



The University of Texas at Austin

Steve Hicks School of Social Work

Setting up a Contractor

In order to determine the appropriate procurement process we need the following information.

If the contractor is a business we just need answers to items 1 and 3. If contractor is an individual we need items 1-3. If unsure answer all. This will help us determine if it's a Purchase Order, Business Contract or we need to hire through Workday.

In order to facilitate the process and avoid any issues with payment please provide the following information for each contractor you would like to pay for services. I know it seems like a lot to provide now but it will avoid a lot of back and forth.

- 1. Provide this information 2 weeks prior to the services beginning. This will allow us to send the Payee Information Form via DocuSign and determine vendor status.**

Name:

Email:

EID (if know):

Current Mailing Address:

- 2. Please answer the following questions to help us determine if they are to be treated as an employee or independent contractor. You may have to work with the individual to answer these questions.**

Employee/Independent Contractor Classification Checklist (EICCC) questions	Yes	No
Is the person a student?		
Are they a TRS retiree?		
Has the person worked for UT in the past 12 months?		
Is the person a US citizen or Permanent Legal Resident?		
Has an offer of employment at UT been extended? (The work you are hiring them for does not count).		
Is this person an employee of another state of Texas institution or agency?		

- 3. Please provide the following information about the services.**

Description of services:		
Dates of service:	Start Date:	End Date:
Rate of pay (hourly, day, each):		
Total expected pay:		
Lump sum or Installment (ex. Each session, each month, after services are complete):		
What account is funding payment:		

Is this a virtual speaking engagement and being recorded?

If speaker will be performing in person and speech will be recorded, a Speaker Agreement will need to be submitted through the Business Contracts Office.

If determined to be an employee, we will have to process through Workday (HR/Payroll) and may need additional information.