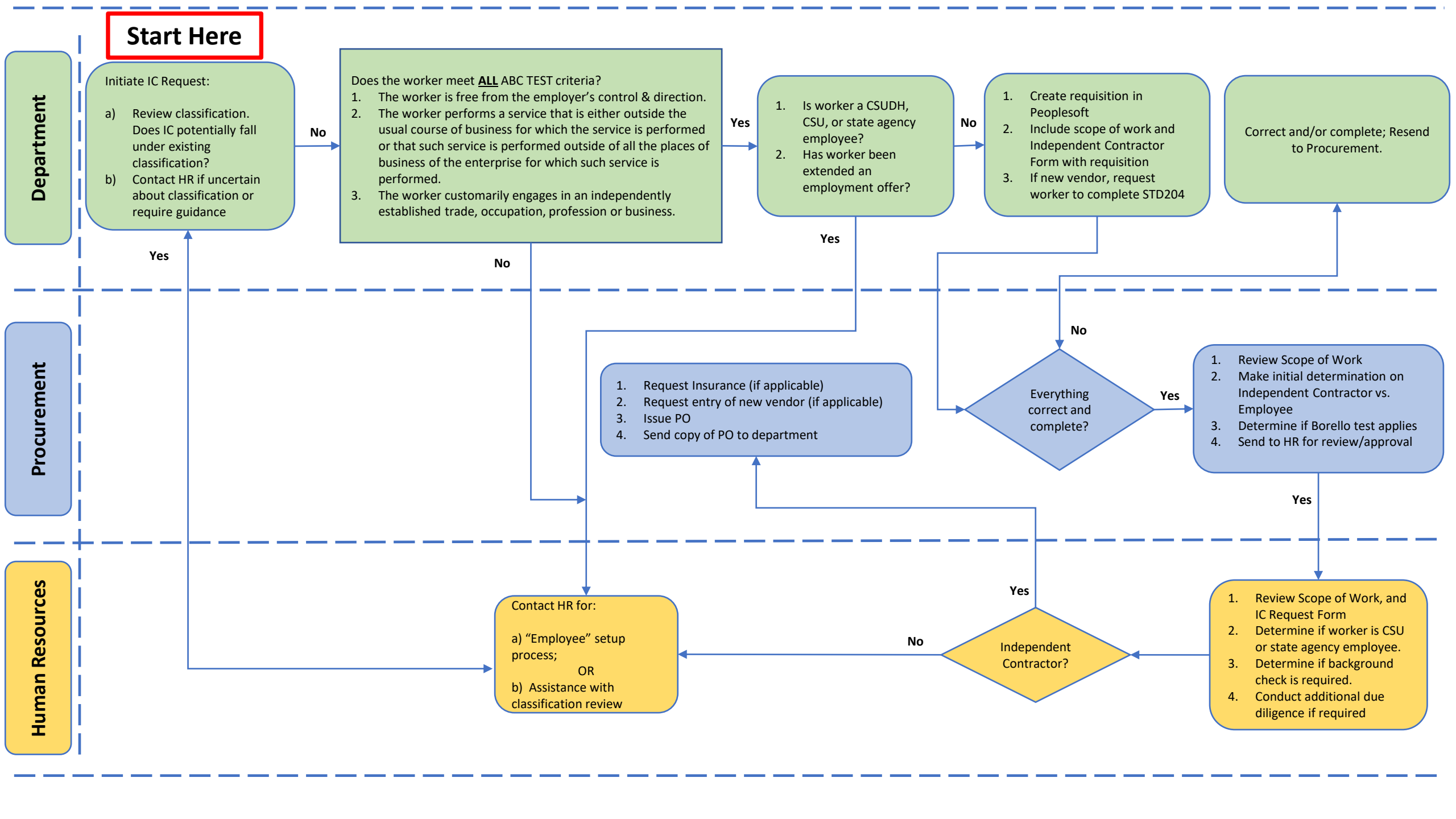


**Start Here**



Department

Procurement

Human Resources

Initiate IC Request:  
a) Review classification. Does IC potentially fall under existing classification?  
b) Contact HR if uncertain about classification or require guidance

Does the worker meet **ALL** ABC TEST criteria?  
1. The worker is free from the employer's control & direction.  
2. The worker performs a service that is either outside the usual course of business for which the service is performed or that such service is performed outside of all the places of business of the enterprise for which such service is performed.  
3. The worker customarily engages in an independently established trade, occupation, profession or business.

1. Is worker a CSUDH, CSU, or state agency employee?  
2. Has worker been extended an employment offer?

1. Create requisition in Peoplesoft  
2. Include scope of work and Independent Contractor Form with requisition  
3. If new vendor, request worker to complete STD204

Correct and/or complete; Resend to Procurement.

1. Request Insurance (if applicable)  
2. Request entry of new vendor (if applicable)  
3. Issue PO  
4. Send copy of PO to department

Everything correct and complete?

1. Review Scope of Work  
2. Make initial determination on Independent Contractor vs. Employee  
3. Determine if Borello test applies  
4. Send to HR for review/approval

Contact HR for:  
a) "Employee" setup process;  
OR  
b) Assistance with classification review

Independent Contractor?

1. Review Scope of Work, and IC Request Form  
2. Determine if worker is CSU or state agency employee.  
3. Determine if background check is required.  
4. Conduct additional due diligence if required