



SEAS Independent Contractor Review and Approval Process

Step 1:

Please refer to the [SEAS Independent Contractor Decision Tree](#) to determine if the individual you are engaging with should be evaluated for Independent Contractor (IC) classification consideration. Please pay close attention to see if an [Exception Attestation Form](#) will suffice. Otherwise, proceed to Step 2 for IC documentation requirements.

Step 2:

Complete the [Independent Contractor Questionnaire \(ICQ\)](#)¹, including the **Authorized Department or Unit Approver Signature line**², 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. **All proposed IC engagements must be reviewed and approved by HR BEFORE engaging the individual, to ensure proper classification.** Please note that failure to confirm IC status with HR in advance of an executed contract and performed work could impact the individual's tax status. A worker's preference is not relevant to the classification determination, nor is that of the local department or unit wishing to engage the individual.

Step 3:

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.

Step 4:

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
- Less Than Halftime (LHT) employee
- Vendor

¹ For exemptions from the ICQ Requirement, please see the [Exception Attestation Form](#).

² Signature hierarchy: Less than \$50K = ADRAF or Budget Owner; between \$50-\$250K= Assoc. Dean for Finance; \$250K+ = Administrative Dean

Step 5:

If the engagement is approved as a permissible use of an IC, then the department must complete a signed contract with the IC before any services are provided.³ The department must use model agreements provided by the Office of General Counsel, available [here](#).

Step 6:

To approve payment to an IC, the department must submit the documentation listed below to their designated approver in Buy2Pay.

Documentation for Exception Attestation	Documentation for Approved IC
<ul style="list-style-type: none">· Exception Attestation Form, stating why an ICQ is not required (HR signature not required)	<ul style="list-style-type: none">· A Signed ICQ, approving the classification of the individual as an IC (signed by HR)
<ul style="list-style-type: none">· Written confirmation of the arrangement with the individual (e.g. email exchange or Contract)	<ul style="list-style-type: none">· A signed and executed Contract. Please reference the OGC model documents for Contract templates.
<ul style="list-style-type: none">· An invoice	<ul style="list-style-type: none">· 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 simply note in Buy2Pay that the IC paperwork is already on file.

Please note, however, that while 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.

RESOURCES:

- [Independent Contractor Policy – Full Policy, Detailed Financial Processing](#)
- [Independent Contractor Questionnaire](#)
- [OGC Model Documents](#)
- [Independent Contractor Questionnaire Exception Attestation Form](#)
- [Independent Contractor Policy Overview - Harvard Training Portal online training](#)
- [SEAS Human Resources](#)

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