Program Guide

Massachusetts Institute of Technology

JANUARY 2023

nextSource
HIGHER ED TEAM

nextSource
Advancing the way the world connects with talent.

WELCOME TO NEXTSOURCE

MIT has partnered with nextSource to payroll their contractors. While on assignment with MIT you are a W2 employee of nextSource.

Founded in 1998, nextSource is a privately held woman-owned business enterprise headquartered in New York City with a strong national footprint. Our mission is to "Advance the way the world connects with Talent" through innovative solutions that deliver extraordinary service, efficiency, cost savings, risk mitigation and access to the very best talent. nextSource goes beyond operational efficiency to provide the insights and practical innovations needed to maximize our client's business value across all lines of labor spend. We offer a personal, intelligent approach that resonates with Hiring Managers and Associates.

PROGRAM DETAILS

NEXTSOURCE CONTACTS:

- Marie Barry – Sr. Program Specialist
- Joanna Joseph – Program Specialist
- Margaret Almonte - Program Specialist
- Team Email: MIT@nextsource.com

Please send all inquiries to the Program Team Email MIT@nextsource.com, to ensure the entire team has visibility to respond.

PROGRAM OVERVIEW

- Timekeeping System - VNDLY
- Payroll System (W2, Pay Stubs, etc.) - UKG Pro
- Benefits and Human Resources

As you get started on your new assignment you may have questions. For your convenience, we have listed the most frequently asked questions, with answers, below:

GENERAL

Q: Who is my employer?

A: nextSource is your employer for the duration of your assignment. We will process your paychecks, deduct all the mandatory payroll taxes, and help you with human resources issues (including benefits as applicable), etc.

1. ABOUT TIMEKEEPING

Q: How will you know what to pay me?

A: You will submit all your hours and expenses into nextSource's online timekeeping system VNDLY. The user guide to VNDLY is attached to your 'Clear to Start' email.

TIMESHEET POLICY

Every week, timesheets and expenses must be entered by Sunday and approved by your manager by the end-of-day, Monday. We pay every other Friday. To ensure timely payment, please ensure that your time is accurately submitted by Sunday night for your manager to approve by end-of-day Monday. You must get written approval from your manager prior to working any overtime.

Q: My timesheet was not approved on Monday? Am I going to get paid?

A: Timesheets must be submitted and approved by the end of the day on Mondays to be included in our payroll. Late approved timesheets will roll over to the next payroll cycle to be processed for payment. To avoid recurring issues, please speak with your manager about approving your submitted time by the end of the day on Monday.

Q: My paycheck does not appear to be correct. Who should I contact?

A: Reach out to the nextSource Program team at MIT@nextsource.com. We will investigate it for you.

Q: I did not receive a paycheck/direct deposit. Who should I contact?

Reach out to the nextSource Program team at MIT@nextsource.com. Keep in mind that the most common cause for missing paychecks is that timesheets have been submitted or approved, too late to be processed for the current pay cycle.

Q: What happens if I do not work each week? Do I still need to submit a timesheet?

A: Yes. Please submit a timesheet with zero (0) hours even if you did not work. These are referred to as "zero-hour timesheets." To create a zero-hour timesheet just click 'Submit' on the timesheet.

THINGS TO KNOW ABOUT VNDLY

You should have received a registration email from VNDLY by your start date. If you have not received it, follow the steps below to reset your password and get started.

The preferred web browsers for accessing VNDY are Google Chrome and Safari. Internet Explorer is not supported by VNDLY.

PASSWORD RESET DIRECTIONS

1. Follow link to VNDLY: https://mit.vndly.com.

2. Enter your email address as the Username and click on Reset your password. You will receive an email to reset your password for the site.



2. ABOUT PAYROLL

nextSource payroll is processed through UKG Pro. The UKG Pro HR/Payroll portal provides you with instant access to your own pay-related data—without relying on HR or payroll personnel for assistance. Get the information you want fast:

- Review pay statement details
- View details from year-to-date pay summaries or archived pay statements
- Change or update information for direct deposits
- Print pay history for financial institutions
- Download W-2's

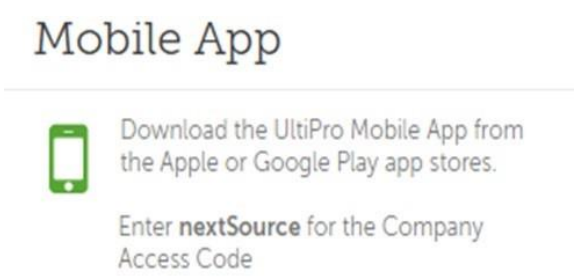
The registration guide to UKG Pro is attached in your "Clear to Start" email.
The link to UKG Pro is https://e41.ultipro.com/login.aspx

THINGS TO KNOW ABOUT UKG

Store your UKG Pro password in a safe place, where you can find it easily. It can take 24 – 48 hours to reset a password if the system locks.

UKG PRO MOBILE APP

You can download the UKG Pro app to your smartphone.
*Please note: Not all resources will be available through the mobile app. Please be sure to log into your laptop/computer to access all information and resources.



UKG PRO PASSWORD RESET

Due to the sensitive nature of information contained in this system you will NOT be able to reset your password on your end. The system will lock automatically on your 3rd attempt. If this occurs, please contact payrollservices@nextSource.com with your name in the subject line to request a password reset to UKG Pro.

Q: What happens if I am locked out or forgot my password to the employee portal, UKG Pro? A1: If you have forgotten your password, click on the Forgot your password? link located beneath the blue Sign in the button on the UKG Pro homepage. Follow the instructions to reset your password. A2: If you lock yourself out of your UKG Pro account please send an email to payrollservices@nextsource.com requesting your UKG Pro account to be unlocked. Please include your full legal name and 'MIT' in the body of the email. It can take 24 – 48 hours to reset a password if the system locks.

Q: Where can I find my W2/paystubs?
A: Paystubs and W2s can be accessed in your UKG Pro portal.

Q. My personal information (name, address, etc.) has changed. How can I get this updated?
A: You can login to the employee portal in UKG Pro and make these changes. They are located under Menu -> Myself



UNDER NAME, ADDRESS, TELEPHONE



UNDER DIRECT DEPOSIT



3. ABOUT BENEFITS & HUMAN RESOURCES

nextSource offers medical, dental, and vision benefits for employees working 30+ hours/week. UKG Pro will automatically send an email notification to you if you are eligible and to invite you to enroll if interested. You will have 45 days from your start date to enroll. Benefits elected during the new hire enrollment process will become effective the first of the month following 60 days of employment. For example, if you are hired on January 1st, your enrollment deadline is February 15th. Benefits will then be effective on April 1st.

All employees are eligible to enroll in nextSource's 401k benefit. Reach out to 401K@nextsource.com for 401K questions.

For any further questions, please contact our Employee Benefits team at: EmployeeBenefits@nextSource.com

VERIFICATION OF EMPLOYMENT

Please direct all requests for employment verifications to our Verification of Employment team at: www.theworknumber.com, Employer Code: nextSource, Inc., Employer Code: 100923

Q. I need an employment verification letter. What should I do?

A: Employment Verifications can be completed by contacting The Work Number at 800-367-5690, Code 100923.

UNEMPLOYMENT CLAIMS

Please direct all requests for employment verifications to our Unemployment team at: Unemployment@nextSource.com

- Unemployment claims can usually be filed online on the Department of Labor website for the state that you worked in when you worked for nextSource.
- To collect unemployment, a person must meet 5 basic criteria.
  - Able to work
  - Available to work
  - Actively seeking work
  - Unemployed through no fault of their own
  - Monetarily eligible
- nextSource keeps a record of your last date worked and reason for separation. This information is provided to the state unemployment office when you file a claim. nextSource does not determine whether you are eligible to collect unemployment. This decision will ultimately come from the state.

COVID-19

In the event you have been exposed, displayed symptoms, or tested positive for COVID – 19, you must contact nextSource immediately.
Program team email: MIT@nextsource.com

HUMAN RESOURCES

Q. I have concerns about my colleague/manager, who do I reach out to discuss?
A: Please contact your nextSource Program Team.

Q: I got injured at work. Who do I reach out to?
A: Please reach out to nextSource as there is a workplace injury claim form you will need to fill out.

Q: If I am temporarily unable to work due to a family reason, birth or adoption of a child, or other medical condition, am I going to lose my job?
A: The Family Medical Leave Act (FMLA) offers unpaid job and benefit protected leave to employees who are temporarily unable to work due to specified family or medical reasons, including birth or adoption of a child. Only eligible employees are entitled to take FMLA leave.
An eligible employee is one who:

- Has worked for nextSource for at least 12 months

- Has at least 1,250 hours of service with nextSource during the 12-month period immediately preceding the leave

Upon return from FMLA leave, you will be able to return to your assignment, or an equivalent assignment with equivalent pay, benefits and other terms and conditions of employment. If you are not eligible for FMLA leave, nextSource and our client both reserve the right to end your assignment if you are unable to work for a significant length of time due to a family or medical condition. Reach out to hrteam@nextsource.com if you need to take a leave of absence

Q: If I am out sick or will be out-of-office, who should I contact?
A: Please notify your hiring manager as soon as you know you will be out. If out sick, please check UKG Pro to see if you are eligible for paid sick leave (this is dependent upon city/state laws).

OFFBOARDING

At the end of your assignment with MIT nextSource will issue your final paycheck, terminate your access to MIT facilities and systems, verify that you have returned any assets provided to you during the assignment, and conduct de-briefing sessions with you and your MIT supervisor.

FINAL PAYCHECK

- You will receive your final paycheck in accordance with the payroll cycle, unless state law mandates otherwise, in which case nextSource would follow state law requirements for final pay. A copy of your pay schedule is available for download on the nextSource Employee Portal.
- If you are enrolled in direct deposit, your final pay will be deposited into your account. If you are not, your final pay will be mailed to you.

BENEFITS

- When you separate from employment with nextSource, your insurance will be cancelled effective the last day of the month following your last day worked. For example, if you are terminated on August 7th, your benefits will be terminated as of August 31st.
- If you are enrolled in a health insurance plan (medical, dental or vision), you will be eligible to continue your coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- If you are enrolled in a supplemental insurance plan (Whole Life, Critical Illness, Accident), you will be eligible to continue your coverage for as long as you would like and be billed directly through Unum.
- All other plans will be permanently cancelled upon termination.
- The cost of COBRA is the amount of the full insurance premium (both your contribution and nextSource's contribution) plus a 2% administrative fee. Our COBRA is administered by United Healthcare. You will receive information both via email and

postal mail regarding the COBRA continuation options and instructions on how to apply and make payments.

- Once you are no longer an employee of nextSource, you can request a distribution of your 401(k) balance or roll it into another qualified plan. You can reach out to Fidelity to request this distribution.

Q: Who do I reach out to if I have questions on benefits?
A: For Medical, vision, or dental benefits please contact our Employee Benefits team at employeebenefits@nextsource.com.
For 401k inquiries, please contact our 401k Benefits team at 401k@nextSource.com.

Q: Am I eligible for PTO/Holiday Pay/Sick Leave?
A: Paid Time off and holiday pay is not a benefit offered by nextSource.

- As part of our agreement with MIT, we may agree to adopt their PTO and Holiday plans. If you have any questions, please reach out to the nextSource Program Team.
- You may be eligible for paid sick leave, depending on the city and state in which you work. Please reach out to the nextSource program team for additional information.