

Are they an Employee?

Does UNCW control the work environment, for example: what the worker does and how the worker does his/her job?

Does UNCW control the business aspects of the worker's job, for example: how the worker is paid and is the worker reimbursed for some or all business expenses?

Will UNCW offer employee benefits such as insurance, pension or paid leave to this worker?

More than likely this person should be an employee. Contact HR at <http://www.uncw.edu/hr/>

Are they an Independent Contractor?

UNCW does not control the work environment, for example: worker can decide how and when work will be completed. Worker is providing a service.

UNCW does not reimburse worker for some or all business expenses, worker has opportunity to realize profit or loss.

UNCW may require a contract between worker and university and does not offer benefits such as health insurance, paid leave or pension.

More than likely this person should be an Independent Contractor. Contact Purchasing at www.uncw.edu/ba/finance/Purchasing/index.html for further assistance. If this person is a non-resident alien please contact the Tax Department at 22757 for further assistance.