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 name: Department Code (if known):
Patent Oath (Y/N): Patent Oath Date Signed	FTE %:

Employee Class: **13- Staff: Contingent Worker**

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 AggieTravel)

APPLICANT SECTIONS

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:	

SIGNATURES

Applicant	Supervisor
Director	HR Analyst

Human Resources Confirmation Section Only

HR ENTRY COMPLETE	HR APPROVAL COMPLETE	CWR ID NUMBER

Workflow

1. 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 humanresources@ucanr.edu indicating a request for a Contingent Worker. Please be sure to document the Zendesk ticket # on the CWR form.
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:
https://ucdavis.app.box.com/upload-widget/view/28m7b34ervhbyiatro5w2kivseriqdik/90858068043
3. CWR completes their portion of the form and loads it directly into the secure box folder. **DOES NOT** send back to supervisor/Initiator as it contains Personally Identifiable Information (PII).
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.
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 Zen Desk ticket (Initiator, Supervisor/Dept. Manager, etc.). Includes ANR IT Dept. as well.