

Independent Contractor request process

If you would like to hire a guest musician (ringer) or guest lecturer for a concert or course work (or any other reason) you will need to complete this process. Please see the steps below.

- The requesting faculty must complete the campus [Independent Contractor Request Form](#).
 - Have the quote and all necessary waivers completed prior to completing the campus request form.
 - The Hiring Department Appropriate Administrator is: Lesley Leighton and the Charge to Department ID is: C0860
 - The Quote must include:
 - The word "Quote" on the document with a Quote number
 - Name
 - Address
 - Phone
 - Email
 - Scope of Work
 - Date Range of work
 - Service Amount
- If your Independent Contractor Request is approved by HR you will receive the Independent Contractor Request Approval via an email from Human Resources Requests HRrequests@csusb.edu.
- Once you have received the approval email please complete the [Independent Contractor Process form](#) (Google form) in order for the department to process a requisition for payment. A minimum of 30 days prior to the Contractor's start date is necessary to process the Independent Contractor request.
 - If you provide less than 30 day notice a [UPEC](#) may be required. It is your responsibility to complete it and send it through Adobe Sign.
 - [Walk Through of Adobe Sign](#).
 - Payment to the Independent Contractor is not included in the 30-day lead time.
 - Payment to the Independent Contractor will be processed after work has been completed and the Independent Contractor has provided an INVOICE to Accounts Payable payables@csusb.edu.

****Your part in the CSUSB portion of the process ends here****

- Once I receive notification that the Independent Contractor Process form (Google Form) was completed and all the necessary documents were uploaded via the Google form I will create a Requisition..
 - Part of the requisition is getting an email from Risk Management. I can not submit a requisition the same day you fill out the Google Form.
- Upon approval of the Requisition (by Michelle Fuller) the Procurement and Contracts will receive the information and proceed to creating the Purchase

Order. They will contact the Independent Contractor for additional information and completion of forms they need. You may want to inform your Independent Contractor to check their email often for messages from csusb.edu addresses.

Upon completion of the work, the Independent Contractor will need to send their INVOICE to Accounts Payable payables@csusb.edu. Accounts Payable will then process payment to the Independent Contractor and mail a check to the address on the invoice.