

Professional Service Agreement Form (PSA)



Instructions: Refer to the **Payment Guidelines** on the next page before completing this form.

Submit the form along with any documentation for [approvals via DocuSign](#). AskHR@wm.edu should receive a copy at the end after all approvals are obtained.

General Information

The requesting department should consult with University Human Resources to determine the appropriate payment method **BEFORE** a specific payment amount is committed to the service provider.

PSA's are used for exempt employees and are unrelated to their primary job.

Non-exempt employees **will not** be paid using a professional service agreement.

The PSA is for a one-time payment (in one pay period), not repeating payments. The PSA payment follows delivery of service, not before.

PSA payments are considered supplemental income to the employee's primary job and are subject to the following taxes: Federal (22%), State (5.75%), and Social Security (7.65%). The university will report earnings as required by the Internal Revenue Service.

Section 1: Employee Information

Name (Last, First): _____ Prepared Date: _____

Banner ID (93#): _____ Employee Type: _____

Home Org # and Name: _____ Employer: W&M VIMS

Budget Org # and Name: _____

Position # (UHR use only): **Starts with PSA (W&M: can be PSA00W, PSA01W, or PSA02W; VIMS: can be PSA00V or PSA01V)**

Start Date for Work Performed: _____ Pay Period Effective Start Date: _____

End Date for Work Performed: _____ Pay Period Effective End Date: _____

Total Amount of Payment: _____

The **Pay Period Effective Dates** control when the employee receives the paycheck. Refer to the [Payroll Processing Calendar](#) on our website for more information.

- If Pay Period Effective Start Date is the **10th**, the Pay Period Effective End Date is the **24th**.
- If Pay Period Effective Start Date is the **25th**, the Pay Period Effective End Date is the **9th**.

Section 2: Description of Service (required). Attach documentation as necessary if space does not allow.

Section 3: Job Funding Information (required)

Index	Account	Activity	Percent	Amount

Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed)

Supervisor/PI: _____ Budget: _____

Department Head: _____ Spons Programs: _____

Dean/VP: _____ Investment Admin: _____

Provost/EVP Fin & Admin/VP Research: _____

Preparer of Form

Name: _____ Phone: _____ Email: _____

**PAYMENT GUIDELINES TO BE UTILIZED FOR SERVICES RENDERED OUTSIDE OF
PRIMARY/CONTRACT POSITION ASSIGNMENT**

A Professional Service Agreement (PSA) is a contract between William & Mary (W&M) or some unit thereof, and an individual or group for services to be performed for W&M. A PSA authorizes payment for professional services. Using the information below, the requesting department, in consultation with University Human Resources must determine the appropriate payment method BEFORE a specific payment amount is committed to the service provider.

1. For an individual not employed by W&M who has provided services to the University as an independent contractor (see definitions below) payment for services rendered should be submitted as an invoice to initiate payment through Accounts Payable. Please call Accounts Payable at 1-2840 or 1-2836 with any questions.
2. Human Resources reviews PSAs prior to processing.

Examples of when a PSA is appropriate:

- An Employee who serves as a pianist, violinist or other accompanist for a single event; for recurring performances or appearance, the department should set up a job. Contact HR for guidance.
- An employee who paints a portrait or creates a sculpture for a department's use;
- Scorekeepers, focus group participants, research-study participants
- A faculty develops a new course in addition to their regular instructional role

Definitions:

Employee – A person is considered an employee when the “employer” has the right to control and direct the individual regarding the result of the work to be accomplished and the details of work. If an employer/employee relationship exists, the person performing the work should be set up in a job.

Independent Contractor – A person is considered an Independent Contractor when the work is controlled only in regard to the results, and not the means of achieving them. If the person meets the definition of an independent contractor, an invoice is the appropriate method of payment.

Situation	Examples	How to Pay
A non-W&M person provides services as an independent contractor (i.e., the work is controlled only in regard to the results and not the means of achieving them).	<ul style="list-style-type: none"> - A person types a manuscript <u>using his/her own equipment, time and workplace and whose</u> responsibility to W&M is the product itself. - A person delivers a single lecture, or a week long workshop. 	Complete an invoice to initiate payment for services. Contact Accounts Payable at 1-2840 or 1-2836 for assistance. You may need to submit the independent contractor assessment before any payment is made.
A non-W&M person provides service as an employee (i.e., the work is controlled in regard to the results and the means of achieving them).	<ul style="list-style-type: none"> - A person types a manuscript in the workplace using W&M equipment and whose responsibility to W&M is the process used and product. - A person, not otherwise employed by W&M, teaches a class during a semester. 	Set-up as an employee paid hourly or as adjunct faculty member.
A current classified, university or hourly employee performs duties similar to those in his/her primary position or duties for which he/she is directed regarding the results and details of the work.	<ul style="list-style-type: none"> - A person is paid to provide clerical support, such as data entry or typing of a manuscript. - A person is paid to complete a project or help with work overload. - A person teaches a for-credit class, with responsibility for grading students, for all or most of a term. - A person teaches a non-credit course on an extended or repeated (several times a year) basis. 	Set-up as additional job. Determine appropriate classification and pay rate and complete a PAF to pay the employee for the additional work hours, or create a new position. Contact Human Resources for assistance in creating a new job or a PAF. Please note that the provisions of the FLSA must be followed regarding overtime.
A faculty member performs work outside of his/her normal assigned duties.	<ul style="list-style-type: none"> - A faculty member teaches a continuing education class. - A faculty member serves as a consultant on another faculty member's grant. 	Use Professional Service Agreement.