

CONTRACTOR/CONSULTANT DETERMINATION REQUEST

*****ALL REQUESTS MUST BE APPROVED BY HUMAN RESOURCES PRIOR TO WORK PERFORMED *****

Review and submit request to HR Analyst if stateside, HRCORP@csusm.edu if Corporation.

To the best of my knowledge, the following information is accurate and complete (submitter sign here): _____

1. PROPOSED INDEPENDENT CONTRACTOR INFORMATION

Name: _____

(If applicable) Business Name: _____

Street Address: _____ City & State: _____

Contact Information (Phone/Email): _____

Check one: Individual Sole Proprietorship Single Member LLC (if **Other**, contact procurementservices@csusm.edu or hrcorp@csusm.edu for Corporation)
 Corporation Partnership *Closely held corporations and partnerships with few personnel will need be included for IC assessment.*

Is the Independent Contractor Licensed? Yes No If Yes, list license type: _____

Has the proposed IC been an employee of CSUSM Corporation, any CSU or State Agency in the last 24 months? Yes No

2. DEPARTMENT REQUEST DETAILS

Department # & Business Unit: _____

Requested By (Name/Title): _____

Date Range: _____ Lump Sum Payment Amount Shall Not Exceed: _____

Charged to: Account #: _____ Fund #: _____ Dept #: _____ Class #: _____ Project #: _____ Program #: _____
(if split funded, please enter primary info above and detailed info in description box below)

3. DESCRIPTION OF SERVICES/JUSTIFICATION

Please provide details outlining the proposed services:

4. COMPLETE QUESTIONNAIRE ON PAGE 2

Human Resources Use Only

Determination: _____ HR Analyst Signature: _____

HR Comments:

QUESTIONNAIRE

The following questionnaire is to be completed by the Requestor and will be used by Human Resources to determine if the work can be conducted by an Independent Contractor.

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. Does your department or another department on campus have employees performing the same, or similar, functions?
<input type="radio"/>	<input type="radio"/>	5. Will the worker be required to perform the work himself or herself?
<input type="radio"/>	<input type="radio"/>	6. Will the worker be hiring or supervising university employees?
<input type="radio"/>	<input type="radio"/>	7. Will the worker and the university have a continuing relationship, meaning that the period of service will not be performed in a finite time frame?
<input type="radio"/>	<input type="radio"/>	8. Can the worker terminate his/her relationship without incurring a liability for failure to complete the job?
<input type="radio"/>	<input type="radio"/>	9. Will the worker be able to hire and pay his/her own assistants?
<input type="radio"/>	<input type="radio"/>	10. Does the worker offer similar services to others as part of his/her own business?
<input type="radio"/>	<input type="radio"/>	11. Will the worker be allowed to work concurrently for other organizations/clients while working for the university?
<input type="radio"/>	<input type="radio"/>	12. Will the worker be able to determine his/her own hours and priorities?
<input type="radio"/>	<input type="radio"/>	13. Will the worker be hired and paid to complete one specific job/project for the university?
<input type="radio"/>	<input type="radio"/>	14. Will the worker realize a profit or loss as a result of his/her services?
<input type="radio"/>	<input type="radio"/>	15. Will the worker provide his/her own tools or materials?
<input type="radio"/>	<input type="radio"/>	16. Is the worker a foreign national? (If yes, contact Global Ed for verification)
<input type="radio"/>	<input type="radio"/>	17. If former employee, were they in a policy making position or an MPP?
<input type="radio"/>	<input type="radio"/>	18. 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"/>	19. Will the worker's position be funded by a CSU or CSUSM Corporation contract?
<input type="radio"/>	<input type="radio"/>	20. Will the worker be responsible for supervision of CSU or CSUSM Corporation contracted employees?
<input type="radio"/>	<input type="radio"/>	21. Is the worker free from control and direction of the public agency in the performance of work?
<input type="radio"/>	<input type="radio"/>	22. Does the worker perform work that is outside the usual course of public agencies business?
<input type="radio"/>	<input type="radio"/>	23. Is the worker customarily engaged in independently establish trade, occupation or business of the same nature as the work performed for the public agency?