The department reaches out to Global Upside to initiate the engagement and formalize the details of the arrangement. Units can directly engage UNC’s single point of contact at Global Upside, Shane Jacobs, at shane.jacobs@globalupside.com or 480-740-2204 for information or to initiate arrangements.

Per the agreed upon details from step 1, Global Upside sends an exhibit (per worker/student) which is signed by a departmental representative. The exhibit outlines the supervisor, title, rate of pay, and fees.

Per the terms of the signed exhibit, Global Upside sends an invoice for the setup fee and deposit. The department must create an associated requisition in ConnectCarolina, which prompts Purchasing Services to initiate a P.O. Departments should create the requisition and allocate funds as quickly as possible to facilitate the anticipated timeline.

Purchasing Services issues the P.O., copying both the department and Global Upside. The department can then work with Accounts Payable to pay the invoice and effect the initial wire transfer payment to Global Upside.

Once the initial invoice is paid, Global Upside begins the onboarding process. Departments will follow a similar procedure to effect monthly payments for the duration of the arrangement.

Global Upside is responsible for complying with all local tax and employment laws and regulations.