**Decision Diagram - Employee or Independent Contractor**

**CONTRACTS AND PAYMENT**
The University requires a letter be signed documenting the duties and responsibilities to be carried out, or a signed position description and letter of offer.

The job needs to be posted.

Paid through **Payroll**.

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**CONTRACTS AND PAYMENT**
The University requires that a Services Agreement be signed specifying the desired outcomes (not duties or responsibilities).

The work may need competitive bid process depending on contract value (excluding academic services)

Paid through **Accounts Payable**.