

**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:	ServiceNow Case Number: HRC000
Effective Start Date:	Expected End Date (required for ALL except CWR014 or CWR017):
CWR Title/Title Code:	Business Unit: UCANR
Supervisor:	Location:
Director:	Department:
Patent Oath (Y/N): 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	
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 AggieEnterprise)	
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	HR APPROVAL COMPLETE
CWR ID NUMBER	
Workflow	
<ol style="list-style-type: none"> 1. Supervisor/Initiator opens ServiceNow case 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. 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. 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). 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. 5. HR Operations Lead reviews and approves Contingent Worker transaction in UCPath. 6. UC Path Center reviews and processes Contingent Worker in UCPath. 7. Upon UC Path Center approval, HR Operations Assistant responds to all appropriate parties via ServiceNow case (Initiator, Supervisor/Dept. Manager, etc.). 	