

PeoplePay: Factors that Determine Independent Contractor Status

This worksheet contains a list of questions used to determine the working relationship of a non-employee providing “all other types of services.” Use this worksheet to compile the answers then enter the answers into PeoplePay. Based on your answers, PeoplePay will determine if the person can be treated as an Independent Contractor.

Section 1: Behavioral Control	YES	NO
1. Will U-M provide instruction about when, where, and how the work is to be done?		
2. Will U-M provide training for the individual?		
3. Will U-M require the individual to personally perform the service?		
4. Will U-M establish the work hours?		
5. Will U-M require the individual to provide the service full-time during the duration of the contract?		
Section 2: Financial Control	YES	NO
6. Will the contract be based on an hourly, weekly, or monthly rate?		
7. Will U-M pay the worker’s business and/or travel expenses?		
8. Will U-M furnish any equipment, materials, tools, and/or supplies?		
9. Does the worker invest in facilities used to perform services?		
10. Does the individual work for one firm at a time?		
Section 3: Relationship	YES	NO
11. Does the individual make his/her services known to the public primarily through word of mouth?		
12. Does U-M have the right to discharge the individual?		
13. Does the individual have the right to end his/her relationship with U-M at any time without incurring liability?		
14. Does U-M anticipate the individual will provide services on an on-going basis?		
15. Will U-M integrate the individual’s services into its daily operations by providing email, an office, or by requiring attendance at meetings?		