

Instructions: This form will be completed by the Requesting Department. Hiring Departments MUST receive approval from Human Resources before an agreement is made or work is started by an individual. Once submitted and processed, the form will be reviewed and a representative from either Procurement or Human Resources will contact you with further instructions/directions on next steps.

Valdosta State University
Employee/Independent Contractor Classification Checklist

The information provided below will assist the University in determining whether the individual performing the services will be classified for federal, state, and FICA tax purposes as an employee of the University or as an independent contractor. Complete Section I, II, and III (if necessary)
 Send completed Classification Checklist to vsuindependentcontractor@valdosta.edu for review

I. _____
 Individual's Name Requesting Department VSU Departmental Form Preparer Phone

II. Multiple Relationships with the University

1. Does this individual currently work for the University as an employee?	1.	<input type="checkbox"/>	<input type="checkbox"/>
2. Is it currently expected that the University will hire this individual as an employee immediately following the termination of the personal service agreement?	2.	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the individual been employed (including temporarily) at the University in the past?	3.	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the individual retired from a Georgia's Teachers/Employee's Retirement Systems (TRS/ERS) affiliate (Georgia state government/agency, school system, College/University)?	4.	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is No to all questions, proceed to Section III.
 If the answer to 1 or 2 is yes, the individual should be classified as an employee and paid via the system.
 If the answer to question 3 is yes, contact Human Resources for guidance.

III. Classifications (Please answer A, B or C)

A. Teacher/Lecturer/Instructor

1. Is the individual a "guest lecturer" (e.g., an individual who lectures only a few sessions)	1.	<input type="checkbox"/>	<input type="checkbox"/>
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If the answer to question 1 is "yes", STOP and treat this person as an independent contractor.
 If "no", answer questions 2 and 3.

2. Is the individual teaching a course for which students will NOT receive credit toward a University degree?	2.	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the individual provide the same or similar services to other entities or the general public as part of a trade or business?	3.	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to both questions 2 and 3 are yes, STOP and treat this individual as an independent contractor.
 If the answer to either 2 or 3 is "no", then go to question 4.

4. In performing instructional duties, will the individual primarily use course materials that are created or selected by the individual.	4.	<input type="checkbox"/>	<input type="checkbox"/>
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If the answer to question 4 "yes", STOP and treat this individual as an independent contractor.
 If the answer is "no", treat this individual as an employee.

B. Researchers

Researchers hired to perform services for a University department are presumed to be employees of the University. If, however, the individual is hired to perform research for a specific University professor or employee, please indicate which of the two following relationships is applicable:

1. Relationship #1 The individual will perform research for a University professor or employee under an arrangement whereby the University professor or employee establishes project goals, directs the work, provides specific instructions and/or serves in a supervisory capacity (i.e., the individual will be working under the direction of the University professor or employee) – If yes, STOP, and treat this individual as an employee	1.	<input type="checkbox"/>	<input type="checkbox"/>
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-----OR-----

2. Relationship #2 The individual will serve in an advisory or consulting capacity with a University professor or employee (i.e., the individual will be working "with" the University professor or employee, in a "collaboration between equals" contractor type of arrangement. - If yes, STOP and treat this individual as an independent contractor	2.	<input type="checkbox"/>	<input type="checkbox"/>
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C. Individuals Not covered under sections IIIA or IIIB

1. Does the individual provide the same or similar services to other entities or to the general public as part of a trade or business?	1.	<input type="checkbox"/>	<input type="checkbox"/>
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If the answer to question 1 is "yes", STOP and treat this individual as an independent contractor.
 If "no", go to question 2.

2. Will the department establish project goals, direct the work, provide specific instructions and/or serves in a supervisory capacity regarding performance of the required work?	2.	<input type="checkbox"/>	<input type="checkbox"/>
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If the answer to question 2 is "yes", STOP and treat this individual as an employee.
 If "no", go to question 3.

3. 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 their own work schedule?	3.	<input type="checkbox"/>	<input type="checkbox"/>
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If the answer to question 3 is "yes", STOP and treat this individual as an employee.
 If "no", treat as an independent contractor.

IV. Additional Questions (Please answer all)	Comments	Yes	No
1. Will the position be involved with minors (under the age of 18)?		<input type="checkbox"/>	<input type="checkbox"/>
2. Are these minors non-VSU students?		<input type="checkbox"/>	<input type="checkbox"/>
3. Are these minors categorized as students of VSU (academically enrolled at VSU)?		<input type="checkbox"/>	<input type="checkbox"/>
4. If academically enrolled, does the academic endeavor involve content of a sexual nature?		<input type="checkbox"/>	<input type="checkbox"/>

5. If the academic endeavor involves content of a sexual nature, will a professor be in the room at all times to supervise the academic endeavor?			5.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____ Budget Mgr./Head/Dean/Director Name Print Signature Date			HR/Procurement ONLY: Yes No		
_____ HR/Procurement Name Print Signature Date			1.	BC Needed	<input type="checkbox"/> <input type="checkbox"/>
			2.	BC Completed	<input type="checkbox"/> <input type="checkbox"/>