

Office of Human Resource Management

09/09/2025

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nextSource Washington State Sales Tax

nextSource One-Time Payments



NextSource Update for Washington State Associates

- A recent bill signed into law in Washington state that extends sales tax to temporary staffing
- No exemptions for educational organizations, both in or out of state
- Present or future nS associates working in the state of Washington will be subject to the additional sales tax
- The tax rate is 6.5%
- Effective October 1, 2025

NextSource One-Time Payments

- HRM and Central Support have worked with nextSource to open up the capability of issuing One-Time Payments to nextSource employees.
- The issuing of One-Time Payments should still follow the guidelines set by HRM (lump sum for a one-time service).

NextSource One-Time Payments

- Additional Jobs should still be used to compensate nextSource employees for teaching additional courses and for any other work with a set rate of pay being distributed over a defined period of time.

Costing

- Due to invoicing and reconciliation processes, nextSource One-Time Payments will charge to the employee's primary position's costing allocation, even if a different account is entered on the OTP.
- Alerts are placed on the Business Process to notify the Initiator and Cost Center Manager that if the costing should go to a different account, an accounting adjustment will be needed.

Costing Report

- A new report, "NextSource – One-Time Payment Report", was created to show worker costing, as well as the costing on the One-Time Payment.
- The report displays both worktags to aid in doing any necessary accounting adjustments.