



ACADEMIC SUPPORT SERVICES AGREEMENTS PROCEDURE

In compliance with [UW-System Administrative Policy 235](#), if services of an independent contractor is determined to be a sole provider, request for services may be requested to be contracted through the use of an Academic Support Service Agreement (ASSA). This document outlines the process for the completion of forms documenting the justification for the services determined to be only available by *one source*. An independent contractor may be an individual, a group of individuals or a business entity.

The request must be completed, reviewed and approved *prior* to services being conducted. Not obtaining *prior* approval may result in denial of the contract and/or work stoppage.

Required materials for the ASSA are located within the Finance and Administration website.

Step 1 Determination of an Employee/Employer Relationship

Submit the [Employee/Independent Contractor Determination Questionnaire Form](#) to Human Resources.

This form will be reviewed by Human Resources who will make the determination if the relationship is an: a) Employee **OR** b) Independent Contractor. If an employee relationship determination is made, work with Human Resources on hiring process and the ASSA process stops here. If Independent Contractor determination is made, proceed to Step 2.

Step 2 Submit a memo for the ASSA request with each item below for review to Administrative Services, each requestor should retain a copy for their own records:

- [Employee/Independent Contractor Determination Questionnaire Form](#) (signed by Human Resources)
- [ASSA Justification Form](#)
- [ASSA Form/Contract](#)
- Attach any applicable contract with individual or entity

The requested ASSA will be reviewed by an authorized signature authority as delegated by the Chancellor, and if approved, a signed copy will be returned to the requesting department. One copy will be retained by Finance and Administration, another copy will be retained by Purchasing. If a grant is involved, a copy of the approved request will be forwarded to the Office of

Sponsored Programs and Faculty Development. If request is not approved, materials will be sent back to the department with reasons why request was denied.

An ASSA with a contract value of \$500,000 - \$1,000,000 must be reviewed by UW-System general counsel and contracts with a value of \$1,000,000 or more must be approved by the UW-System Board of Regents.



For payment options, a purchasing requisition may be completed by the requesting department to generate a purchase order to the individual or entity. If total costs are <\$5,000 made to an individual, a Payment to Individual Report (PIR) may be submitted to Finance and Administration. Each payment process must include a reference to the approved ASSA agreement to be processed.

For assistance in completion of the forms, please reference [UW-System Policy 235](#) for the following:

- [Payment for Services Flow Chart](#)
- [Factors to Consider in Determining Employer-Employee Relationship](#)
- [Employee or Independent Contractor](#)
- [Employee Interchange Agreement](#)
- [Examples of Exemptions from Payroll Due to Small Dollar Amount](#)
- [Requirements for Payments to Nonresident Aliens](#)
- [Foreign Nationals in Nonimmigrant Visa Classifications](#)
- [Reporting and Withholding Requirements](#)
- [FAQs](#)