



Paying Contractors (Less Than \$3500)

This is a reminder about best practice for **paying contractors (less than \$3500)** through UBC.

In order to initiate compensation for non-UBC staff/faculty for a service, including a one-time payment (e.g. honorarium for services provided to your research program or Centre, or guest lecture), ***please provide the SPPH Finance Assistant, Devon Reed (finance.assistant@spph.ubc.ca) with the following package:***

(1) Agreement with the contractor

This is to be completed/dated/signed *prior* to commencement of the work being performed

The agreement should:

- Outline what the hiring manager/requestor has agreed to with contractor (i.e. the individual they are asking to perform the services)
- This normally depends on the scope of work, but should generally contain the following information:
 - Scope of work
 - Compensation
 - Deliverables
 - Duration of work/contract term
 - Location of work performed
- The document can be in various formats (Letter of Agreement, Letter of invitation, Agreement/Contract, email, etc.).

(2) Completed Q-req Form

In order to facilitate an efficient payment process, **please ensure that the Q Requisition is completed in electronic form**, and all supporting documentation is complete and legible.

(3) **UBC HR Fast Track Assessment form** for determining Contractor vs. Employee (see attached).

This needs to be filled out with the 'Hiring Manager's information'.

- Please note, that teaching/guest lecturing, etc. is considered "work normally performed by UBC employees".
- Teaching a course, or co-teaching may require an offer letter and/or a formal appointment at UBC.
 - Please consult with SPPH HR Coordinator, Taryn Lowther, if this is the case.

(4) **Invoice** from the contractor, dated after the work has been completed

In the case of Indigenous Elder payments, this can be prepared by a UBC staff person on behalf of the Indigenous Elder.

NEW (5) If a contractor is an active or past employee within the past 24, please have them fill out the **Employee Declaration Form**, and include this with your package.

Upon receipt of the above, Finance Assistant, Devon Reed will forward to the attention of Amanda Versteeg, Human Resources Manager, for review, and if necessary, further consultation will be sought.

Please note, a complete package will facilitate a faster payment process.

*Note turnaround times/estimated timelines for SPPH processing is 3-5 business days without the need to consult, and 5-10+ business days when consultation is required. Noting that if additional information is required, additional delays shall be expected.

For **student payments**, please contact Taryn Lowther, taryn.lowther@ubc.ca.