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 #:	
CWR Applicant Name:		CWR Job Code*:	
Start Date*:		Department*:	
Expected End Date*:		Location*:	
Supervisor Name*:		Director Name*:	
Statewide Program (If applicable)		Background Check Status: cash handling or work w/youth	
Justification*:	Select applicable reason(s), if not listed explain in Other. Other:		
Approval Signatures:			
Supervisor*:		Statewide Program Director (if applicable):	
Director*:		Human Resources (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.**			
Please note: Lived Name is used to populate and display name in systems			
Legal Name*:	_First Name_	_Middle Name_	_Last Name_
Lived 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*:	

UC ANR Contingent Worker (CWR) Request Form

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. Do not email CWR form back to Initiator. 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, Personal Email, Date of Birth:** if EMPL ID exists, date of birth is 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