Southern Methodist University Independent Contractor Determination Checklist

Prior to engaging the services of any individual or firm as an independent contractor:

- 1. The department completes this <u>Independent Contractor Determination Checklist</u> to help determine the proper work status of the individual either as an employee of the University or an independent contractor every year or when engaging in service(s).
- 2. The department forwards this completed checklist to the Recruitment Manager in the Department of Human Resources, Box 232, for evaluation. Approvals are conducted every Wednesday.
- 3. The Department of Human Resources will notify the department of the determination.
 - a. If the individual is considered to be an independent contractor, the Department of Human Resources will notify the department contact indicated below. The hiring department must receive confirmation before processing a payment request. Accounts Payable will not process the payment request if a confirmation of approval is not on file.
 - b. If the individual is considered to be an employee, the Department of Human Resources will notify the hiring supervisor to follow the regular hiring procedures to place the individual on the University's payroll. The hiring department will send the individual to the Department of Human Resources for processing after completing the appropriate forms http://www.smu.edu/hr/Main/TempAdjStu.asp.

Section A: Relationship with Southern Methodist University	YES	NO
1. Does this individual currently work for Southern Methodist University as an employee?		
2. Does Southern Methodist University desire to hire this individual as an employee immediately following the termination of his or her services as an independent contractor?		
3. Is the individual the primary instructor in a degree seeking or academic credit bearing certification program?		

* If "**YES**" to any question above, the individual should be treated as an employee. '

Section B: Additional Questions for Consideration	YES	NO
1. Was the individual on SMU payroll (either as a regular or temporary employee) at any time during the current calendar year?		
2. Is the individual a "guest lecturer," e.g., an individual who lectures at only one or two class sessions within a semester?		
3. Will the individual present his/her own original materials? <i>Leave blank if not applicable.</i>		
4. Does the individual perform the same or similar services for the general public (outside SMU) as part of a continuing trade or business?		
5. Will the individual work full-time for another entity (not SMU) while performing services? If yes, please give name of the entity		
6. Will the University set the number of hours and/or days of the week that the individual is required to work?		
7. Is there is a contract for services with SMU? (If "yes," attach copy of contract)		
8. Does this individual have a special skill or expertise that is not currently available within the University?		

Southern Methodist University

Revised 02/2011 Page 1 of 2

Independent Contractor Determination Checklist

Section C: General Information for Review

Independent Contractor's Name: (If provide "Inc." in the title, do not complete this form	•	r have the abbreviation	
(Please Print)			
Independent Contractor's Mailing Address:			
(Street)	(City)	(State) (Zip Code)	
Description of services and SMU program in	nformation to make d	etermination:	
Location where services will be provided:			
Specific Dates of Service:			
Fee based on: Fixed Fee Cost per	unit	Other:	
Total Fee: \$			
Submitted by:			
(Signature)		(Date)	
(Print Name and Department		(Phone Number)	
Financial Officer's Name:			
Do not wi	ite below this line		
Classification Determination: Emp	oloyee 🗌 I nd	ependent Contractor	
Reviewed by:(Human Resources Re	enresentative)	(Date)	
Reviewed by:	.p. cocitative)	(Date)	
(Tax Compliance)		(Date)	

Revised 02/2011 Page 2 of 2