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



- Accepts Offer/ Contract
- Signs Required Documents
- Completes Required items such as Training (e.g. Lab Safety), Background Check (if requested)



TRANSACTIONAL

- Confirms that CWR is the appropriate hire type with consultation from the Central Office(s)
- Initiates UCPath Template Based Hire (TBH) 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



APPROVER

- Responsible for validating TBH 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



- Responsible for process design, and policy guidelines
- Provide subject matter expertise in policy related questions



 Reviews and responds to policy questions vice **UCPath**

CONTINGENT WORKER MAP

Roadmap presents the most common business case.



The **Transactional Unit** determines appropriate CWR title and make appointment via email/in-person



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





The **CONTINGENT**

WORKER accepts formal offer and provides







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



signed documents, appointment letter, personal data form and patent to the Transactional Unit

The **Shared Services Center** reviews/validates TBH and deletes attachments and sends to UCPC.



The **UCPath Center** reviews/ validates TBH and approves it.

