

SERVICES MATRIX (Individuals)

Updated 1-18-11

NOTES

When an **INDIVIDUAL** will be providing services to the University, the following decision points regarding how to handle payment for services should be followed:

What distinctions do we need to make between individuals and companies?

<p>1 Will the services being provided make the individual an employee?</p> <p><i>Use the IC/E form to determine</i></p>	YES	Use the employment process (fixed term or wage payroll).
	NO	The person will be considered an independent contractor. Continue to next question

Linda White - can you provide information on when to use 393 and 411 when it is a company - especially an LLC or partnership that is not incorporated?

<p>2 Will the individual be providing consulting services?</p>	YES	Policy BS17 must be followed - Purchase Order must be completed. Use object code 392 - Consulting Fees/Services
	NO	Continue to next question.

<p>3 Will the individual be providing course development or instructional design services?</p>	YES	An agreement or memorandum of understanding should be completed to clearly delineate the individual's responsibilities, including deliverables, timeframes and ownership of the course. This would be required to be included as part of the payment back-up for the Special Request for Check paying the individual. Use object code 393 - Personal/Professional Services
	NO	Continue to next question.

World Campus has an agreement in place. Should we talk to General Counsel about developing a generic agreement for other departments to use?

<p>4 Will the individual be providing any of the services listed below?</p>	YES	Follow instructions and guidelines provided for each service. Agreement and/or invoice is the back-up for the payment by Special Request for Check to the individual. Use object code 393 - Personal and Professional Services
	<p>Catering Services Must comply with University Policy AD26 - Sale of Food and Beverage at University Locations and must also meet University insurance requirements - see Risk Management site</p> <p>Disc Jockey Services See your Financial Officer. Must use the Disc Jockey Agreement</p> <p>Stage, Sound and Lighting Services See your Financial Officer. Must use the Stage, Sound and Lighting Agreement. Certain insurance requirements must also be met - see Risk Management site</p> <p>Entertainment Services See your Financial Officer. Must use the Master Entertainment Agreement, and depending on type of entertainment, may require meeting insurance requirements (See Risk Management site)</p>	
<p>NOTE: If these services are being obtained by a registered student organization, Student Affairs should be contacted to manage the agreement and procurement process.</p>		
		NO Continue to next question.

When would 411 be used for these types of services? IF they are a corporation or company rather than an individual?

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<p>5 Will the individual be a speaker, lecturer or presenter?</p>	<p>YES</p>	<p>University Scholar Agreement must be used (unless exceptions below apply) and payment should be made by SRFC with executed agreement as back-up documentation. Use object code 393 - Personal/Professional Services</p>
<p>Exceptions:</p> <p>The individual is only being reimbursed for travel expenses</p> <p>The individual will be paid \$1,000 or less</p> <p>No agreement is necessary. Travel reimbursement should be made through ERS per University policy.</p> <p>No agreement is necessary and honorarium payment may be made with no back-up required. Use object code 391 - Honorarium</p>		
<p><i>If recording or broadcasting of the presentation will occur, or if the individual wishes to sell merchandise, the University Scholar Agreement is REQUIRED, even if there will be no payment of compensation or reimbursement of travel.</i></p>		
<p>The individual requires use of their own agreement (Use of Penn State agreement preferred)</p> <p>The speaker is being engaged through Student Affairs</p> <p style="text-align: right;">NO</p> <p>Agreement must be sent to Risk Management for negotiation and approval.</p> <p>Use the Speaker's Agreement which is one of the agreements delegated for approval by Student Affairs staff per FNG02.</p> <p>Continue to next question</p>		

Resolve issues related to use of Scholar Agreement vs. Entertainment. When should Master Entertainment be used? What are criteria?

<p>6 Will the individual be providing photographic services?</p>	<p>YES</p>	<p>Contact Risk Management to discuss ownership of images to be sure agreement is in place to address. Pay by Special Request for Check. Use object code 393 - Personal and Professional Services</p>
<p style="text-align: right;">NO</p> <p>Continue to next question</p>		

<p>All other services provided by individuals should be paid by Special Request for Check. Documentation of the services provided should be attached (i.e. invoice) Use object code 393 - Personal/Professional Services</p>	<p>If there are any agreements or contracts, these must be sent to Risk Management for negotiation and approval.</p>
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If the services being provided are valued at \$10,000 or more, than Purchasing must be contacted to conduct a competitive purchasing process.