ISP – ICSA Training

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What is in this PowerPoint:

- What is an ICSA?
- Policy
- Vendor Registration
- ISP/ICA Contract
- Reminders
What is an ICSA?

- ICSA is a contract for an individual who performs work for UNLV such as guest speakers or short term service providers.
- An independent contractor is a person engaged by the university to perform specific functions or tasks at his/her/them own discretion with respect to the means and methods used to accomplish the assignment.
Policy

- Individuals who not employed by NSHE (including UNLV and all other institutions)
- The Assistant Controller of Accounts Payable will determine if a review by the IRS (via form SS8) is required in cases where it is not clear if the worker is an employee or an Independent Contractor
- One-time nonrecurring services
- Provide a quote for services to be attached and submitted along with the ISP/ICSA contract
- Contract amount not to exceed $10,000
- This amount in inclusive of necessary travel expenses with the traveler making all of their own arrangements
- Individuals will not receive separate payments for reimbursable expenses
- Requests that exceed:
  - Over $10,000 or Recurring Services
  - These requests should be submitted on a “Goods or Services” requisition for purchase. They need to be processed on a Purchase Order
Vendor Registration

- Must Register as a vendor via NSHE Supplier Registration Website, all individuals that are conducting business and receiving payments from UNLV will need to register via this site:
  - https://suppliers.nevada.edu/MemberShip/Secure/CreateUser.aspx

- Vendor Registration Checklist: Link provides critical information that you will need to provide during the registration process. This checklist is not meant to be comprehensive of all information required of you:
  - https://suppliers.nevada.edu/RegistrationChecklist.aspx
ICSA – Independent Contract Service Agreement
ICSA Contract (Part 2)
The ICSA contract is where the vendor will detail the scope of their work. Also, provide where the work will take place and provide the completion date of said work.

Provided total (all inclusive) amount of payment*, if multiple dates: lists benchmarks, amounts and dates to be paid.

*Payment: Do not itemize services, list as all-inclusive for payment.

List any special conditions that may apply.
Procedures

- Department starts to contact the contractor to register as a vendor
- Department fills out the ICSA form and gets signature from the contractor
- Department sends the package to Student Life Business Services (SLBS)
- SLBS gets signature of Authority
- SLBS submits a PO requisition
- Processes payment after service is completed
Before an ICSA is completed, the individual’s status as an independent contractor and not an employee must be determined.

The ICSA includes an evaluation form to help determine qualifying status of a worker as independent contractor

https://unlv.co1.qualtrics.com/jfe/form/SV_3JVFGOzv0umRNzv
Reminders (Part 2)

- If an individual is neither a U.S. Citizen or a lawful permanent resident green card holder, additional documents may be required. (Prior to initiating any of the contractors, please contact Debbie Honrath, the NonResident Alien Tax Specialist, at 702.895.1243 for assistance with requirements for service providers)

- NRS 616A.310 “Sole proprietor” defined. “Sole Proprietor” means a self-employed owner of an unincorporated business and includes working partners and members of working association. Coverage remains in effect only if the sole proprietor remains a domiciliary of Nevada.
You have now completed this training:

For any further questions please contact your Account Manager with Student Life Business Services!

Have a great day!