

Independent Contractor Authorization Checklist

The information provided below will assist the University in determining whether the individual performing the services will be classified as an independent contractor or as an employee of the University. All questions must be answered prior to approval.

Initiator Information

Name: _____ Email: _____

Requesting Department:

Individual / Contractor Information

Name: _____ Email: _____

Address Type:

Address:

Phone Number:

Description of Services

Contractor agrees to perform the following services:

--

Additional Supplier Information

UTEP PaymentWorks Supplier ID:

Period of Service: From To

Type of Service:

Contractor Citizenship Status:

Location of Services: Country	City	State
-------------------------------	------	-------

Total Fee: _____ Cost Center/Project Number: _____

Amounts of \$15,000 or higher require a Purchase Order per Purchasing guidelines. Contractor will be paid per the Texas Prompt Payment Act as Net 30: Payment of the net (full) amount will be made within 30 days of receipt of the invoice or receipt of material or service, whichever is later. The invoice should include an invoice number, dates covered by the invoice and a summary of work performed.

General

Is the individual currently assigned as an employee of the University or other State Agency? ____

Has an offer of employment been extended to the individual? ____

Did this individual work as an employee of the University during the prior 12 months? ____

Has this individual participated in TRS, ORP, or ERS? ____

Does this individual currently work at another Texas State Agency? ____

Is the individual a State of Texas Service retiree? ____

If ANY answers above are YES, further evaluation will be required.

Behavioral Control

Has the University retained the right to control the details of the contractor's performance?
Such as:

When and where to do the work? ____

What tools or equipment to use? ____

What workers to hire or assist? ____

Where to purchase supplies and services? ____

What work must be performed by a specified individual? ____

What order or sequence to follow? ____

Will the University provide training to the contractor to provide services in a particular manner
or will the University rely on the contractor's expertise? _____

Financial Control

Will the University reimburse the contractor for business expenses? ____

Does the contractor provide services to other unrelated entities? ____

Will the University provide tools, supplies, or equipment? ____

Type of Relationship

Will the University provide benefits to the individual? ____

Are services part of UTEP's core mission or normally performed by employees? ____

Will services extend beyond six months? ____

Qualifications: Include a resume and a quote/statement of work when submitting this checklist

Attestation / Declaration

I certify that the information provided above is complete and accurate.

Hiring Manager / Director: _____ Email: _____

Title: _____