

Process Guide for - **Independent Contractors / Visiting Speakers /** **Visiting Artists / Life Models / Consultants, etc.**

Please read this guide carefully.

Please share this guide with your Guest Artist/Speaker/Visitor.

If you would like/need some guidance before starting this process, please meet with the department ASC/Office Manager, Fineze Duenez (fineze.duenez@csusb.edu)

This process takes approximately 45 days to complete, and payment may take longer. Please inform your Guest Artist/Speaker/Visitor about this to manage expectations.

**Before starting the process to hire an individual as an Independent Contractor, Please find out the following:*

1. Is the individual(s) currently a student of CSUSB? **(Students cannot be hired as independent Contractors)**
2. Has the individual(s) been employed by CSUSB in the past 180 days? **(We cannot hire them as an independent contractor and must get approval from the Dean)**
3. Does the individual(s) work for another CSU campus? **(If the individual works for another CSU campus we cannot pay them as an Independent Contractor)**
4. Is the individual(s) a US citizen and/or do they have a US based bank? **(If they are not a US citizen and/or do not have a US based bank, extra forms will be needed)**

Please note, the ASC is not responsible for collecting invoices nor for sending the invoices to Accounts Payable. In fact, the ASC is not allowed to submit the invoices. It is the responsibility of the Guest Artist/Speaker/Visitor/Vendor to send the invoice to: payables@csusb.edu

It is the responsibility of the inviting Faculty member to liaise with your guest to check every stage of the process.

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1. The faculty Fill out the Independent contractor Questionnaire (<https://www.csusb.edu/human-resources/classification-compensation-services/independent-contractor-information>)
The ASC is unable to track that this has been done.
 2. Obtain a quote/invoice from the guest speaker and send it to the department ASC so they can create the requisition. Guide to vendor invoicing here: <https://www.csusb.edu/sites/default/files/Vendor%20Guide%20to%20Invoicing.pdf>
PLEASE NOTE: If they have not been paid by CSUSB in the past then the Independent Contractor must fill out an [STD 204 form](#).
 3. Department ASC then creates the requisition and this gets sent to Michelle Fuller, CAL Budget Analyst, for approval.
PLEASE NOTE: Michelle Fuller is only the Dean's approver for requisitions. **She is not involved with the actual payment.**
 4. Michelle approves the requisition and then it goes to The Procurement/Purchasing Office for approval.
PLEASE NOTE: The Procurement/Purchasing Office will contact the Guest Artist/Speaker/Visitor/Vendor with forms that need to be filled out.
It is the responsibility of the inviting Faculty member to liaise with your guest at this point in the process.
The ASC does not get automatically notified at this point in the process. Please notify the ASC when this has been completed.
 5. Once purchasing approves then they create a Purchase order (PO).
 6. Once the PO is created, The Purchasing Office sends an email to the Guest Artist/Speaker/Visitor/Vendor to send an official invoice to accounts payables.
PLEASE NOTE: The ASC is not allowed to submit the invoices on behalf of the Guest Artist/Speaker/Visitor/Vendor.
 7. Once the invoice is sent to accounts: payables@csusb.edu ; The Accounts Payable office will cut a check to the Guest Artist/Speaker/Visitor/Vendor.
 8. It is the inviting faculty member's responsibility to let the ASC know that the payment has/has not been made. (The Accounts Payable Office does not share this information with the ASC)

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