From: UCPath Center, University of California
Subject: UCPath Notice: Extend CWR Appointment HR Template Update
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UCPath Notice: Extend CWR Appointment HR Template Update

To: General UCPath Communications distribution

- Effective **August 3, 2021**, the Extend CWR Appointment Smart HR Template (UC_EXT_CWR) has been enhanced (UCP-75966) to allow additional data updates to be made to Contingent Workers (CWR) who do not have a position number.
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- The Extend CWR Appointment Smart HR Template (UC_EXT_CWR) has been renamed to "Update/Extend CWR Appointment" with the following two action reasons available:
  - CWR Job Update
  - Contingent Worker Extension

When "CWR Job Update" is selected, the following reason codes become available for selection:

- CWR Department Change/Transfer
- CWR Jobcode Change
- CWR Location Code Change
- CWR Reports To Change

The reason codes for "CWR Job Update" and "Contingent Worker Extension" will give transactors the ability to update the following job data fields for CWRs that **do not** have a position number:

- Expected Job End Date
- Department
- Location Code
- Job Code
- Reports To Position Number

Note: CWRs that **do** have a position number can continue to be updated through Position Administration.

Training Resources:

- Training materials are currently being updated

Thank you,

UCPath
(855) 982-7284
Monday - Friday from 8:00 a.m. - 5:00 p.m.
ucpath.universityofcalifornia.edu