**UWM PAYMENTS FOR SERVICES FLOWCHART**
(For Use in Determining Whether an ASSA is Appropriate)

Does an Employer – Employee Relationship exist?  See the complete checklist for determining whether an individual is an employee or Independent Contractor.  When in doubt, choose “YES”.

**YES**
- Individual should be payrolled*
  (Work with HR to determine appropriate contractual relationship.)

**NO**
- The individual/entity is an Independent Contractor.  One of three payment mechanisms may be appropriate: 1) ASSA; 2) Subaward/Research Contract; or 3) Procurement Contract

Are the services being paid for out of funds received as a result of UWM’s receipt of a grant?

**YES**
- Subaward or Research Contract is likely the appropriate mechanism to effect payment.  (Work with RSA.)

**NO**
- Are the services being paid for out of funds received as a result of UWM’s receipt of a grant?
  - **YES**
    - Is the individual/entity a subawardee, responsible for carving out a piece of the scope of work and engaged in a creative problem solving activity that might generate new intellectual property and/or a publication?
      - **YES**
        - Is the service a unique, non-competitive activity supporting instruction, research or public service?
          - **YES**
            - Is the service being provided by a Business Entity?
              - **YES**
                - Use ASSA
              - **NO**
                - Use ASSA
          - **NO**
            - Use ASSA
      - **NO**
        - Work with Purchasing.  State procurement process must be followed.

- **NO**
  - Is the individual/entity a subawardee, responsible for carving out a piece of the scope of work and engaged in a creative problem solving activity that might generate new intellectual property and/or a publication?
    - **YES**
      - Is the service a unique, non-competitive activity supporting instruction, research or public service?
        - **YES**
          - Is the service being provided by a Business Entity?
            - **YES**
              - Use ASSA
            - **NO**
              - Use ASSA
        - **NO**
          - Use ASSA
    - **NO**
      - Use Payment to Individual Report (PIR)

* If the total payment (excluding travel) is less than $500 AND the individual is NOT a UW-System employee, full-time non-UWM state employee, or a UWM student employee, a Payment to Individual Report (PIR) should be used in lieu of payrolling.