

**Minnesota State University, Mankato
Human Resources**

**Independent Contractor/Employee Status Form
"Worker Classification Questions"**
(TO BE COMPLETED BY HIRING SUPERVISOR)

Date: _____

Fiscal Year: _____

Title of Position(s) at Minnesota State Mankato: _____

Is the independent contractor a *current* employee of Minnesota State or the State of Minnesota?

Yes, current Minnesota State Yes, current State of Minnesota No, not a current employee of either

Is the independent contractor a *former* employee of Minnesota State or the State of Minnesota?

Yes, is a former Minnesota State Yes, is a former State of Minnesota No, not a former employee of either

Please indicate prior H.R. determination for this position:

Employee Contractor No Prior Determination Made (Not Applicable)

Employee/Contractor Name _____

Provide a description of work duties and job title of the worker (please provide enough information to assist approvers to understand the nature and scope of the work to be performed):

Requesting Program / Dept: _____

- A. Estimated number of hours per week: _____
- B. Estimated number of days per fiscal year: _____
- C. Estimated number of employees in this position title: _____

**PLEASE CHECK
WHAT APPLIES**

	YES	NO
The following behavioral control factors indicate the worker is an employee:		
Minnesota State Mankato directs how, when or where to do the work		
Minnesota State Mankato specifies what tools or equipment to use		
Minnesota State Mankato specifies the sequence in which services should be performed		
Minnesota State Mankato determines which assistants to hire to help with the work		
Minnesota State Mankato decides where to purchase supplies and services		
Minnesota State Mankato sets hours of work		
Minnesota State Mankato requires reports to be submitted		
Minnesota State Mankato provides training about procedures and methods		
The following financial control factors indicate the worker is an employee:		
Minnesota State Mankato reimburses or pays travel and business expenses		
Minnesota State Mankato pays at regular intervals (by the hour, week, etc.)		
Minnesota State Mankato provides tools, materials and other equipment		
The following financial control factors indicate the worker is an independent contractor:		
Worker has the opportunity for profit or risk of loss		
Worker has a significant investment in the work		

Worker offers services to the general public		
The services provided are not an integral part of the business (for example: a bank hiring a plumber)		
The following factors indicate the worker is an employee:		
Worker has the right to quit without incurring liability		
Business has the right to fire the worker		
Worker receives employee benefits		
There is a continuing relationship between the business and the worker		
Services performed by the worker are a key aspect of the regular business		

The aforementioned information is an accurate representation of the nature of work by the employee/independent contractor.

Name of Requester (Please Print): _____ Phone: _____

Signature of Requestor: _____

*******THIS SECTION TO BE COMPLETED BY HUMAN RESOURCES*******

Reviewed by (Please Print): _____

Please Check What Applies:

- State Employee
 - Classified
 - Unclassified
 - Hourly
 - Lump Sum
- Contractor

Reason(s):

_____ HR Director Signature Phone _____

Copies to: *Business Services*
Human Resources
Requestor