

Part-Time, Temporary Employee or Independent Contractor Matrix

	Definition	Method of Payment	Example	Additional Considerations
Regular Part-Time Employee	Works for a single employer that dictates and controls the work they perform (hours, location and type of work an employee is responsible for). They fulfill ongoing consistent business needs. Relationship with employer is on-going and indefinite.	<p>Workday</p> <p>Please see the following link for more information on Regular Part-Time Employee: Regular Part-Time Employees</p>	Penn Provost needs a payroll administrator for 20 hours every week to process payroll timesheets and other payroll actions. In this scenario, Penn Provost controls where the work is performed, when it must be done, how it is to be done and is fulfilling an ongoing consistent need.	<ul style="list-style-type: none"> PT Employee Benefits (EB) rate is charged Travel: <ul style="list-style-type: none"> Business Travel is reimbursable through Concur/can be booked using World Travel. Please see FAQs for more information on time reporting related to business travel and conferences
Temporary Employee	Temporary employees can be part-time or full-time workers . They are generally brought on for a single project or limited time period to fulfill a need of the business (i.e. busy/seasonal/sporadic time periods). Temporary employee work requires internal control and supervision.	<p>Third Party Provider (i.e. Apple One) – Purchase Order. Hired via a PO executed to a third party provider. As an agency employee, individual is a non-Penn Temporary Employee.</p> <p>Individual – Recruited and hired in Workday (maximum of 9 months). Is a Pennkey Temporary Employee</p> <p>Please see the following link for guidelines related to Workday Temporary jobs: Temporary Staff on Penn’s Payroll</p>	Penn Provost hasn’t been able to reallocate their purchasing card purchases for many months. The work is to be performed using Penn Systems, needs to be performed one-time and will require 2-3 days of work/week for the duration of the project. In this scenario, Penn Provost controls where the work is performed, when it must be done, how it is to be done but the work is only temporary.	<ul style="list-style-type: none"> PT Employee Benefits (EB) rate is charged Travel: <ul style="list-style-type: none"> Business Travel is reimbursable through Concur/can be booked using World Travel. Please see FAQs for more information on time reporting related to business travel and conferences
Independent Contractor	Independent Contractors are individuals (who cannot be Penn employees or students) hired to provide a specific project/service which has a beginning and end. The result of their work may be controlled or directed but the individual cannot be managed; nor can they provide a service that is integral to Penn’s core business. True independent contractors are generally given a task that needs to be accomplished, a timeframe within which to complete it, and nothing else.	<p>Purchase Order (Companies/Individuals) or Non-PO Payment (Individuals deemed as Limited Engagement)</p> <p>Please see the following link for more information on the Independent Contractor Determination process and criteria.</p>	Penn has decided to commission a portrait of the President and hired an artist for this work. In this scenario, Penn has set the parameters of the service to be performed – a portrait of a specific size, completed by a specific date – but has no control over how, when, or where the work is performed.	<ul style="list-style-type: none"> Independent Contractor’s travel expenses are part of their service fee and paid through an invoice from the Independent Contractor. IC’s are prohibited from utilizing World Travel, etc. to book their travel.