Is the service being performed on the exception list?

Requester enters basic payee information into [web form](https://apex.creighton.edu/pls/apex/f?p=418:1)

Complete questionnaire in [web form](https://apex.creighton.edu/pls/apex/f?p=418:1) to determine status of Independent Contractor or Employee

Independent  
 Contractor (Complete new Independent Contractor Agreement and route via University contract routing process)

No

Employee

HR contacts requester and then email sent with info on how to setup as an employee

HR evaluates to determine Independent Contractor or Employee

Requester completes more information (tax forms, contact information, etc.)

E-mail sent to Business Service Center to determine if the payee is setup for payment

ment

No

Yes

Yes

Payee setup as light supplier in CUBuyplus

Process in CUBuyplus as a light supplier