

## Contractor Paid through State Payroll System

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### Personal Service Contractors Paid Through the State Payroll System

This form is required to certify that Contract # (below) to provide services for the Department/Agency appears to meet Federal standards requiring payment through the State payroll system (Contractor(s) paid through Payroll), and to provide the Department of Human Resources information in order to set up the position(s) in VTHR. This determination does not make the contractor a State employee.

Note that having a contractor paid through payroll may also trigger requirements under the Affordable Care Act that may result in your department being liable for ACA penalties in excess of \$3,000 per year per individual\*.

AGENCY/DEPARTMENT

CONTRACT #

FIRST & LAST NAME

DEPTID

BUSINESS UNIT

LOCATION (ZIP CODE)

EFFECTIVE DATE

I hereby certify that legal counsel for my department has been consulted and determined that the above contract appears to meet Federal standards requiring payment through the State payroll system.

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Appointing Authority Signature

\_\_\_\_\_

Date

Contact phone number:

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Request should be submitted to DHR. Position e-mail address.

\*Contact Department of Human Resources for further information.