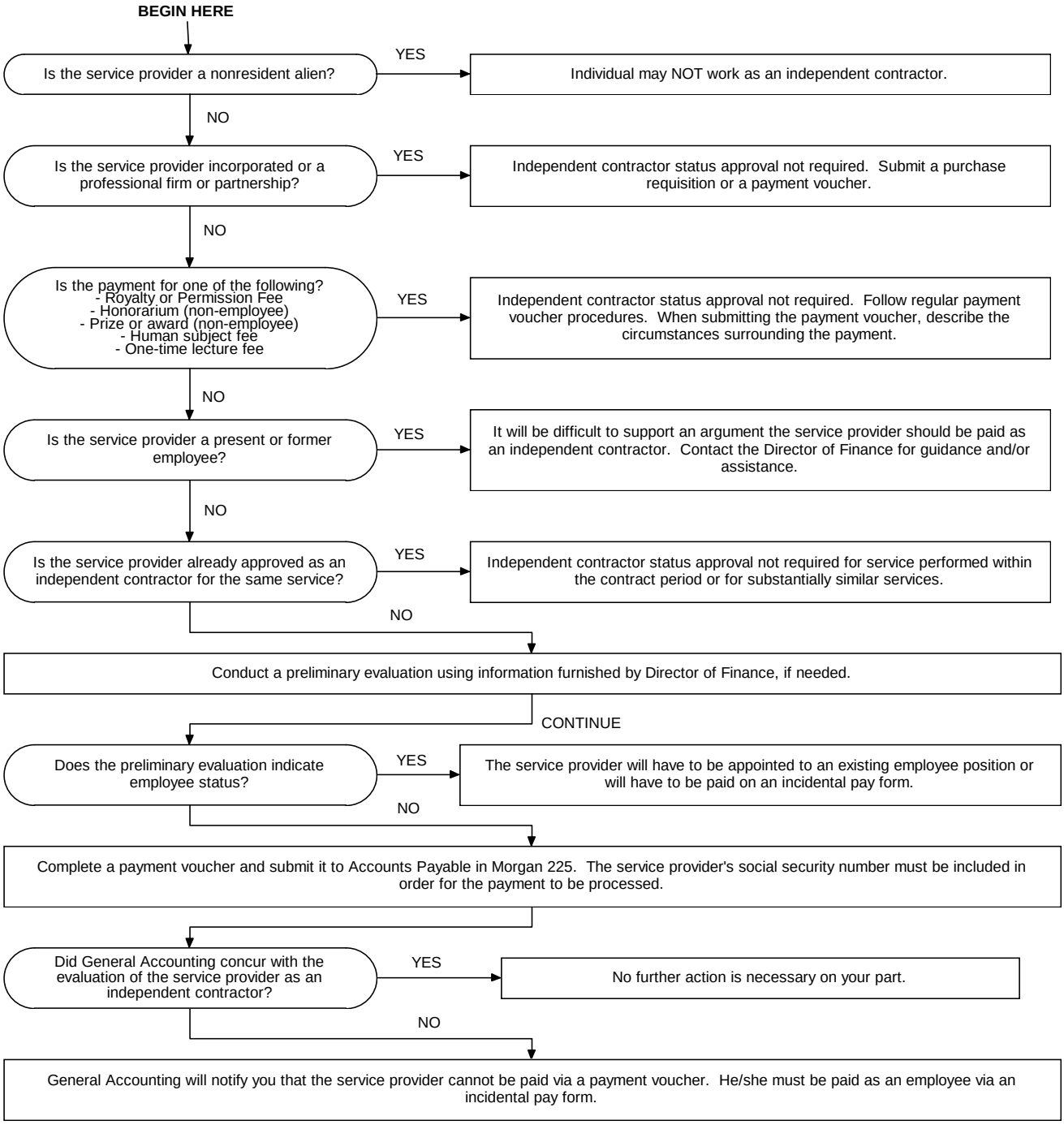
BEGIN HERE
Is the service provider a nonresident alien?
YES
Individual may NOT work as an independent contractor.
NO
Is the service provider incorporated or a professional firm or partnership?
YES
Independent contractor status approval not required. Submit a purchase requisition or a payment voucher.
NO
Is the payment for one of the following?
- Royalty or Permission Fee
- Honorarium (non-employee)
- Prize or award (non-employee)
- Human subject fee
- One-time lecture fee
YES
Independent contractor status approval not required. Follow regular payment voucher procedures. When submitting the payment voucher, describe the circumstances surrounding the payment.
NO
Is the service provider a present or former employee?
YES
It will be difficult to support an argument the service provider should be paid as an independent contractor. Contact the Director of Finance for guidance and/or assistance.
NO
Is the service provider already approved as an independent contractor for the same service?
YES
Independent contractor status approval not required for service performed within the contract period or for substantially similar services.
NO
Conduct a preliminary evaluation using information furnished by Director of Finance, if needed.
CONTINUE
Does the preliminary evaluation indicate employee status?
YES
The service provider will have to be appointed to an existing employee position or will have to be paid on an incidental pay form.
NO
Complete a payment voucher and submit it to Accounts Payable in Morgan 225. The service provider's social security number must be included in order for the payment to be processed.
Did General Accounting concur with the evaluation of the service provider as an independent contractor?
YES
No further action is necessary on your part.
NO
General Accounting will notify you that the service provider cannot be paid via a payment voucher. He/she must be paid as an employee via an incidental pay form.