

Valdosta State University

Determination of Status Form (DOS)-Employee vs Independent Contractor

The information provided below will assist HR in determining whether the individual performing the services will be classified for federal, state, and FICA tax purposes as an employee of the University or as an independent contractor. Complete all sections (I, II, III, IV, and V). **Note: This form is only to be used for contractors who are being paid via their social security number (SSN). If the contractor is being paid through their taxpayer identification number (TIN), please contact Procurement for assistance.**

Instructions: Requesting departments must receive approval from both Human Resources and Procurement BEFORE work is started by an individual. Once this form is processed, a representative from Human Resources will contact you with further directions. Please send the completed form as a PDF attachment via e-mail to vsuindependentcontractor@valdosta.edu for review (do not submit via DocuSign nor email directly to an employee).

I.

Individual’s Legal Name	Requesting Department	Form Preparer	Preparer Phone Number
-------------------------	-----------------------	---------------	-----------------------

II. Multiple Relationships with the University (must be verified with the individual)

YES NO

1. Does the individual currently work for VSU as an employee? 1.
2. Does the individual currently work for another OneUSG institution as an employee? 2.
3. Has the individual worked as an employee (including either temporarily or as a student assistant) at a OneUSG institution (including VSU) in the same calendar year (Jan-Dec) as the date of service? 3.
4. Is it currently expected that VSU will hire this individual as an employee immediately following the termination of a personal service agreement? 4.
5. Is the individual a current student at VSU, or will they be a student at the time of service? 5.
6. Is the individual retired from a Georgia Teachers/Employees’ Retirement System (TRS/ERS) affiliate (Georgia state government/agency, school system, College/University)? 6.

If the answer to any of the above questions is “Yes,” DO NOT USE THIS FORM. Contact HR to determine the correct form needed. If the answer to all questions is “No,” proceed to Section III.

III. Classification (choose A or B)

A. Teacher/Lecturer/Instructor/Speaker

YES NO

1. Is the individual a “guest lecturer” (e.g. an individual who lectures only a few sessions)?
**If the answer is “Yes,” proceed to Section IV.
If the answer is “No,” proceed answer questions 2 and 3.**
2. Is the individual teaching a course for which students will NOT receive credit toward a degree?
3. Does the individual provide the same or similar services to other entities or the general public as part of a trade or business?
If the answer to both questions 2 and 3 is “Yes,” proceed to section IV. If the answer to either 2 or 3 is “No,” answer question 4.
4. In performing instructional duties, will the individual primarily use course materials that are created or selected by the individual?
**If the answer is “Yes,” proceed to Section IV.
If the answer is “No,” DO NOT USE THIS FORM.**

B. Miscellaneous Individual

YES NO

1. Does this individual provide the same or similar services to other entities or to the general public as part of a trade or business?
**If the answer is “Yes,” proceed to Section IV.
If the answer is “No,” answer question 2.**
2. Will the department establish project goals, direct the work, provide specific instructions and/or serve in a supervisory capacity regarding the performance of the required work?
**If the answer is “Yes,” DO NOT USE THIS FORM.
If the answer is “No,” answer question 3.**
3. Will the University set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set their own work schedule?
**If the answer is “Yes,” DO NOT USE THIS FORM.
If the answer is “No,” proceed to Section IV.**

IV. Position Description Question

YES NO

1. Is the individual working in a Position of Trust? 1.
**Refer to description on back of form to determine if a Position of Trust.
Note: If the contractor has access to or is working with minors (who are not VSU students), then it is mandatory that you contact Minors on Campus.**

V. Signatures

Budget Manager Name Print	Signature	Date
HR/Procurement Name Print	Signature	Date

HR/Procurement ONLY:	
Background Check	
Completed	Date
Human Resources	
Approved	Date

Valdosta State University
Independent Contractor Positions of Trust

Per the University System of Georgia Board of Regents Human Resources Administrative Practices Manual:

“Positions of Trust are sensitive positions that involve responsibilities demanding a significant degree of public trust with significant risk for causing damage or realizing personal gain. Elements considered in the determination of whether to require a background check may include, but are not limited to:

- Access to children, including contractors working with children under the age of eighteen (18), including within a child care center, or working with diminished capacity adults
 - **VSU students are NOT considered minors**
 - **If the contractor has access to or is working with minors (who are not VSU students), then it is mandatory that you contact Minors on Campus**
- Relationships with students where exceptional trust and responsibility are involved, such as counselors, health care providers, coaches, and residence life personnel
- Operating vehicles and machinery, or handling toxic materials/equipment which can cause harm if misused
 - **This includes driving any vehicle including golf carts on behalf of the university**
- Decision making authority, or direct access or responsibility for University funds or financial resources, including cash, checks, credit/debit cards, University property, disbursements or receipts
 - **This includes handling either physical or electronic currency**
- Responsibility for or access to confidential information or sensitive personal information, such as employment, health, donor, financial, or other records
- Responsibility for the safety and security of persons and property, including but not limited to police personnel, security, guard forces, or other security or risk management personnel
- Access to master control and key systems for University buildings, residences, and facilities
 - **This includes if the contractor will need key access or physical keys**
- Requirement for a professional license or certification, the absence of which would expose the University to legal liability
- Responsibility for or access to University information technology systems and/or computer networks
- A requirement of a position regulated by a Federal or State “law, contract, or grant”