### SPECIAL CONSULTANT VS INDEPENDENT CONTRACTOR VS GUEST LECTURER

<table>
<thead>
<tr>
<th>SPECIAL CONSULTANT</th>
<th>INDEPENDENT CONTRACTOR</th>
<th>GUEST LECTURER</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Current CSU Employee</td>
<td>• Not currently appointed to a temporary, probationary, or permanent University-funded or reimbursed position.</td>
<td>• Provides service as an independent contractor, not a current CSU employee</td>
</tr>
<tr>
<td>• Is not a current CSU employee, but does not meet criteria for independent contractor</td>
<td>• Is engaged in an independent trade, business, or profession in which these same services are offered to the public (has business license number, taxpayer I.D.).</td>
<td>• Speaks to a class because of his/her expertise</td>
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<tr>
<td>• No other appropriate classification currently exists in CSU system</td>
<td>• Services contracted are not available within CSU, cannot be performed by a CSU employee, or are of such a specialized or technical nature that the knowledge, experience or ability is not available through the normal staffing process.</td>
<td>• Not the instructor of record</td>
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<tr>
<td>• Work is specialized and of a temporary nature (normally not to exceed one year)</td>
<td>• University does not exercise control over details of the services to be performed (methods, hours worked).</td>
<td>• Paid a flat rate</td>
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<td>• Covered by University Workers Compensation in case of injury</td>
<td>• Benefits and personal liability insurance are not furnished by the University.</td>
<td>• Comes to campus to provide the service</td>
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<tr>
<td>• Subject to tax withholding</td>
<td>• Work area, supplies and equipment generally not furnished by the University.</td>
<td>• Limited time (usually less than one week)</td>
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<td>• Limited dollar amount (usually $5,000 or less)</td>
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### REQUIRED DOCUMENTATION

**Department submits to Human Resources or Faculty Affairs**
- Special Consultant Agreement Form
- Consultant to complete in HR Office
  - Employment Appointment Form (if new to CSUS)
  - Employee Action Request Form (if new to CSUS)
  - I-9 Immigration Form if new or returning following a break in service
  - Loyalty Oath

**Department submits to Procurement Office**
- E-requisition with description of services; beginning and ending dates of contract; total amount to be paid; and payment schedule (e.g., monthly, quarterly, percent of completion, etc.)
- Vendor Data Record 204 Form if new vendor not in PeopleSoft.
- Independent Contractor Determination Checklist
- May require proof of insurance or waiver/release from liability statement (check with Risk Management)

**Department submits to Procurement Office**
- Guest Lecturer Agreement Form
- Independent Contractor Determination Checklist
- May require proof of insurance or waiver/release from liability statement (check with Risk Management)
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### REQUIRED SIGNATURES

<table>
<thead>
<tr>
<th>STAFF</th>
<th>FACULTY</th>
<th>STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept Head</td>
<td>Dean</td>
<td>Dept Head</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Faculty Affairs</td>
<td>Guest Lecturer</td>
</tr>
<tr>
<td>Budget Office</td>
<td>Budget Office</td>
<td></td>
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<tr>
<td>Area Vice President</td>
<td>Provost</td>
<td></td>
</tr>
<tr>
<td>Special Consultant</td>
<td>Special Consultant</td>
<td></td>
</tr>
</tbody>
</table>

- Requestor and/or Unit Budget Authority (Ereq)
- Director of Procurement (Agreement)
- AVP Financial Services (Agreement)
- Dean or Area Vice President (Agreement)
- Independent Contractor (Agreement)

### PAYMENT PROCESS

- **STAFF**: Department submits to Payroll at the end of the pay period a Request for Special Consultant Payment form signed by Special Consultant and Department Head
- **FACULTY**: Contractor submits invoice in accordance with payment terms specified in agreement
- **STAFF**: Paid daily rate specified in agreement
- **FACULTY**: Paid for the results, not the days or hours worked
- **STAFF**: Paid through Payroll
- **FACULTY**: Paid through Accounts Payable
- **STAFF**: IRS Form 1099 will be issued at the end of the calendar year for tax purposes if amount exceeds $600
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- **STAFF**: IRS Form 1099 will be issued at the end of the calendar year for tax purposes if amount exceeds $600

### QUESTIONS

- Human Resources ext. 3351
- Payroll ext. 3383
- Faculty Affairs ext. 3392

- Procurement Office ext. 3987
- Risk Management ext. 3245

- Procurement Office ext. 3987
- Accounts Payable ext. 3654
- Risk Management ext. 3245