

## Compensation for Regular or Summer Session for Part-time Professional Services (Non–Full time VCCS Employees)

Duties and Responsibilities	Method of Payment	Office Responsible for Processing Completed Payment Documents
<b>1. Regular Spring and Fall Semester Teaching</b>	Adjunct Contract	Human Resources
<b>2. On-site non-teaching work assignment</b>	Wage/hourly employment process and forms	Human Resources
<b>3. Performance of a non-teaching work assignment where the principal work is not performed on the college’s premises; daily oversight of the work is not required; significant college tools, materials, and other equipment are not utilized; and work assignment results in the submission of a quantifiable and verifiable end product. (e.g., course development under \$5,000, etc.)</b> Note: This individual can not be employed by Reynolds in ANY other employment arrangement.	<u>Independent Contractor Process</u> Documents required for payment: Invoice by Independent Contractor and college eVA process. Federal 1099 Form issued to individual at the end of the calendar year to file with personal income tax return.	Accounting Office
<b>4. Performance of a one-time service or activity (e.g., speaker, PDO instructor or facilitator, consultant work under \$5,000, etc.)</b> Note: This individual can not be employed by Reynolds in ANY other employment arrangement.	<u>Independent Contractor Process</u> Documents required for payment: Invoice provided by Independent Contractor and college eVA process. Federal 1099 Form issued to individual at the end of the calendar year to file with personal income tax return.	Accounting Office