UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

UC ANR Contingent Worker (CWR) Request Form

Initiator Section: To be completed by UC ANR Supervisor / UC ANR Representative			
Initiator Name*:		Initiator Email*:	
Request Type*:		ServiceNow Case #:	
Start Date*:		CWR Jobcode*:	
Expected End Date*:		Department*:	
Supervisor Name*:		Location*:	
Director Name*:		FTE %:	
Statewide Program Director (if applicable):		Background Check Status:	
Justification*:	Select applicable reason(s), if not listed explain in Other. 1. Staff Volunteer needing access for Integrated Web Platform (IWP) website. 2. UC ANR System Access such as Cognos financial related 3. Contractor/Vendor needing UC ANR access. 4. UC Location Access for UCPath. 5. Visiting Scholar appointment approved by Academic HR. 6. Other:		
Approval Signatures:			
Supervisor*:		Statewide Program Director (if applicable):	
Director*:		Academic HR (if applicable):	

CWR Applicant Section: *To be completed by contingent worker*				
Submit Completed CWR Form and Patent Acknowledgement to Secure BOX Folder. **Do not email.**				
Legal Name*:	*First, Middle, Last:*			
Name*:	*First Name, Middle Name, Last Name:*			
Home Address*:				
Personal Email*:		UCPath EMPLID: *current or prior UC employees*		
Date of Birth*: *(mm/dd/yyyy)*		Patent Acknowledgement*: Download & Return Signed	Yes	No
Review and acknowledge UC ANR's Cybersecurity Expectations Document*:			Yes	No
Signature: I attest the information provided is true and accurate.				
CWR Applicant *:				

Human Resources Section: For HR Use Only					
HR Operations Signature*:					
Employee Class:		HR Entry Complete:		CWR EMPLID:	

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Workflow:

Review below on the established form workflow.

1. UC ANR Initiator completes the Initiator Section of CWR form.
2. The form is routed for approval signatures, as appropriate
3. CWR Applicant fills out personal information on form and submits it directly to BOX with patent acknowledgement. <u>Do not email CWR form back to Initiator</u>. Upload should be made in **Secure BOX Folder**.
4. Initiator submits HR ServiceNow ticket at https://ucanr.service-now.com/esc as "Other HR Request" and informs HR completed forms have been uploaded to BOX.
5. HR Operations - Reviews request and justification and informs the Initiator if approved.
6. HR Operations - Submits request in UCPath, finalizes completions (patent), shares UCPath Employee ID and UCD Computing Account instructions with CWR/Supervisor.
7. Department - Coordinates with CWR to request appropriate access to secured systems.

Additional Instructions:

- **End Date** Required for ALL except CWR014 or CWR017
- **Date of birth, home address, email:** if EMPL ID exists, not required
- **Name**: The Name field references the name an employee uses, which can be different from their legal name (for example, a middle name that an employee goes by or a name that aligns with their gender identity).
- **UC Patent**: Review and returned signed form with completed CWR form: https://ucnet.universityofcalifornia.edu/wp-content/uploads/forms/pdf/upay-585.pdf
- **Cybersecurity Expectations for Contractors:** Review the UC ANR's Cybersecurity Expectations document. A signed UC ANR CWR form by CWR Applicant serves as acknowledgement expectations.

Additional information can be found at: CWR FAQs and Visiting Scholar request form and FAQs