**USC Chan Domestic Independent Contractor Agreement**

**Steps and Process**

Steps to initiate and onboard domestic Independent Contractors:

1. Application initiator (Sonia) starts process on LincWare. (questions for Sonia to initiate are below)
2. IC receives Worker Information Request Worksheet (WIRW) to complete
3. HRBP/ Hiring Manager (Ostrow HR) receive WIRW to review
4. HRBP/Manager (Ostrow HR) create Work Status Evaluation Form (WSE) using WIRW and approve or decline (questions for this step are below)
5. If approved, University Talent Acquisition committee receives Work Status Evaluation for final review
6. If request is approved, HRBP will receive ICA and will be notified that they can proceed with the eMarket process with Procurement

\*Independent Contractor needs to be in the University system as supplier (confirm with Sonia that they are in the system)

Business Services website of flowchart of ICA approval: <https://procurement.usc.edu/purchases/usc-emarket-basics/independent-contractors/>

**Initiate paperwork for Domestic ICA (step 1)**

IC Information

First name:

Last name:

Business name, DBA or N/A:

Is the worker’s business location at USC? YES/NO

Email address:

Work Information

1. Is the worker available to potential customers as available to perform the same work? YES/NO
2. Does the worker have the opportunity to negotiate different compensation? YES/NO
3. Does the contractor use the contractor’s own tools, vehicles, and equipment to perform the services? YES/NO
4. Is USC engaging the worker to replace an employee who performed the same amount and type of work for USC? YES/NO
5. Does the worker have the ability to set own hours? YES/NO
6. Performs the same work for other customers or holds self out to potential customers as available to perform the same type of work? YES/NO
7. Does the worker customarily and regularly exercise discretion and independent judgement in the performance of the services? YES/NO
8. Work Proposed Start Date:
9. Work Proposed End Date:
10. Number of Days, Weeks, or Months (maximum duration for an engagement is 1 year)
11. Duration:
12. Number of Hours Per week:
13. Number of Weeks:
14. Total Financial Cost of Engagement:
15. Type of pay perceived by contractor: Monthly/Hourly/Lump sum/Other
16. Specify which expenses, if any, are reimbursed by USC: (short answer)
17. What additional expenses are incurred by the worker in the performance of services for USC? (short answer)
18. Detailed explanation of the nature of the work to be performed: (detailed answer)

**Work Status Evaluation (WSE step 4)**

1. Are there employees who have performed or are performing the same or similar services at the University? YES/NO
2. Explain why you believe this engagement requires an independent contractor versus an employee? (detail answer)
3. Does the manager seeking to engage the worker have any personal relationship with the worker? YES/NO
4. Will the worker be providing service or work on USC property? YES/NO
5. Will the worker be directly interacting with members of the USC community? YES/NO