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Subject: Worker Classification Process
Date: Friday, December 8, 2023 3:50:00 PM
Attachments: [image001.png](#)
[image002.png](#)

The following message is being sent on behalf of the Corporate Tax, Compliance, and Payroll department in the Office of the Comptroller:

Corporate Tax, Compliance, and Payroll is pleased to announce that it will assume primary responsibility for the worker classification process from The Division of Human Resources beginning in January 2024. Accordingly, there are some important process changes to be aware of to ensure compliance is maintained going forward.

Beginning January 1, all completed and signed Service Provider Questionnaire (SPQ), Service Provider Evaluation (SPE), and Limited Engagement Agreement (LEA) forms should be sent for determination and approval by submitting a ticket through the [BEN Helps Support Portal](#). Users should select the **Individual Service Provider** Category and select the appropriate form from the Topic list. Schools and centers that engage workers must submit the required documentation for the determination of each worker's status **before** any services are performed or payment requests are processed.

Additionally, the [Individual Service Provider Classification](#) page will be migrated to the Division of Finance website on January 2nd. Please visit this site for the most up-to-date forms, procedural guide, and resources regarding the worker classification process. Note, the forms have undergone minor updates. Please use the versions linked on the [DOF Individual Service Provider Classification](#) page beginning January 2nd. Outdated forms will not be accepted.

If you have any questions, please submit a ticket through the [BEN Helps Support Portal](#). Thank you for your support during this transition. We appreciate your effort to maintain the University's compliance with federal, state, and local regulations and look forward to working with you in 2024.

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