



For Cornell use only. Do not send this form to the service provider. Use this worksheet to help determine whether a person is an independent contractor or a Cornell University employee. Use the Service Provider Questionnaire document completed by the service provider to answer the following questions.

Part I: Service Provider Information

Legal Name _____ Business/D.B.A. Name _____

Part II: Relationship with Cornell

1. Does this individual currently work for Cornell University? [Yes/No]
If you answered yes, treat this person as an employee. Stop here and contact your local human resources representative for direction. If no, go to the next question.
2. Does Cornell want to hire this individual as an employee immediately following the termination of the contract for service? [Yes/No]
If you answered yes, treat this person as an employee. If no, go to the next question.
3. In the past 12 months, was the individual on the Cornell payroll in either a regular or temporary appointment? [Yes/No]
If you answered yes, go to the next question. If no, go to question 5.
4. If yes to question 3, are the duties they performed in that role similar to those that would be provided under the contract for services? [Yes/No]
If you answered yes, treat this person as an employee. If no, go to the next question.

Part III: Services

5. Does the individual routinely provide the same or similar services outside of Cornell to the general public as part of a continuing trade or business? [Yes/No]
If you answered yes, treat this person as an independent contractor. If no, go to the next question.
6. Will the department provide the individual with specific instructions regarding performing the required work rather than rely on the individual's expertise? [Yes/No]
If you answered yes, treat this person as an employee. If no, go to the next question.
7. Will Cornell regularly furnish any of the following: office space, equipment, materials, tools, or supplies? [Yes/No]
If you answered yes, treat this person as an employee. If no, go to the next question.
8. Will Cornell set the number of hours or days of the week that the individual is required to work, as opposed to allowing the individual to set the work schedule? [Yes/No]
If you answered yes, treat this person as an employee. If no, treat this person as an independent contractor.

Independent Contractor Evaluation Worksheet, continued

What To Do Next

If the answers indicate the person should be an **employee**, contact your [local human resources representative](#) for direction.

If the answers indicate the person should be an **independent contractor**, submit this completed form and the questionnaire completed by the service provider to your business service center via the IWant document.

Worksheet Completed By:

Cornell Employee Name _____ NetID _____ Date Completed _____

Unit/Department or BSC _____