Yes
Does the worker qualify as an IC under an exemption?

Yes
Does the worker meet the Borillo Test criteria?

Yes
Is worker a CSUSB, or state agency employee OR have they been extended an offer of employment?

Yes
Does the worker meet ALL ABC Test criteria?

Yes
Review the Scope of Work. Does this IC Potentially fall under existing CSU classification?

No

No

Hire as

1. Staff or MPP: Submit Position Description in CSU Recruit
2. Faculty: Contact Faculty Affairs & Development for next hiring steps

Submit CFS procurement requisition. If the IC is a Foreign Institution, attach approval email from mmutadza@csusb.edu.

1. Staff or MPP: Submit Position Description in CSU Recruit
2. Faculty: Contact Faculty Affairs & Development for next hiring steps

Hire as

Create request in Cherwell, which includes Scope of Work and justification

1. CCS Reviews Cherwell request for completeness
2. CCS Sets approval flow
3. CCS Determines ELR/Union notice requirement

Approval #1 (CCS) Verifies the scope of work does not fall within a CSU Classification, notify Procurement if background check needed

Approved

1. CCS sends the request determination
2. CCS closes the Cherwell requisition

Denied

Approval #2 (ELR) Verifies union notice is not required

1. CCS Reviews Cherwell request for completeness
2. CCS Sets approval flow
3. CCS Determines ELR/Union notice requirement

Approval #3 (Proc) Verifies the worker qualifies as an IC

Approval #4 (ADMN) Approves the request