

of an employee's work methods, and they also illustrate when an independent contractor's work is not subject to this control. Before services are performed, departments desiring to contract for services must assess the relationship with the provider and the University to ensure that the individual is properly classified.

The characteristics are as follows:

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An employee...

An independent contractor...

determination of employee vs. independent contractor. independent contractor/consultant should not be authorized to begin work or submit an invoice for payment until proper approval has taken place.

2. Send the standard [Loyola University Maryland Confidentiality Agreement](#) form to the independent contractor/consultant and request their signature. This certification statement must be signed by the service provider and attached to the Independent Contractor/Consultant Requisition form when submitted to Human Resources.
3. Complete and send the Loyola University Maryland Consultant Agreement to the independent contractor/consultant for their signature. The department/division representative endorses the completed Consultant Agreement and routes the original documents to Human Resources, who will then provide a copy of the agreement to the Director of Campus Services
 - a. Completing the Consultant Agreement involves filling in the blanks with information relative to the independent contractor/consultant and the specific engagement and attaching the statement of Consultant Agreement. These are not required for Standard Services. Please refer to the University's Bid Requirement/Sole Source for procuring good/services.
4. If appropriate, attach appropriate documentation on competitive bids received or documentation for sole source procurement according to the "Competitive Bid Requirements" set forth in the University's Bid Requirement/Sole Source policy.
5. Route documentation through the required signature authorities for your department/division. Authority to enter into agreements for the purchase of goods and services required by the University is delegated by the Signature Authorization Policy:
<http://www.loyola.edu/department/financialservices/accountspayable/policies/signatureauthorization>
6. Upon approval of the Loyola University Maryland Consultant Agreement, all independent contractors/consultants requiring access (building and/or University systems) the [Non-Employee Account Access](#) form should be completed.
 - a. For independent contractors/consultants needing an ID card only, the form should be submitted to Student Administrative Services.
 - b. For independent contractors/consultants needing an ID card and system access (i.e. computer login, email, portal access) the form should be sent to Human Resources. To obtain an ID card and system access, the [Loyola University Maryland Confidentiality Agreement](#) must accompany the request for Non-Employee Account Access form.
7. First-time vendors to the University must complete the [Vendor Information Form](#) W9, which should be submitted to the Accounts Payable office along with the Payment for Services Request Form. Work may commence upon internal approval, receipt of the signed Consultant Agreement and receipt of the Vendor Information Form. Invoices from the independent

contractor/consultant are processed using Financial Services

CROSSREFERENCED POLICIES