

**UC Agriculture and Natural Resources
Contingent Worker (CWR) Form**

Submit Completed CWR Forms to [Secure BOX Folder](#)

INITIATOR SECTION			
Review Type:		Is this employee going to be transacting as an ANR Employee (Y/N):	
CWR Offer Acceptance Date:		Zendesk Ticket Number:	
Effective Start Date:		Expected End Date:	
CWR Title/Title Code:		Business Unit: UCANR	
Supervisor:		Location:	
Director:		Department:	
Patent Oath (Y/N):	Patent Oath Date Signed	Background Check Status: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> Pending	
Employee Class: 13- Staff: Contingent Worker		FTE %:	
JUSTIFICATION/BUSINESS REASON			
<i>Please provide information on what business need exists for the affiliate to be provided Contingent Worker Access in UCANR systems. (ex. The employee is a County Staff member and uses downstream systems such as AggieTravel)</i>			
APPLICANT SECTIONS			
Full Legal Name:		Personal Email:	
DOB:		Home Address:	
Are you or have you previously been employed with the UC?		If yes, provide the following: Hired Date: Employee ID: Location:	
SIGNATURES			
Applicant		Supervisor	
Director		HR	
Human Resources Confirmation Section Only			
HR ENTRY COMPLETE		CWR ID NUMBER	
HR APPROVAL COMPLETE			
Workflow			
<p>1. Supervisor/Initiator opens Zendesk ticket indicating a request for a Contingent Worker (CWR). Supervisor/Initiator completes appropriate Initiator section of form and sends to director for approval. Academic: Sends to AHR manager for approval signature.</p> <p>2. Once approved, Director/AHR Manager sends form to the Contingent Worker (CWR) to complete their portion along with the link to the secure box folder.</p> <p>3. CWR completes the form and loads it directly into the secure box folder. DOES NOT send back to supervisor as it contains Personally Identifiable Information (PII).</p> <p>4. HR Operations Assistant receives notification of the uploaded CWR form in the secure box folder. Reviews and validates information is correct then processes CWR in UCPath and notifies HR Operations Lead.</p> <p>5. HR Operations Lead reviews and approves Contingent Worker transaction in UCPath.</p> <p>6. UC Path Center reviews and processes Contingent Worker in UCPath.</p> <p>7. Upon UC Path Center approval, HR Operations Assistant responds to all appropriate parties via Zen Desk ticket (Initiator, Supervisor/Dept. Manager,etc.).</p>			