CONTINGENT WORKER MAP

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

- **TRANSACTIONAL UNIT**
  - 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
  - Maintains employee file/documentation

- **SSC AWE 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 2)

- **CENTRAL OFFICE**
  - Reviews and responds to policy questions vice UCPATH
  - Provides subject matter expertise in policy related questions

- **UCPATH CENTER**
  - Accepts Offer/Contract
  - Reviews/validates TBH and deletes attachments and sends to UCPC
  - Reviews/validates TBH and approves it

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

The UCPATH Center reviews/validates TBH and approves it.

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.

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

Roadmap presents the most common business case.