

FAQ: MIT ASSOCIATES AND VNDLY

MITEMPS PROGRAM: MIT ASSOCIATES, NEXTSOURCE AND VNDLY

VERSION 1.0 – 5 DECEMBER 2022

CONTENTS

ABOUT THE TRANSITION 1

TRANSITION DETAILS 1

ADDITIONAL INFORMATION 3

ABOUT THE TRANSITION

Why is MIT is transitioning the time and expense system from Coupa to VNDLY?

The transition to VNDLY provides a streamlined and robust user experience:

- Data integrity and accuracy in Jobs and Work Orders.
- Duplication of Jobs eliminates redundant, manual entry of the intake form
- Ability to edit or modify Word Orders provides streamlined communications and minimizes error
- Expired Cost Objects will no longer be visible to the Associates, minimizing adjustments
- Ability to run reports

TRANSITION DETAILS

To whom does this apply? This change applies to all MIT Hiring Managers and Pre-Identified MIT Associates.

So, what exactly is changing? The Coupa system used to hire MITemps Associates & manage time and expense entry is transitioning to VNDLY as of December 19, 2022.

What will remain the same? All other processes and policies of the program remain the same.

Will current hired folks and their position in COUPA migrate to VNDLY? Yes, active assignments and Associates will migrate over to VNDLY on the go live date of 12/19/22.

How do I access VNDLY? Utilize Google Chrome as your Internet Browser

- Browse to https://mit.vndly.com/ *(This site will not be active until 12.19)*
- Enter your personal email in the Login field
- Click on "Forgot Password"
- You will receive a link in your email with instructions to create a new password

- Please follow the onscreen instructions

If I already have a VNDLY account with another account, do I need to login or will this consolidate with my other VNDLY account? They would be under different URL links so you would need to create an additional account.

Is there a place to add percentages for multiple cost objects? The system does not allow for percentage or number of hours allocation, however, and you will be able to assign your hours to multiple cost objects if needed. This will then be visible at timesheet approval.

What if different managers are responsible for different cost objects (i.e. different assignments for different managers)? Will they both see the time sheet? Your manager will only have visibility to the assignment under their department even though your hours are on the same time sheet.

Will Associates still need to enter zero-hour timesheets for weeks they do not work (e.g. the holiday break) or can those be skipped? Yes, zero-hour timesheets should still be entered.

Is there a quick zero-hour time sheet option or do we just need to submit with nothing filled in? You would just click on submit without entering any values. It will create the 0 hour timesheet.

What if there are gaps in work for one cost object, but I am actively working projects on other cost objects? If you are actively working and there are multiple cost objects, you will submit on the hours worked against the appropriate cost objects. For any period of time you do not work at all, you will submit a zero-hour timecard.

If there are not any classes for one week, or if we have not worked, do we still enter a zero-hour timecard? Yes, Please

Are highway tolls on the drop down list of travel expenses? The expenses are meals, mileage and travel that can be selected. Tolls are at your manager's discretion and approval. If approved, tolls can be added as a travel expense

Is lodging an expense? Yes, this would be an expense.

How will timecards be approved for MITemps Associates? Approvals will be conducted in VNDLY or through the email notification link.

Which system will the timesheets for week ending December 18th be used (Coupa or VNDLY)? Timesheets through 12/18/22 will be entered in Coupa. As of 12/19/22 all timesheets will be entered into VNDLY.

Is there a grace period for using Coupa, or is it totally cutting off on Dec 18th? There will be a cut-over period to allow for these approvals and any subsequent edits or adjustments.

Do we still need to email our managers with our weekly hours for approval? Please submit your weekly hours by Sunday night in VNDLY. Your manager will receive an email notification to go into VNDLY and approve your hours by close of business day on Monday.

Are you able now to enter your own sick hours? Correct - you will now enter your sick time hours directly in your timesheet under work type sick time. nextSource manager generally pays the sick leave hours.

Do you only get holiday time if you are full time? nextSource does not pay out Holiday time. You only get paid for holiday hours if you worked on a holiday and this time is pre-approved by your hiring manager.

ADDITIONAL INFORMATION

Who should Associates contact for assistance with the transition? Day to day or trouble shooting is managed by the MIT Program Team: MIT@nextsource.com

To get compensated for training, do we enter that half-hour in Coupa or will we get the compensation automatically?

Email MIT@nextsource.com with the subject line: **VNDLY Training: First Name Last Name: UKG number**

Reminder – Do not account for these 30-minutes of training on your Coupa timesheet

Reminder – The UKG number is your employee number; not your MIT Keberos ID number.

nextSource will process the 30 min for pay out on your next paycheck.

I can't log into my UKGpro profile, where can I solve this? You can click "Forgot Password" and follow the promptings. Additionally, you can email us at MIT@nextsource.com and we will issue you a password reset.

What if we do not know our UKG employee number? Your UKG/Employee number is visible in your UKGpro Profile or on your paystubs. https://e41.ultipro.com/login.aspx