

MBO Partners Payroll Services FAQs for Warner Music Group Non-Employees

INTRODUCTION AND BACKGROUND

Warner Music Group uses **MBO Partners** to manage its practices for engaging its contractors, consultants, freelancers, and small services providers (collectively “Non-Employees”). MBO, which has been providing independent consultant management, engagement, and risk mitigation services since 1996, offers a variety of specialized services so that all Warner Music Group Non-Employees may engage through a service ideally suited to their needs and expectations.

GENERAL INFORMATION

Why has Warner Music Group initiated an outsourced Non-Employee compliance and engagement program?

Warner Music Group outsources Non-Employee engagement and payment to maintain compliance with government regulations, ensure consistent engagement processes throughout the organization, and create a productive and convenient environment for its valued Non-Employees.

Who is supporting this mandated program?

This program has been developed as a joint effort between the Human Resources, Legal, Finance, and Global Procurement organizations at Warner Music Group.

Whom can I contact for more help?

Email MBO's Warner Music Group Team at wmg@mbopartners.com if you have questions about this program.

Do I have to work through MBO?

It is Warner Music Group policy that all Non-Employees engage through MBO; it does not engage with independent workers or small businesses directly.

What is Payroll Services?

MBO's Payroll Services program is a W-2 payrolling solution for hourly contract-based workers who do not operate as true independent business practitioners.

PROCESS

Is a background check required?

Yes, Warner Music Group requires a background check prior to beginning your assignment. Warner Music Group covers the cost.

How do I complete my I-9 to finalize my enrollment?

During enrollment, you'll be prompted to complete a Federal I-9 form, an identity verification step that's required for all employees ([detailed instructions here](#)). Please complete your I-9 as soon as possible. You can do so entirely online, but you'll need someone (who's at least 18 years old and fluent in English) to serve as your "authorized representative."

Please note that you will need to provide identity verification documents, such as your passport, driver's license, an/or Social Security card.

How do I record my Time and expenses?

As you work, you will enter your time through your MBO Business Center ([instructions](#)). If you incur expenses that can be billed back to Warner Music, submit them through your Business Center as well. Please note that Warner Music requires you to submit receipts with all expenses you submit, regardless of type or amount.

What are my payment terms?

MBO pays you every Friday, two weeks after a given work week (or sooner if required by state law). Time and expense submissions are due no later than the Sunday after you have completed your work, and your Warner Music Group manager approves your time and expenses the following Monday. See below for a visual representation of this timeline.

	MON	TUE	WED	THU	FRI	SAT	SUN
	Work Period						Submit time and expenses
WEEK 1							
WEEK 2					Payment Date		

What if I forget to enter my time or expenses, or if I make a mistake?

If you forget to submit your time and expenses, simply do so when you remember. However, your payment may be delayed. If you feel as if you've made an error, contact the MBO Client Care team at 703-793-6200 or ClientCare@mbopartners.com.

From whom do I get paid?

You will receive payments from MBO Professional Services via direct deposit into your bank account. (Note that MBO will send you paper checks until your bank's pre-note process is complete, at which point the direct deposits will begin.)

BENEFITS

What health benefits does MBO offer under the Payroll Services program?

MBO offers optional and affordable group medical insurance coverage and an optional indemnity plan as supplemental coverage. For more information, see the Payroll Services medical benefits [overview](#).

Who is eligible for medical benefits?

Non-Employees must have full-time status to be eligible for medical benefits. MBO considers you full-time if you work on average 130 hours per month over the duration of your tenure with MBO.

During your onboarding process, MBO will make a reasonable estimation of the full-time conditions above to determine initial eligibility. If deemed full-time after onboarding, you will be eligible to elect coverage effective the first day of the month after your MBO transition date. If you are not deemed to be full-time during onboarding, MBO will evaluate your hours after two full months of service to assess if you are meeting full-time conditions.

What retirement benefits does MBO offer under the Payroll Services program?

MBO offers Non-Employees access to an optional group 401(k) program through Fidelity Investments. Non-Employees may choose to contribute to a Traditional or Roth 401(k) – or both if they prefer. For more information and eligibility requirements, see the Payroll Services retirement benefits [overview](#).