

# HOW VECTORVMS AND ATRIUM AUTOMATE INDEPENDENT CONTRACTOR COMPLIANCE VETTING

Independent Contractors (IC) are becoming more vital to the extended workforce. As you expand your IC usage, you should start to think about how you can integrate an IC vetting process into your vendor management platform. Atrium Engagent™ and VectorVMS have put together this simple six-step process outlining how we work together as a vetting platform and vendor management system respectively.



## 1. Select Worker

In VectorVMS, mark a worker who has opted to be engaged as an IC as a “potential IC”. This prompts worker and assignment info to be sent to Atrium Engagent™ for IC classification evaluation.

## 2. Information Validation

Any good automation has a human element. The Atrium compliance team will review and validate the assignment information on the requisition sent from VectorVMS.



## 3. Pre-Qualification

The worker registers in Atrium Engagent™ and via the self-scheduler, sets up a time to speak with the Atrium compliance team to conduct this initial qualification step.

## 4. Worker Questionnaire

If the worker is likely to be considered a compliant IC, they will submit a questionnaire about their business, financial setup and upcoming assignment.



## 5. Evaluation Completed

The Atrium compliance team reviews both the assignment details and worker questionnaire to make the determination of classifying the worker as a compliant IC (1099) or a contingent employee (W-2).



## 6. Classification Status Returned

Once the classification has been determined, it is passed back to VectorVMS seamlessly to update the hiring manager of the classification status.



## 7. Proceed

If the worker is classified as a compliant IC (1099), the client is indemnified and Atrium serves as the paying Agent of Record (AOR) for the assignment. If the worker is recommended as a contingent employee (W-2), they should be engaged by an Employer of Record (EOR) payrolling provider, such as Atrium.



## CONTACT US

Together, VectorVMS and Atrium are putting people at the forefront of tech-driven talent engagement to optimize business potential. Find out how we can help you control cost, maintain compliance and drive quality throughout your contingent workforce program.

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