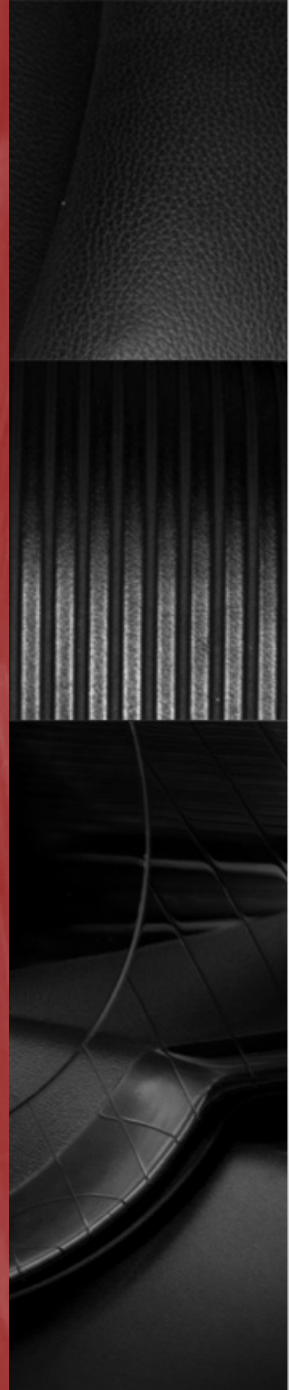


Request for Contract Services

IEA's and PSC's





Personal/Professional Services Contract (PSC)- Defined

- A Specialized type of contract used to acquire skills, knowledge, and professional expertise that is not currently available at the University.
- Individuals must be established as a separate business entity, qualifying as an Independent Contractor, in order to be processed using a PSC.
- Individuals not qualifying as an independent contractor must be compensated under an employee relationship.



Defining an Independent Contractor

An independent contractor usually:

- Is a sole proprietorship, partnership, or corporation whose services are available to the public, and who may sustain a profit or loss.
- Is free to choose the working conditions, methods and techniques for performing the work and is not
- Is responsible only for meeting the specifications in the agreement. under the direction and control of the department.
- Has the right to employ assistants.
- Has a normal business practice, and uses separate telephone service, business cards or commercial advertising as is customary in operating similar businesses.
- Has two or more effective contracts.
- Has had no recent employee relationship with the University



Irregular Employment Agreement (IEA)

- Used for a one time temporary administrative service that will be LESS than 90 days
- IEA's must be paid at an hourly rate
- Cannot be used for Classified Employee's or Student's

Prior to any work being performed

- Contact your Service Center HR Specialist to confirm the correct contract is being used
- Obtain approval for work to be done from appropriate authority
- If employee has never worked at SOU contact a Service Center HR Specialist to complete the required new hire paperwork



Purchasing and Contracting

Please contact your Service Center Support Specialist for assistance

- Team 1- Ashley King – Ph: 541-552-7095 or Email: kinga@sou.edu
- Team 2- Kim Olson – Ph: 541-552-7060 or Email: kolson@sou.edu
- Team 3- Brigitte Moore – Ph: 541-552-7096 or Email: mooreb3@sou.edu
- Team 4- Jessica Martinez – Ph: 541-552-7046 or Email: martinezj6@sou.edu

You can also contact an HR Specialist for assistance

- Christopher Evans – Ph: 541-552-6224 or Email: evansc3@sou.edu
- Catherine Piedmont – Ph: 541-552-7072 or Email: piedmontc@sou.edu



How long will it take to process?

- Typically two weeks notice is needed to process your request for a contract service
 - This helps to ensure that the contract can be paid on time
 - Gives the Support Specialist and HR Specialist time to seek further clarification if needed
 - If the request is made with less than two weeks until the service is provided payment in the current payroll month cannot be guaranteed