# Independent Contractors Workflow

*For Local Departments and Units*

## Local Department and Unit

*Click on tile for decision tree

Identify an individual and determine if IC policy applies. ***Requests must be submitted 15 business days prior to engaging IC.***

→ Connect with HR Coordinator if you are unsure which forms need to be completed.

→ ***Draft*** an ICQ or ICQ Exemption Attestation, and Contract for HR Coordinator to review. No signatures needed at this point.**

*If the contract uses different language than OGC's templates or the vendor wants to use their own contract, you ***must*** connect with Strategic Procurement for approval.*

*IMPORTANT: Vendor ***cannot*** perform any work until HR has made a determination in their classification and approved the engagement.*

## Human Resources

Reviews documents to determine classification*.

→ HR may reach out to external offices and/or request additional information or documents from local dept/ unit.

→ HR to approve engagement as IC, refer dept to Finance, or refer to HRBP to engage in employment

*This classification will determine how the individual is paid (e.g. B2P, Harvard payroll, or DZX/YOH)*

## Finance

Ensure an ICQ or attestation and a **completed *and* signed** contract are submitted

→ Work with Dept/ Unit on vendor setup and processing invoice(s) for payment in B2P.

*ICQ / Attestation and contract must be kept on file.*