Payment for Personal Services as a Consultant or Independent Contractor

Summary/Purpose: The existence of an employer-employee relationship between an individual and the University determines whether an individual may be paid as a consultant or independent contractor. Primary guidelines used to determine whether an employer-employee relationship exists are listed on the e-form 13.

The existence of an employer-employee relationship between an individual and the University determines whether an individual can be paid as a consultant or independent contractor. If an employer-employee relationship exists, the individual must be employed and paid through the payroll system; otherwise, the individual may be paid as a consultant or independent contractor. Primary guidelines used to determine if an employer-employee relationship exists are listed on the e-form 13. A Letter of Agreement is required if the fee for services is over $2,499 and a Request for Proposal (from the Procurement Department) is required if the fee is over $4,999.