

Steps required to establish contracts with independent contractors:

- First, you must check if the individual is already set up as an independent contractor.
- If the individual is not currently designated an independent contractor, you must complete the 'Independent Contractor Questionnaire'.
- If the individual is assessed and found to be an independent contractor, you will be prompted by email to complete the ['Confirmation and Indemnification Agreement' form](#).
- Initiating Payment:
 - under \$10,000
 - over \$10,000

Important Notes:

- **Social Insurance numbers (SIN) should never be included on any form or sent via e-mail.** When paying an individual who is not registered for HST/GST, Accounts Payable requires their SIN before payment can be issued. If you believe the individual may need to provide their SIN, please contact Accounts Payable for instructions (accounts.payable@carleton.ca).
 - Accounts Payable will review the 'Independent Contractor Questionnaire' and make the final determination of an employer-employee relationship or self-employed status.
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THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

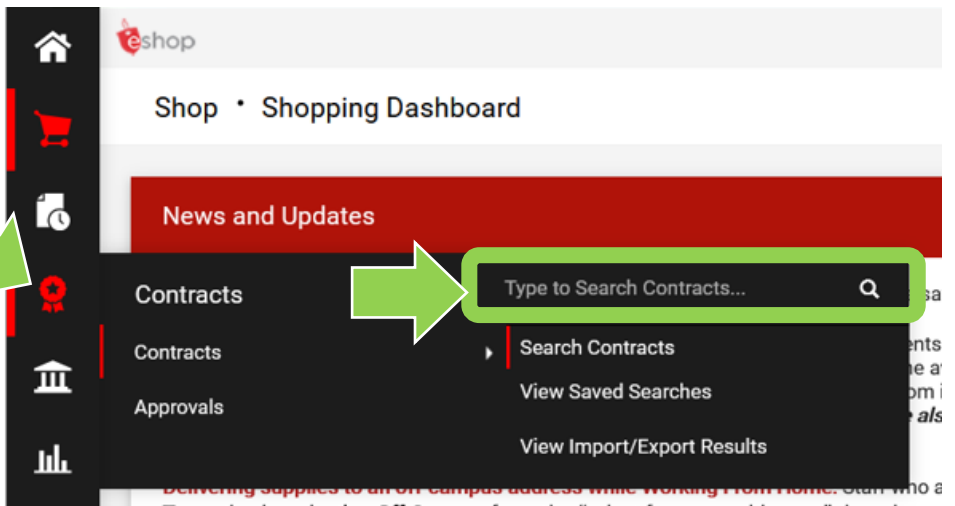
1a. **Searching eShop for an independent contractor:**

The first step is to determine if an individual is currently an independent contractor at Carleton University.

Click on the **Contracts icon** in the menu on the left-hand side of your screen.

Type the name of the vendor or the independent contract number in the **'Type to Search Contracts ...'** field and hit the **'Enter'** key.

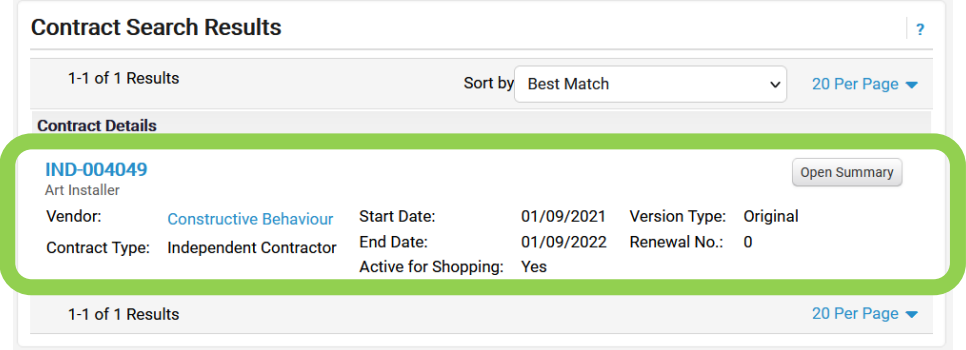
Tip: If your initial search does not return any results, try typing in just the first name or just the last name.



1b. **Searching eShop for an independent contractor:**

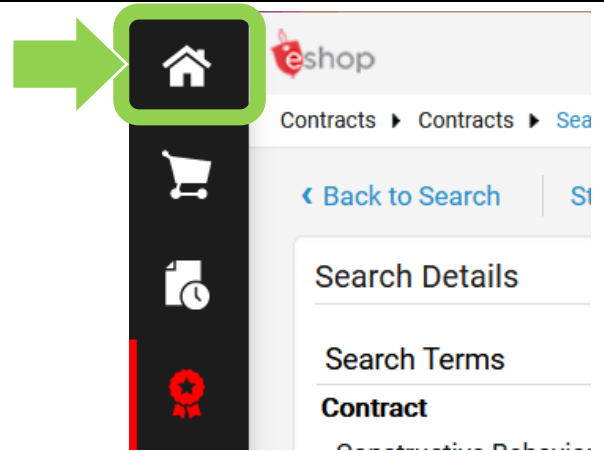
In the 'Contract Details' window, the 'Active for Shopping' field tells you whether the independent contractor has an active contract.

- If 'Yes', then proceed to step 3
- If 'No', or if the vendor did not appear in your search, then proceed to step 2



2a. **Independent Contractor Questionnaire:**

Click on the **Home icon** in the upper left-hand corner of your screen to return to the eShop landing page.



2b. **Independent Contractor Questionnaire:**

On the landing page, scroll down to the 'Forms' box.

Click on the blue 'Independent Contractor Questionnaire' text.



2c. Independent Contractor Questionnaire:

The first section on the form tells you what the form is for and any important information about filling it out.

Form Instructions

This questionnaire is intended to provide guidance in assessing an individual/entity's status with the University and must be filled out and submitted by the hiring supervisor **prior** to engagement. The University reserves the right to treat the individual as an employee following its review of the answers provided in this questionnaire and any supplemental information that may be requested.

If it is determined that the individual/entity is an independent contractor they will be required to sign the **Confirmation of Information and Identification Agreement**. They will also be required to obtain appropriate insurance, as they will not be covered by the University's liability insurance. Any proposed services require a contract, duly signed in accordance with the University's Signing Authorities Policy, and must be properly procured as per the University's Procurement Policy.

Failure to comply with these or any other University policies or requirements will result in the engagement being cancelled or terminated.

This questionnaire requires approval from the signing authority on the funding source for the payment of this service. Upon checking out your cart, please ensure appropriate funding source is indicated.

2d. Independent Contractor Questionnaire:

Complete these four fields.

Payee Information

Name of Individual/Entity *

Brief Description of work to be performed *

Individual/Entity Banner ID (if applicable)

Location where work will be performed *

2e. Independent Contractor Questionnaire:

Click on the radio button beside 'Yes' or 'No' to answer each of the questions.

Reach out to accounts.payable@carleton.ca with any questions.

1. Is the individual a current or former employee or faculty member of the University?
 Yes
 No

2. Is the individual a current Carleton University student?
 Yes
 No

3. Is the individual in any way related to the hiring supervisor? (As per the Income Tax Folio 51-F5-C1, a related person is connected by blood, marriage, common-law partnership or adoption)
 Yes
 No

4. Is the entity owned or controlled by a current/former employee or faculty member of the University?
 Yes
 No

5. Is the individual/entity providing services that are or were provided by an employee or faculty member of the University?
 Yes
 No

6. Do the parties have a mutual, non-economical, interest with respect to the work being performed (for example, a student working for their supervising faculty member)?
 Yes
 No

9. Does the individual/entity have the authority to hire or subcontract all or part of the services?
 Yes
 No

10. Will the individual/entity provide their services exclusively to Carleton?
 Yes
 No

11. Will the hiring manager/department be responsible for the management and planning of the work? This may include but is not limited to: establishing work location, days and hours of work, vacations, etc.
 Yes
 No

12. Will the engagement be for an ongoing relationship rather than a specific job or a specific deliverable?
 Yes
 No

13. Is the individual/entity taking on any financial risk of losing money or are they responsible for operating expenses or investments to provide the services?
 Yes
 No

14. Will the individual/entity receive scheduled payments of regular amounts regardless of Carleton's satisfaction?
 Yes
 No

2f. Independent Contractor Questionnaire:

Once you have completed the form, click on the **red arrow** button and choose from the options in the drop-down menu to add the form to a cart (e.g. 'Add to Cart').

Tip: 'Independent Contractor Questionnaire' forms should not be added to a cart with anything else.

47.50 CAD

Close

Add And Go To Cart

Add to Cart and Return

Add to Cart

Add to Draft Cart or Pending PR/PO

Add to new Cart

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3. **Wait** to receive confirmation that the individual has been designated an independent contractor **BEFORE** work is undertaken by the individual. **Accounts Payable will send a comment in the form of an email through eShop to confirm independent contractor status.**

Tip: Do not turn email notifications off in eShop. If you need help turning your email notifications back on, reach out to eshop@carleton.ca.

4. **Indemnification Form:**

Once status has been confirmed, carefully review, fill out, and sign the '[Confirmation of Information and Indemnification Agreement](#)' form.

Email the completed 'Confirmation of Information and Indemnification Agreement' form to accounts.payable@carleton.ca. Accounts Payable will send a comment in the form of an e-mail through eShop to provide the independent contractor number (e.g. IND-000001).

5. **Initiating Payment:**

If the anticipated value of services over the length of the engagement is less than \$10,000, [a cheque requisition is used to initiate payment.](#)

OR

If the anticipated value of services over the length of the engagement is over \$10,000, [a Purchase Requisition Form is required prior to initiating payment.](#)

What next?

- Visit carleton.ca/facts/eshop to find more how-to sheets.
 - Questions about the system? Email eshop@carleton.ca or call 613-520-2600 ext.3311.
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