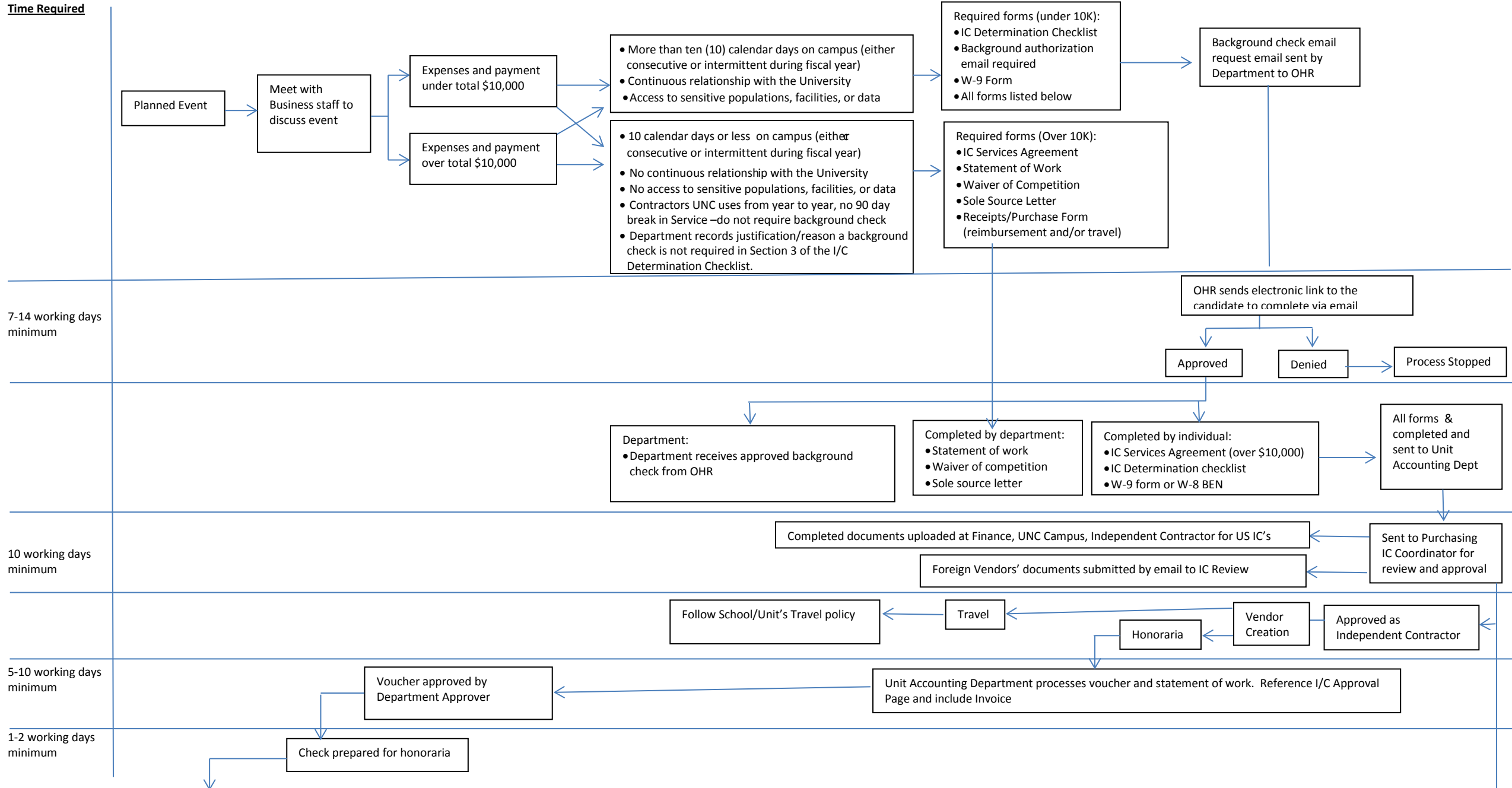




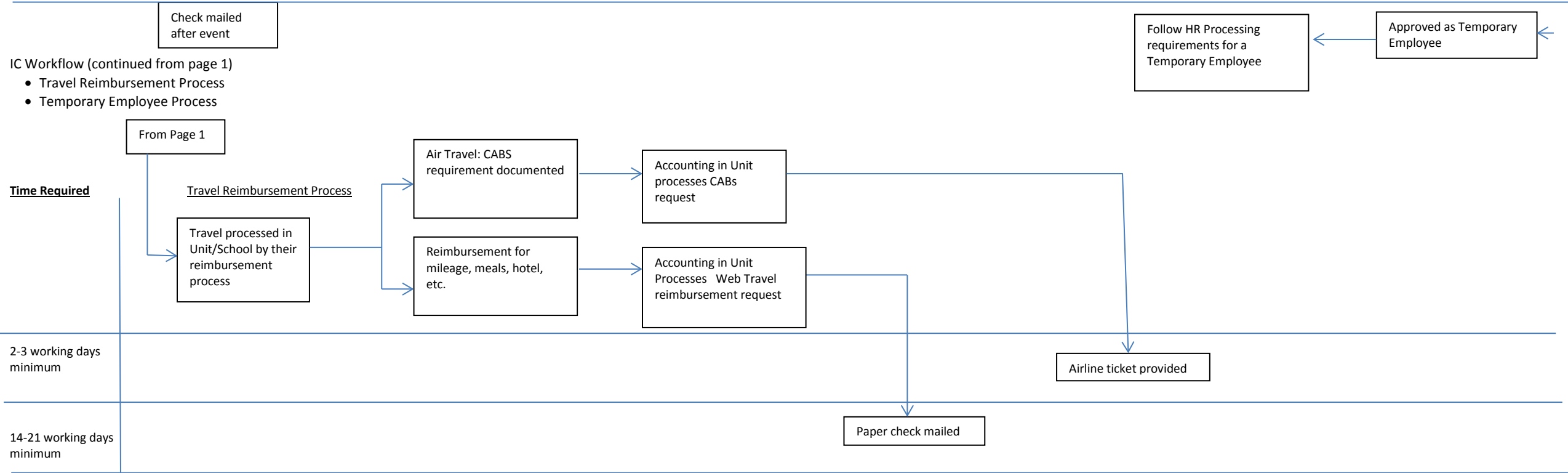
701.1.1rd - Domestic Vendor Independent Contractor (IC) Workflow Process



708.1.1rd Domestic Vendor Independent Contractor Workflow
 Process Modified from Student Affairs Workflow Process 10/7/2015
 Modified 4/18/2017 to reflect 10 day exclusion period instead of 7



701.1.1rd - Domestic Vendor Independent Contractor (IC) Workflow Process



- Resources:
- 708.1.1f [Employee/Independent Contractor Determination Checklist](#)
 - W-9 Form <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - 708.1.2f [Independent Contractor Services Agreement and Statement of Work](#)
 - 708.1.3f [Waiver of Competition](#)

Background Checks: Once a department determines a background check is necessary, it contacts the HR Representative to initiate a background check. The HR Representative creates an “eVite” in the CastleBranch system and sends the request to the applicant via email. CastleBranch conducts criminal background checks for all state jurisdictions, a federal criminal check, national sex registry check, federal debarment check, and a driver’s license check, if appropriate for the position. The hiring department is billed for the background check, and the OHR background check unit strives to notify department of individuals who have a clear report (no adverse results) within 7 business days. For more information, please see:

<http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/employment/pre-employment-background-checking-spa-epa-non-faculty/> and <https://hr.unc.edu/files/2012/11/Background-Policy-Procedural-Supplement-2016.pdf>

Sole Source Letter: See your Accounting Department in School or Unit for example