



INDEPENDENT CONTRACTOR REQUEST

Review and submit completed form to Human Resources Classification & Compensation. Scan and send the request by e-mail to classandcomprequests@csus.edu. If you don't have scanning capability, mail the request to Campus Zip 6032, ATTN: Class & Comp. **Please see Independent Contractor Procedures for more information.**

*****ALL REQUESTS MUST BE APPROVED BY HR PRIOR TO WORK PERFORMED ON CAMPUS *****

1. PROPOSE INDEPENDENT CONTRACTOR INFORMATION

Name: _____

Street Address: _____ City & State: _____

Contact Information (Phone/Email): _____

2. DEPARTMENT REQUEST DETAILS

Department: _____

Requested By (HEERA Manager/Title): _____

Date Range: _____ Payment Amount Requested: _____ Charge to Department ID: _____

3. DESCRIPTION OF SERVICES/JUSTIFICATION

Please provide details outlining the proposed services:

4. ADMINISTRATOR REVIEW & AUTHORIZATION (For HEERA Designated Managers ONLY)

I hereby declare that the information provided in this document is true and correct and that I have sufficient knowledge of, authority, and responsibility for the work to be performed under this contract to effectively make this certification.

Name/Title: _____ Signature: _____ Date: _____

5. QUESTIONNAIRE

YES	NO	
<input type="radio"/>	<input type="radio"/>	1. Will the worker be required to comply with university provided instructions about when, where, and how to work?
<input type="radio"/>	<input type="radio"/>	2. Will the worker be provided with instructions/training by the university regarding the particular method or manner by which the work will be performed?
<input type="radio"/>	<input type="radio"/>	3. Is the work to be performed a regular part of university business/work?
<input type="radio"/>	<input type="radio"/>	4. Will the worker be required to perform the work himself or herself?
<input type="radio"/>	<input type="radio"/>	5. Will the worker be hiring or supervising university employees?
<input type="radio"/>	<input type="radio"/>	6. Will the worker and the university have a continuing relationship?
<input type="radio"/>	<input type="radio"/>	7. Can the worker terminate his/her relationship without incurring a liability for failure to complete the job?
If the majority of the answers to questions 1 – 7 are “Yes,” the worker may be considered an EMPLOYEE.		
<input type="radio"/>	<input type="radio"/>	8. Will the worker be able to hire and pay his/her own assistants?
<input type="radio"/>	<input type="radio"/>	9. Does the worker offer similar services to others as part of his/her own business?
<input type="radio"/>	<input type="radio"/>	10. Will the worker be allowed to work concurrently for other organizations/clients while working for the university?
<input type="radio"/>	<input type="radio"/>	11. Will the worker be able to determine his/her own hours and priorities?
<input type="radio"/>	<input type="radio"/>	12. Will the worker be hired and paid to complete one specific job/project for the university?
<input type="radio"/>	<input type="radio"/>	13. Will the worker realize a profit or loss as a result of his/her services?
<input type="radio"/>	<input type="radio"/>	14. Will the worker provide his/her own tools or materials?
If the majority of the answers to questions 8 – 14 are “Yes,” the worker may be considered an INDEPENDENT CONTRACTOR.		
<input type="radio"/>	<input type="radio"/>	15. Did the worker retire/separate from CSU Sacramento fewer than 2 (two) years ago?
<input type="radio"/>	<input type="radio"/>	16. Was an employee in a policy making position or an MPP?
<input type="radio"/>	<input type="radio"/>	17. Will the worker participate in the process of planning, negotiations, transaction, or any part of the decision making process?
<input type="radio"/>	<input type="radio"/>	18. Will the worker’s position be funded by a CSU contract?
<input type="radio"/>	<input type="radio"/>	19. Will the worker be responsible for supervision of CSU contracted employees?
If the majority of the answer to questions 15 -19 are “Yes,” the worker may not engage in any employment or activity for which the employee receives compensation through or by contract.		
<input type="radio"/>	<input type="radio"/>	20. Is the worker free from control and direction of the public agency in the performance of work?
<input type="radio"/>	<input type="radio"/>	21. Does the worker perform work that is outside the usual course of public agencies business?
<input type="radio"/>	<input type="radio"/>	22. Is the worker customarily engaged in independently establish trade, occupation or business of the same nature as the work performed for the public agency?



Human Resources/Procurement Use Only

Independent Contractor or Employee Information:

Name: _____

Requested Start Date: _____

Requested End Date: _____

Charge to Department ID: _____

Payment Amount Requested: _____

Human Resources Approval

Is the proposed IC an existing employee of CSU System? Yes No

IC Request: Approved Not Approved

Comments/Note:

HR Analyst Signature & Date

Date to Procurement

Procurement Processing

PO # _____

Procurement Analyst Signature & Date