

# Employee/Independent Contractor Checklist



This Checklist is to be completed by the department requesting the services of an **individual or sole proprietor**. The information provided on this form will be analyzed to determine whether or not the service provider is an employee or an independent contractor. The Checklist should be completed for the specific services that are currently being requested. If a department has previously completed a Checklist in the same calendar year for similar services provided by this person, the Checklist does not need to be completed again. However, if the services requested are different than those previously provided by this person, a Checklist must be completed.

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## Service Information

Requester's Name:

Requester's Phone Number:

Requester's Department:

Provider's Name:

Provider's Phone Number:

Explanation of Services:

Time Period of Services: From

To

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## Checklist Items

**If the answer to any question is "Yes," please attach an explanation.**

### Yes

- Does the person offer services principally or exclusively to the University?
- Has the individual been a University employee during the current calendar year?
- Does the University have the right to control how the work results are achieved?
- Is the person conducting a class, lecture, workshop, seminar, or other educational course for the University?
- Will the services provided by the individual represent a key aspect of the University department's regular business activity?
- Is the person's work recurring in nature?
- Will the University provide training to this person?
- Will the person be listed in the University's Faculty/Staff directory, have UVA business cards, or have an office or administrative assistant provided by the University?
- Is the person expected to conduct the work personally rather than being allowed to send other persons in their place?
- Is the person expected to attend department/faculty/center meetings on a regular basis?
- Is there a signed agreement or contract between the University and the individual?
- Is the person to be paid by the hour, week, or month?
- Can this person only realize a profit and not suffer a loss in connection with this engagement?

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## Determination by Department

Employee or Independent Contractor:

Explanation:

Signature:

Date: