

03.116 Contracted Workforce.

1. Temporary Contracted Workforce procurements are in three categories:
 - a. Temporary workers supplied by staffing companies
 - b. Independent contractors
 - c. Consultants
2. When preparing issue a purchase order for contracted, temporary workers, the department should always use the current UNT System contract for temporary workers. Additionally, the department must attach the form for Temporary Contracted Workforce Payments to document that due consideration has been given to the decision to use temporary workers in lieu of employees.
3. When preparing to issue a purchase order to pay an individual as an independent contractor or consultant, in addition to the necessary documentation of the individual's independent status, the form for Temporary Contracted Workforce Payments will need to be attached. Filing this form with the purchase order documents that due consideration has been given to the decision to use an independent contractor or consultant in lieu of UNT System employees.
4. When preparing to issue a purchase order to a company for contracted services or a consultant project, the form for Temporary Contracted Workforce Payments will need to be attached. Filing this form with the purchase order documents that due consideration has been given to the decision to use the company in lieu of performing the project with UNT System employees.

Temporary Contracted Workforce Payments

Name of Individual or Company _____

Date _____

Department _____

Employee Responsible for Project or Task _____

Brief Description of Project or Task to be Performed (check one):

- Temporary workers to cover vacancy due to termination, retirement or extended illness
- Temporary workers to help during a seasonal increase in volume (i.e. registration, orientation, etc.)
- Guest Lecturer or Speaker
- Instructor for a Continuing Education-type class or seminar
- Other – Briefly describe

Estimated time that temporary workers will be needed if applicable _____

Date set for completion of project or task _____

If “Other” was checked above, why was the decision made to use temporary workers, an independent contractor, or a consultant? _____

Signature of Account Holder: