Contingent Workers

Micro Learning

12/13/22

What is a Contingent Worker?

CWR designation is used for a person that is providing services to UC San Diego on a non-permanent basis or is potentially paid by a third party and does not receive compensation through UCPath.

CWR designation allows for the tracking and management of certain populations' relationship with the University.

- Not an Employee
- Not paid through UCPath
- Not be used as a bridge for future hires waiting on work authorization

Understanding Contingent Workers

Qualifying Populations for CWR

- **Independent Contractor/Consultant***
- Research Associate
- Research Fellow
- Staff Emeritus
- Staff Volunteer
- **Temp Agency Staff – Health***
- **Temp Agency Staff – Non UC***
- UC Employee – Different Business Unit
- Visiting Scholars
- Visiting Student Researcher – Grad
- Visiting Research Scholar Intern (Undergrad)
- Volunteers (excluding Health Professional Schools)

***Independent Contractor/Consultant or Temp Agency Staff populations should only be entered in UCPath if they will be transacting in UCPath or supervising UC San Diego employees.**

Contingent Workers Job Codes and Descriptions

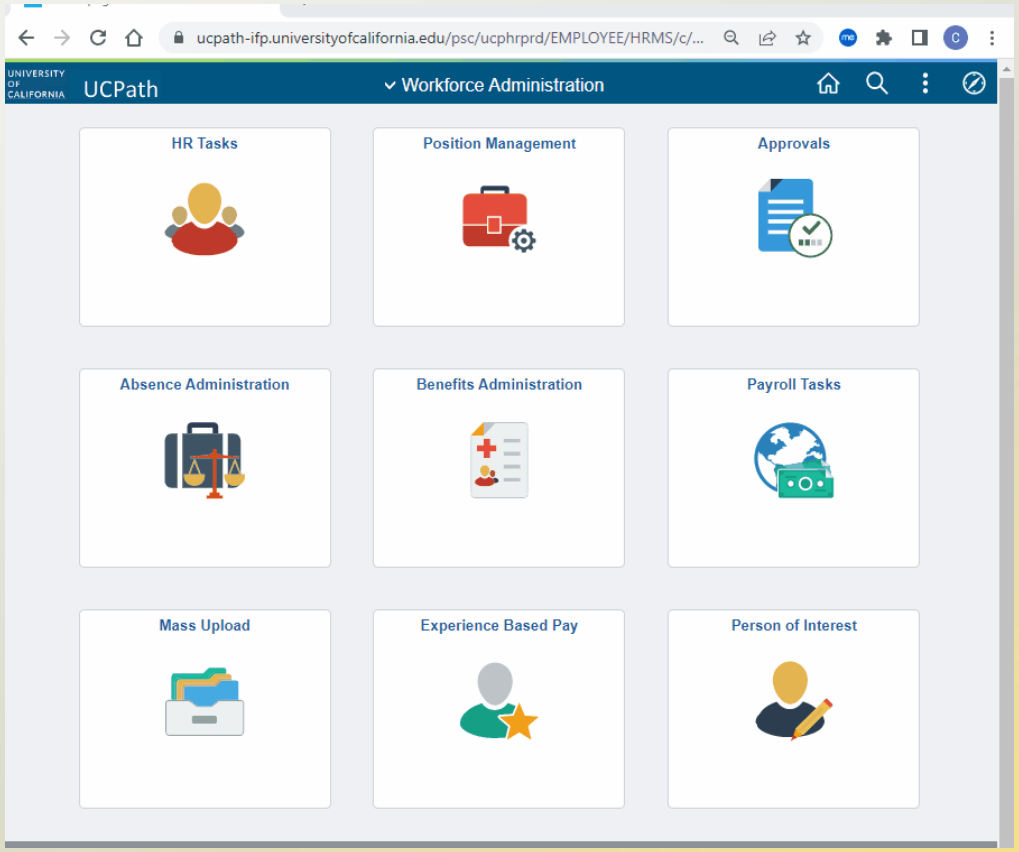
Pre-Process

Search Match to ensure the employee has never been assigned an UCPath Employee ID

Navigation: Workforce Administration > HR Tasks > **Search for People**

UCPath Center recommends performing all 3 searches to verify new hire isn't in system:

1. Enter National ID (SSN), click Search
2. Enter First and/or Last Name with DOB, click Search
3. Enter First and Last Name, click Search



[UPK: Search for People Using Search/Match]

Lifecycle of Contingent Workers

Create **Position***

- Contingent workers do not need a position unless they supervise UC San Diego employees

Submit a CWR **Template**

- UC_ADD_CWR Template Transaction
- Enter Expected Job End Date

Manage CWR

- Update Reports To
- Extend Job End Date
- Renew (if Job End Date has passed)

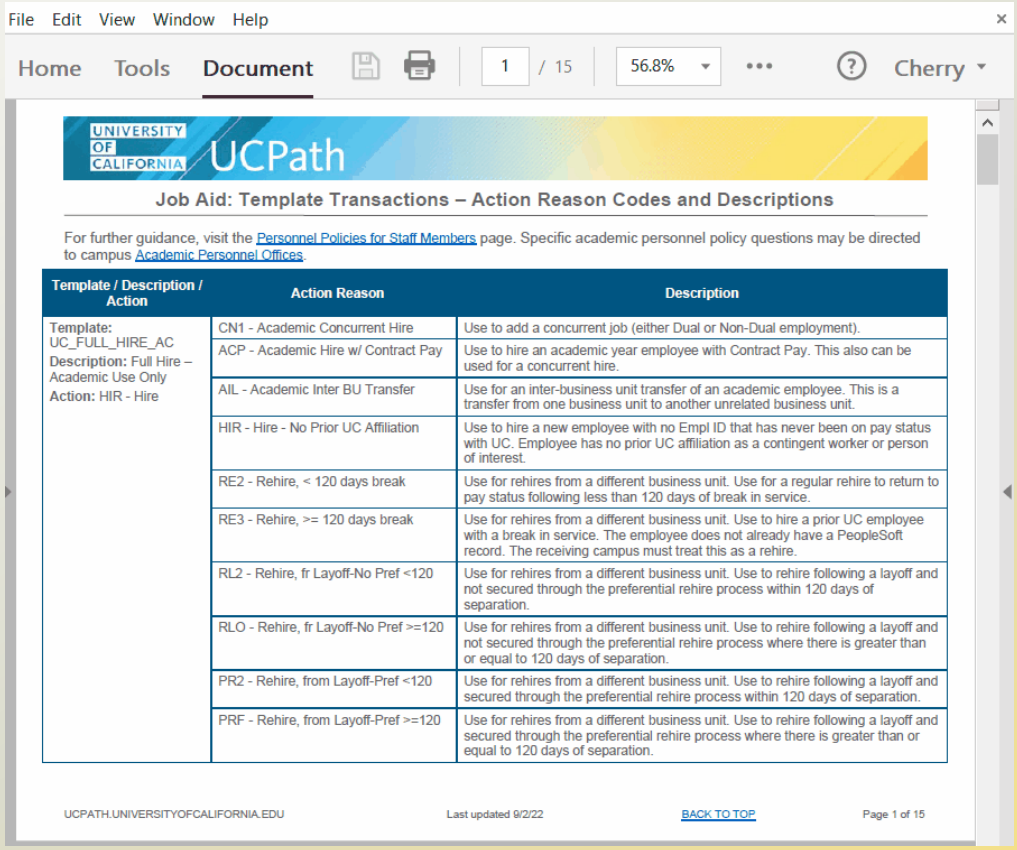
Complete CWR Instance

- UC_COM_CWR Template Transaction

UC Path UC San Diego

Choosing the Correct Template

- Job Aid: Template Transactions - Action Reason Codes and Descriptions



File Edit View Window Help

Home Tools Document 1 / 15 56.8% Cherry

UNIVERSITY OF CALIFORNIA UCPath

Job Aid: Template Transactions – Action Reason Codes and Descriptions

For further guidance, visit the Personnel Policies for Staff Members page. Specific academic personnel policy questions may be directed to campus Academic Personnel Offices.

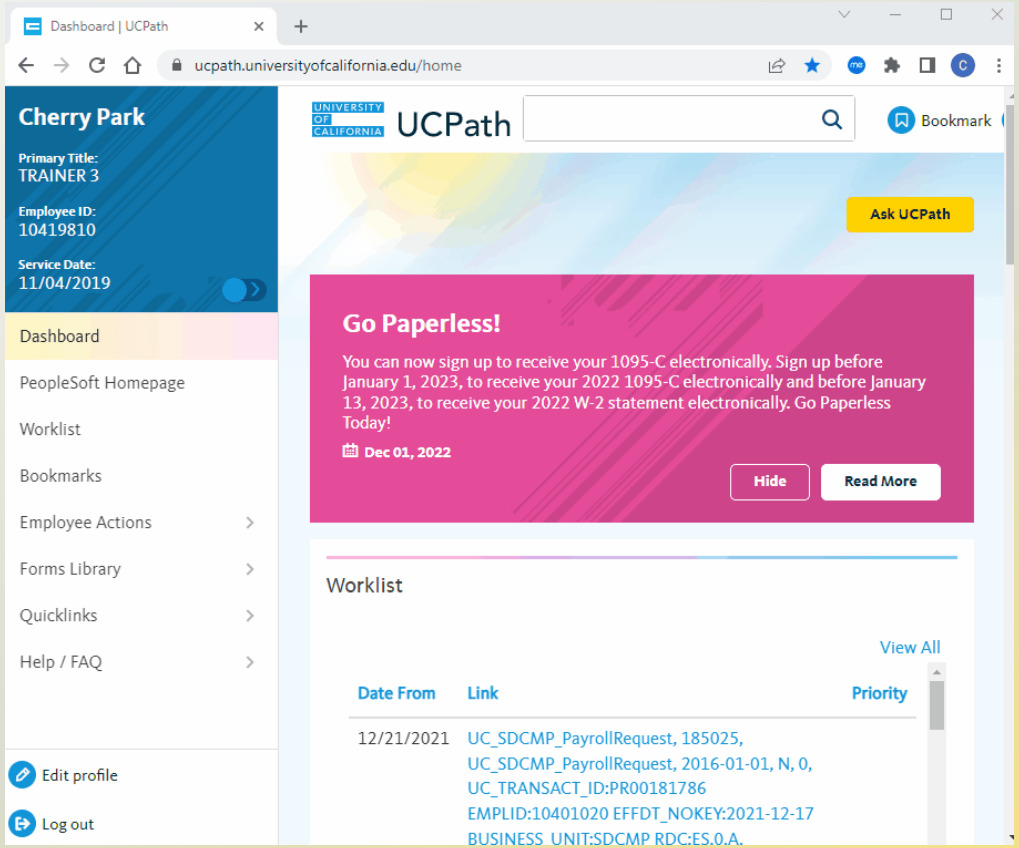
Template / Description / Action	Action Reason	Description
Template: UC_FULL_HIRE_AC **Description:** Full Hire – Academic Use Only **Action:** HIR - Hire	CN1 - Academic Concurrent Hire	Use to add a concurrent job (either Dual or Non-Dual employment).
	ACP - Academic Hire w/ Contract Pay	Use to hire an academic year employee with Contract Pay. This also can be used for a concurrent hire.
	AIL - Academic Inter BU Transfer	Use for an inter-business unit transfer of an academic employee. This is a transfer from one business unit to another unrelated business unit.
	HIR - Hire - No Prior UC Affiliation	Use to hire a new employee with no Empl ID that has never been on pay status with UC. Employee has no prior UC affiliation as a contingent worker or person of interest.
	RE2 - Rehire, < 120 days break	Use for rehires from a different business unit. Use for a regular rehire to return to pay status following less than 120 days of break in service.
	RE3 - Rehire, >= 120 days break	Use for rehires from a different business unit. Use to hire a prior UC employee with a break in service. The employee does not already have a PeopleSoft record. The receiving campus must treat this as a rehire.
	RL2 - Rehire, fr Layoff-No Pref <120	Use for rehires from a different business unit. Use to rehire following a layoff and not secured through the preferential rehire process within 120 days of separation.
	RLO - Rehire, fr Layoff-No Pref >=120	Use for rehires from a different business unit. Use to rehire following a layoff and not secured through the preferential rehire process where there is greater than or equal to 120 days of separation.
	PR2 - Rehire, from Layoff-Pref <120	Use for rehires from a different business unit. Use to rehire following a layoff and secured through the preferential rehire process within 120 days of separation.
	PRF - Rehire, from Layoff-Pref >=120	Use for rehires from a different business unit. Use to rehire following a layoff and secured through the preferential rehire process where there is greater than or equal to 120 days of separation.

UCPATH.UNIVERSITYOFCALIFORNIA.EDU Last updated 9/2/22 BACK TO TOP Page 1 of 15

UC Path UC San Diego

UCPath Center Resources | UCPath Help Site

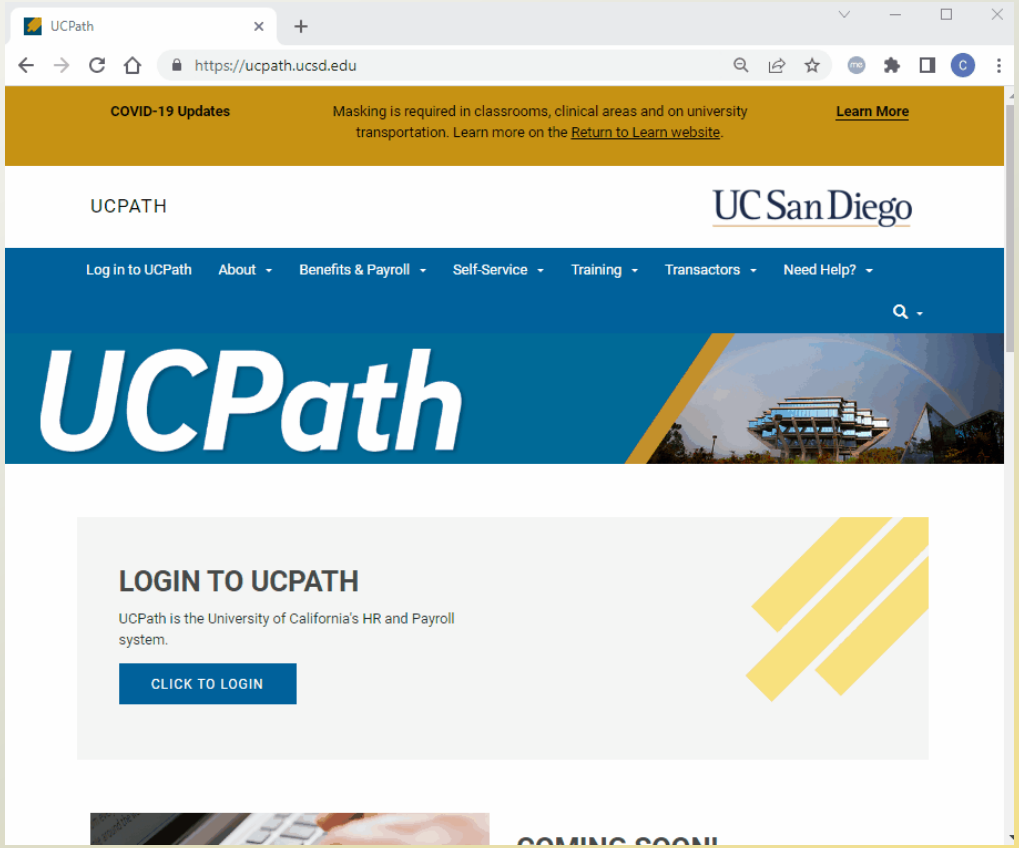
- **Location Users (Transactors)**
  - Job Aid: Contingent Worker (CWR) Job Codes and Descriptions
  - Initiate Add Contingent Worker (No Position) Template Transaction
  - Initiate Add Contingent Worker (With Position) Template Transaction
  - Initiate Complete Contingent Worker Instance Template Transaction
  - Initiate Extend Contingent Worker (No Position) Template Transaction
  - Initiate Update Contingent Worker (No Position) Template Transaction
  - Initiate Extend Contingent Worker (With Position) Template Transaction
  - Initiate Renew Contingent Worker (No Position) Template Transaction
  - Initiate Renew Contingent Worker (With Position) Template Transaction



UC Path | UC San Diego

Local Resources | UC San Diego's UCPath Resource Site

- https://ucpath.ucsd.edu/
  - **Job Aid: Understanding Contingent Workers**



UC Path
UC San Diego