

SPECIAL CONSULTANT

VS

INDEPENDENT CONTRACTOR

VS

GUEST LECTURER

<i>SPECIAL CONSULTANT</i>	<i>INDEPENDENT CONTRACTOR</i>	<i>GUEST LECTURER</i>
<ul style="list-style-type: none"> • Current CSU Employee • Is not a current CSU employee, but does not meet criteria for independent contractor • No other appropriate classification currently exists in CSU system • Work is specialized and of a temporary nature (normally not to exceed one year) • Covered by University Workers Compensation in case of injury • Subject to tax withholding 	<ul style="list-style-type: none"> • Not currently appointed to a temporary, probationary, or permanent University-funded or reimbursed position. • 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.). • 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. • University does not exercise control over details of the services to be performed (methods, hours worked). • Benefits and personal liability insurance are not furnished by the University. • Work area, supplies and equipment generally not furnished by the University. 	<ul style="list-style-type: none"> • Provides service as an independent contractor, not a current CSU employee • Speaks to a class because of his/her expertise • Not the instructor of record • Paid a flat rate • Comes to campus to provide the service • Limited time (usually less than one week) • Limited dollar amount (usually \$5,000 or less)
<i>REQUIRED DOCUMENTATION</i>		
<p>Department submits to Human Resources or Faculty Affairs</p> <ul style="list-style-type: none"> • Special Consultant Agreement Form <p>Consultant to complete in HR Office</p> <ul style="list-style-type: none"> • 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 	<p>Department submits to Procurement Office</p> <ul style="list-style-type: none"> • 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) 	<p>Department submits to Procurement Office</p> <ul style="list-style-type: none"> • 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			
<p>STAFF</p> <ul style="list-style-type: none"> • Dept Head • Human Resources • Budget Office • Area Vice President • Special Consultant 	<p>FACULTY</p> <ul style="list-style-type: none"> • Dean • Faculty Affairs • Budget Office • Provost • Special Consultant 	<ul style="list-style-type: none"> • Requestor and/or Unit Budget Authority (Ereq) • Director of Procurement (Agreement) • AVP Financial Services (Agreement) • Dean or Area Vice President (Agreement) • Independent Contractor (Agreement) 	<ul style="list-style-type: none"> • Department Head • Guest Lecturer
PAYMENT PROCESS			
<ul style="list-style-type: none"> • 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 • Paid daily rate specified in agreement • Paid through Payroll • Eligible for Direct Deposit of warrant 	<ul style="list-style-type: none"> • Contractor submits invoice in accordance with payment terms specified in agreement • Paid for the results, not the days or hours worked • Paid through Accounts Payable • IRS Form 1099 will be issued at the end of the calendar year for tax purposes if amount exceeds \$600 	<ul style="list-style-type: none"> • Paid through Accounts Payable • IRS Form 1099 will be issued at the end of the calendar year for tax purposes if amount exceeds \$600 	
QUESTIONS			
<ul style="list-style-type: none"> • Human Resources ext. 3351 • Payroll ext. 3383 • Faculty Affairs ext. 3392 	<ul style="list-style-type: none"> • Procurement Office ext. 3987 • Risk Management ext. 3245 	<ul style="list-style-type: none"> • Procurement Office ext. 3987 • Accounts Payable ext. 3654 • Risk Management ext. 3245 	