

Worker Classification Questionnaire

Individuals who are paid by the University must be classified as either a **Vendor** or an **Employee**.

Completing the questions below will help the University to determine the worker's classification status.

NOTE: It is extremely important that the determination is made prior to making any obligations on behalf of the University.

Section I. Relationship with the University

<p>A. Is this individual a University employee? University employees can only receive royalty payments or payments for clinical trial participation. All other payments should be processed through payroll or an exception obtained from the Treasurer's Office</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>B. During the 6 months prior to the date on which the independent contractor services commenced did the individual have an official University appointment (including temporary)? State statute prohibits payments to ex-employees for services for up to 6 months after being employed by the University.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Treat as an Employee</p>
<p>C. Will the individual be teaching a course that is a <u>degree prerequisite for students</u> or <u>provide credit for a University degree?</u></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Treat as an Employee</p>
<p>D. Will they perform research under the direct supervision of a university professor or employee? (Select No if they are a participant in sponsored project "Research Experience" Program and attach support)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Treat as an Employee</p>

If the answer was "Yes" to questions B, C, D, or E – STOP! The person must be compensated through payroll and you do not need to complete this form.

For all other answers, proceed to Section II.

Section II. Personal/Background Data

Department Name: _____

Prepared by Name: _____ Preparer's Email: _____

Existing IRIS Vendor Number _____

Section III. Check all that apply.

- Guest speakers; guest artists and performers; professional models
- Athletic game officials, contest judges or assistants
- Rental services – facilities or equipment
- Financial and legal services provided by individuals who perform these services for the general public
- Medical services provided by individuals who perform these services for the general public
- Accreditation evaluation services
- Photography or graphic services
- Provision of goods/products only
- Royalties (Can be paid to University employees)
- Research Participants (Can be paid to University employees)
- Tuning/adjustment of university musical instruments
- Prizes/contest award (If payment to UT student, approval from financial aid must be attached)
- Court Reporters
- Participant at a UT-Sponsored Workshop
- Non-UT student support costs in a research experience program (attach support & non-reportable)

If any services are checked – Send a vendor creation invitation through the university's vendor portal.

If nothing was checked, proceed to Section IV below.

Section IV. Complete A. **OR** B. **OR** C. depending on the type of services to be performed.

If you are instructed to “Treat as an Employee,” **STOP!** These payments must be processed through payroll.
 Call 865-974-2302 with any questions

A. Teacher/Lecturer/Instructor

<p>1. Has or will the individual be engaged in this capacity fewer than 5 days in a 12 month period?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Treat as an Independent Contractor Go to 2</p>
<p>2. Will they provide the same or similar services to other entities or to the general public as part of a trade or business?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Treat as an Independent Contractor Go to 3</p>
<p>3. In performing instructional duties, will the University have any control over the course materials that are used?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Treat as an Employee Treat as Independent Contractor</p>

B. Researcher

Researchers hired to perform services for a University department are presumed to be employees of the University unless they are serving in an advisory capacity.

<p>Will they serve in an advisory capacity with a university professor or employee?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Treat as an Independent Contractor Treat as an Employee</p>
---	--

C. Individuals Not Covered Under Sections A. or B.

<p>1. Do they provide the same or similar services to other entities or to the general public as part of a trade or business?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Treat as an Independent Contractor Go to 1.A</p>
---	---

<p>A. Will they provide their own tools/supplies/materials to perform the required work?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>B. Will they rely on their expertise rather than receive specific instructions from the department regarding performance of the required work?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>C. Can they set the number of hours and/or days of the week that they work as opposed to the University setting their work schedule?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

If you answered yes on two or more occasions for questions A, B or C, treat as an Independent Contractor.