SEAS Independent Contractor Process

Dept/Unit Role
HR Role
Financial Ops Role

I wish to engage with an individual (including single-employee business e.g. LLC).

Does individual have an active Harvard Appointment?

No

Yes

Not an IC. HR will work with dept contact to determine next steps

ICQ required unless engagement is one-time for less than 3 months and less than $3,000

Is ICQ required?

No

Yes

If less than 3 months and $3,000, and dept can attest to satisfying the 3 part IC policy test, dept to complete Exception Attestation (HR review not needed).
Does the engagement meet the 3 part test?

No

Yes

HR reviews ICQ.

Is this individual classified as an IC?

No

Yes

Dept contact executes contract before services are performed. When services are performed and invoice(s) are received, dept submits approved ICQ **or** Exception Attestation Form along with contract and invoice to AP approver.

AP approver must confirm an ICQ or Attestation and contract have been completed and signed before processing payments.