

Service Requisition

Prerequisite to Hiring a Contract/Student Employee or Procuring an Independent Contractor
 (Guidance available from Human Resources, Accounting Services, or Purchasing)

PROJECT COORDINATOR (PRINT NAME)	DATE	PROJECT COORDINATOR'S SIGNATURE	
DEPARTMENT		TRUST FUND CUSTODIAN AND/OR V.P.'S SIGNATURE	
SUGGESTED PERSON IF KNOWN (Complete Name & Address)		SOURCE OF FUNDS (general ledger account number)	
NAME:		----- ----- ----- ----- -----	
ADDRESS:		ANTICIPATED START DATE	ANTICIPATED END DATE
PLEASE SELECT THE PERSON'S CURRENT RELATIONSHIP TO MASSART:		LOCATION OF PERFORMANCE OF SERVICES	
<input type="checkbox"/> Benefited Faculty <input type="checkbox"/> Adjunct Faculty for day or evening courses <input type="checkbox"/> Student (Work Study/Trust Fund) <input type="checkbox"/> Benefited Staff <input type="checkbox"/> Alumni <input type="checkbox"/> Trust Fund Employee <input type="checkbox"/> Other: _____ <input type="checkbox"/> No, not affiliated with MassArt		<input type="checkbox"/> Contract Employee <i>(HR use only)</i> Or <input type="checkbox"/> Independent Contractor approval: _____ date: _____	

COMPENSATION:

PROPOSED HOURLY RATE (SEE MASSART WAGE STRUCTURE FOR RANGE): \$ _____

MAXIMUM OBLIGATION FOR THE FISCAL YEAR (REQUIRED): \$ _____

ATTACH A JOB DESCRIPTION/DESCRIPTION OF SERVICES TO HELP DETERMINE EMPLOYEE CLASSIFICATION

- HR will notify you if your position has been approved as an independent contractor, contract employee or if there are any issues.
- If you have been approved to hire an independent contractor, you will need to follow the policies and procedures established by Purchasing and Accounting Services.
- If you have been approved to hire a contract employee and you already have someone in mind, you can offer them the job.
- If you have been approved to hire a contract employee and you don't have anyone in mind our applicant tracking system can help. HR has some general postings that can be helpful or you can post your unique job.
- Once someone has accepted the position as a contract employee all HR/payroll paperwork must be completed no later than 3 days after they start. The list of forms is included in the Pre-employment Paperwork Checklists.

Service Requisition Form

This is the new Service Requisition Form for 2017. It must be completed and processed before hiring a contract employee or independent contractor. It has become necessary to develop this form because the Commonwealth of Massachusetts has instituted employee determination regulations that are considerably different than the federal regulations.

Please be advised, this form must be completed BEFORE entering into an agreement with anyone who will be doing work for Massachusetts College of Art and Design. Upon its completion the approved form should be sent to Human Resources.

If it is determined that your hire will be a contract employee, a copy of this form will be returned to you directing you to enter into a one year state standard contract along with instructions for the new hire paperwork checklist.

If it is determined the hire will be an independent contractor, HR will forward the requisition form to Accounting Services if less than \$1,000 and to Purchasing if greater than \$1,000. Accounting Services or Purchasing will then contact the Project Coordinator with further guidance.

It is not necessary to submit a form for the following groups as we already have procedures and estimated rates of pay for the following:

1. Models
2. Benefited Employees
3. Adjunct Employees
4. Students working under College Work Study

Please complete a form for all other students and contract employees.

Form requirements:

1. All blocks and the description of Services must be completed prior to submission (please do not write in the gray areas)
2. All completed and approved forms go to Human Resources for processing
3. All forms must be approved by the Trust Fund Custodian (amounts over \$5,000 must be approved by the area Vice President)

Please allow enough time for processing this form AND completion of any additional paperwork that might be necessary (e.g. Purchase Order, new hire paperwork.)

If you have any questions on the use of this form, guidance is available from:

Kathryn Oram, Human Resources (617) 879-7908
Valerie Gilliard, Human Resources (617) 879-7909
Larry Levison, Accounting Services (617) 879-7898
Jim McDaid, Purchasing (617) 897-7960