

## Temporary Hiring Frequently Asked Questions

### 1. Who is nextSource?

Founded in 1998, nextSource helps companies of all sizes and across all industries to optimize their workforce. The company has a best-in-class technology platform known to support acquiring temporary talent and tracking time and expenses. nextSource currently works with MIT and Columbia, among other institutions of higher education.

### 2. How do I initiate temporary services with nextSource?

Information on nextSource is located on the [University Human Resources website](#). There is a link to the nextSource Intake Form. Complete the form and contact nextSource to start the employment process.

### 3 What will my department be charged if we hire a temporary worker?

Hourly bill rates for temporary staff will be determined by the work to be performed. Brown and nextSource have developed a standard bill rate for positions commonly filled, but rates can be developed for work outside of these predetermined job groups. All hourly bill rates include a component that will be paid to the worker, and an administrative fee. This fee has been negotiated by Brown and is lower than fees charged by suppliers outside of a managed system such as ours. There are no additional charges for required background checks or certification or benefits offered by nextSource.

### 4. Can I place an order with a temporary agency supplier other than nextSource?

No. All orders for temporary services at Brown must initiate with nextSource. However, it is possible to submit an order with nextSource and list a specific supplier that should be contacted to fill the order. It is also possible to request a specific worker as an order is being placed.

### 5. I have pre-selected someone for a temporary position. How do I get them hired and paid?

In many instances, the process will be streamlined by “payrolling” the individual with nextSource rather than having Brown directly hire them. A payrolling arrangement is generally something to consider for work assignments lasting six months or less. Payrolling temporary employees means that nextSource becomes the “Employer of Record,” responsible for payment of wages and tax withholding and W-2 production. Based upon the length of the assignment, nextSource may offer access to benefits that temporary Brown staff will not have. At the end of the assignment, Brown will not be liable for Unemployment Insurance costs for the individual, as they will not have been directly employed by Brown.

The cost to your department for using nextSource to payroll a pre-selected candidate will be the hourly pay rate plus an administrative fee. The benefit of payrolling is that background screening, onboarding and other pre-hire tasks in many instances can be accomplished more efficiently, and the individual may be able to start work much more quickly than through direct hire by Brown.

Situations where payrolling may be useful include short-term extensions of former student workers, summer research positions for non-Brown students, or situations where staff are needed for just a few weeks every semester.

**5. How will staff placed by nextSource be paid?**

Temporary staff are paid by the hour, for each hour worked. The requirements of the Fair Labor Standards Act apply to temporary staff, and overtime will be due if weekly work hours exceed 40. Temporary employees will enter their time in the nextSource time-keeping system, VNDLY, on Friday; their Brown supervisor will approve hours in that system by Monday afternoon. nextSource will bill Brown departments weekly for all approved time.

**6. How is the nextSource bill for services paid and how is my department charged for these services?**

The nextSource intake form includes department billing information. nextSource will send invoices to the individual listed on the intake form. Once the bill is reviewed, initiate payment in Workday using the Create Supplier Invoice business process. Attach the nextSource bill to the Workday supplier invoice.

In Workday Learning you can access a job aid to assist you with the [Create Supplier Invoice business process task](#).