



Independent Contractor Review and Approval Process

Step 1:

Prepare a description of the work to be done, complete the [Independent Contractor Questionnaire \(ICQ\)](#)¹, and return it to the HR Office for review. Human Resources (HR) must approve the Independent Contractor (IC) engagement before the local department or unit enters into a contract with, or receives services from, the individual.

***NOTE:** IC determinations require a thorough review of the work, the duration of the work, and where the work will be performed. Therefore, please provide this information as much in advance as possible. If you have someone in mind to do the work, please include their information (e.g. curriculum vitae or resume) as well. Determinations will not be made based solely on information provided in the ICQ.*

Step 2:

If your submitted documentation is complete, you will be updated via email on the status of your request within five (5) business days of receipt.

The description of work and your completed Questionnaire will be fully reviewed by the HR Department. This review may or may not include referral to others such as Labor and Employee Relations or the OGC. You will be notified via email if additional information or more time is required to make a determination.

You must receive HR approval of the classification of a proposed independent contractor before a contract is signed and before any work is performed.

Step 3:

If the request does not qualify for IC status, please work with the HR department to determine other possible classifications. Other options available if it is determined that your request does not meet IC requirements include:

- Temporary employee
- Term employee
- Regular employee
- LHT employee
- Vendor

¹ For exemptions from the ICQ Requirement, please see the *Exception Attestation Form*

Step 4:

If the engagement is approved as a permissible use of an IC, then the department must complete a contract with the IC before any services are provided. The department must use model agreements provided by the Office of General Counsel, available [here](#).

Step 5:

To approve payment to an IC, the department must upload the documentation listed below to HCOM for their designated department approver to review and approve:

- A completed ICQ, approving the classification of the individual as an IC **OR** an Exception Attestation Form stating why an ICQ is not required, both signed by HR.
- A completed and signed contract
- An invoice.

If an IC will be receiving multiple payments, it is not necessary to provide the IC paperwork each time a payment request is submitted. Please note on each corresponding requisition, the original PO/PR# when the IC was approved.

Please note, however, that while a new IC paperwork is not necessary to provide each time a request for payment is made on a project, new IC paperwork IS REQUIRED for each NEW project.

Step 6:

Department must submit the documentation listed below to the finance department for audit and record retention purposes.

- A completed ICQ, approving the classification of the individual as an IC **OR** an Exception Attestation Form stating why an ICQ is not required, both signed by HR.
- A completed and signed contract

The finance department will follow the University's General Records Schedule for retaining Contracts, ICQs and related materials.

RESOURCES:

- [Independent Contractor Policy](#) – Full Policy, Detailed Financial Processing
- [Independent Contractor Questionnaire](#)
- [OGC Model Documents](#)
- [Independent Contractor Questionnaire Exception Attestation Form](#)