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

Does the worker qualify as an IC?

Does the worker meet ALL ABC Test criteria?

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

Does the worker meet the Borillo Test criteria?

Does the worker qualify as an IC under an exemption?

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

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

Approved

Denied

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

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

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

Approved

Denied

Approval #4 (ADMN) Approves the request

Final 05/22/2023