



EMPLOYEE/INDEPENDENT CONTRACTOR CLASSIFICATION CHECKLIST

The information provided below will assist the University in determining whether the individual performing the services will be classified for federal employment tax withholding and related reporting purposes as an employee of the University, or as an independent contractor.

Name Social Security Number
Address Department
City/State/Zip Code Phone Number

I) MULTIPLE RELATIONSHIP WITH THE UNIVERSITY

- 1) Does this individual currently work for the University as an employee?
2) Is it expected that the University will hire this individual as an employee immediately following the termination of services?
3) Did this individual have an official University employment (including temporary) and provide the same or similar services in the past?

If the answer is "No" to all the above questions, proceed to the questions in Section II.

If the answer is "Yes" to any of the questions, then the individual is classified as an employee and you will need to check the Employee box below, have the form signed and submit to the Human Resources Department.

II) CLASSIFICATION GUIDELINES

If the individual is a Lecturer/Speaker/Teacher/Instructor/Advisor then complete section A.

If the individual is not a Lecturer/Speaker/Teacher/Instructor/Advisor then complete Section B.

SECTION A

- 1) Is the individual a guest lecturer (e.g. an individual who lectures at only a few sessions) ?

If the answer is "Yes" treat the individual as an independent contractor - List speaking date, instructor of record, and course number and title on check request form. If speech is for a conference workshop, or symposium, include a copy of the conference brochure. Then submit this form to Accounts Payable with all required paperwork for processing.

If the answer is "No" proceed to questions 2 and 3.

- 2) Is the individual teaching a course for which students will NOT receive credit toward a degree.
3) Does the individual provide the same or similar services to other entities or to the general public as part of a trade or business?

If the answer to questions 2 and 3 are "Yes" then treat the individual as an independent contractor and check the box below.

If the answer to either of the questions is "No" then treat the individual as an employee and check the box below.

SECTION B

- 1) Does the individual provide the same or similar services to other entities or to the general public as part of a trade or business?

If the answer is "Yes" treat the individual as an independent contractor and check the box below.

If the answer is "No" then go to the next question.

- 2) Will the department provide the individual with specific instructions regarding performance of the required work, rather than rely on the individual's expertise?

If the answer is "Yes" treat the individual as an employee and check the box below.

If the answer is "No" then go to the next question.

- 3) Will the department set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set own work schedule.

If the answer is "Yes" treat the individual as an employee and check the box below.

If the answer is "No" then treat the individual as an independent contractor and check the box below.

DETERMINATION: Independent Contractor (process through Accounts Payable) Employee (process through HR/Payroll)

University Signature Phone/Extension Date/Time Field

(Dean, Department Director,)

(Revised 7/7/2011)