






GLOBAL UPSIDE ENGAGEMENT WORKFLOW FOR PEO ARRANGEMENTS

				
<p>The department reaches out to Global Upside to initiate the engagement and formalize the details of the arrangement.</p> <p>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.</p>	<p>Per the agreed upon details from step 1, Global Upside sends an exhibit (per worker/student) which is signed by a departmental representative.</p> <p>The exhibit outlines the supervisor, title, rate of pay, and fees.</p>	<p>Per the terms of the signed exhibit, Global Upside sends an invoice for the setup fee and deposit.</p> <p>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.</p>	<p>Purchasing Services issues the P.O., copying both the department and Global Upside.</p> <p>The department can then work with Accounts Payable to pay the invoice and effect the initial wire transfer payment to Global Upside.</p>	<p>Once the initial invoice is paid, Global Upside begins the onboarding process.</p> <p>Departments will follow a similar procedure to effect monthly payments for the duration of the arrangement.</p> <p>Global Upside is responsible for complying with all local tax and employment laws and regulations.</p>