



COMPENSATION REQUISITION

This form must be approved by Human Resources prior to the commencement of work

Employee/Contractor Name: _____

Employee ID/Contractor US SSN/TIN#: _____ **(Required)**

Address: _____

US Citizen Resident Alien Non-Resident Alien (Indicate Visa Type and #) _____

Project Name: _____

Project Description (Job Performed) : _____

AMOUNT OF PAYMENT PER HOUR/DAY/JOB	ANTICIPATED DATES/HOURS OF EMPLOYMENT		DATE CHECK NEEDED
	FUND #	ORGANIZATION #	ACCOUNT #
BANNER :			
	DEPT #	OBJECT CODE #	DEPT NAME
PRE - BANNER :			
		Rush Fee \$10.00	
		Total Amount of Payment	

Employment Category (check one):

Independent Contractor (cannot be a current Biola employee)

Must meet test for Independent Contractor. Purchase requisitions should be used for contract labor and maintenance service repairs. HR review is required before agreement is processed.

Employee (payment will be added to the next appropriate Payroll cycle)

Biola employment application, I-9 and W-4 forms must be completed in Human Resources. Check one:

Salaried Staff/Faculty Employee Hourly Staff Employee-- Approved timecard required for payment

Disposition of Check (if applicable):

Mail to payee at address above

Call payee for pickup at phone # _____

Return to _____ who can be reached at phone extension _____

Notify _____ by email at _____

Disbursement Approvals:

Requested by: _____ at extension _____

Department Head Approval (Print & Sign): _____ Date _____

Human Resources Approval: _____ Date _____

Accounting Use Only:

Approved by:		Accounting Fee:	
Relate Code		Batch # or Payroll #	

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Independent Contractor Determination Guide

As a general rule, a person can be paid as an independent contractor if the University has the right to control or direct only the result of their work and not the means or methods they use to accomplish the result. If the University retains the right to control what will be done, where it will be done, and how it will be done, they must be paid as employees.

In making this determination, the IRS will generally look at three basic factors of the relationship between Biola and the individual:

Behavioral Control – directing how the work will be done, training, or other means. This includes specifying what tools and equipment are used, who they can hire to assist them, where to buy materials, or what services they use.

Financial Control – how much the provider/contractor has invested in being ready to perform; whether expenses are reimbursed; if the work is performed on Biola property or at the contractor's facilities; if the contractor has other clients and markets him/herself to others; the nature of payment (tied to deliverables vs. hours); and whether or not the contractor can experience a profit or loss.

Nature of Relationship – if there a written agreement; if it based on deliverables and service levels rather than employment; whether there is exclusivity; what benefits are provided; if the agreement is open-ended or finite, and the extent to which the contractor is integrated into the University.

Generally, there are certain occupations that are deemed consistent with independent contractors. The most common of these at Biola are people who provide the following services on an occasional basis:

- Special event speakers (e.g. chapel, commencement, short-term guest classroom experts)
- Gifted musicians and performers
- Sports referees/judges

The following may **not** be paid as independent contractors:

- Anyone who has been paid as an employee during the current calendar year
- Regular/adjunct instructors
- Biola students

Human Resources will make the final determination of independent contractor status based on information provided by the hiring department. This decision must be made PRIOR TO the commencement of any work. (Note: This form is not to be used for contact labor or maintenance service repairs...please use a Purchase Requisition.)