

Minnesota State Colleges & Universities

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