

# IES Employees & Vendors FAQ

**Disclaimer:** As the development of this document the information provided is what is currently known as it relates to AB5 and the processes and requirements for persons to continue to provide services through the CWDS programs. Please note that as information and processes evolve the information included in this document may be subject to change.

## **1.How do I become a trainer/contractor for the CWDS program?**

### **NEW APPLICANTS:**

- The first step in becoming a trainer with CWDS is completing the online application: [CWDS Online Application](#)
- You will also need to complete a “[Classification Survey](#)”, to assist the CWDS program in determining how to process your application.

## **2.How do I get onboarded with the [Innovative Employee Solutions \(IES\)](#) agency?**

**3.**Once you have been identified/scheduled to provide services for CWDS, your name and contact information will be provided to IES and they will reach out to you to begin the onboarding process. You will not be onboarded until and unless you're actually needed to provide services. The links below provide information on this process for your convenience only.

- [IES Onboarding Video](#)
- [IES Job application link\(ESS\)](#) for SDSURF

## **3.Do I have to be onboarded with IES to provide services to CWDS?**

Yes. In order to continue to provide services for the CWDS program you will need to either complete the IES process or provide information and complete documents to be paid as a Vendor through an incorporated business.

## **4.How long does it take to be onboarded with the IES agency?**

The IES onboarding process typically takes 3-5 business days. However, the actual completion time will depend on you providing all the information, and completing and submitting all the documents required by IES.

## **5. What documents/information will I need to provide to IES to onboard?**

1. You will receive an email from IES about this process and information regarding the documents that are required to be onboarded/hired with IES.
2. Documents needed may include:
  1. IES application

2. I-9 paperwork (Note: There are 2 parts to this process)
3. Other - any other items needed will be requested by IES

## **6. How will I know I have completed the onboarding process with IES?**

Once you have fully completed the entire process you will receive an automated welcome email from IES that includes information about your active status, rate, etc.

## **7. Are there any additional requirements to work as an employee through IES?**

Yes. All IES employees must complete or submit proof of completion of a Sexual Harassment Prevention Training within 30 days of employment with IES. [Sexual Harassment Prevention Training Information](#)

## **8. What is my rate of pay if I become an employee with IES?**

- Those who served as previous contractors/trainers for the program will receive an hourly rate of pay that is in alignment with the day rate they previously earned.
- New applicants will be informed of their hourly rate once they have been fully onboard with the IES Agency.

## **9. Will my rate of pay remain the same as my daily contractor rate when/if I become an employee with IES?**

Payments for existing contractors will be aligned with the previous daily rate and will include required tax withholdings.

## **10. How is my hourly rate of pay calculated for payment through IES?**

Your daily/hourly rate was calculated based on preparation and delivery time using a formula based on [industry standards](#) for training delivery and preparation.

### **10a: Will I get paid for preparation time?**

- Trainers may include up to 2 hours of prep time on their IES timesheets for each training delivery (in class and virtual).
- Requests for prep time with a TOA to prepare for the virtual training day shall be included with the 2 hours already allotted for this function.
- If trainers need additional prep time for a specific course the additional prep time will need to be approved by CWDS staff.
- Trainers who consistently bill for more than 2 hours
- of prep time for a training delivery may not continue to receive training opportunities.
- Prep time hours should be entered on a different day before the training event. Also, in the comments section of the timesheet please state "Prep hours", and include the full title of the course and the date of your

facilitation so we can match it to our records as it helps us know where to allocate the expense.

### **11. Will my rate differ if I Co-Trainer with someone?**

Both IES employees and Vendors will receive their full rate for deliveries that are co-trained with CWDS staff or another trainer.

### **12. How do I become a Vendor to provide services for CWDS?**

- You may need to complete an updated “[Classification Survey](#)”
- You will also need to submit a Vendor Information Form and ACH Authorization form for the Corporation and send it to the SDSU Research Foundation. This process is done electronically through the SDSU Research Foundation through a secure web site via [Adobe Sign](#). Please note that the Corporation Name and ACH form Name on the bank account must match.

**Important information:** Please be advised that an LLC sole proprietorship is not considered a Corporation, and therefore does not qualify as a business to business exemption under the requirements for AB5 because sole proprietorships will still receive a 1099. Therefore, to become a Vendor the LLC **tax status** must be an **S-Corp** or **C-Corp**. Foundation will not send you a 1099 once you are designated as an LLC S-Corp or LLC C-Corp and this will help to avoid any confusion with AB5. With the LLC S-Corp or LLC C-Corp designation you would file your own taxes. If you need more clarification on this requirement You may want to talk with a tax advisor/professional.

### **13. What is my rate of pay if I have an incorporated business and become a vendor to provide services for CWDS?**

- Contractors who have an Incorporated Business who become a Vendor for the CWDS program will receive a daily rate for services provided based on the rate they are qualified for (Entry Level, Journey Man, Expert, etc.)
- Vendors that provide Coaching services will receive an hourly rate for coaching services only. Please
- contact Practice Consultant Manager [Jenni AhSing](#) if you have any questions.

### **14. Can I provide services if I have not been onboarded with IES and have not completed the process to become a vendor?**

Failure to complete the IES onboarding process will result in you no longer being eligible to provide training, etc. for CWDS and you will not be eligible to receive payment for any services rendered outside of full completion of the IES onboarding process as we are unable to provide retroactive pay through this process.

## **15. Can I still provide services as an Independent Contractor?**

- Not likely. Under AB5 there are strict criteria for someone to be designated as an Independent Contractor.
- [Independent Contractor FAQ](#)
- [Classification Options with Academy/CWDS.](#)

## **16. Will training days and hours remain the same under IES?**

- Typically, training will be scheduled from 9-4pm and the contractor facilitating the delivery (in person or virtual) is required to arrive 45 minutes prior to the start of the class.

### **16a:** Is there a difference between in person and virtual training hours?

- Currently CWDS full day training (in person and virtual) will be scheduled from 9-4:00pm (see handout linked below for the breakdown of the actual daily scheduled)
- Most CWDS half day training (virtual and in person) will be scheduled from 9:00 - 12:00pm and occasionally 1-4pm.
- Please review the [CWDS Virtual Deliver Changes and Updates](#) handout for more details and information.
- Please note that some specialized deliveries (ex: SOP, Simulations may have differing time frames and you will be notified of this when you are scheduled to facilitate specialized topics.

## **17. How do I complete my timesheet for IES?**

- IES staff will provide information on how to complete your timesheet in their Webtime Timesheet portal.
- [How to use Webtime Video Tutorial](#)

### **17a:** Do I need to attach an invoice to my timesheet when I submit it to IES?

- No, you should not attach an invoice to your IES timecard entry.
- Please add the name of the training you facilitate and the hours of preparation time billed in the comments section on your Webtime timesheet.

## **18. When is my timesheet due to IES?**

- Time sheets are required to be submitted every Friday for IES employees. IES will send reminders out each week for timesheet submission.
- Timesheet entries should not exceed 8 hours on any day (prep time and facilitation of course should always be entered on different days).

- Please submit timesheets no later than two weeks after you have facilitated a delivery.
- Although you will receive weekly automated reminders from IES each Friday to submit your timesheet, if you did not provide any services you do not need to submit a timesheet for that week.
- **Failure to submit timesheets within 45 days of a delivery will result in non-payment for the delivery.**

**19. Do I have to take a lunch break as an employee with IES?**

- Yes. Any CWDS training, etc. delivery that exceeds 5 hours requires that the facilitator take at least a 30 minute (unpaid) lunch break and include it in their timesheet on the IES webportal.
- For CWDS Virtual training there is a 45-minute lunch will be included.
- For CWDS in person training the full 1-hour lunch break will continue to be included in the training day.

**19. Will I get paid for travel with IES?**

- Travel expenses will be paid to contractors who travel outside of their assigned area.
- Travel expenses, such as overnight stays, etc. must be pre-approved by CWDS.

**19. Who do I contact if I have questions about the time I should enter into my IES timesheet?**

If you are unsure of the number of actual hours to include on your timesheet, please contact CWDS staff regarding the correct number of hours to input on timesheets.

Examples of Timesheet Entries:

**Full Day**

- **In class:** For full day in-person deliveries please input a total of 6.75 hours (including lunch/breaks?)
- **Virtual:** For Full day virtual deliveries please input a total of 6.5 hours.

**Half Day:** For a 1/2 day in person or virtual training enter a total of 3.75 hours.

For in person deliveries you will include travel time separately, if applicable. For training/events that occur outside of standard delivery hours you will be informed of the expected number of hours for the delivery when scheduled for the course delivery.

**20. If I become an employee with IES and decide in the future to create an incorporated business, can I switch to being a vendor for CWDS?**

Yes. You can switch from being paid as an IES employee to being paid as a Vendor by completing an updated Classification Survey and the other required forms to be classified as a Vendor.

**21. Will I get paid for travel as a vendor?**

Contractors who are paid as Vendors will receive one daily rate that incorporates pay for services and travel.

**22. As a contractor I was paid an incentive to travel to certain locations (LA, Ventura, etc.). Will I continue to receive this as an IES employee/Vendor?**

- IES employees are paid an hourly rate, therefore additional travel incentives are not provided. However, travel compensation may be provided if applicable.
- As noted in #23 Vendors will be paid one inclusive daily rate. Travel incentives will be incorporated if warranted (on a case by case basis) and Vendors will be informed of the availability of the incentive prior to the delivery.

**25. Will I get paid to develop curriculum, etc. through IES.**

- CWDS does not typically pay for curriculum development.
- Contractors that develop advanced curriculum who continue to own their curriculum will not be paid for its development.
- Curriculum that CWDS plans to purchase and own, that may be developed for specialized projects (including specialized items such as e-learnings, micro-learnings, webinars, Simulations, etc.), will be scoped and paid for by identifying the specific curriculum development requirements and contract resources available.

**26. Will I get paid to update my curriculum?**

Curriculum that is owned by a contractor will remain their intellectual property and any time spent updating it to deliver the course for CWDS is unpaid.

**27. How will I receive a fee increase under the IES process?**

- Fee increases are contingent on the available budget for the fiscal year and the trainer etc. meeting the program's criteria for an increase and are typically allocated in January or July.
- Updates or increases to a trainer's hourly rate can be done in IES portal by Academy staff and will include an effective date.
- For Vendors: Fee increases will be added to their daily rate and will also be subject to the program criteria and the implementation bi-annual implementation schedule.

**28. Will I still receive a contract/scope of work for my training deliveries?  
IES employee**

- Will receive an email confirmation regarding scheduled training from CWDS Training's Coordinators (Scopes of work and Invoices will no longer be needed/provided).

## **Vendor**

- Will continue to receive a General Scope of Work for processing of PO via an invoice.
- Vendors will need to submit their completed invoice directly to [Jose Refuerzo](#) immediately after completion of training for processing. Failure to provide the invoice in a timely manner will result in delayed payment.

### **29. Will I receive payment (compensation) for observing training?**

- Typically, participation in training observations and other development opportunities are unpaid as they are designed to assist with individual growth and development. However, if the participation is required by CWDS you may receive payment. This will be managed on a case by case basis.

### **30. Who do I contact if I still have questions?**

IES related questions ex: timesheet portal, onboarding, etc.

- Erin Garcia: [egarcia@innovative-es.com](mailto:egarcia@innovative-es.com) DIRECT LINE (858) 300-2740
- IES General Phone Line: (858) 715-5100

CWDS questions: ex: hours to include on timesheet, etc.

- Charmaine Utz: [cutz@sdsu.edu](mailto:cutz@sdsu.edu)
- Anzette Shackelford: [ashackelford@sdsu.edu](mailto:ashackelford@sdsu.edu) or (619) 594-3296
- Jose Refuerzo: [jrefuerzo@sdsu.edu](mailto:jrefuerzo@sdsu.edu) (assigned CWDS/IES timesheet approval Supervisor)
- Additional Prep time request (County Specific): [County Consultant](#)