Independent Contractor (IC) Process

1. I have an individual who will provide a service which includes individuals operating under a business.

2. Contact your HR Partner or Faculty Affairs to discuss.

3. Does the individual currently have an active appointment at Harvard?

   A. Yes: Not an IC: Classify as an employee or student/temp. or review other payment options available.

   B. No: Is the individual performing in a substantially similar capacity as other Harvard Employees?

      A. Yes: Is this a one-time engagement for less than 3 months and does not exceed $3,000?

         1. Dept. completes SPH IC Single, Short-Term Engagements Form, submits scope of work, & forwards to HR Partner for review.

         2. Dept. completes the IC Questionnaire, submits scope of work, and forwards to HR Partner for review.

         3. Dept. retains copies of all documents for audit support.

5. Dept. completes SPH IC Single, Short-Term Engagements Form, submits scope of work, & forwards to HR Partner for review.

   1. HR returns form back to the Dept. signed for execution by appropriate Dept. rep and IC.

   2. Dept. retains copies of all documents for audit support.

6. For Contracts Less than $50K

   1. HR Partner signs Questionnaire and sends back to Dept.

   2. Dept. completes the HU Short Form Model Consultant Agreement (DOC) and sends to HR Partner for approval.

   3. HR returns the form back to the Dept. for execution by appropriate Dept. rep and IC.

   4. Dept. retains copies of all documents for audit support.

6. For Contracts $50K or more

   1. HR Partner signs Questionnaire and sends back to Dept.

   2. Dept. completes the HU Long Form Model Consulting Agreement (DOC) and sends to HR Partner for approval.

   3. The HR Partner sends all documentation to OFS.

   4. OFS returns back to the Dept. for contract execution by appropriate Dept. rep and IC.

   5. Dept. retains copies of all documents for audit support.

7. Independent Contractor provides services as indicated in the Agreement

Payment Process by Harvard Chan School Departments

At the start of this process ALL forms must be approved and on file:

1. Review the Buy 2 Pay website on job aids and resources to setup Independent Contractors as vendors in the system.

2. If the IC will need system access to resources, review the policy on Person of Interest (POI) to set them up in MIDAS.

3. The Dept. reviews the IC Invoice(s) and receipts for appropriateness. Copies of all receipts must be consistent with the IC Agreement retained by the Dept.

4. The Dept. processes payment through HCOM, the only acceptable method of paying ICs. Harvard employees must not pay for such services out of pocket, or by using a Corporate Card or PCard.

5. Code the payment(s) to the appropriate object code in HCOM, generally a professional services object code.

6. The Dept. must attach the HCOM documentation for these payments including a copy of the ICQ or the ICQ Exception Form.

Access IC Resources on the Harvard Chan School HR Website

If this is a guest speaker/lecturer, please go to page 2

If this is a human subject payment, then see the Link: Human Subject Policy

For Contracts Less than $50K

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4. Dept. retains copies of all documents for audit support.

For Contracts $50K or more

1. HR Partner signs Questionnaire and sends back to Dept.

2. Dept. completes the HU Long Form Model Consulting Agreement (DOC) and sends to HR Partner for approval.

3. The HR Partner sends all documentation to OFS.

4. OFS returns back to the Dept. for contract execution by appropriate Dept. rep and IC.

5. Dept. retains copies of all documents for audit support.
Follow this process flow for guest speaker/lecturers receiving an honorarium for a one-time* speaking engagement. An Independent Contractor Questionnaire does not need to be completed when engaging a guest speaker/lecturer for a one-time speaking engagement. You can review the full Harvard policy here and additional information/resources can be found here: IC Resources on HCS HR Website.

*If you encounter a situation where the guest speaker will be recurring, they cannot be treated as a one time guest speaker/lecturer. A recurring guest speaker/lecturer may be appropriate for the monthly payroll as Temporary Academic. I-9 and appropriate documentation will be required. Contact Faculty Affairs to discuss and for further guidance.