

**SPECIAL CONSULTANT VS INDEPENDENT CONTRACTOR
APPOINTMENT CHECKLIST**

SPECIAL CONSULTANT	INDEPENDENT CONTRACTOR
<ul style="list-style-type: none"> • Current CSUS Employee • Is not a current CSUS employee, but does not meet criteria for independent contractor • No other appropriate classification currently exists in CSU system • Work is of a temporary nature (normally not to exceed one year). • Will not act as coordinator of an on-going or recurring academic or academic-related program (e.g. Summer School Coordinator, Ed. Equity Coordinator). Such coordinators should be placed in an appropriate CSU classification (e.g., class code 2361, 12-month faculty). 	<ul style="list-style-type: none"> • Not currently appointed to a temporary, probationary, or permanent University-funded or reimbursed position. • Is engaged in the pursuit of an independent trade, business, or profession in which these same services are offered to the public (business license number, taxpayer I.D.). • The services contracted are not available within CSUS, cannot be performed by CSUS employee, or are of such a specialized or technical nature that the knowledge, experience or ability are not available through the normal staffing process. • University does not exercise control over details of the services to be performed (methods, hours worked). • Supplies, work area, benefits, and personal liability insurance are not furnished by the University.
REQUIRED DOCUMENTATION	REQUIRED DOCUMENTATION
<p>Department Submits to Human Resources</p> <ul style="list-style-type: none"> • Special Consultant Agreement Form • Personnel Transaction Form (PTF) • Resume (if new to CSUS) • Special Consultant Time Sheet (monthly after work is performed) <p>Consultant to complete in HR Payroll Office</p> <ul style="list-style-type: none"> • Employment Appointment Form (if new to CSUS) • Employee Action Request Form (if new to CSUS) • I-9 Immigration Form if new or returning following a break in service 	<p>Department</p> <ul style="list-style-type: none"> • Copy of business license, taxpayer I.D., and company name. • Requisition (PS Finance System) with description of services; beginning and ending dates of contract; total amount to be paid; and payment schedule (e.g., monthly, quarterly, percent of completion, etc.)
REQUIRED SIGNATURES	REQUIRED SIGNATURES
<ul style="list-style-type: none"> • Department/Division Head • Special Consultant (agreement and time sheet) • Dean/Program Administrator • Vice President for Human Resources or designee 	<ul style="list-style-type: none"> • Dean/Program Administrator (PS Finance authorization) • Procurement Manager • Independent Contractor (Standard Agreement).