708.2 – University of North Carolina at Chapel Hill Procedure on Paying an Independent Contractor

Related Policies

708 – University of North Carolina at Chapel Hill Policy on Independent Contractor

Procedure Sections

Procedure Statement
Forms and Instructions
Related Data
History

Effective
September 9, 2008

Last Updated
September 8, 2017

Last Reviewed
October 6, 2014

Responsible University Officer

Director of Systems and Operations

Responsible Unit

Systems and Operations

Procedure Statement

Payments to Independent Contractors are created online in the same manner one creates a campus voucher to a vendor.
Forms and Instructions

- Form 708.1.1f - Employee-Independent Contractor Determination Checklist

1. Acquire pre-approval from Disbursement Services per 708.1 – University of North Carolina at Chapel Hill Procedure on Independent Contractor Predetermination Process.
2. Make sure promised service is received from the independent contractor (IC).
3. Create an independent contractor payment through ConnectCarolina.
4. Use the same form that has already been filled and approved during determining independent contractor status as the backup.
5. If an invoice is provided by the IC, include that with the documentation.
6. Documents will be processed on a first in, first out basis.

Detailed instructions and a training video can be found on the Finance and Accounting Training webpage.

Related Data

None

History

Revised:
- September 8, 2017: Removal of reference to providing social security number.
- October 1, 2014: Updated payment process in Procedure Statement; Removed two steps in Forms and Instructions section.
- May 20, 2013
- February 4, 2011


Attachments: No Attachments

Approval Signatures

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<thead>
<tr>
<th>Step Description</th>
<th>Approver</th>
<th>Date</th>
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<tbody>
<tr>
<td>Publication by Office of Ethics and Policy</td>
<td>Matthew Teal: University Program Specialist</td>
<td>7/9/2018</td>
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<td>Finance Communications Office</td>
<td>Christine Shia: Public Comm Specialist</td>
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Applicability

The University of North Carolina at Chapel Hill