How to create an Independent Contractor?

Once you select “Add a New Value” the request form will be displayed. Using the Employee/Independent Contractor Determination Checklist completed by the IC and the department, fill in the ConnectCarolina IC Request. Be sure to attach the EICDC to your IC Request. Once all data has been filled in CC, click “Save & Submit” to submit the IC request for approval. This will be routed through your department and Disbursement Services for approval. Once approved, you will need to add the IC as an vendor via Campus Supplier.

Tips & Tricks

- When attaching the EICDC to your IC request, also attach the W-9. The EICDC and W-9 will feed over into Campus Supplier. This will eliminate the attachment process.
- If the IC is not required to complete a background check, write the justification in the comments field of Section 3. This will help expedite your request.
- Make sure to complete the IC request to match the EICDC. Do not select different options in CC from the IC Form or Disbursements will deny the request.
- If the IC will earn $10,000 or more in a year, they will be categorized as a Super IC. With this title, the department and IC will need to complete the Background Check, IC Services Agreement & Statement of Work, a letter of justification for Sole Source, and a Waiver of Competition, along with the W-9 & EICDC.
- Click here to view Finance Policy 708—Independent Contractor. This site will give you additional information on how to pre-determine and pay an IC.
- Allow at least 2 weeks for approval of domestic IC’s and 3 weeks for foreign IC’s.