

**UNIVERSITY OF KENTUCKY
WORKER STATUS EVALUATION FORM**

Before retaining an individual(s) to provide services to the University of Kentucky, this form must be completed and submitted to Human Resources Compensation. The information is required for proper classification of the worker(s) as an employee or as an independent contractor and to ensure any payments they receive are in compliance with Federal and State Tax Regulations. Failure to properly classify individuals may result in the University unit retaining the individual, being liable for any unpaid taxes, fines and penalties assessed by Federal and State agencies.

A Worker Status Evaluation form is required each time an individual is to be retained. However, if a Division, College or Department expects to need periodic services from one of the types listed below, a Worker Status Evaluation form may be completed for an extended period within the current fiscal year.

Worker Classification Types for Independent Contractors include, but are not limited to, the following:

Actors	Entertainers	Musicians	Transcribers
Contest Judges	Guest Lecturer	Photographers	Translators
Disc Jockeys	Interpreters	Proofreaders	Visiting Speaker
Editors	Interviewers	Referees	Writers

For additional information, see Classifying a Worker as an Employee or an Independent Contactor [BPM E-7-3](#).

Date: _____

Note: The information provided below is only guidance for worker classification by Human Resources. In all cases, specific circumstances will be considered and worker classification may vary.

Individual to be retained for services: Last Name: _____ First Name: _____ M.I.: _____

Worker Classification Type:

Only complete this section when requesting classification of more than one individual who will be providing similar periodic services throughout a given fiscal year.

Type _____ Estimate the number individuals/events _____ and attach a list of the names if known.

I. GENERAL INFORMATION:

1. Based on your knowledge, has this person(s) ever been an employee of the University of Kentucky?
Yes No If "yes," please indicate dates and previous position(s):

2. Has this individual(s) previously been paid as an employee to perform essentially these same tasks/duties? Yes No

Note: If answers to questions 1. or 2. above is "Yes," the individual is most likely an employee and there is no need to continue completing this form. However, contact Human Resources, Compensation with any questions and/or confirmation of the employee status. You may still complete this form if you would like a complete review.

3. Are there current UK employees who have performed or are currently performing the same or similar services? Yes No Do not know

4. Was this individual(s) solicited to provide a service for a fee? Yes No

5. Will the individual(s) conduct a class, lecture, workshop, seminar, or other educational course for UK?
Yes No
6. Describe the type of services to be provided by this person(s) including the timeframe for completion.

7. Has the individual(s) previously performed services in any capacity for your division/
college/department? Yes No
a. If "yes," what were the dates? From: ____/____/____ To: ____/____/____
b. Also explain the differences, if any, between the current and prior services.

8. How was the individual(s) selected?

9. Is the work to be performed recurring in nature? Yes No
10. Will there be a continuing working relationship with the individual(s) even if it is irregular or infrequent?
Yes No
11. How will this person be paid? Hourly Weekly Monthly Lump Sum Other

12. Will the individual(s) be reimbursed expenses (i. e. business or travel expense) Yes No
13. Will the individual(s) provide the tools and materials needed to perform the work?
Yes No If no, who will provide the tools and materials if needed?

14. Can the individual(s) be dismissed for failure to obey instructions from a UK employee? Yes No
15. Can the individual terminate the relationship with UK without incurring any liability? Yes No
16. Does the individual(s) provide the same or similar services to the general public or a number of other
clients at the same time? Yes No
17. Explain why you believe this engagement requires an independent contractor as opposed to an
employee.

II. CONTROL AND SUPERVISION

1. What specific training and/or instruction is the individual provided by UK?

2. How does the individual receive work assignments?

3. Who determines the methods by which the assignments are performed?

4. Who is the individual required to contact if problems or complaints arise and who is responsible for their resolution?

5. What types of reports or work products are required from the individual?

6. Describe the individual's daily routine such as scheduled hours, etc.

7. At what location(s) does the individual perform services (e.g., on campus, own shop or office, home, etc.)? Indicate the percentage of time spent in each location, if more than one.

8. Describe UK meetings the individual is required to attend (e.g., project meetings, staff meetings, etc.)

9. Is the individual expected to conduct the work personally rather than being allowed to send other persons to conduct the work? Yes No
10. Does the individual employ others to provide services?
Yes No If "Yes" does UK or the individual control the selection? _____
11. Does UK have control over the amount of time this individual spends working so as to restrict him/her from other gainful work? Yes No
12. Will the individual be listed in the University's faculty/staff Directory, have UK business cards, or have any office spaces or administrative assistance provided by UK? Yes No
13. Form completed by:
Name: _____
Position title: _____
Division/College/Dept. _____
Contact information: phone _____ email _____

III. WORKER CLASSIFICATION – To be completed by Human Resources Compensation only.

Based on the information provided, the individual(s) is classified as:

- Employee (regular or temporary)
- Independent Contractor
- Honorarium * A gratuitous payment may be made to the individual since the services are to be provided voluntarily and payment is not expected or legally required.

Signature (HR Official) _____

Date: _____

IV. Instructions for the Division, College or Department.

Based upon the decision indicated in section III. above:

Employee (Regular or Temporary): Payment must be made through the UK Payroll process. Complete the appropriate JAQ or STEPS Requisition.

Independent Contractor: Payment is to be made by Payment Request Document (PRD) or Shopping Cart/Requisition. (see [Purchasing/AP Quick Reference Guide](#)) Select the appropriate method of payment and attach a copy of this completed form along with a completed [Independent Contractor/Client Scope of Work Form](#) as documentation for the PRD/Shopping Cart/Requisition.

*Honorarium: Payment may be made by Payment Request Document (PRD). Select “Honorarium” as the Product Category and attach a copy of this completed form as documentation for the PRD payment.