

Requester – Logging In

1. How to get to Independent Contractor/Employee web form

- a. Visit website for extra information and documents

<http://www.creighton.edu/hr/contractorpolicies/index.php>

- b. Open Link below to begin Creating/Reviewing Requests

https://apex.creighton.edu/pls/apex/f?p=418:LOGIN_DESKTOP:16995193550931

2. Log in using your Net ID as the Username and Blue Password.

The screenshot shows a login form with a title bar that says "Login". Below the title bar are two input fields: "Username" and "Password". To the right of the "Password" field is a "Login" button. Below the input fields is a line of text: "Independent Contractor/Employee Application - log in with your blue id & password".

3. You will be directed to the Home Screen as seen below.

The screenshot shows a navigation bar with two tabs: "Home" and "Requests". The "Home" tab is currently selected and highlighted in blue. In the top right corner of the navigation bar, there is a small text string: "Welcome: BRK03560 Logout".

4. Click on the “Requests” tab to create a new request or view previous requests made.

The screenshot shows the "My Independent Contractor/Employee Requests" page. At the top, there is a navigation bar with "Home" and "Requests" tabs. The "Requests" tab is selected and highlighted in blue. Below the navigation bar is a section titled "My Independent Contractor/Employee Requests". This section contains a list of request statuses: "In progress - You have not submitted your request yet", "Submitted - Your request is being reviewed by the appropriate department, you will be contacted", "Independent Contractor - Your request has been determined as an Independent Contractor", and "Employee-Final - Your request has been determined as an Employee". Below the list is a search bar with a magnifying glass icon, a "Go" button, an "Actions" dropdown menu, and an "Add Request" button. At the bottom of the section, there is a message: "You currently have no requests. Please click 'Add Request' to get started."

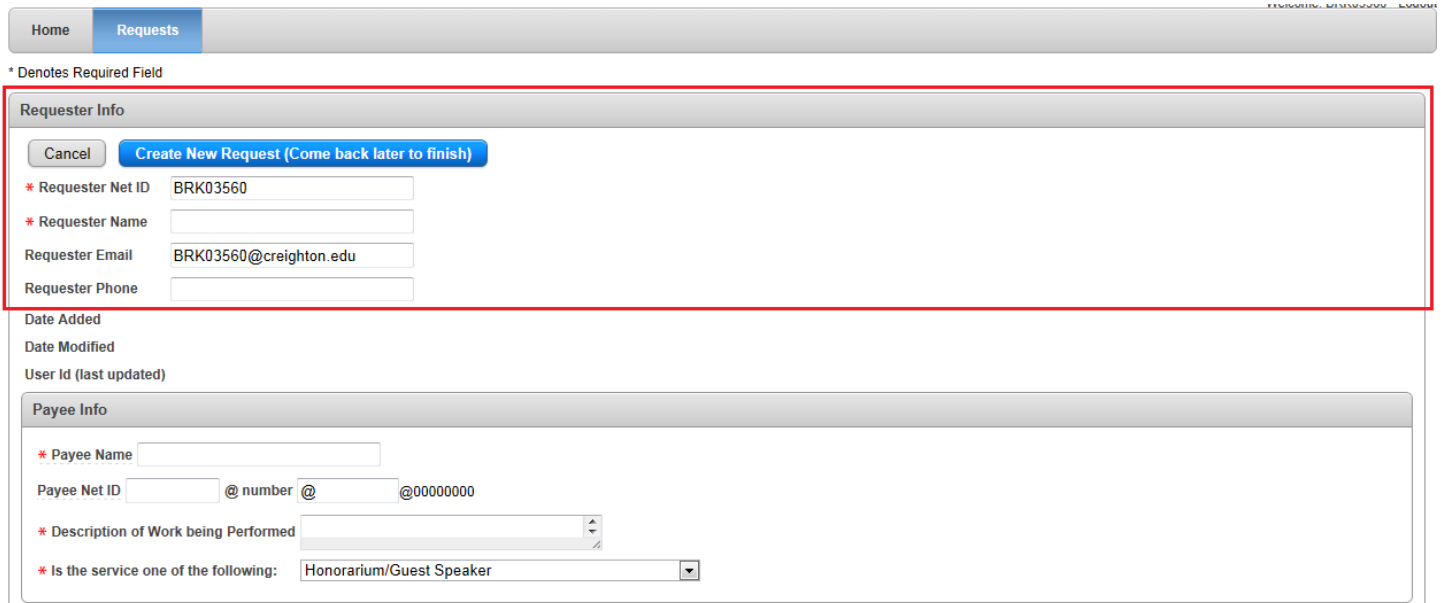
Requester – Create New Request

All fields noted with a red asterisk “*” are required

1. Click on “Add Request”



2. Enter Requester Information:



Home Requests

* Denotes Required Field

Requester Info

Cancel Create New Request (Come back later to finish)

* Requester Net ID BRK03560

* Requester Name

Requester Email BRK03560@creighton.edu

Requester Phone

Date Added

Date Modified

User Id (last updated)

Payee Info

* Payee Name

Payee Net ID @ number @ @00000000

* Description of Work being Performed

* Is the service one of the following: Honorarium/Guest Speaker

- a. “Requester Net ID” Auto Populated
- b. “Requester Name” Required Field
- c. “Requestor Email” Auto Populated
- d. “Requester Phone” Ex: 402-280-XXXX

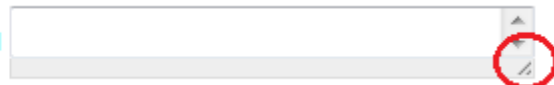
3. Enter Payee Information:

- a. “Payee Name” Ex: John A. Doe
- b. “Payee Net ID” and “Payee @number” (Optional)

Payee Net ID @ number @ @00000000

- i. Information found in BANNER <http://banprod.creighton.edu/>
 - ii. @Number allows us to skip further steps if
- c. “Description of Work Being Performed” (Required)

* Description of Work being Performed



- i. Click inside the text box
 - ii. Type the description of work being performed (500 characters max)

- iii. The Text box can be enlarged
 - 1. Place cursor on bottom right corner of text box circled in red (shown above)
 - 2. Click and hold mouse button
 - 3. Drag the Text Box to your liking
- d. Select the type of service in the “Is the Service one of the following” field

* Is the service one of the following:

▼

Honorarium/Guest Speaker

Proctor

Preceptor if paid through a company

Entertainer

Athletic Official

Standardized Patient/Stipend for research participation

None of the above

TRIO Program

- i. Click on Drop down arrow
- ii. Select option that best applies from drop down list
- iii. After your selection is made, the CUBuyplus Information appears

4. CUBuyplus Information:

CUBuyplus Info

Remit To Address

* Line 1

Line 2

Line 3

* City * State * Zip

* Payee Email

* Payee Phone

* Do you want BSC to obtain ACH/Tax information?

* Is it ok for us to contact the person directly with questions?

* Is this a US Resident?

* Is this a Nebraska Resident?

* Contract Begin Date

* Contract End Date

We prefer to pay everyone as direct deposit (ACH) to send payments faster, please attach the ACH form here if applicable

- a. Enter “Remit To Address” (Required) Line 1, City, State, Zip
- b. Enter “Payee Email” (Required)
- c. Enter “Payee Phone” (Required) Ex: XXX-XXX-XXXX
- d. Enter “Do you want BSC to Obtain ACH/Tax Information?”

- i. If Yes - Required Tax Forms obtained by the Business Service Center (BSC)
 - 1. No Forms will be required to submit Request
- ii. If No - Required Tax Forms have already been obtained
 - 1. You will be prompted to attach the tax forms directly below the “Download Blank ACH Form” tab. Required Tax Forms will differ depending on answers to particular questions.

Download Blank ACH Form

Required Tax Forms

* Upload W9 form

Download Blank W9 Form

e. “Is it ok for us to contact the person directly with questions?”

* Is it ok for us to contact the person directly with questions?
 Yes
 No

- i. Yes - BSC will contact for information/questions
- ii. No - Requester will contact for information/questions

f. “Is this a US Resident?”

* Is this a US Resident?
 Yes
 No

- i. Yes - W9 Needed
- ii. No - W8BEN Needed



* Is this a Nebraska Resident?
 Yes
 No

g. “Is this a Nebraska Resident?”

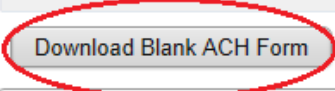
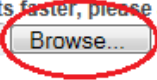
- i. Yes - Go to next step “h. Contract Begin Date”
- ii. No – Answer the following question

* Is the work being performed in the state of Nebraska?
 Yes
 No

- 1. “Is the work performed in the state of Nebraska?”
 - a. Yes - W4NA Needed
 - b. No - Go to Next Step “h. Contract Begin Date”

- h. Select the “Contract Begin Date”
 - i. Select the contract begin date by clicking on  dd-mon-yy
- i. Select the “Contract End Date”
 - i. Select the contract end date by Clicking on 
- j. “We prefer to pay everyone as direct deposit (ACH)” (Optional)

We prefer to pay everyone as direct deposit (ACH) to send payments faster, please attach the ACH form here if applicable

- i. If Payee has already completed Direct Deposit (ACH) form Click “Browse” to retrieve saved form
- ii. If Payee would like to receive payments via Direct Deposit (ACH) Click “Download Blank ACH Form” and have Payee complete the form and send back to you.

Requester – Required Tax Forms

Required Tax forms depend on resident and obtaining information questions

CUBuyplus Info

Remit To Address

* Line 1

Line 2

Line 3

* City * State * Zip

* Payee Email

* Payee Phone xxx-xxx-xxxx

* Do you want BSC to obtain ACH/Tax information?

* Is it ok for us to contact the person directly with questions?

* Is this a US Resident?

* Is this a Nebraska Resident?

* Contract Begin Date dd-mon-yy

* Contract End Date

We prefer to pay everyone as direct deposit (ACH) to send payments faster, please attach the ACH form here if applicable

Required Tax Forms

1. Uploading W9 Tax Form:

Required Tax Forms

* Upload W9 form

- If Payee has already completed W9 tax form Click “Browse” to retrieve form
- If access is needed to the form so Payee can complete information Click “Download Blank W9 Form” and have Payee complete the form and send back to you

2. Uploading W8BEN Form:

Required Tax Forms

* Upload W8BEN form

- If Payee has already completed W8BEN tax form Click “Browse” to retrieve form
- If access is needed to the form so Payee can complete information Click “Download Blank W8BEN Form” and have Payee complete the form and send back to you

3. Uploading W9 and W4NA Forms:

The screenshot shows a web interface titled "Required Tax Forms". It contains two rows of upload options:

- * Upload W9 form: A text input field followed by a "Browse..." button.
- * Upload W4NA: A text input field followed by a "Browse..." button.

Below these are two download buttons:

- Download Blank W9 Form
- Download Blank W4NA Form

Red circles highlight the "Browse..." button for the W9 form and the "Download Blank W9 Form" button.

- a. If Payee has already completed tax form Click "Browse" to retrieve form
- b. If access is needed to the forms so Payee can complete information Click "Download Blank W9 or W4NA Form" and have Payee complete the form and send back to you
- c. When both the W9 and W4NA are required as in the example above you must complete the listed steps for both the W9 and W4NA

Requester – Contract Information

CUBuyplus Info

Remit To Address

* Line 1

Line 2

Line 3

* City * State * Zip

* Payee Email

* Payee Phone xxx-xxx-xxxx

* Do you want BSC to obtain ACH/Tax information?

* Is it ok for us to contact the person directly with questions?

* Is this a US Resident?

* Is this a Nebraska Resident?

* Contract Begin Date dd-mon-yy

* Contract End Date

We prefer to pay everyone as direct deposit (ACH) to send payments faster, please attach the ACH form here if applicable

Required Tax Forms

Contract Info

Please attach the contract if complete, otherwise you must send the contract with the payment request. Contracts are not required for standardized patients/research stipends.

Contract Upload

1. To Upload Contract:

- If Payee has already completed Contract Click "Browse" to retrieve form

*****If contract is not attached now it must be submitted when payment is requested to the BSC*****

Requester – Submit Request

1. Submit to Business Service Center (BSC):

- a. This option is given when:
 - i. On exception list (Not an Employee)
 - ii. Individual has already gone through this particular process
- b. Click on Icon below to submit payment request

[Submit to Business Service Center](#)

2. Submit to Human Resource (HR)

- a. This option is given when:
 - i. Not on exception list
 - ii. Possibility of Creighton University employment
- b. Click on Icon below to submit payment request

[Submit to Human Resources](#)

3. Conformation of Submission:

Welcome:

Home **Requests**

Your request has been created. Your request has been submitted to the Business Service Center ×

My Independent Contractor/Employee Requests

In progress - You have not submitted your request yet
Submitted - Your request is being reviewed by the appropriate department, you will be contacted
Independent Contractor - Your request has been determined as an Independent Contractor
Employee-Final - Your request has been determined as an Employee

Q-

	Reference ID	Status	Requester Net ID	Requester Name	Requester Email	Requester Phone	Payee Name	Payee Num	Payee Net ID	Work Desc	Work Sen
Edit	246	Independent Contractor	BRK03560	Brandon Koenigstein	BRK03560@creighton.edu	402-280-3796	Emily Pickett	@	-	Nursing	Proctor

- a. Upon Submission to the **Business Service Center** (please see above)

Your request has been created. Your request has been submitted to HR. Please allow one week for review. ×

My Independent Contractor/Employee Requests

In progress - You have not submitted your request yet
 Submitted - Your request is being reviewed by the appropriate department, you will be contacted
 Independent Contractor - Your request has been determined as an Independent Contractor
 Employee-Final - Your request has been determined as an Employee

Q-

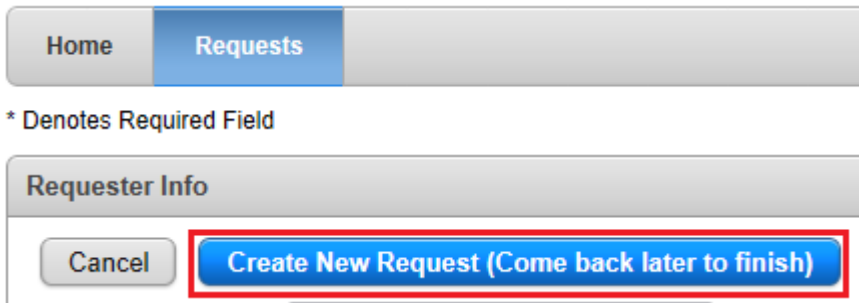
	Reference ID	Status	Requester Net ID	Requester Name	Requester Email	Requester Phone	Payee Name	Payee Num	Payee Net ID	Work Desc
Edit	247	Submitted	BRK03560	Brandon Koenigstein	BRK03560@creighton.edu	402-280-3796	Chris Pickett	@	-	McKendree College
Edit	246	Independent Contractor	BRK03560	Brandon Koenigstein	BRK03560@creighton.edu	402-280-3796	Emily Pickett	@	-	Nursing

b. Upon Submission to **Human Resource** (please see above)

Requester – Saving Request

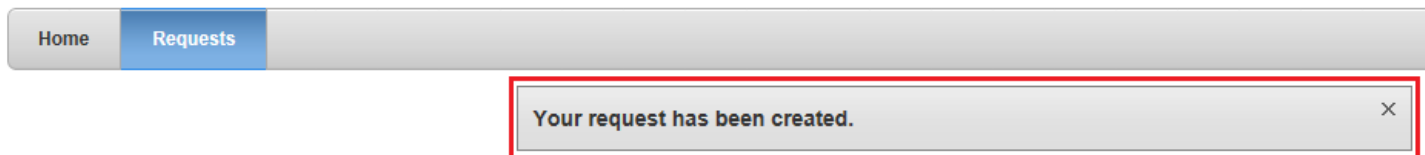
1. At any time you can save your request and come back to finish it later

- a. If you would like to come back later and finish some other time Click “Create New Request (Come back later to finish)”



The screenshot shows a navigation bar with 'Home' and 'Requests' tabs. Below it is a section titled 'Requester Info' with a note '* Denotes Required Field'. At the bottom of this section are two buttons: 'Cancel' and 'Create New Request (Come back later to finish)'. The latter button is highlighted with a red rectangular border.

- i. You will receive conformation that the request was created



The screenshot shows the same navigation bar as above. Below it, a confirmation message box is displayed with the text 'Your request has been created.' and a close button (X) in the top right corner. The message box is highlighted with a red rectangular border.

*****This will not submit your request to the Business Service Center (BSC) or Human Resources (HR) therefore make sure to log back in and finish your request at a later date.*****

Requester – Status of Request

Welcome: BRK03560 [Logout](#)

Home **Requests**

My Independent Contractor/Employee Requests

In progress - You have not submitted your request yet
 Submitted - Your request is being reviewed by the appropriate department, you will be contacted
 Independent Contractor - Your request has been determined as an Independent Contractor
 Employee-Final - Your request has been determined as an Employee

Q-

	Reference ID	Status	Requester Net ID	Requester Name	Requester Email	Requester Phone	Payee Name	Payee Num	Payee Net ID	Work Desc	Work Service	Attachment
Edit	247	Submitted	BRK03560	Brandon Koenigstein	BRK03560@creighton.edu	402-280-3796	Chris Pickett	@	-	McKendree College	None of the above	Download
Edit	246	Independent Contractor	BRK03560	Brandon Koenigstein	BRK03560@creighton.edu	402-280-3796	Emily Pickett	@	-	Nursing	Proctor	Download

2. Status:

- a. Shows where the request is at in the process of determining whether the individual is an employee or an independent contractor
- b. Word (under "Status" column) Corresponds with a definition of each

Requester – Reference ID

Welcome: BRK03560 [Logout](#)

Home **Requests**

My Independent Contractor/Employee Requests

In progress - You have not submitted your request yet
 Submitted - Your request is being reviewed by the appropriate department, you will be contacted
 Independent Contractor - Your request has been determined as an Independent Contractor
 Employee-Final - Your request has been determined as an Employee

Q-

	Reference ID	Status	Requester Net ID	Requester Name	Requester Email	Requester Phone	Payee Name	Payee Num	Payee Net ID	Work Desc	Work Service	Attachment
Edit	291	Independent Contractor	BRK03560	Brandon Koenigstein	BRK03560@creighton.edu	402-280-3796	Robert Crites	305642428	-	2. test of SSN in @# field	Proctor	-
Edit	290	Independent Contractor	BRK03560	Brandon Koenigstein	BRK03560@creighton.edu	402-280-3796	Norman Koenigstein	360727660	-	1. test of SSN in the @# field.	Proctor	-
Edit	247	Employee-Final	BRK03560	Brandon Koenigstein	BRK03560@creighton.edu	402-280-3796	Chris Pickett	@	-	McKendree College	None of the above	Download
Edit	246	Independent Contractor	BRK03560	Brandon Koenigstein	BRK03560@creighton.edu	402-280-3796	Emily Pickett	@	-	Nursing	Proctor	Download

1. Reference ID:

- a. Each request will be given a distinctive number that corresponds with your given request
- b. This number can be found in the email that was sent to you for conformation of the request