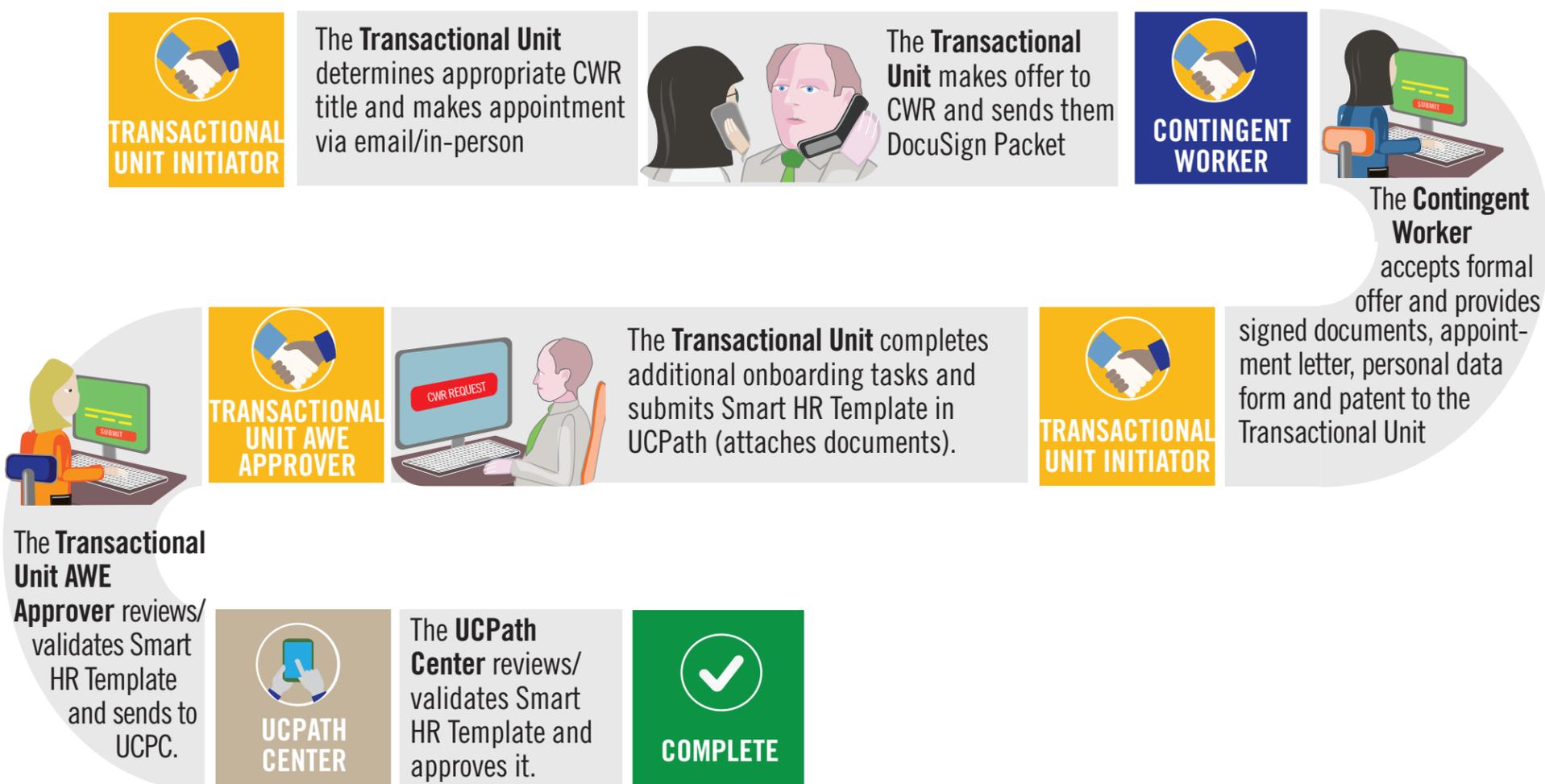# CONTINGENT WORKER

CONTINGENT WORKERS (CWR) are defined as individuals engaged by the University of California on a non-permanent basis to complete a specific function or task who do NOT have an employee relationship with UCR and do NOT receive remuneration through UCPath. An example of a contingent worker is a volunteer, since they are not paid, but also agency workers who perform work for UCR, but are paid through their agency. As such, all contingent workers, including temporary agency workers MUST be entered in UCPath for tracking purposes.

ROLES FOR CONTINGENT WORKER

CONTINGENT WORKER	TRANSACTIONAL UNIT INITIATOR	TRANSACTIONAL UNIT AWE APPROVER	CENTRAL OFFICE	UCPATH CENTER
• Accepts Offer/Contract • Signs Required Documents • Completes Required items such as Training (e.g. Lab Safety), Background Check (if requested)	• Confirms that CWR is the appropriate hire type with consultation from the Central Office(s) • Initiates UCPath Smart HR Template and initiates background check as applicable • Completes Offboarding process or rescinds offer • Initiates the NetID Affiliate process • Provide CWR with system access via EACS • Transactional Unit sets up Lab Safety Training for CWRs in the sciences • Maintains employee file/documentation	• Responsible for validating Smart HR Template transactions via AWE and providing support as per the Pilot Support Matrix (Phase 1) • Responsible for updating UCPath with results of the background check on the security clearance page (Phase 1 and Phase 2)	• Responsible for process design, and policy guidelines • Provide subject matter expertise in policy related questions	• Processes Smart HR Template and creates employee Job Record

TRANSACTIONAL UNIT SUPERVISOR/ MANAGER	• Verifies that mandatory lab safety training has been taken • As appropriate, request for equipment, required training, facilities and system access, office/lab set up etc.

CONTINGENT WORKER MAP

Roadmap presents the most common business case.

TRANSACTIONAL UNIT INITIATOR — The **Transactional Unit** determines appropriate CWR title and makes appointment via email/in-person

The **Transactional Unit** makes offer to CWR and sends them DocuSign Packet

CONTINGENT WORKER — The **Contingent Worker** accepts formal offer and provides signed documents, appointment letter, personal data form and patent to the Transactional Unit

TRANSACTIONAL UNIT INITIATOR — The **Transactional Unit** completes additional onboarding tasks and submits Smart HR Template in UCPath (attaches documents).

TRANSACTIONAL UNIT AWE APPROVER — The **Transactional Unit AWE Approver** reviews/validates Smart HR Template and sends to UCPC.

UCPATH CENTER — The **UCPath Center** reviews/validates Smart HR Template and approves it.

COMPLETE

🤝 =Handoff