

Instructions

1. Before retaining individuals to provide services to the University of Kentucky, this form must be completed and submitted to HR Compensation by email at workerstatusevaluation@uky.edu.
2. The information is required for proper classification of the worker as an employee or as an independent contractor and to ensure any payments they receive are in compliance with federal and state tax regulations.
3. Failure to properly classify individuals may result in the University unit retaining the individual being liable for any unpaid taxes, fines and penalties assessed by federal and state agencies.
4. Please attach a detailed description of the work to be performed.

Frequency

Generally, a Worker Status Evaluation Form is required each time an individual is to be retained. However, if a division, college or department expects to need periodic services from one of the types listed below, a Worker Status Evaluation Form may be completed for a Worker Classification Type for an extended period within the current fiscal year.

Some examples of independent contractors include:

Actors
Contest judges
Disc jockeys
Editors

Entertainers
Guest lecturers
Interpreters
Interviewers

Musicians
Photographers
Proofreaders
Referees

Transcribers
Translators
Visiting speakers
Writers

For additional information, see *Classifying a Worker as an Employee or Independent Contractor*, [BPM E-7-3](#).

Evaluation form

Note: The information provided below is only guidance for worker classification by Human Resources. In all cases, specific circumstances will be considered and worker classification may vary.

This form is being completed for

☐ A single individual for a single event

Last name _____ First name _____ Middle initial _____

OR

☐ Multiple individuals providing the same type of service for the same event, or multiple individuals providing the same type of service for several events throughout the current fiscal year.

Worker classification type (see list above): _____

General information

1. Based on your knowledge, has this person ever been an employee of the University of Kentucky? ☐ Yes ☐ No
If yes, please indicate the dates and previous positions: _____

2. Has this individual previously been paid as an employee to perform essentially these same duties/tasks? ☐ Yes ☐ No

Note: if the answer to 1 or 2 is "yes," the individual is most likely an employee and there is no need to continue completing this form. However, contact HR Compensation with any questions and/or to confirm the employee status. You may still complete this form if you would like a full review.

3. Does the individual provide the same or similar services to the general public or a number of other clients at the same time? ☐ Yes ☐ No

4. Are there current UK employees who have performed or are currently performing the same or similar services?
☐ Yes ☐ No ☐ Don't know
5. Was this individual solicited to provide a service for a fee? ☐ Yes ☐ No
6. Will this individual conduct a class, lecture, workshop, seminar or other educational course for UK? ☐ Yes ☐ No
 If yes, is this class for academic credit? ☐ Yes ☐ No
 If yes, does the person determine the grades? ☐ Yes ☐ No
7. Describe the type of services to be provided by this person, including the timeframe for completion:

8. Has the individual previously performed services in any capacity to your division, college or department?
☐ Yes ☐ No
 If yes, what were the dates? From ____/____/____ to ____/____/____
 Also, explain the differences, if any, between the current and prior services:

9. How was the individual selected? _____
10. Is the work to be performed recurring in nature? ☐ Yes ☐ No
 If yes, please explain: _____
11. Will there be a continuing working relationship with the individual, even if it is irregular or infrequent? ☐ Yes ☐ No
12. How will this person be paid? ☐ Hourly ☐ Weekly ☐ Lump sum ☐ Other _____
13. Will the individual be reimbursed for expenses (i.e. business or travel expenses)? ☐ Yes ☐ No
14. Will the individual provide the tools and materials needed to perform the work? ☐ Yes ☐ No
 If no, who will provide the tools and materials needed? _____
15. Can the individual be dismissed for failure to obey instructions from a UK employee? ☐ Yes ☐ No
16. Can the individual terminate the relationship with UK without incurring any liability? ☐ Yes ☐ No
17. Explain why you believe this engagement requires an independent contractor as opposed to an employee:

Control and supervision

1. What specific training and/or instruction is the individual provided by UK?

2. How does the individual receive work assignments?

3. Who determines the methods by which the assignments are performed?

4. Who is the individual required to contact if problems or complaints arise, and who is responsible for their resolution?

5. What types of reports or work products are required from the individual?

6. Describe the individual's daily routine, such as scheduled hours, etc.
-
-
7. At what locations does the individual perform services (e.g. on campus, own shop or office, home, etc.)? If more than one, indicate the percentage of time spent in each location.
-
-
-
8. Describe UK meetings the individual is required to attend (e.g. project meetings, staff meetings, etc.):
-
-
-
-
9. Is the individual expected to conduct the work personally, rather than sending other people to conduct the work?
☐ Yes ☐ No
10. Does the individual employ others to provide services? ☐ Yes ☐ No
If yes, does UK or the individual control the selection? _____
11. Does UK have control over the amount of time this individual spends working so as to restrict him or her from other gainful work? ☐ Yes ☐ No
If yes, please explain: _____
12. Please describe the individual's responsibilities in the assignment as a summary of the role:
13. What is UK's role in the assignment? _____
14. Will the individual be listed in the University's faculty/staff director, have UK business cards, or have any office spaces or administrative assistance provided by UK? ☐ Yes ☐ No
15. Form completed by (must be a UK employee):
Name: _____
Position title: _____
Division/college/department: _____
Phone: _____ Email: _____

Worker classification: To be completed by HR Compensation only

Based on the information provided, the individual is classified as:

- ☐ Employee (regular or temporary)
- ☐ Independent contractor
- ☐ Honorarium (A payment may be made to the individual since the services are to be provided voluntarily and payment is not expected or legally required.)

Compensation comments: _____

Signature _____ Date _____
(Director of Compensation or designee)

Instructions for division, college or department

Based upon the decision indicated above:

Employee (regular or temporary): Payment must be made through the UK payroll process. Complete the appropriate JAQ or STEPS requisition.

Independent contractor: Payment is to be made by Payment Request Document (PRD) or Shopping Cart/ Requisition (See [Purchasing/AP Quick Reference Guide](#)). Select the appropriate method of payment and attach a copy of this completed form along with a completed [Independent Contractor/Client Scope of Work Form](#) as documentation for the PRD/Shopping Cart/Requisition.

Honorarium: Payment may be made by Payment Request Document (PRD). Select "Honorarium" as the Product Category and attach a copy of this completed form as documentation for the PRD.