

PennDesign Independent Contractors

The following protocols are guidelines when discussing with an individual the services they can offer to the School, a department, or to faculty, staff, or students *prior to* engaging the individual in the services needed. The determination of whether the individual is an **independent contractor (IC)** or an **employee** of the University resides at the School-level.

Independent Contractor (Object Code 5319)

An individual who supplies goods and/or services to the School, a department, or to faculty, staff, or students who is deemed by the School as independent contractor. Independent contractors typically should supply their own workplace, are not supervised, have control over their work schedule, have a set of skills not found elsewhere within the University, and provide the same or similar services to the general public as part of a continuing trade or business.

The following steps should be taken as soon as an individual is identified as a possible service provider and prior to the individual performing their services:

- (1) Obtain a scope of work/contract and estimate (quote) for the proposed services.
- (2) Send the individual a [Service Provider Questionnaire](#) to complete and return
- (3) Return the completed questionnaire, scope of work/contract, and estimate to the Financial Administration Office (FAO) as one packet via pdpo@design.upenn.edu
- (4) FAO will review, consult, and make a final determination on whether the individual is an **IC** or temporary hourly employee (999 hour limit per fiscal year).
- (5) IF the individual is deemed an **employee**, a Professional Service Provider (temporary hourly employee) letter will be generated [Payroll and Human Resources](#) and the individual will go onto payroll. Individual will report hours weekly using e-time reporting.
- (6) If the individual is deemed an **IC**, and they have not been previously onboarded in the Penn Marketplace payment system, Purchasing Services will follow up with the IC to obtain any additional documents required and invite the contractor to register as a supplier.
- (7) When the contractor is added the Purchasing system, a requisition needs to be created to generate a purchase order. The **IC** will submit an invoice for services (and travel expenses if applicable) rendered against the purchase order, to PENN Accounts Payable for payment remittance.