**Temporary Hiring Frequently Asked Questions**

*Revised December 19, 2018 by Doreen Burgers, Controller’s Office and Toni Tinberg, University Human Resources*

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. Unique Advantage began as a woman and minority owned enterprise with expertise in staffing, executive search, recruiting, and workforce management for higher education and health systems. Aligning Unique Advantage with nextSource has allowed for a broader reach for their diversity, economic inclusion, and local hiring initiatives and deep involvement in the communities in which Unique Advantage operates. nextSource/Unique Advantage currently works with MIT and Columbia, among other institutions of higher education. At Brown, services are provided under the nextSource name.

2. **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.

3. **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.
4. **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 on Friday; their Brown supervisor will approve hours in that system by Monday afternoon. **Effective in 2019**, nextSource will bill Brown departments weekly for all approved time.

   a. **Why is Brown moving from a consolidated invoice for temporary employment to individual invoices for departments engaging temporary staff?**

   Using Purchase Orders to engage temporary staff requires a hiring department to create a requisition and to process change orders when actual work hours/wages exceed the estimate. Temporary services differ from other goods and services, and time worked by temporary staff often extends past the initial expectation with processing of several change orders sometimes necessary. This process will eliminate the interim steps of an outside department providing notifications that change orders are needed and will be more efficient.

   b. **How will this change benefit my department?**

   Currently, nextSource invoices are received in University Human Resources (UHR). Hiring departments do not see the details and have little control over temporary employment charges to their department’s budgets. Beginning with work commencing after December 16, 2018, hiring departments will begin to receive individual invoices for temporary staff working in their departments. This will allow departments to review their charges immediately and make any necessary changes to either the purchase order or the temporary service provider’s work schedule.

   Moving to a process where each department reviews its own invoices, receipts its own purchase orders, and initiates any change orders to its purchase orders will reduce the amount of time it takes to process a transaction. Individual invoices mailed to each department using temporary services provides more financial control and information about the transactions.

   c. **I have never used the Create Receipt process in Workday. How do I perform that task?**

   The receipt process is used in Workday to indicate that goods or services have been received. For nextSource transactions, the receipt will indicate that the services of the temporary employee were received. This is a quick task and there is a [Create Receipt job aid](#) in Workday that will guide you through the process. Once you have created a Workday receipt, send the invoice to Accounts Payable, Box J, for payment.

   d. **Please provide information about Purchase Orders and Supplier Invoices.**

   In Workday Learning you can access job aids on many Workday tasks:
5. 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.