Procedure to determine method of payment for Employee vs. Independent Contractor Relationship

Department identifies a need for work to be performed.

Individual may refer to the Summary Chart of Tax Treatment to determine if the current situation is outlined in the examples listed. If listed, the Assessment of Status Form is not required. Discuss with HR Advisor/Manager.

If the current situation is not outlined in the Summary Chart of Tax Treatment, the responsible individual within the unit completes the Assessment of Status Form. Discuss with HR Advisor/Manager.

The Campus Human Resources Designate makes the final decision as to the status of the relationship.

- **Independent Contractor Income**
  - Department completes Independent Contractor Agreement or Freelance Agreement.
  - If changes are requested to agreement, please follow up with the appropriate unit.
  - If changes are related to other clauses, must forward to Legal Counsel for advice and approval.

- **Employment Income**
  - Department to follow applicable hiring processes.
  - If no changes required to agreement, forward signed contact to Financial and Administrative Services for payment.
  - If changes are requested to Liability Insurance, must forward to the Office of the Chief Risk Officer for advice and approval.

Forward signed approved contract to Financial and Administrative Services for payment. Include a copy of the Assessment of Status form, a copy of the invoice for payment, and the direct pay form.