

## Employee Services: Step-by-Step Guide

### Submitting a Scope of Work (SOW) for a Service Provider

This guide describes using an online web form for creating and submitting a scope of work (SOW) for approval. An SOW is required before hiring an independent contractor, or service provider, to perform work for the university. An SOW is also required for service providers who are individuals or sole proprietors, operating under a Social Security number (SSN) for payment. Foreign service providers eligible to be paid on an SOW may or may not have an SSN.

The SOW form requires information about the service provider and the work they will perform. Employee Services (ES) reviews this information to determine whether the service provider is an independent contractor. This review is in place to protect CU from negative consequences of inaccurately classifying a service provider who should otherwise be an employee.

#### Notes:

- If the service provider will work under an EIN (business/company) rather than an SSN (individual), you do not need an SOW form approved from ES. Instead, you will need to create the appropriate form in CU Marketplace, and send invoices to [APinvoice@cu.edu](mailto:APinvoice@cu.edu) for payment. If you have questions, contact the FinPro Help desk for assistance: [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu), 303.837.2161.
- It is prohibited to use other, separate procurement methods (procurement card, travel card, CU Marketplace non-catalog order, or non-employee reimbursement form) to cover costs associated with an independent contractor who is paid using an SSN.

### Before You Begin

Make sure you have time to complete the form in one sitting (10-15 minutes). You cannot stop and save the form to complete later. You should have the following information before creating and submitting an SOW form:

- Service provider name and contact information (email address required).
- Prior contract dates and SOW numbers or purchase order numbers (if known).
- Citizenship. If the provider is a foreign national, you will need to know the country of citizenship and anticipated immigration status for any U.S. services. For more information about these requirements, visit <https://www.cu.edu/docs/international-ap-payments>.
- Definition of the work being performed, including deliverables, milestones, and special terms. This information can be added as an attachment.
- Payment details (estimated cost of work being performed, frequency of invoices).
- Whether the service provider will be working with minors. If they will work with minors, your campus HR will need to complete a background check on the provider prior to completing the SOW form. A background check is required for anyone working with minors or vulnerable populations.
- Name and email address of the person who will provide department approval (and preapproval review, if required) of the SOW request.
- Your five-digit department number.

You may also want to visit [Employee Services Procedural Statement: Scope of Work \(SOW\)/Independent Contractor](#) for more information about policies and procedures.

## Requesting a Service Provider through an SOW

To create an SOW request:

1. From [www.cu.edu/docs/scope-work-sow-form](http://www.cu.edu/docs/scope-work-sow-form), click **Scope of Work (SOW) Form**. The online web form appears. Required fields appear with a red asterisk (\*).
2. Click the **No** option to indicate you are creating a new SOW. Click **Yes** only if you are amending a previously approved SOW form. See [Amending an SOW](#) later in this guide for instructions on how to amend a previously approved SOW form.
3. In the CU Contact Information – Your Information section, you are the Requester:
  - a. Type information about yourself as the requester.

- b. If you are not the same person who will approve the SOW request, click the **No** option to the question asking whether you as the Contact are also providing department-level approval of the SOW request. If you will be approving the SOW request, click **Yes**.

**Note:** When you answer No to the department approver question, an additional prompt asks if you want the department approver to review the Scope of Work before it is sent to the service provider. This option allows the department approver to review and revise the SOW before it is sent to the service provider. Their signature is not collected at this time.

4. In the Service Provider Information section, select values that define the service provider, if known:
  - a. Indicate whether the service provider is a current or former employee. If you select Yes, additional fields for dates of employment and Employee ID appear for you to complete.
  - b. Indicate whether the service provider is retired and receiving PERA benefits. If Yes, be aware that the provider must complete a Disclosure of Compensation form after every payment they receive. The Disclosure of Compensation form is available at [www.copera.org](http://www.copera.org). Completed forms should be scanned and emailed to ES at [SOW@cu.edu](mailto:SOW@cu.edu).
  - c. Include required information: first name, last name, and email address. If the provider has a business name they are doing business as (DBA), enter that as well.

**Note:** If the provider will work under an EIN (business/company) rather than their SSN (individual), you do not need an SOW form approved from ES. Instead, you will need to create the appropriate form in CU Marketplace, and sends invoices to [APinvoice@cu.edu](mailto:APinvoice@cu.edu) for payment.

5. In the Proposed Work Information section, provide a full description of the services requested:
  - a. In the required text box, describe in complete details, the deliverables, milestones, and special terms.
  - b. In the second text box, describe credentials, previous experiences, or any information about how this service provider was selected.
 

**Note:** You can copy information from other files, and press Ctrl+V to paste it into these text boxes. If you have more information, you can attach documents as described later in this procedure.
  - c. Indicate whether the work will be performed on campus.
  - d. Indicate whether university equipment or supplies are needed.

- e. Indicate whether the work will be performed inside the U.S.
  - f. Indicate whether the service provider will be working with minors. If you select Yes, an additional prompt asks whether campus HR has performed a background check on the provider. A background check is required for anyone working with minors or vulnerable populations.
6. In the Payment Details section, provide information about the contract:
- a. Click the **Contract Begin Date** field, and select a date from the calendar. Using calendars to select dates helps prevent errors when typing and ensures the correct date format (MM/DD/YYYY) is applied.
  - b. Click **Contract End Date**, and select a date from the calendar.  
**Note:** Accounts Payable will not release a payment for an invoice outside of these dates. To pay an invoice outside these dates, the requester has to amend the SOW as described in [Amending an SOW](#) on page 7.
  - c. In the **Invoice Frequency** field, indicate how often the university will be charged for services, for example, “as work is completed,” “once after work is completed,” or other frequency.
  - d. In the **Cost of Service** field, enter the estimated total cost of performing the work.
  - e. In the **Other Costs** field, enter the estimated total additional costs (not included in the service rate), such as travel, if necessary. An additional text box will appear for you to type a description of other costs.
7. If you have documents you would like to include, click **Attach Additional Documentation** to locate and select files.
8. From the Internal Revenue Service Classification Factors Checklist, read each question and select either **Yes** or **No**. This portion of the form helps ES evaluate whether this service is being provided by someone in an independent-contractor role or an employee role.  
**Note:** The IRS defines someone as an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done. The earnings of a person who is working as an independent contractor are subject to self-employment tax. For more information, visit <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/employee-services-procedural-statement-scope>.
9. Review the Service Provider Certification.
10. Click **Submit**. The system will send an email notification to the service provider (with you cc'd) from the [SOW@cu.edu](mailto:SOW@cu.edu) email address.

If the SOW is to be reviewed by the department approver, the system will send the approver an email notification alerting them that they have an SOW to review. After the review process is complete, the approver must click **Review Complete**. The system then sends an email notification to the service provider (with you cc'd) from the [SOW@cu.edu](mailto:SOW@cu.edu) email address.

## Next Steps: Signatures, Approvals, and ES Review

After you submit your SOW request, it is sent to the service provider to enter details and sign the form.

### Service Provider Section Information

After receiving the email notification, the service provider should perform the following steps:

1. Click the link to the form provided in the email. A prompt appears indicating a passcode is required.
2. Enter your unique passcode. This passcode is emailed separately. Due to the length and character combination of the passcode, it may be best to copy the passcode from the email and paste it into this field.
  - a. If you are unable to update the field (i.e. the cursor will not display in the box), confirm that you do not have the form open in a different browser window or tab. You may also need to confirm that the CU requesting department does not have the form open on their computer.
3. Update fields in the Service Provider Information section of the form (the rest of the form is read-only).
4. Review the rest of the form for accuracy.
5. Review the Service Provider Certification statement.
6. Sign the form with your approval:
  - a. Click in the **Service Provider Signature** box. A pop-up box appears.
  - b. Use the mouse or your finger (you will see a plus sign within the box) to sign the form. When using the mouse, press the left mouse button while signing your name.
  - c. Click **Apply Signature**.
7. Click **Next**. If all the required fields are completed, you will be prompted to submit the form and your changes. Clicking this button does not save or submit the form. If any required fields are not completed, a message appears prompting you to complete required information; enter any missing information in required fields, and click Next.
8. Click **Submit** to save the changes and forward the form for approval. **Safari users:** If the screen appears gray, scroll to the top of the page to find the Submit button.
9. Close your browser. If your browser remains open, the University of Colorado department will not be able to process the form.

**Note:** If the service provider does not complete their section in 10 days, an email reminder is sent to the requester to ask the contractor to complete and return the form. If after 60 days the service provider has not completed the form, the request is canceled, and the requester is notified. The requester can contact ES, and ask to have the request reopened for another 60 days.

## Approval Process and Routing to Employee Services

After the service provider signs and submits the form, it is routed for approval as follows:

<b>UCCS</b> ↓	<b>All Other Campuses</b>  ↓
If required, sponsored-projects signing authority ↓	
Department organizational unit approver for signature; Cc: Requester Or, Requester for signature, if no unit approver specified	

**UCCS Sponsored-Projects only:** UCCS sponsored-projects signing authority receives an email notification with a link to the form. They click the link (password=department number), add their signature, and submit the form to the department organizational unit approver specified in the request.

Once the SOW has been signed by the service provider (and if applicable, the UCCS sponsored-projects signing authority), the department organizational unit approver specified in the request receives an email notification from [SOW@cu.edu](mailto:SOW@cu.edu) indicating an SOW is ready for their final approval and signature with a link to the form.

To access the SOW and approve the form:

1. Enter the department number (as listed on the SOW form) in the appropriate field, and click **Verify**. If you are unable to update the field (i.e. the cursor will not display in the box), confirm that you do not have the form open in a different browser window or tab. You may also need to confirm that the service provider does not have the form open on their computer.
2. Review the completed SOW form, and electronically sign the form through our digital process. You will be signing under the Organizational Unit Certification section under the Authorization banner.

To sign the form with your approval:

- a. Click in the **Organizational Unit Signature** box A pop-up box appears.
  - b. Use the mouse or your finger (you will see a plus sign within the box) to sign the form. When using the mouse, press the left mouse button while signing your name.
  - c. Click **Apply Signature**.
3. Click **Next** so the form registers any updates. This does not save or submit the form.
  4. Click **Submit** to save the changes and forward the form for approval. **Safari users:** If the screen appears gray, scroll to the top of the page to find the Submit button.
  5. Close your browser. If your browser remains open, the University of Colorado department will not be able to process the form.

Once the department organizational unit approver applies their signature and submits the form, it is routed to ES for review and full approval.

## Employee Services Review and Full Approval of SOW

When ES receives the SOW for review, the requester receives a confirmation email that ES is reviewing the request. This email also includes the SOW number assigned to the request.

Before ES reviews the request, the system gathers information for analysis. If the analysis discovers that the service provider is an active employee, who is not a retiree, the system cancels the request and notifies the requester to submit an Additional Pay form.

ES may take any of the following actions:

- **Request additional information.** ES may need clarification on information in the SOW form. The SOW will be on hold until additional information is received.
- **Deny the request.** If ES denies the SOW for any reason, the requester will receive an email describing why the request was denied and options for moving forward. Your campus HR can also help you determine how to proceed.
- **Approve the request.** If ES approves the SOW, the requester will receive an email indicating the form has been processed with a copy of the approved SOW form attached.
- **Forward the request.** If International Tax approval is required, the form will be routed accordingly.

## Next Steps: Preparing for Payment of Services

After receiving fully-approved SOW from ES:

- Follow registration procedures to register the provider in CU Marketplace. Visit <https://www.cu.edu/psc/training/cumarketplace/cu-supplier-portal-inviting-supplier-register> for more information.
- Submit invoices for payment as they are received:
  - For total costs of \$10,000 and under, complete a Payment Voucher form in CU Marketplace. Be sure to attach the fully-approved SOW with the invoice.
  - For total costs over \$10,000, complete a Standing Purchase Order form with the fully-approved SOW attached in CU Marketplace, and email invoices to [APinvoice@cu.edu](mailto:APinvoice@cu.edu).
- If the service provider is retired and receiving PERA benefits, they must complete a Disclosure of Compensation form after every payment they receive. The Disclosure of Compensation form is available at <https://www.copera.org/sites/default/files/documents/2-55.pdf>. Completed forms should be scanned and emailed to [SOW@cu.edu](mailto:SOW@cu.edu).

## Amending an SOW

An SOW needs to be amended when something changes, such as the contract end date or total costs. Only fully-approved SOW forms can be amended. If you need to make amendments to an SOW that is in routing/approval progress, contact [SOW@cu.edu](mailto:SOW@cu.edu) to update the form.

**Note:** For SOWs previously approved through the former PDF process, you should revise them using the previous (manual, non-digital) method. To complete this process, cross out the incorrect information on the Employee Service's approved SOW PDF, write or type in the new information, add a brief description for the revision, add today's date and your initials, and submit by emailing the revised form to [sow@cu.edu](mailto:sow@cu.edu). Do not process these in using the online web form described in this guide.

To amend an SOW using the digital process:

1. From [www.cu.edu/docs/scope-work-sow-form](http://www.cu.edu/docs/scope-work-sow-form), click **Scope of Work (SOW) Form**. The online web form appears.
2. Click the **Yes** option to indicate you are amending an existing SOW.
3. In the **Scope of Work Number** field, type the number of your SOW (provided on the fully-approved SOW form; this links the two forms together), and press **Enter**. A blank SOW form appears.
4. Complete the CU Contact Information and indicate the CU representative who will sign the amended SOW.
5. Complete the Service Provider Information.

**Note:** You cannot make changes to the Proposed Work Information section.

6. Complete the Payment Details sections with your revisions.
  - a. Be sure to include the Original Contract Begin date and the Revised Contract End date.
  - b. Complete the Original Cost of Service and Other Costs fields. This information should match the same information on the originally approved SOW.
  - c. Complete the Revised Additional Cost of Service and Revised Additional Costs fields, if applicable. The Maximum Payment will add these values together for the new revised SOW Maximum Payment.
7. In the **Comments** field, type a detailed description of what was amended and why the amendment is needed.
8. Apply your signature if you are the approver of the amendment. An amended SOW will not be signed by the service provider.
9. Click **Submit**. If you are not the approver of the form, clicking Submit routes the form to the individual you indicated in step 4 who will sign the amended SOW.

The form is returned to ES. The requester receives an email confirmation that the revisions have been received. Once ES approves the amended SOW, copies of both the original and the amended SOWs are sent to the requester. You will need to include both SOW forms when uploading to Marketplace, or when you contact Change Order ([changeorder@cu.edu](mailto:changeorder@cu.edu)).