

Request for Non-Employee Services

Instructions:

1. Complete ALL sections of this form, save, and email to HR Helpline.
2. Human Resources will review and respond within 48 hours.
3. Requester should be prepared to discuss Employment Test when contacted by HR.

Request and Assignment Information			
Temporary Worker <input type="checkbox"/> <input type="checkbox"/> Manager wants to participate in interview(s) <input type="checkbox"/> Direct Placement		Independent Contractor <input type="checkbox"/> Name: _____	
Department: _____ Reporting to: _____ Position filling: _____		Assignment/Project individual will be assigned: _____ Length of Assignment/Project: _____ Scheduled Hours: _____	
Pay Rate: Bill Rate: <i>(amount willing to pay)</i>	Location:	Cost Center:	If Direct Placement, name of candidate identified:
Scope of work:			
What access will this individual need: <input type="checkbox"/> EID <input type="checkbox"/> Email <input type="checkbox"/> Cellphone <input type="checkbox"/> Laptop <input type="checkbox"/> Desktop <input type="checkbox"/> Co Vehicle <input type="checkbox"/> Building (s) List Building(s):			
Desired Start Date:		Anticipated End Date:	
PNG Job Title this position is mapped to:			
Approved _____ <i>Department VP</i>			Date: _____
To Be Completed by Human Resources			
Request Approved for: Temporary Worker <input type="checkbox"/> Evaluation of Contract to Hire within 90 days Independent Contractor <input type="checkbox"/> Employment Test Conducted: <input type="checkbox"/> Yes <input type="checkbox"/> No Retention Review <input type="checkbox"/> 6 Months or <input type="checkbox"/> Project Term/Date: _____			
Background Results Received: <input type="checkbox"/> Yes <input type="checkbox"/> No		EID Request Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Retention Review: <input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months		EID: _____ Entered in SAP: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approved by:			
Date: _____			

Employment Test

(To be completed as an interactive process with Human Resources)

Factors	Yes	No
Behavioral Control		
They will have control over when and where they will work?		
They will have control over what tools or equipment they will use?		
They will have control over what workers to hire or to assist with the work?		
They will have control over where they purchase supplies and/or services?		
They will have control over what work must be performed by a specified individual?		
They will have control over what order or sequence to follow?		
They will be supervised by a Peoples employee?		
They will they be able to set their own hours?		
They will be trained by Peoples?		
Financial Control		
They will have unreimbursed expenses?		
They will have a significant investment in the facilities they use to perform services? <i>(note. a significant investment is not necessary for independent contractor status).</i>		
They are free to seek out other business opportunities or have the ability to advertise, maintain a visible business location, and available to work in the relevant market?		
They will receive a flat fee (or can be paid hourly)?		
They will have the ability to make a profit or loss (responsible for own workspace, tools, materials, equipment and supplies needed for the work)?		
They will be responsibility for any defective or remedial work which was their doing?		
Type of Relationship		
They will be working under a written contract?		
They will be responsible for their own benefits?		
They will work for a specific project or period?		
The services they will provide are NOT a key aspect of the regular business of the Company		
	Indicative of Non-Employee	Indicative of Employee of the Company