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: Requester reviews Independent Contractor – Simple Service criteria to ensure individual meets qualifications • Step 2: Requester completes and routes the Independent Contractor – Simple Service Offer Letter and a Payee Data Record (if IC is a new Supplier) to the Independent Contractor. • Step 3: Independent Contractor accepts and signs the Independent Contractor – Simple Service Agreement form. • Step 4: Requester routes the Independent Contractor – Simple Service Agreement for DOA (level ≥4) approver's signature. Approval must be dated prior to the services being performed. • Step 5: After services have been rendered, Requester submits a completed Independent Contractor – Simple Service Agreement form along with an Invoice and a Direct Payment Request (DPR) to Accounts Payable. • Step 6: Payment is issued.	• Step 1: Obtain Form from One Stop Financial Services via Adobe Sign link. • Step 2: Independent Contractor (IC) Form is completed by the requesting department. If available include Certificate of Insurance. • Step 3: If IC is a new supplier, Requester completes and routes Payee Data Record to Independent Contractor. • Step 4: Create a Requisition via the Purchasing module and upload the IC form. • Step 5: IC Requestor sends email notification to One-Stop Financial Services. • Step 6: One Stop Financial Services reviews IC form. (If the IC form requires corrections, the department/Requester will be notified to correct the IC form and the process will revert to Step 2.) • Step 7: Notification is sent to the Controllers Office to review the IC form. (If the IC form requires corrections, One Stop Financial services will be notified, and the process will revert to Step 5.) • Step 8: Notification is sent to Risk Management (RMEHS) to review the IC form. (If the IC form requires corrections, One Stop Financial Services will be notified, and the process will revert to Step 5.) • Step 9: Notification is sent to Procurement & Contracts to review IC requisition. • Step 10: Procurement issues PO • Step 11: After services have been rendered, Department submits invoice to Accounts Payable. • Step 12: Payment is issued.	• Step 1: Requester reviews Honorarium criteria to ensure individual meets qualifications. • Step 2: Requester completes Honorarium Request Form and routes for DOA (level ≥4) approver's signature. • Step 3: Requester routes Payee Data Record to Honorarium. • Step 4: DOA approves Honorarium Request Form. Approval must be dated prior to the services being performed. • Step 5: Requester submits Honorarium Request Form along with a Direct Payment Request (DPR) to Accounts Payable. • Step 6: Payment is issued.
Forms	• Independent Contractor – Simple Service Offer Leter through Adobe Sign Power Form • Direct Payment Request (DPR)/Payment Request	• Independent Contactor through Adobe Sign Power Form • Requisition • Direct Payment Request (DPR)/Payment Request	• Honorarium Request Form through Adobe Sign Power Form • Direct Payment Request (DPR)/Payment Request
GL Account/ PO Category Code	**Account** 613001 - Contractual Services 613821- Temporary Help Services 613805 - Lecture and Guest Artists	**Account** / **PO Category Code** 613001 - Contractual Services / 160001-General Services 160804 - Internships 613821 Temporary Help Services / 160804 - Service-Temp Help Svcs 613805- Lecture and Guest Artists / 160801 - Lecture and Guest Artists	**Account** 660849 - Honorarium