2.0 Appendix: Independent Contractor & Honorarium Matrix

	Independent Contractor		Honorarium
	Independent Contractor - Simple Service	**Independent Contractor - Complex Service**	**Honorarium**
Criteria	The answer to ALL the following criteria must be "Yes". If not, see the Complex Services category. 1. The service rendered is a performer or speaker either in-person or via Zoom/virtual (i.e. solo musician, guest model, guest judge, etc) and is not participating in a *High-risk event. 2. The individual is not a current CSU employee, State of California employee, or a retired annuitant. 3. The individual is eligible to work in the United States. 4. The payment is less than $2,500 per service and less than $2,500 per fiscal year (July 1 - June 30). 5. A single engagement is less than five (5) days, and cumulatively across all campus departments less than five (5) days per fiscal year. 6. The individual will not work directly with minors. 7. The individual is not a food supplier/vendor. 8. The individual does not require the execution of their own contract. 9. The individual is not doing any type of repair work on or off campus facilities. 10. Does not meet the Honorarium Criteria. NOTE: *High-risk events - If the performer/speaker has a history of or likely potential for crowd control concerns, the Independent Contractor - Complex Service Process must be used.	The answer to ALL the following criteria must be "Yes". 1. The individual is not a current CSU employee, State of California employee, or retired annuitant. 2. Does not meet the Independent Contractor - Simple Service Criteria. 3. Does not meet the Honorarium Criteria.	The answer to ALL the following criteria must be "Yes". If not, see the Independent Contractor Simple or Complex Service Categories. 1. The individual will only participate as an Honoraria in a singular university function/activity. 2. The individual will not work directly with minors. 3. The individual is not a current CSU employee, State of California employee, or a retired annuitant. 4. The individual is eligible to work in the United States. 5. The honorarium payment is less than $600 per fiscal year. 6. The honorarium payment is not being made out to a company or organization. 7. There is no payment and/or compensation that has been agreed upon for participation as Honoraria. 8. There is no invoice and/or agreement required for participation as an Honoraria. 9. The individual does not have a prior existing personal relationship with the organizer of the function/activity. 10. The individual is not participating in a *High-risk event. NOTE: *High-risk events - If the performer/speaker has a history of or likely potential for crowd control concerns, the Independent Contractor - Complex Service Process must be used.
Process	• **Step 1:** Review Independent Contractor – Simple Service criteria to ensure individual meets qualifications. • **Step 2:** Complete and route the Independent Contractor – Simple Service Agreement form • **Step 3:** Independent Contractor accepts and signs the Independent Contractor – Simple Service Agreement. • **Step 4:** Log in to the CSUBUY Procure-to-Pay (P2P) site. • **Step 5**: Is the Independent Contractor new? ○ Yes: Submit a Request New Supplier in CSUBUY. ○ Wait until the supplier is fully added and active in the system before creating a Direct Pay Request. ○ Refer to the Supplier Guides on the How to Purchase and Pay site for assistance, if needed. • **Step 6:** Once the supplier is active, go to the Shopping Home Page, select General > Miscellaneous, and create a Direct Pay Request. • **Step 7:** Complete all required Direct Pay Request questions. Upload all supporting documentation, then submit for DOA approval. • **Step 8:** Upon DOA approval, the request is forwarded to Accounts Payable for review and processing. • **Step 9:** Once processing is complete, the requester will receive a notification from CSUBUY.	• **Step 1:** If Risk Management (RMEHS) review is required, submit an RMEHS Service Request for the Independent Contractor (IC) form. • **Step 2:** Log in to the CSUBUY Procure-to-Pay (P2P) site. • **Step 3:** Is the Independent Contractor new? ○ Yes: Submit a Request New Supplier in CSUBUY. ○ Wait until the supplier is fully added and active in the system before creating a requisition. ○ Refer to the Supplier Guides on the How to Purchase and Pay site for assistance, if needed. • **Step 4:** Once the supplier is active, go to the Shopping Home Page, select General > Independent Contractor, and create requisition. • **Step 5:** Complete all required Independent Contractor questions and requisition fields. Upload all supporting documentation, including the approved Risk Management (RMEHS) Service Request (if applicable), then submit for DOA approval. • **Step 6:** After DOA approval, the requisition routes to HR Compliance for review. Upon compliance approval, it is automatically routed to Procurement for processing. • **Step 7:** Once processing is complete, the requester will receive a notification from CSUBUY.	• **Step 1:** Review Honorarium criteria to ensure individual meets qualifications. • **Step 2:** Complete "Honorarium Payment Request Form" and route for DOA (level ≥4) approver's signature. • **Step 3:** Log in to the CSUBUY Procure-to-Pay (P2P) site. • **Step 4:** Is the Independent Contractor new? ○ Yes: Submit a Request New Supplier in CSUBUY. ○ Wait until the supplier is fully added and active in the system before creating a Direct Pay Request. ○ Refer to the Supplier Guides on the How to Purchase and Pay site for assistance, if needed. • **Step 5:** Once the supplier is active, go to the Shopping Home Page, select General > Miscellaneous, and create a Direct Pay Request. • **Step 6:** Complete all required Direct Pay Request questions. Upload all supporting documentation, then submit for DOA approval. **Approval must be dated prior to the services being performed.** • **Step 7:** Upon DOA approval, the request is forwarded to Accounts Payable for review and processing. • **Step 8:** Once processing is complete, the requester will receive a notification from CSUBUY.
Forms	• Independent Contractor – Simple Service Offer Letter through Adobe Sign Power Form • Direct Payment Request (DPR) – through CSUBUY	This process is embedded in CSUBUY and completed during the requisition workflow. Adobe Sign is no longer used. CSUBUY Business Process Guides	• Honorarium Request Form through Adobe Sign Power Form • Direct Payment Request (DPR) – through CSUBUY
GL Account/ PO Category Code	Chartfield Account Override / Description / GL Account / GL Description No / Direct Pay Official/Referee Payment / 613001 / Contractual Services Yes / Direct Pay Other – Independent Contractor, Simple Service / 613805 / Lectures and Guest Artists Yes / Direct Pay Other – Independent Contractor, Simple Service / 613001 / Contractual Services Yes / Direct Pay Other – Independent Contractor, Simple Service / 613936 / Professional Services/Fees	Commodity Code (CC) / Description / GL Account / GL Description 150008 / Official Guest / 613805 / Lectures and Guest Artists 150009 / Official Guest Travel / 613805 / Lectures and Guest Artists 160001 / General Services / 613001 / Contractual Services 160008 / Professional Services / 613936 / Professional Services / Fees	Chartfield Account Override / Description / GL Account / GL Description No / Direct Pay Official/Referee Payment / 613001 / Contractual Services Yes / Direct Pay Other / 613805 / Lectures and Guest Artist