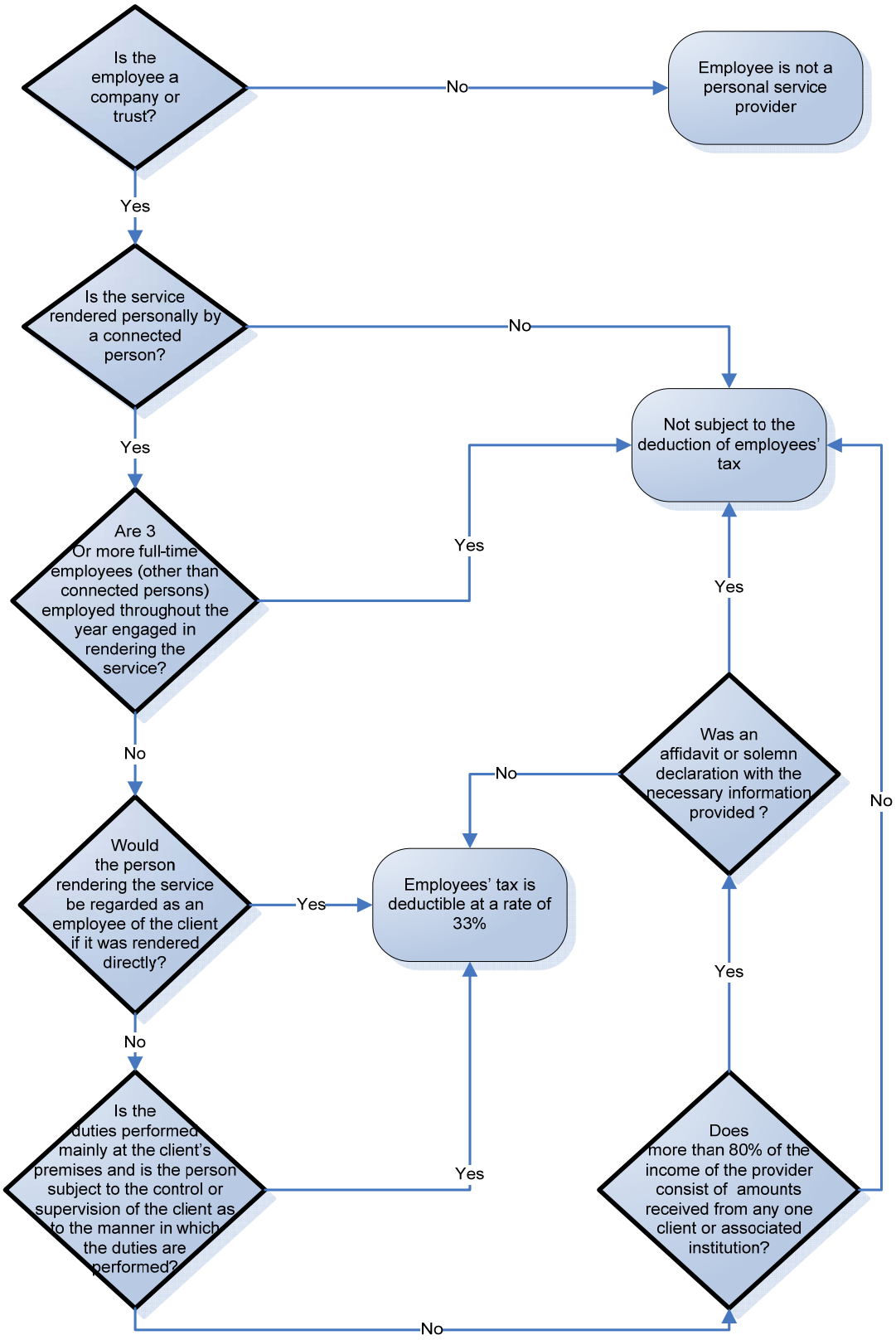1 PROCESS FLOW - DETERMINE IF AN EMPLOYEE IS A PERSONAL SERVICE PROVIDER