INDEPENDENT CONTRACTOR CHECKLIST (ONLY FOR NON-KSU EMPLOYEES)

1. Fill out Terms of Agreement form
2. Fill out PEDAKN form
   2.1. It’s important to note the birthdate somewhere on form
   2.2. Make sure all the areas that require a signature are complete

3. Submit the above information to the business office
   3.1. The business office will submit all information through an online process that is directed to the Kent Campus for approval
   3.2. The process for Independent Contractor approval typically takes 3-4 business days
   3.3. The internal submitting party will be notified once approval is received
   3.4. It is your duty to contact the Independent Contractor to confirm their event date and time
   3.5. To expedite the process, you can ask the contractor to have the invoice ready for submission ahead of the event.

4. Once the Independent Contractor has completed their service, provide the business office with an invoice
   4.1. The check request will be submitted to the Kent Campus, Accounts Payable department in which they will produce and send the check to the Independent Contractor
   4.2. This process typically takes 10-14 business days

KENT STATE UNIVERSITY SPEAKER (ONLY FOR KSU EMPLOYEES)

Kent State University Employees must be paid through Human Resources. Please supply the Banner ID of the Kent State University Employee speaker to the business office and payment will be processed.