**701.1rd - Domestic Vendor Independent Contractor (IC) Workflow Process**

**Time Required**

- **7-14 working days minimum**
  - More than ten (10) calendar days on campus (either consecutive or intermittent during fiscal year)
  - Continuous relationship with the University
  - Access to sensitive populations, facilities, or data
  - More than ten (10) calendar days on campus (either consecutive or intermittent during fiscal year)
  - Continuous relationship with the University
  - No access to sensitive populations, facilities, or data
  - Contractors UNC uses from year to year, no 90 day break in Service – do not require background check
  - Department records justification/reason a background check is not required in Section 3 of the I/C Determination Checklist.

- **10 working days minimum**
  - 10 calendar days or less on campus (either consecutive or intermittent during fiscal year)
  - No continuous relationship with the University
  - No access to sensitive populations, facilities, or data
  - Department records justification/reason a background check is not required in Section 3 of the I/C Determination Checklist.

- **5-10 working days minimum**
  - Voucher approved by Department Approver

- **1-2 working days minimum**
  - Check prepared for honoraria

**Required forms**

- Over 10K:
  - IC Services Agreement
  - Statement of Work
  - Direct Deposit Authorization Form
  - Waiver of Competition
  - Sole Source Letter
  - Receipts/Purchase Form (reimbursement and/or travel)

- Under 10K:
  - IC Determination Checklist
  - Background authorization email required
  - W-9 Form
  - All forms listed below

**Completed documents**

- Uploaded at Finance, UNC Campus, Independent Contractor for US IC’s
- Sent to Purchasing IC Coordinator for review and approval

**Pieced highlights**

- OHR sends electronic link to the candidate to complete via email
- All forms & completed and sent to Unit Accounting Dept

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**708.1rd Domestic Vendor Independent Contractor Workflow Process**

*Modified from Student Affairs Workflow Process 7/13/2018*

*Modified 4/18/2017 to reflect 10 day exclusion period instead of 7*
701.1.1rd - Domestic Vendor Independent Contractor (IC) Workflow Process

IC Workflow (continued from page 1)
- Travel Reimbursement Process
- Temporary Employee Process

Time Required
- Travel Reimbursement Process
  - Air Travel: CABS requirement documented
  - Reimbursement for mileage, meals, hotel, etc.
  - Accounting in Unit processes CABS request

- Accounting in Unit Processes Web Travel reimbursement request

- Electronic reimbursement is paid into account; email notification sent

- Air Travel: CABS requirement documented

- Approved as Temporary Employee

- From Page 1

- Check mailed after event

- Follow HR Processing requirements for a Temporary Employee

2-3 working days minimum

14-21 working days minimum

Resources:
- 708.1.1f - Employee/Independent Contractor Determination Checklist
- 708.1.2f - Independent Contractor Services Agreement and Statement of Work

Background Checks: Once a department determines a background check is necessary, it contacts the HR Representative to initiate a background check. The HR Representative creates an “eVite” in the CastleBranch system and sends the request to the applicant via email. CastleBranch conducts criminal background checks for all state jurisdictions, a federal criminal check, national sex registry check, federal debarment check, and a driver’s license check, if appropriate for the position. The hiring department is billed for the background check, and the OHR background check unit strives to notify department of individuals who have a clear report (no adverse results) within 7 business days. For more information, please see: https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131796 and https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131721.

Sole Source Letter: See your Accounting Department in School or Unit for example