Scope of Work (SOW) Review...in four simple steps

SOW review is required:
(1) For service providers who are individuals/sole proprietors and operate under a Social Security Number
(2) To determine if a service provider is an independent contractor
(3) To protect CU from significant negative consequences if service provider should instead be classified as an employee

What is an independent contractor?
The IRS defines someone as an independent contractor if “…the payer has the right to control or direct only the result of the work and not what will be done and how it will be done.”

What are the steps?

#1 Prior to any work being performed: Read SOW procedures, complete SOW form (describing work, time period, all costs), and have service provider sign form. Procedures and form are on the PSC website: www.cu.edu/psc

#2 Scan and email SOW form to Employee Services (ES) at SOW@cu.edu.

#3 ES determines if the service provider will perform work as an independent contractor. (If yes, ES approves the SOW form).

#4 If ES approves SOW form, pay for services through PSC (CU Marketplace). If ES does not approve the SOW, pay for services through payroll (HRMS).

Questions on SOW form?
Email: SOW@cu.edu

Questions on PSC payments?
Email: FinProHelp@cu.edu

Questions on payroll?
Contact Campus HR Office