

The PEO Pre-Agreement Process | What to Expect

1

The university department identifies the need to hire a global employee.

A CU Global Employee is defined as any employee of the University of Colorado, regardless of their country of citizenship, permanent residence or tax residency, whose work site is located outside of the U.S. and its territories for any relevant tax period within a calendar year. This includes employees who are telecommuting under an arrangement specifically approved by their business unit that permits the employee to work remotely in an international location (not including consultants, contractors and volunteers).

2

The university department fills out the [Generate a Quote Form](#), which is automatically routed to Global PEO Services.

PEO Services were competitively bid by CU Purchasing and Global PEO Services was awarded a system-wide contract.

3

The university department will receive the following from Global PEO Services for review:

- a. **Exhibit** for in-country social costs and general agreement information (must reference MSA)
- b. **Proposal** with monthly cost and company information (must reference MSA)

Global PEO Services will reach out to the submitting department to schedule a meeting to review the Exhibit and Proposal and to answer general questions.

4

If the university department accepts the proposal, the department will create a SPO Requisition in CU Marketplace and attach the proposal and exhibit from Global PEO Services.

5

The SPO Requisition will be received and reviewed by Purchasing for completeness. They will then issue a PO to Global PEO Services. Once the PO is issued, the work can begin.

The Exhibit signed via DocuSign is required to commence work. Invoicing is sent directly to the department. Once the invoice is paid and received, Global PEO Services will schedule a Project Introductory Call with the applicable university department leaders.

The PEO Post-Agreement Process | What to Expect

- 1 Onboarding process begins once the master services contract and related exhibits are signed, and startup fees and deposits collected
- 2 The Global PEO Services (GPS) Team, led by a Client Services Director, conducts a kick-off call to outline process, timeline, and requirements needed from CU within 1-2 days following receipt of deposit, startup fee and signed contract

 - *A secure server and file transfer protocol is set up so that CU and GPS can transmit sensitive information securely and in accordance with privacy guidelines*
 - *A dedicated email is set up (example: CU@globalupside.com) to direct email correspondence*
- 3 Data Collection = 1-5 days (approximately 1 week)

 - *List of information required from CU and employee to be provided to GPS via secure file upload*
- 4 Issuance of employment contract to employee with salary and other benefits as agreed upon between CU and employee = 3-7 days (approximately 1 week)

 - *Any redlines, changes or comments in connection with employment contract to be discussed and resolved to all parties' satisfaction*
- 5 Signed Employment Contract = 2-5 days (approximately 1 week)

 - *Only signed once all terms and conditions of employment contract are agreed upon between GPS, CU and employee*
- 6 Onboarding of Employee = 2 days

 - *Once we have a signed employment contract it will take us 2 days to onboard the employee*
 - *Setting up employee with payroll information and collecting bank account details*
 - *Setting up employee benefits*
 - *Entering employee data in Mihi software and training on how to access and use software for time/attendance, leave management, pay slip and benefits information*
- 7 Employee Start Date = Approximately 3 – 4 weeks from kick off call