708.1.2rd Foreign Vendor Independent Contractor (IC) Workflow Process

**Time Required**

- **Planned Event**
  - Meet with Business staff to discuss event
  - Planned Event
    - Expenses and payment under total $10,000
    - Expenses and payment over total $10,000

**Expenses and Payment**

- **Less than ten (10) calendar days 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 required in Section 3 of the I/C Determination Checklist.

- **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

**Required forms**

**Required forms (under 10K):**
- IC Determination Checklist
- W-9 or W-8BEN Form
- Foreign Vendor Creation Form/Banking info
- Copy of VISA or Passport
- All forms listed below

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

- **Meeting with Business staff to discuss event**
- **Completed by department:**
  - Statement of work
  - Waiver of competition
  - Sole source letter

- **Completed by individual:**
  - IC Services Agreement (over $10,000)
  - IC Determination checklist
  - Direct Deposit Authorization Form
  - W-9 form or W-8 BEN

- **Immediate completion of forms**
  - IC Services Agreement
  - Statement of Work
  - Waiver of Competition
  - Sole Source Letter
  - Direct Deposit Authorization Form
  - W-9 form or W-8BEN

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

- **All forms listed below**

**Process Stopped**

- **Departments Accounting Department processes voucher and statement of work reference IC**
  - Voucher approved by Department Approver
  - Travel
  - Honoraria
  - Vendor Creation

- **Approved as Independent Contractor**
  - Follow School/Departments Travel policy
  - Honoraria
  - Approved as Independent Contractor

**Completed documents uploaded at Finance, UNC Campus, Independent Contractor for US IC’s**

**All Foreign Vendors’ documents submitted by email to IC Review**

- **Human Resources**
  - Sent to IC Coordinator for review and approval
  - Check mailed after event

- **Departments**
  - Completed by department:
    - Department receives approved background check from OHR
  - Completed by individual:
    - IC Services Agreement (over $10,000)
    - IC Determination checklist
    - Direct Deposit Authorization Form
    - W-9 form or W-8 BEN
  - All forms & completed and sent to Unit Accounting Dept.

- **Check mailed after event**

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

7/13/2018
708.1.2rd Foreign Vendor Independent Contractor (IC) Workflow Process

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

**Time Required**
- **Travel Reimbursement Process**
  - 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](https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131796) and [https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131721](https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131721).

**Sale Source Letter:** See your Accounting Department in School or Unit for example.