

Minnesota State Colleges & Universities

Independent Contractor/Employee Status Form (TO BE COMPLETED BY SUPERVISOR)

Date: _____ Fiscal Year: _____

*Employee/Contractor Name:

Title of Position(s):

Please Indicate Prior HR
Determination for this Position
(if any)

Requesting Program/Dept:

A. Estimated numbers of hours per week _____

B. Estimated number of days per fiscal year _____

C. Estimated number of employees in this position title _____

Position Work Description (detailed):

PLEASE CHECK
WHAT APPLIES

The following behavioral control factors indicate the worker is an employee:	YES	NO
Institution directs how, when or where to do the work		
Institution specifies what tools or equipment to use		
Institution specifies the sequence in which services should be performed		
Institution determines which assistants to hire to help with the work		
Institution decides where to purchase supplies and services		
Institution sets hours of work		
Institution requires reports to be submitted		
Institution provides training about procedures and methods		
The following financial control factors indicate the worker is an employee:		
Institution reimburses or pays travel and business expenses		
Institution pays at regular intervals (by the hour, week, etc.)		
Institution provides tools, materials and other equipment		

Worker receives employee benefits		
There is a continuing relationship between the institution and the worker		
Services performed by the worker are a key aspect of the regular business		

The aforementioned information is an accurate representation of the nature of work by the employee/independent contractor.

Name of Requestor (Please Print) _____ Phone: _____

Signature of Requestor: _____

*****THIS SECTION TO BE COMPLETED BY HUMAN RESOURCES*****

Reviewed by (Please Print):

Please Check What Applies:

- State Employee
- Classified
- Unclassified
- Hourly
- Lump Sum

Contractor

Reason:

HR Director Signature

Date

President Signature (Required only for employee determinations)

Date

Copies to: Human Resources
Requestor