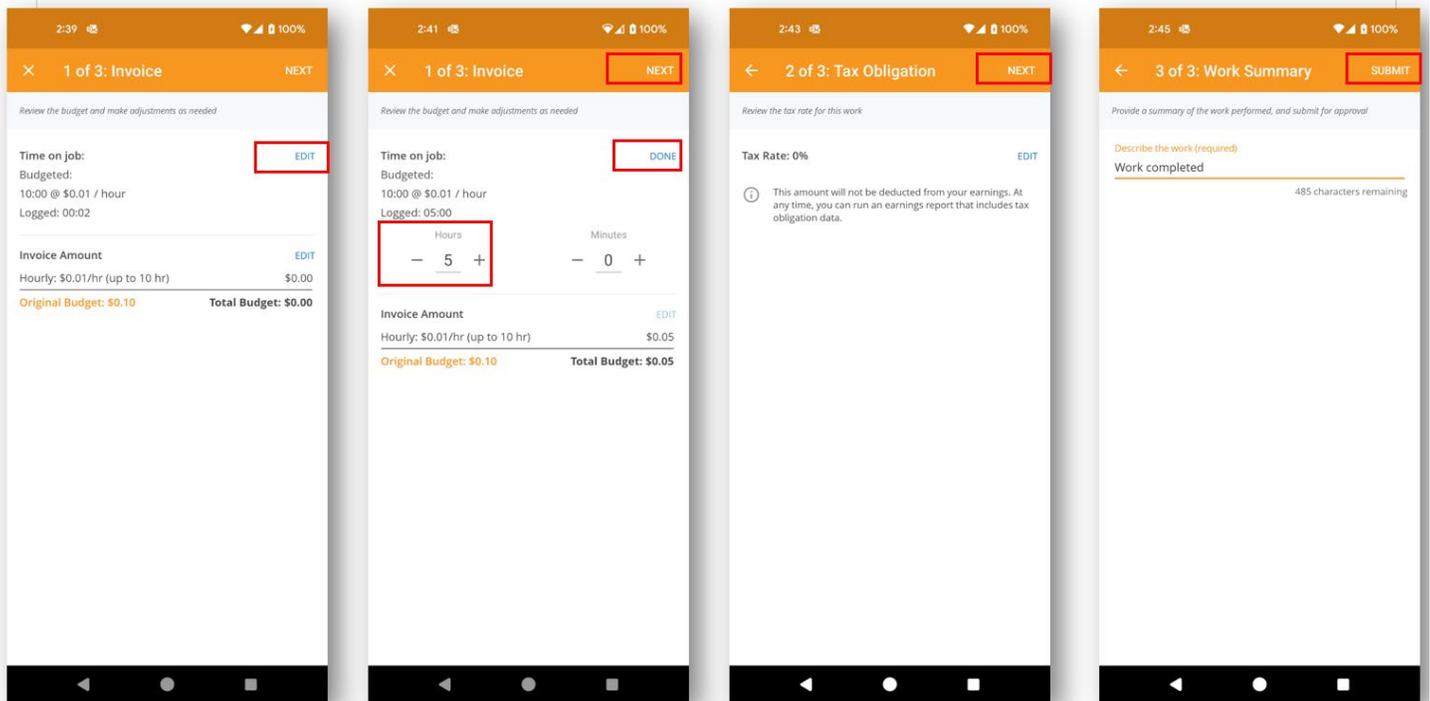
Requesting a Budget Increase (For Hospitality Only)

If your assignment is for Show & Event Services, this section does not apply to you. Please ask your labor coordinator if you are unsure.

If you need to stay beyond your original allotted time:

1. Open the In Progress assignment
2. Tap the **3 dots** in the top right corner
3. Select **Request Budget Increase**
4. Enter the new total hours needed
5. Enter the reason
6. Tap **Send**
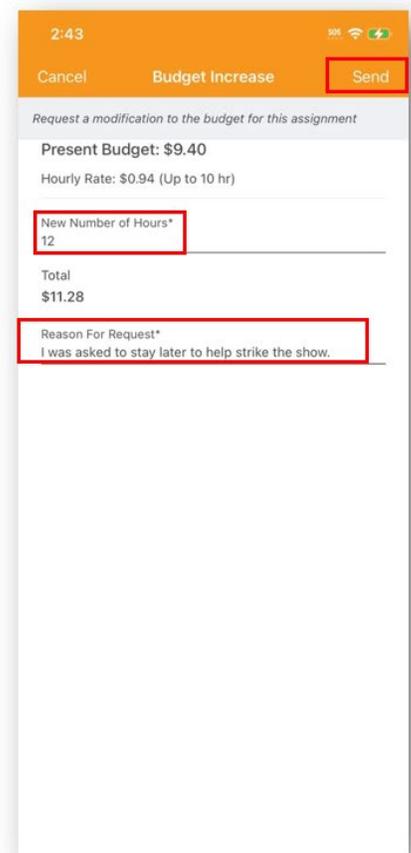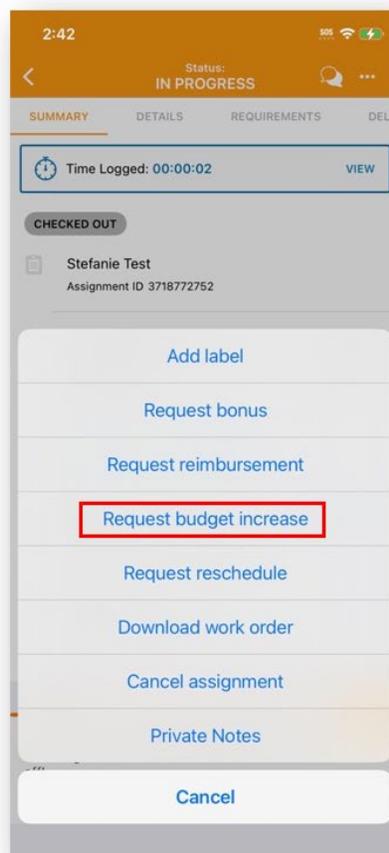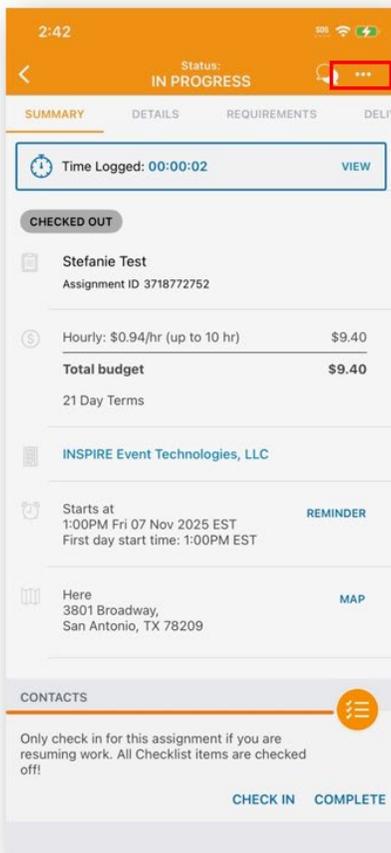
Step 4: If You Forgot to Apply Your Daily Minimum

If you forgot to adjust your hours worked to your minimum, the Labor Coordinator will return the assignment:

1. Go to **Work > In Progress**
2. Select the assignment labeled **Incomplete Assignment**
3. Tap the **messaging icon** to view the coordinator's message
4. Tap **Complete** at the bottom right
5. On the Invoice screen, tap **Edit** next to "Time on job"
6. Adjust to your minimum hours
7. Complete the remaining screens and **Submit**
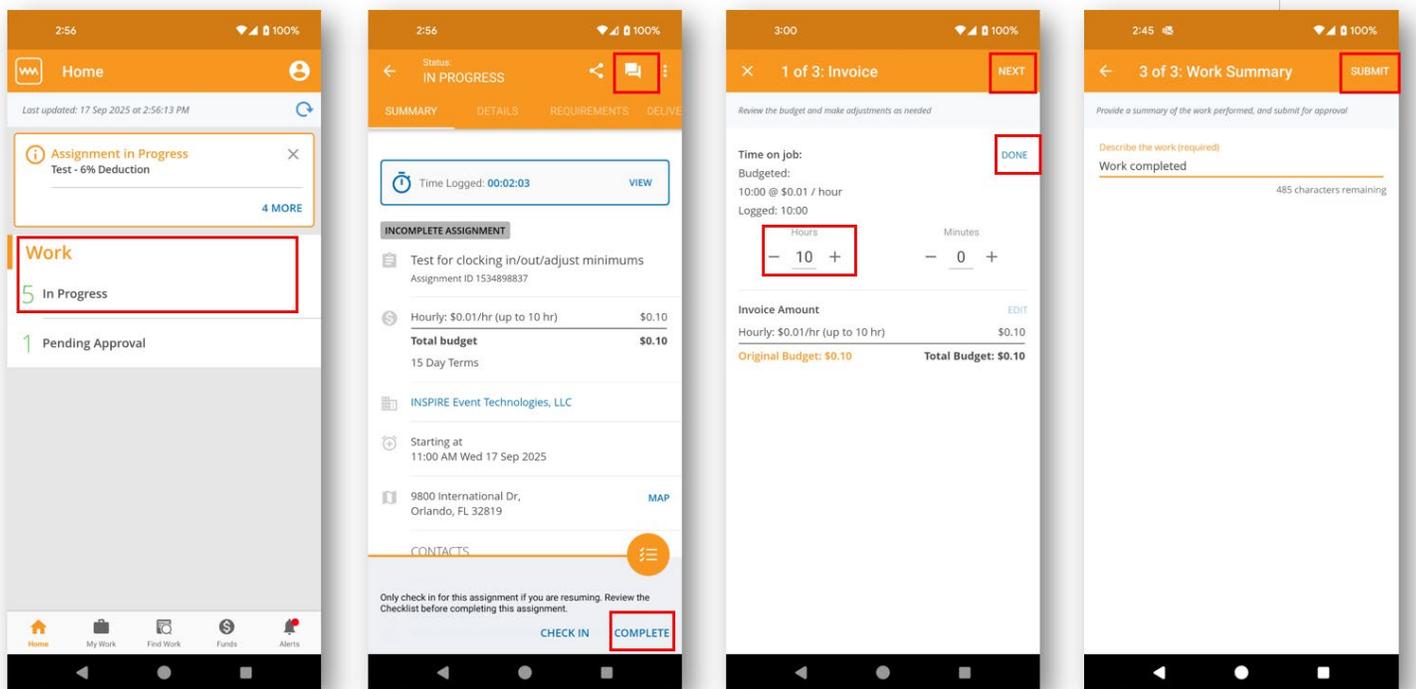
Once you hit Submit, the status of the assignment will change to "Pending Approval."
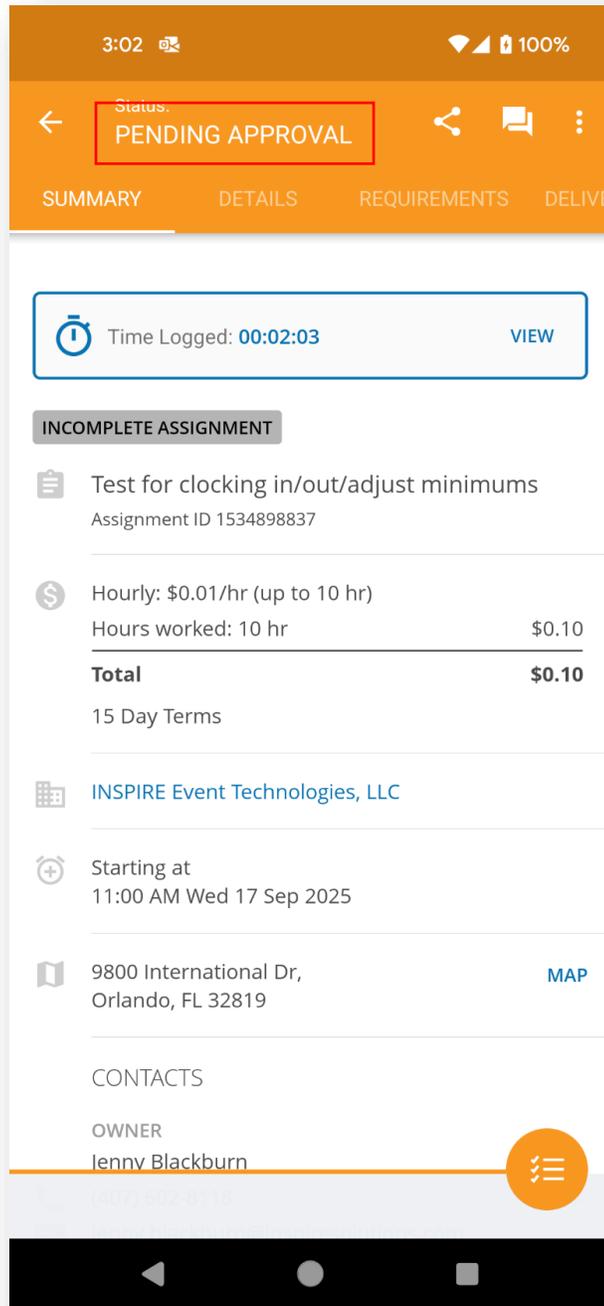
Once the Labor Coordinator or assignment owner approves the hours, the assignment will move to the "Invoiced" tab of your My Work section. Once the invoice is paid, the assignment will appear in the "Paid" tab of your My Work section.

For invoice questions, contact your Labor Coordinator or assignment owner.