

Check Request Policy – Independent Contractors v Employees

Requests for Check payments for **work performed** at the College should not be submitted to *Accounts Payable* for payment unless the individual you are paying is definitely not an *Employee* of the College. If you are in doubt about this, please verify with Human Resources.

Individuals can only be paid through *Accounts Payable* if they are *Independent Contractors* & these represent a small number of people we pay – most individuals are *Employees* & are hired through Human Resources & paid on Payroll (or Student payroll). The Department of Labor has strict guidelines as to who is an *Independent Contractor* – it is not determined by how much is earned, but by what the individual does & how much control they have over the work they do.

Requests for check payments for *Employees* for work performed at the College should only be sent to Payroll by (by the end of each month) to be paid on the next Exception pay date (10th of the next month). Taxes can then be withheld from the *Employee's* pay check.

If you have a new person who needs to be paid through payroll for sporadic work, please have them complete new hire paperwork available here:

<http://www.bard.edu/employment/newemployees/>

And sent either directly to Payroll or to Human Resources – please also send along a check request for the amount to be paid to Lori Morvillo – lmorvill@bard.edu

Current Employees can only be compensated through *Accounts Payable* for items that are **reimbursable**. Requests for check payments for *Employees* should be sent to *Accounts Payable* for items including:

- Moving expenses (new hires only & submitted by faculty administrative assistants)
- Travel for business purposes (not commuting from home to usual place of work)
- Meals when traveling on business
- Per diems (when traveling on business)
- Miscellaneous purchases (as approved by program directors & included with appointment letters)

Please see the manager's toolbox on the budget website:

<http://inside.bard.edu/budgetoffice/toolbox/> for more information & details on what can be paid through *Accounts Payable*.

Please note that other than cash advances & per diems, *Employees* should not be receiving checks from *Accounts Payable* unless they have submitted receipts for which they are being reimbursed.