

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

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

| <b>INITIATOR SECTION</b>   |  |                                    |
|--|--|------------------------------------|
| 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: <b>UCANR</b>  |                                    |
| Supervisor:  | Location:  |                                    |
| Director:  | Department name:   | Department Code (if known):        |
| Patent Oath (Y/N):   | Patent Oath Date Signed  | FTE %:                             |
| Employee Class: <b>13- Staff: Contingent Worker</b>  |  |                                    |
| <b>JUSTIFICATION/BUSINESS REASON</b>   |  |                                    |
| <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>   |  |                                    |
| <b>APPLICANT SECTIONS</b>  |  |                                    |
| Full Legal Name:   | Personal Email:  | Contact Number:                    |
| DOB:   | Home Address:  |                                    |
| Are you or have you previously been employed with the UC?  | If yes, provide the following:                                     | Hired Date: Employee ID: Location: |
| <b>SIGNATURES</b>  |  |                                    |
| Applicant  | Supervisor   |                                    |
| Director   | HR Analyst   |                                    |
| <b>Human Resources Confirmation Section Only</b>   |  |                                    |
| HR ENTRY COMPLETE  | HR APPROVAL COMPLETE   | CWR ID NUMBER                      |
| <b>Workflow</b>  |  |                                    |
| 1. Supervisor/Initiator completes appropriate Initiator section of Contingent Worker (CWR) form and sends it to the Director for approval. Academic Requests: Initiator sends to AHR manager for approval signature. Supervisor/Initiator then opens Zendesk ticket via the portal or submits an email to <a href="mailto:humanresources@ucanr.edu">humanresources@ucanr.edu</a> indicating a request for a Contingent Worker. Please be sure to document the Zendesk ticket # on the CWR form.<br>2. Once approved by either the Director (approves for Staff) or Academic HR Manager (approves for Academics) the initiator/requestor sends the form to the Contingent Worker (CWR) to complete their portion along with the link to the secure box folder:<br><a href="https://ucdavis.app.box.com/upload-widget/view/28m7b34ervhbyiatro5w2kivseriqdik/90858068043">https://ucdavis.app.box.com/upload-widget/view/28m7b34ervhbyiatro5w2kivseriqdik/90858068043</a><br>3. CWR completes their portion of the form and loads it directly into the secure box folder. <b>DOES NOT</b> send back to supervisor/Initiator as it contains Personally Identifiable Information (PII).<br>4. The HR Operations Assistant receives notification of the uploaded CWR form in the secure box folder. Reviews and validates the information is complete/correct then processes CWR in UCPATH and notifies HR Operations Lead.<br>5. HR Operations Lead reviews and approves Contingent Worker transaction in UCPATH.<br>6. UC Path Center reviews and processes Contingent Worker in UCPATH.<br>7. Upon UC Path Center approval, HR Operations Assistant responds to all appropriate parties via Zen Desk ticket (Initiator, Supervisor/Dept. Manager, etc.). Includes ANR IT Dept. as well. |  |                                    |