

**FINANCIAL AND ADMINISTRATIVE POLICY
PERSONAL SERVICES PAYMENT (F31)
ATTACHMENT 4**

EMPLOYEE/INDEPENDENT CONTRACTOR DETERMINATION QUESTIONNAIRE

I. Please print all information

Individual's Name	Last four digits of SSN	
Department	Form Preparer	Phone Number

II. Current Relationships with the University

Does this individual currently work for the University as an employee?

☐ Yes Treat as an employee
☐ No Go to Section III

III. Classification Guidelines (Complete **only ONE of A, B, or C, depending on the services performed by the individual.)**

A. Teacher/Lecturer/Instructor

- | | |
|---|---|
| 1. Is the individual a "guest lecturer" (e.g., an individual who lectures at only one or two class sessions during the semester)? | <input type="checkbox"/> Yes Treat as an ind. contractor
<input type="checkbox"/> No Go to #2 |
| 2. Is the individual the primary instructor of a course, be it for college credit, continuing education credit, or noncredit? | <input type="checkbox"/> Yes Treat as an employee
<input type="checkbox"/> No Treat as an ind. contractor |

B. Researcher

Researchers hired to perform services for a University department are presumed to be employees of the University. If, however, the researcher is hired to perform research for a particular University professor/doctor, please indicate which of the following relationships is applicable.

- Relationship #1:** The individual will perform research for a University professor/doctor under an arrangement whereby the University professor/doctor serves in a supervisory capacity (i.e., the individual will be working under the direction of the University professor/doctor). ☐ Treat as an employee
- Relationship #2:** The individual will serve in an advisory or consulting capacity with a University professor/doctor (i.e., the individual will be working with the University professor/doctor in a "collaboration between equals" type arrangement). ☐ Treat as an ind. contractor

C. Individuals Not Covered Under Teacher/Lecturer/Instructor/Researcher

- | | |
|---|---|
| 1. Does the individual routinely provide the same or similar services to the general public as part of a continuing trade or business with the opportunity for profit or loss? | <input type="checkbox"/> Yes Go to #2
<input type="checkbox"/> No Go to 1a |
| 1a. Does the individual offer their services to the general public through advertising, solicitations, brokers, or other similar activities? | <input type="checkbox"/> Yes Go to #2
<input type="checkbox"/> No Go to 1b |
| 1b. Does the individual provide services under a registered or licensed business name? | <input type="checkbox"/> Yes Go to #2
<input type="checkbox"/> No Treat as an employee |
| 2. Does the individual have a written contract for a specific period of time or to complete a specific result which also identifies the individual as an independent contractor for federal tax purposes? | <input type="checkbox"/> Yes Treat as an ind. contractor
<input type="checkbox"/> No Go to #3 |
| 3. Will the department provide this individual with specific instructions regarding performance of the required work rather than rely on the individual's expertise? | <input type="checkbox"/> Yes Treat as an employee
<input type="checkbox"/> No Go to #4 |
| 4. Will the University 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? | <input type="checkbox"/> Yes Treat as an employee
<input type="checkbox"/> No Treat as an ind. contractor |

BELOW IS FOR HR TO COMPLETE

Revised 2.5.24

PROPOSED INDIVIDUAL DETERMINATION

HUMAN RESOURCES REVIEW SIGNATURE

Employee

Independent Contractor

Name

Date