

Independent Contractor Checklist

To be completed by the requesting Department.

Pre-Screening Questions	YES	NO
Does the Contractor have an active Workday supplier #? If no, provide PaymentWorks link to vendor for setup. *	<input type="checkbox"/>	<input type="checkbox"/>
Will the Contractor require access, receiving or creation of Protected Health Information [PHI] ? If yes, contact Vendor Setup. *	<input type="checkbox"/>	<input type="checkbox"/>
Is the Scope of Work clearly defined? <u>Who</u> (contractor’s Name)? <u>What</u> (scope of Work) ? <u>When</u> (contract length of time)? <u>Where</u> (service location/department)? *	<input type="checkbox"/>	<input type="checkbox"/>
Will UAMS provide specific training (meetings, written materials, in-service...) to the Contractor to perform the requested service and expectations? *	<input type="checkbox"/>	<input type="checkbox"/>
The Contractor performs work, which is an expected, standard, or normal part of UAMS’s activities, such as work that may be performed by a current UAMS employee(s)? *	<input type="checkbox"/>	<input type="checkbox"/>
Will UAMS supervise the daily task to be performed?	<input type="checkbox"/>	<input type="checkbox"/>
Have the Contractor’s work hours been clearly established by UAMS, discussed and accepted by the Contractor? [see below]	<input type="checkbox"/>	<input type="checkbox"/>
Is the Term or duration of the Contractor’s agreement clearly defined? *	<input type="checkbox"/>	<input type="checkbox"/>
Has the Contractor performed the services prior to the effective date or full execution of the Agreement? (See Section 4 – paragraph two of the Agreement.) *	<input type="checkbox"/>	<input type="checkbox"/>
Are the budget funds available for the services? *	<input type="checkbox"/>	<input type="checkbox"/>
Funding source:	Internal <input type="checkbox"/>	Acct. # _____
	External <input type="checkbox"/>	Acct. # _____ (justification required)
Are payment dates clearly defined, (bi-weekly, monthly or upon completion)?	<input type="checkbox"/>	<input type="checkbox"/>
The Contractor is treated as an employee for tax purposes. *	<input type="checkbox"/>	<input type="checkbox"/>

* Indicates that an Independent Contractor Agreement may not apply.

If the Contractor is 100% grant-funded, ensure that the funds are disbursable and the Grant name and # are detailed in the associated Agreement. Provide MUSE # in the Comment section of your contract record, if applicable.

Special Note: Contract labor must be considered temporary and infrequently used.

Pursuant to § A.C.A. 21-5-101 and § 21-5-209, in order to prevent the circumvention or violation of the law or its intent, it has been determined that no agency subject to this act may employ contract labor for a period longer than six (6) consecutive weeks or 240 hours per calendar quarter. If help is needed more often, the agency must request additional positions and employ full-time or extra help personnel to be paid.