CALIFORNIA STATE UNIVERSITY LONG BEACH RESEARCH FOUNDATION

INDEPENDENT CONTRACTOR AGREEMENT PROCESS

1. Pre-Hire Submission

- Department/Program submits a completed Independent Contractor Pre-Hire Determination Form emails to Human Resources via email at fnd-hr@csulb.edu

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2. HR Initial Review

- HR Specialist reviews the pre-hire form to ensure:
    - All required fields are complete
    - Appropriate approval signatures are included

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3. Initial Determination

- HR Specialist:
    - Reviews the form and makes an initial classification determination
    - Forwards the form to the HR Director for review
- HR Director:
    - Confirms determination or provides a revised determination

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4. HR Director Approval

- HR Specialist sends the pre-hire form to the HR Director via Docusign
- The HR Director:
    - Signs the form
    - Confirms the official determination

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5. Return to Department & Next Steps

- Once finalized, HR Specialist returns the approved pre-hire form to the department with instructions based on determination:

A. Independent Contractor (IC)

1. HR Specialist instructs the department to complete an Independent Contractor Agreement (ICA)
2. Department submits completed IC Agreement to Human Resources
3. HR Specialist:
    a. Reviews the agreement for completeness
    b. Obtains:

    i. Allowability approval
    ii. Research Foundation COO signature (via Docusign)
4. HR Specialist returns the fully executed agreement to the department
5. Department submits the agreement to CSU Buy for payment processing

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B. Honorariums

1. When ready for payment, the department submits:
    - Direct Payment Request
    - Copy of approved pre-hire form
2. HR Specialist:
    - Reviews and signs the payment request
    - Submits to FND-Invoices@csulb.edu for processing

C. Purchase Orders

- HR Specialist instructs the department to:
    - Upload the approved pre-hire form into CSU Buy to initiate the purchase order process