

Hourly Projects

A view into Hiring and Accepting Terms on Upwork

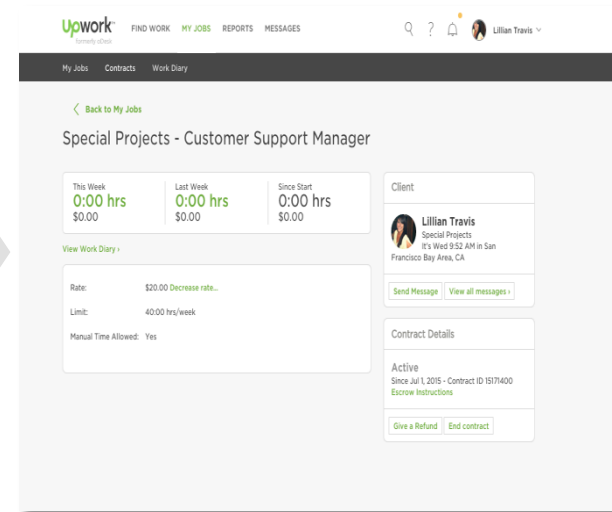
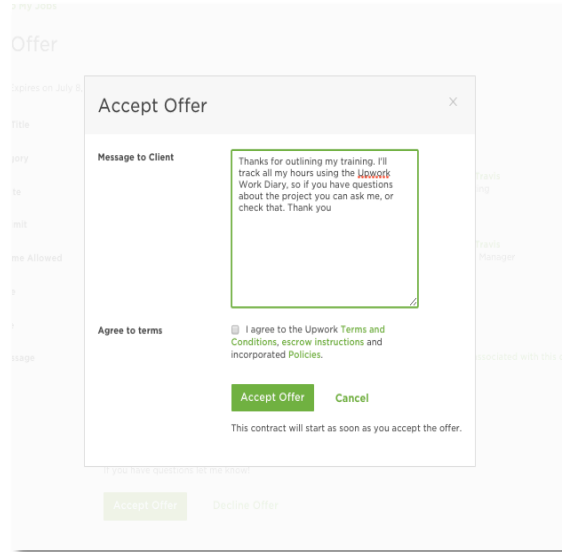
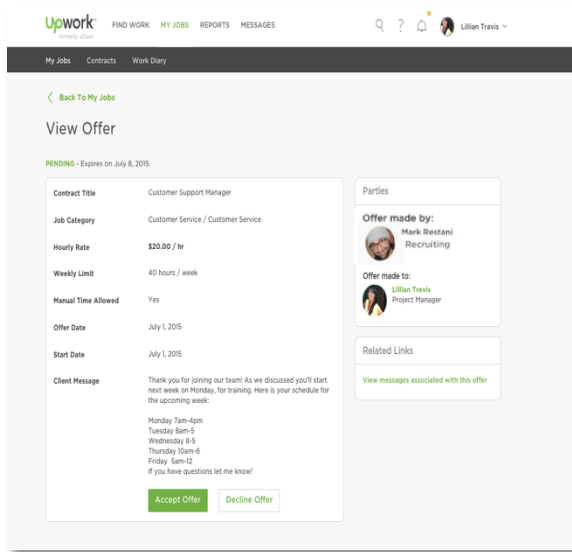
The Basics - what stays the same?

On both Upwork AND Elance:

- After submitting a proposal/cover letter, freelancers and clients will negotiate and agree to contract terms
- The client will “award” the freelancer the project
- Freelancers agree to number of hours, other specifics and accept the contract
- Freelancers log hours and track time with a tracking tool
- Logged time is visible to both freelancers and clients, with screenshots
- Hourly Protection doesn’t apply to bonuses, manual time, or fixed-price projects

On Upwork it starts with an Offer

After submitting a proposal and negotiating, the client will submit an offer



Receive Offer



Accept the offer



Start working with your client

Here's what the offer looks like

upwork™ formerly oDesk FIND WORK MY JOBS REPORTS MESSAGES

My Jobs Contracts Work Diary

[← Back To My Jobs](#)


View Offer


PENDING - Expires on July 8, 2015.

Contract Title	Customer Support Manager
Job Category	Customer Service / Customer Service
Hourly Rate	\$20.00 / hr
Weekly Limit	40 hours / week
Manual Time Allowed	Yes
Offer Date	July 1, 2015
Start Date	July 1, 2015
Client Message	<p>Thank you for joining our team! As we discussed you'll start next week on Monday, for training. Here is your schedule for the upcoming week:</p> <p>Monday 7am-4pm Tuesday 8am-5 Wednesday 8-5 Thursday 10am-6 Friday 5am-12</p> <p>If you have questions let me know!</p>

[Accept Offer](#) [Decline Offer](#)

Parties

Offer made by:
 **Mark Restani**
Recruiting

Offer made to:
 **Lillian Travis**
Project Manager

Related Links

[View messages associated with this offer](#)

Your contract details are always available

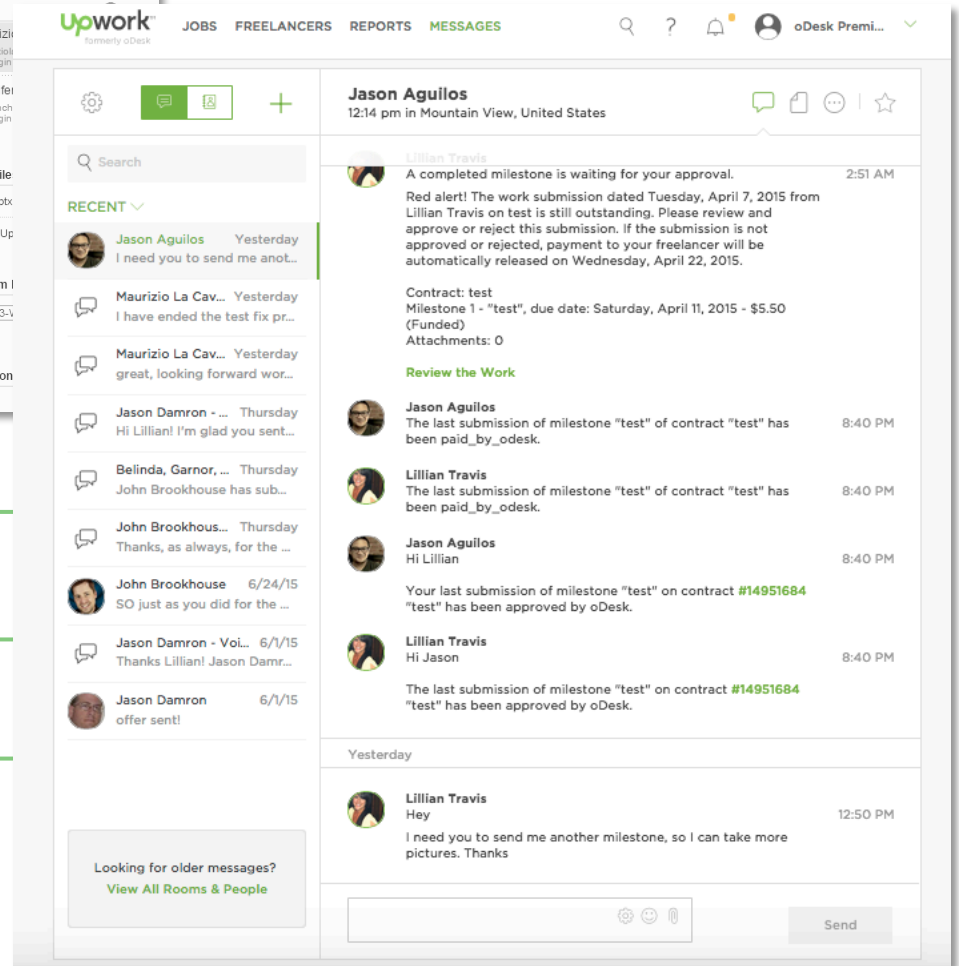
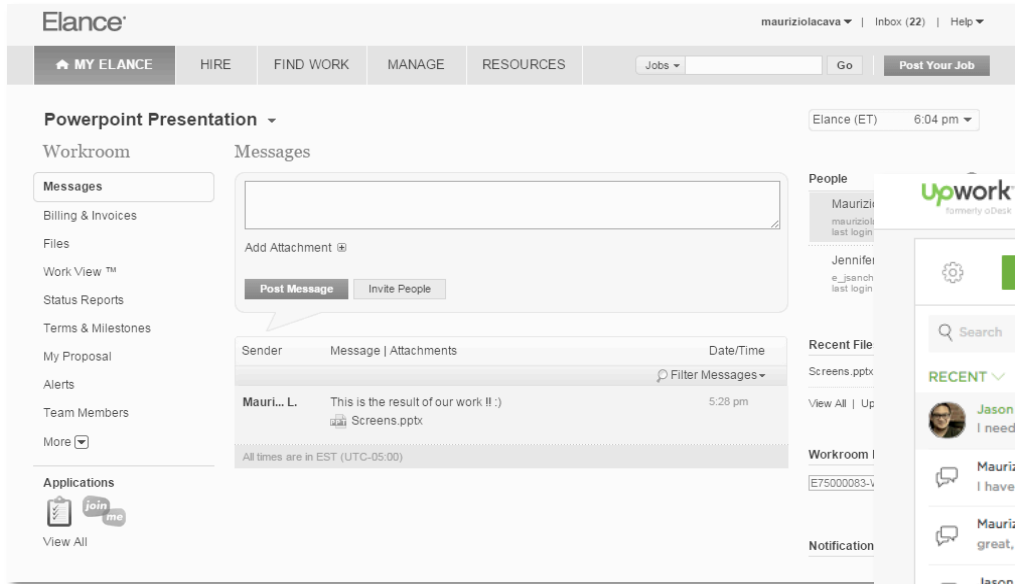
The screenshot shows the 'My Jobs' page for a contract with Lillian Travis. The 'MY JOBS' tab is highlighted in the top navigation bar. The contract is titled 'Special Projects - Customer Support Manager'. It shows a summary of work hours: 'This Week 0:00 hrs \$0.00', 'Last Week 0:00 hrs \$0.00', and 'Since Start 0:00 hrs \$0.00'. The client information includes a profile picture, name 'Lillian Travis', and location 'San Francisco Bay Area, CA'. Contract details indicate it is 'Active' since July 1, 2015, with Contract ID 15171400. A 'Send Message' button is visible.

The screenshot shows the 'Jobs' page for a contract with Maurizio La Cava. The 'JOBS' tab is highlighted in the top navigation bar. The contract is titled 'Powerpoint Presentation' and is currently 'Paused'. It shows a summary of work hours: 'This Week 10:20 hrs \$1,100', 'Last Week 4:50 hrs \$510', and 'Since Start 15:10 hrs \$910'. The client information includes a profile picture, name 'Maurizio La Cava', and location 'Italy'. Contract details indicate it is 'Active' since July 1, 2015, with Contract ID 15171400. A 'Send a message...' button is visible. The page also features a 'Time Tracking' section with a screenshot of a work diary and a 'Messages' section with a recent message from the client.

Access all contract details
under the Jobs Tab
or My Jobs Tab

You discuss contract terms directly

Workroom vs Message Center

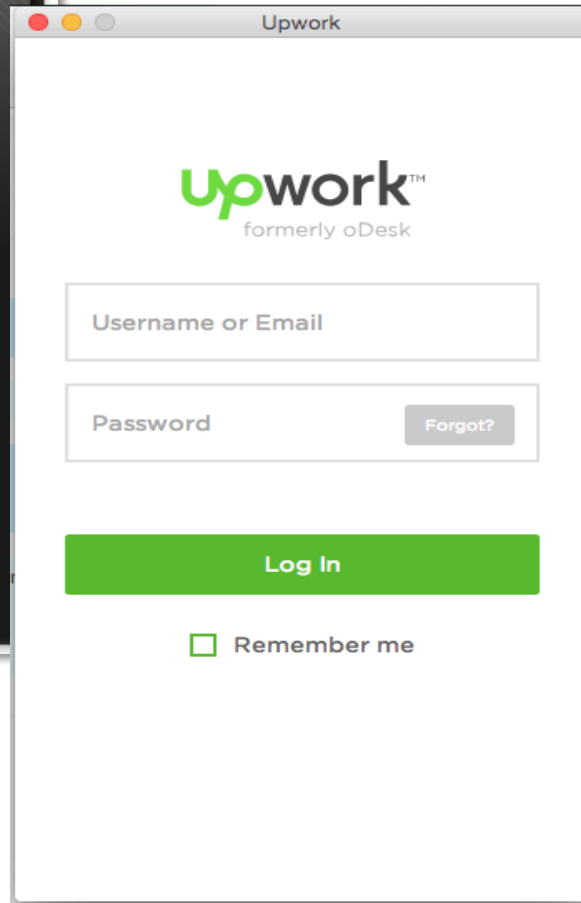
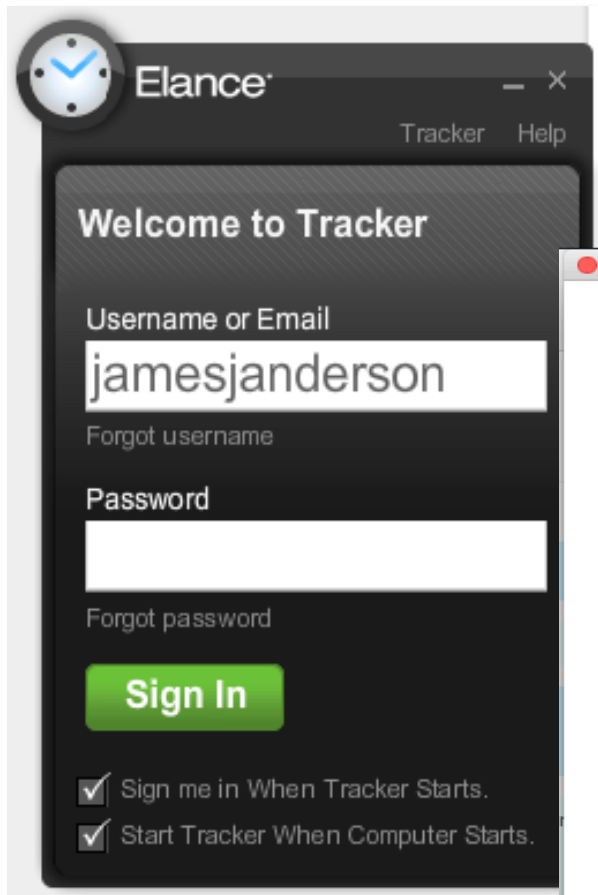


Keep all communication within the Upwork Message Center

Messages are organized into convenient rooms

Ability to see when community members are online

Tracker vs. Team App



Boost productivity by downloading the new Upwork Team App

Add memos and descriptions to logged hours

Screen captures taken every 10 min, you can submit or delete them

Work Diary shows work-in-progress snapshots

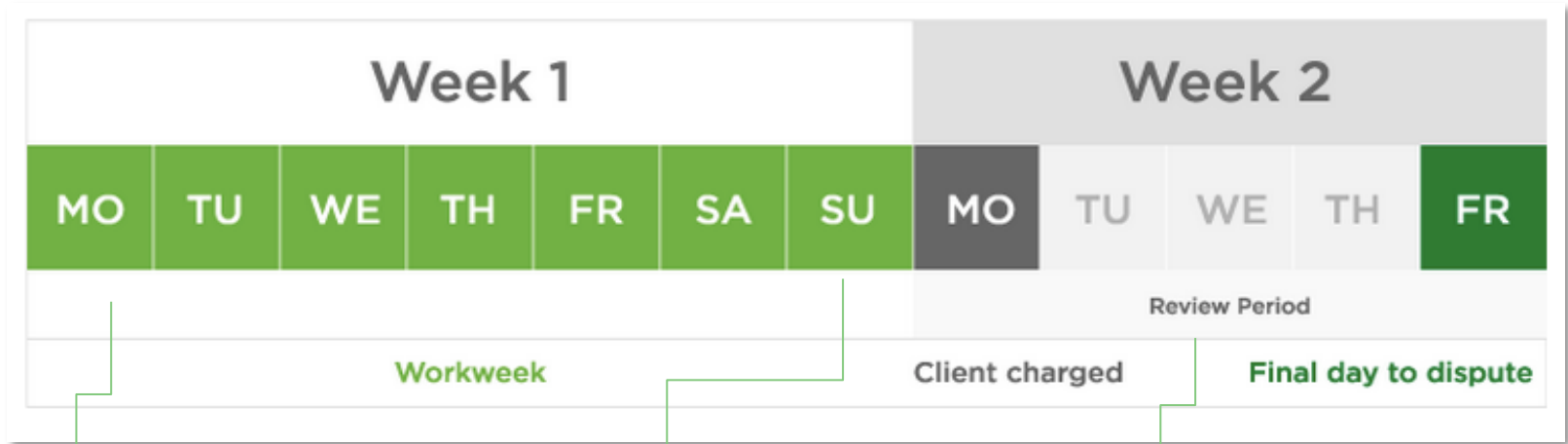
The screenshot displays the Upwork Work Diary for Valeria Kochubei, a Community Moderator. The interface includes a navigation bar with 'Upwork formerly oDesk', 'JOBS', 'FREELANCERS', 'REPORTS', and 'MESSAGES'. Below this, there are links for 'My Jobs', 'Contracts', and 'Post a Job'. The main content area shows the freelancer's profile, including a photo, name, and role. A 'Back to Contracts' link is visible. The 'Work Diary' section is active, showing a grid of work snapshots for Wednesday, July 1, 2015. The grid is organized by time slots: 6 am, 7 am, and 8 am. Each time slot contains several snapshots of the freelancer's work, with a green bar at the top of each row indicating the activity. The snapshots show various web pages, including a forum check. Annotations on the left side of the image point to specific features: 'Freelancers add notes' points to a green bar at the top of the 6 am row; '6 screenshots an hour' points to the grid of snapshots in the 7 am row; and 'Green bar tracks mouse movements and keystrokes' points to the green bar at the top of the 7 am row.

Freelancers add notes

6 screenshots an hour

Green bar tracks mouse movements and keystrokes

Weekly timeline for hourly projects



Work week begins Mondays at 00:00 midnight UTC

Work week ends Sundays at 23:59 UTC

During the Review Period, the client can dispute time that was billed the previous week

Clients will review Timesheets

Elance
e_atyo | Inbox (14) | Help | Private
MY ELANCE HIRE FIND WORK MANAGE RESOURCES Jobs Go

My Jobs | My Freelancers

Job Status All ▾

- ETG Payroll**
1 job | Actions ▾
- T-shirt designs**
Complete | Rehire - Ron C. | Actions ▾
 - roncirujano sent you a new status report... View and Approv
 - You have received a new funding request... View and Approv
- CS Performance Associate**
Working | CoreTechs | Actions ▾
 - EOR-CT sent you a new Timesheet View and Approv
- CS Performance Associate (KMorgan)**
Working | eor-ct-km..., CoreTechs | Actions ▾
 - EOR-CT sent you a new Timesheet View and Approv

Upwork™ formerly oDesk
JOBS FREELANCERS REPORTS MESSAGES
Team: Quick Start ▾
Timesheet
In Days In Weeks In Months
Jun 29, 2015 - Jul 1, 2015 All Freelancers ▾

Day	Freelancer	Hours	Amount
Mon Jun 29	Shelby Fisk	0	\$1,000.00
	Scott Dalon	0	\$1,000.00
	Crystal Miller	10	\$1,000.00
	Total for Mon Jun 29	23:50	\$366.54
Tue Jun 30	Scott Dalon	20	\$1,000.00
	Crystal Miller	20	\$1,000.00
	Total for Tue Jun 30	17:40	\$301.33
Wed Jul 01	Shelby Fisk	10	\$1,000.00
	Scott Dalon	5:4	\$1,000.00
	Crystal Miller	5:1	\$1,000.00
	Total for Wed Jul 01	18:00	\$272.62
Total:	59:30	\$940.49	

View all time logged for one project under the same timesheet

Weekly Timelogs are available for review under Reports

More call outs - what else should you know?

Feature	Elance	Upwork
What is captured when logging time with the downloaded app?	Screenshots	Screenshots, mouse movements and keystrokes
Where do you find “timesheets?”	In the Workroom. Only one timesheet is visible at a time	Under the Reports tab. You can view all timesheets at once or individual
How long before the funds become available to freelancers?	Some payments are subject to a 3 day security period	All funds are subject to security period - 8 days after client is charged
How can clients/freelancers modify the hourly rate after the job begins?	<ul style="list-style-type: none"> -Freelancer can request an hourly rate increase. It will go into effect the first Monday after the client approves -Clients can increase hours without prior approval. Other changes require freelancer approval and go into effect the first Monday after the freelancer approves 	<ul style="list-style-type: none"> -Freelancers request an hourly rate increase. It will go into effect the next day after the client approves -Clients can increase hours without prior approval. Clients cannot decrease the hourly rate without closing a contract
How are clients billed for hourly contracts?	Clients can approve the timesheet or default to auto pay	Clients are automatically charged every Monday

Additional Resources

Hiring Hub: <https://www.upwork.com/hiring/>

Upwork Community: <https://community.upwork.com/>

Upwork Help Center: <https://support.upwork.com/home>

Thanks