

**CLASSIFICATION CHECKLIST**  
(Employee verse Independent Contractor)

Name of individual being considered: \_\_\_\_\_

Individual's SSN or EIN: \_\_\_\_\_

	YES	NO
<b>Current Payroll Status:</b>		
Was the person being paid through Payroll during the current or previous calendar year?		
If Yes, was it for similar work?		
<b>Behavior Control:</b>		
Does the employer have the right to control when, where, and how the work is done?		
Do you set the work hours?		
Is the person required to perform the work personally?		
Is the work performed on Villanova University premises or using our facilities?		
Is the worker required to follow your instructions in completing the job or task?		
Is the worker allowed to delegate or assign the work to others and/or assistants not currently working for Villanova?		
<b>Financial Control:</b>		
Is the worker paid by the hour, biweekly, or monthly, rather than for the completion (or stage completion) of the project?		
Are you required to pay the worker for time spent even if the job is not completed?		
Do both parties have the right to terminate the relationship at will?		
Is the worker doing business as a corporation or using a legitimate business name?		
Does the employee have a federal employer identification number (not Soc. Sec. #)? If so, please list above.		
Does the worker carry his/her own business insurance?		
<b>Relationship:</b>		
Is Villanova University the individual's only client?		
Is the work in question customarily performed by employees?		

*Answers in shaded section weigh in favor of treating person as an employee. Contact Payroll for assistance in determining employment status.*

Please describe the work that is to be done and who will be doing it (be as detailed as possible):

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Completed By: \_\_\_\_\_

Your Title: \_\_\_\_\_

Department and Phone \_\_\_\_\_