

INDEPENDENT CONTRACTOR PROCEDURES

(Simulated Patients/Guest Lecturers/Security Officers etc.)

PRIOR TO BEGINNING WORK MUST COMPLETE THE FOLLOWING

Documents/Forms & Registration **IN ORDER:**

1. Have Independent Contractor complete the manual Independent Contractor Determination Form (gathering of information necessary to complete the online Independent Contractor Determination Form) Request, on a separate form or verbally, from the Independent Contractor, the I/C's social security number as well as telephone contact number and email address. You will require this information when completing the online Determination Form (*currently for Simulated Patients/Guest Lectures, see David Dixon for this document*).
2. Have Independent Contractor complete the OPERS (PEDAKN) Form <https://www.kent.edu/accountspayable/payment-processing>, Independent Contractors, **OPERS Independent Contractor Acknowledgment (PEDACKN)**
3. Use link: <https://www.kent.edu/hr/independent-contractor> and go to step 1 of the Independent Contractor Review Process, **Independent Contractor Determination Form** and use information gathered from manual I/C determination form, OPERS (PEDAKN) form, social security number, telephone number & email address, to complete the online application.
4. Once you receive an approval from the H/R department that the I/C Determination was approved, proceed with the next step.
5. Use link: <https://www.kent.edu/accountspayable/vendor-management> to send the I/C vendor an invitation to register with **PaymentWorks**, our vendor maintenance portal. Once the I/C vendor has completed their registration the individual that sent the invitation will receive an email, from the Accounts Payable Department, that the I/C vendor has completed their registration. Then and only then will this I/C be able to initiate work with KSUCPM.
6. Submit completed hours using the following:
 - a. Completed Payment Request Form (include vendor banner id# issued when PaymentWorks registration was completed)
 - b. H/R approved I/C Determination Letter
 - c. Manual determination letter
 - d. Invoice, from vendor including remittance address (must be same address used when completing PaymentWorks registration)