

# Independent Contractor/Consultant

How to pay a subject matter expert or consultant



CBS 2 (209) 228-3600  
Compensation (209) 947-2218  
Procurement (209) 756-9404



CBS2@ucmerced.edu  
comp@ucmerced.edu  
procurement@ucmerced.edu  
Submit Invoices Direct: Invoices@ucmerced.edu

## Glossary:

**CBS2** - UCM entity in charge of vendor set-up

**Compensation** - UCM HR unit responsible for Independent Contractor verification process

**Department / Faculty**- UCM Department/Faculty member requesting to pay for work to be performed

**Independent Contractor "IC"**- Consultant/Contractor aka Subject Matter Expert performing work that is not considered normal UCM Business or is in an exempt work category as defined by the IRS

**Procurement** - UCM Purchasing Contacts who issue Purchase Orders



**DEPARTMENT / FACULTY START**

Is the work to be performed considered regular UCM business or that of an identified UCM Title Code?

YES



Contact HR - may need to hire as an employee

NO

NOT SURE

**DEPARTMENT/FACULTY** collects & compiles associated documents **and approvals** for processing a UC Merced Independent Contractor Packet

**DEPARTMENT/FACULTY** submits completed and approved authorized IC Packet with required attachments: Resume/CV, Packet, Quote/Scope of work to Compensation for Review

**Compensation will recommend department contact HR, APO, CBS2 or Procurement for other payment options: Performance Contract, COLA, etc.**

**Does Individual & Work Qualify as an Independent Contractor?**

NO

**COMPENSATION** approves IC Application & sends APPROVAL notification to Department Contact via e-mail



Independent Contractor payment is issued

**FINISH**

**DEPARTMENT/FACULTY** submits invoice via ServiceNow to request payment  
**OR**  
**INDEPENDENT CONTRACTOR** emails invoice directly to: Invoices@ucmerced.edu

**PROCUREMENT** will create Purchase Order Number & send documentation to: Independent Contractor, Dept Requestor, CBS2/Dept Buyer

**CBS2/DEPT BUYER:** Creates new requisition in Bobcat Buy & Sends to Procurement for Processing & Distribution

**DEPARTMENT/FACULTY** will use IC Approval document(s) to request ServiceNow Ticket to set up IC in Vendor System via CBS2

