

Fort Hays State University

Complete Workday Extend, Contractual Services Form

Procedures:

A Contractual Services Form is required when a service is provided by an individual to determine the classification of the individual as either an employee or an independent contractor. The process is also used to determine if individuals are currently employed with the State of Kansas to determine the proper payment channels. If the contract is for multiple payments, the Contractual Services Form should be submitted once for the total amount of payment per the contract per fiscal year. The Contractual Services Form must be completed prior to completing a purchase order, signing a contract, or making payment.

All contracts or agreements require pre-approval prior to execution. General Counsel must review the document(s). As a reminder, only the President and Vice President for Administration and Finance have the authority to sign contracts or agreements. This includes quotes for purchases requiring a signature.

If the individual does not furnish a contract or invoice, submit a Workday Online Workflow, Business Office, **Documentation for Workday Payment Form**. The payment cannot be submitted until the service is completed.

Refer to FLOWCHARTS: [Procurement to Payment](#), Formal Bid, or [Purchasing Procedures and Workday Requisitions](#) for further details.

For detailed instructions on how to use the form, see the Workday Extend User Guide – [Contractual Services Form](#).

Contact the Controller at 785-628-4324 with questions.