

FORT HAYS STATE UNIVERSITY STUDENT ACTIVITY ACCOUNT CONTRACTUAL SERVICES POLICY AND PROCEDURES

Process the Contractual Services Form to determine if payment for services by an individual will be considered FHSU payroll or paid directly to the individual.

A Contractual Services Form is initiated by a member of the organization or group (preferably the Treasurer). Log in to Workday; Select External Resources, Workflow, Purchasing, Contractual Services Form.

- Complete this form **only** if you are paying an individual not an organization or supplier.
- Complete the Contractor Certification section. List the name of the individual, provide the appropriate identification number, address, full amount of payment, dates the services were performed, and location. Provide a very detailed description of the type of service and length of contract with Fort Hays State University.
- Complete Part I **or** II of the form to determine if the individual providing the service is to be considered an Independent Contractor. If the answer is "Treat as Independent Contractor", complete Part III. If the person is to be treated as an employee, contact the **Human Resource Office** at 628-4462 for information on how to pay the individual.