

## Steps for Hiring an Independent Contractor

Please read and follow all directions carefully to avoid processing delays.

1. Complete and submit **TWO FORMS** to Human Resources at least **30 days prior to the contractor beginning work**.
  - a. Forms **MUST** be submitted a minimum of 30 days before the contractor is scheduled to work in order to allow enough time for a background check and for processing. This is a requirement for all independent contractors.
  - b. Both forms can be found on the VSU Financial Services homepage under the Procurement heading: <https://www.valdosta.edu/administration/finance-admin/financial-services/forms/>
    - i. **Determination of Status Form (DOS)** – see instructions below
    - ii. **Monetary Service Agreement (MSA)** – see instructions below
  - c. Send both completed forms to the independent contractor alias e-mail account [vsuindependentcontractor@valdosta.edu](mailto:vsuindependentcontractor@valdosta.edu). *Do not submit via DocuSign nor email directly to another employee.*
    - i. HR cannot edit forms if changes need to be made (i.e. incorrect category selected) and cannot re-sign an already approved MSA due to the supplier signing a different version. Any revisions should be made by requesting to have the original form withdrawn and submitting new correct versions.
    - ii. If you have any questions before submitting the forms, **please call HR at 229-333-5709 for further guidance.**
2. Once received, HR will initiate a background check with our vendor, Accurate. Please assist by working with your independent contractor to remind them to check their email and respond to Accurate's request for consent to perform a background check.
3. After HR has approved the independent contractor, you will receive an e-mail stating that you may now log in and submit your ePro request. **Please make sure that the supplier signs the agreement and a PO is established prior to services being rendered.**
4. Please note that **a contractor CANNOT WORK unless ALL of the following are completed:**
  - A successful background check has been completed
  - HR has approved the independent contractor
  - The supplier has signed the MSA
  - A Purchase Order is established

### Instructions for completing all sections of the DOS form:

This form is only for contractors being paid through a SSN and not a TIN (contact Procurement if they are using a TIN).

- **Section 1 is for basic information** such as the individual's legal name (*must match the background check*), the requesting department, the form preparer, and the department's phone number.
- **Section 2: Multiple Relationships with the University** relates to if the individual currently works for VSU/USG system as an employee (including as a student assistant), will be hired by VSU after their contract is up, is a current VSU student, has worked for VSU/USG system in the past (in the same calendar year as the service date), or if the individual has ever retired from a TRS/ERS GA affiliate such as a GA state government/agency, school system, college, or university.
  - Independent contractors *cannot* receive a W2 and a 1099 in the same tax year. So, if the answer to any of the questions is "No," then contact HR for the correct form. This section *must be verified with the contractor* to ensure accuracy.
- **Section 3: Classifications** helps HR determine how to correctly label the potential contractor. There are two sub-sections (A and B). Select only **one** option between the two.
  - Sub-section A: Teacher/Lecturer/Instructor/Speaker
  - Sub-section B: Miscellaneous Individuals (anyone not covered in Section A)
- **Section 4: Additional Questions** inquires if the position will involve minors and if they are VSU or non-VSU students.
  - If the position involves minors who are non-VSU students, you must go through the Minors on Campus process as well.
  - You must answer **all** questions. If N/A, then select "No."
- **Section 5: Signatures** has a section for the Budget Manager signature and the HR/Procurement signature. Do **not** write in the HR/Procurement box. The Budget Manager must sign the form *before* HR can process it.

### Instructions for completing all sections of the MSA form:

This form is maintained by the Financial Services department and will be forwarded to Procurement. If you have any questions about this form, please call Procurement at 229-333-5708.

- Make sure the supplier's legal name, e-mail address, and phone number are listed. *These are necessary for the background check portion of the process.*
- The service date must be accurate and not post-dated. No contractor should be working until they are approved, so the service date should always be future dated.
- One question that is extremely important for determining both eligibility and background check type is the **scope of work** question (Part 4 Question 1), *so please be as descriptive as possible in this section.*
- The MSA must be signed by both the requestor and the budget manager before HR can process it. The supplier can sign before or after HR. We recommend having the supplier sign after HR so that the background check can be started as soon as possible.