



PSC vs. CSPR

Which Do You Use?
And What's The
Difference?

PSC

- PSC stands for Personal Services Contract
- When would you use it?
 - The vendor is an individual, not a company.
 - The work will be done over a span of time, up to one year.
 - The vendor will most likely have incremental payments over the project
 - Over \$5,000
 - No withholding taxes will be taken out

PSC

To start a Personal Services Contract request:

- The vendor needs to be active in PORT
- Need the project's Statement of Work (SOW)
- Complete the "Twenty Factor Test" in PORT
- Screenshots of how to complete the request in PORT are available
- Request ➡ Approvals ➡ Contract Created ➡ Signatures

PSC

Why is a PSC important?

- Taxes!
- A legally binding contract is in place before work begins
- To confirm if the vendor has an Employee or Independent Contractor relationship with ECU
- If the vendor has an employee relationship, then HR can assist with how to proceed.
- If the vendor is an independent contractor, then a Personal Services Contract is created.

CSPR

- CSPR stands for Contractual Service Payment Request
- When would you use it?
 - One-time payments
 - To pay an individual or a company
 - When taxes need to be withheld for a speech or entertainment, if vendor resides outside of NC
 - Usually low dollar amounts, less than \$5,000
 - Don't use for ECU employees or ECU students

CSPR

To start a Contractual Services Payment Request:

- The vendor needs to be an active supplier, unless the payment is for a speaker and the fee is less than \$300.
- Complete the CSPR form
- Get the proper signatures based on the FOAP used

CSPR

Why are CSPRs important?

- Taxes! A CSPR must be used to withhold taxes, if needed
- The vendor, with their signature, certifies they are an independent contractor.
- Does the vendor work full time for another State agency?
- Does the vendor have an immediate family member that works for ECU?

Breaking News!

The CSPR process is getting updated!

- Improving the process, due to campus feedback
- Will reduce errors and improve workflow
- Easier to use
- More tracking visibility
- Currently in final testing but look out for future communications for more information!

Questions?
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