Contingent Workers

Topic Based Zoom

12/14/22

Today's Topics:

- Contingent Worker Defined
- Pre-Process
- Choosing the Correct Template
- Resources

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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

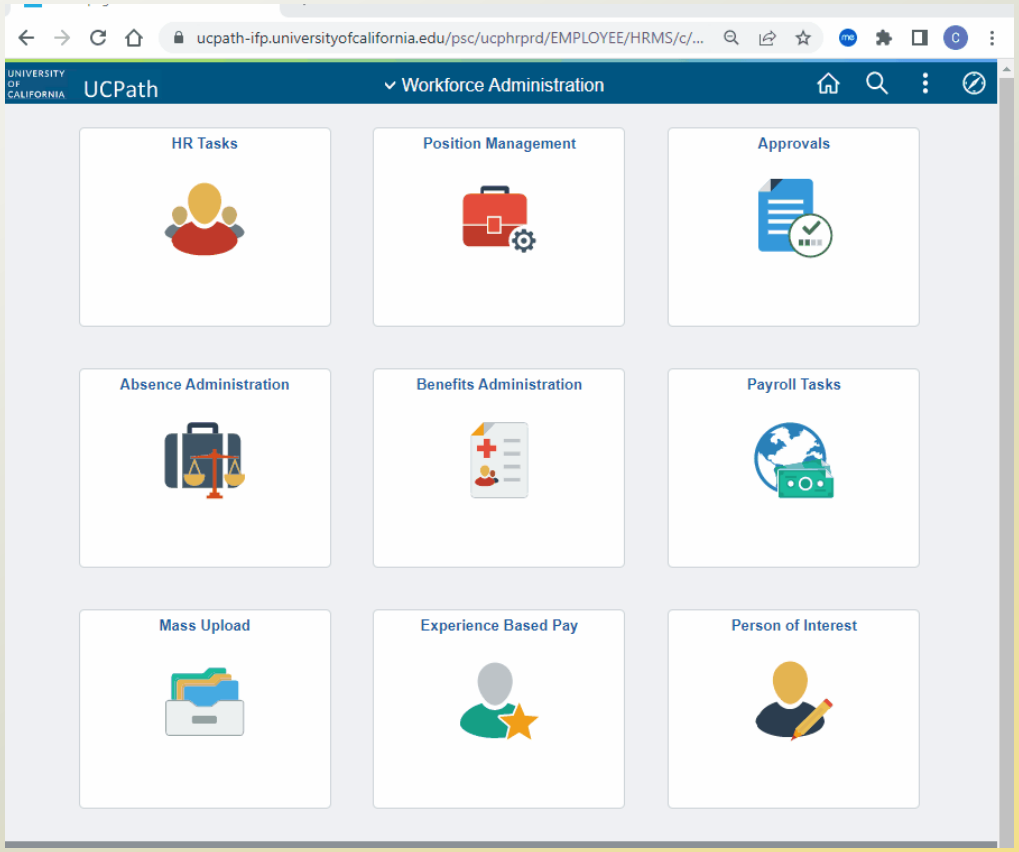
Pre-Process

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

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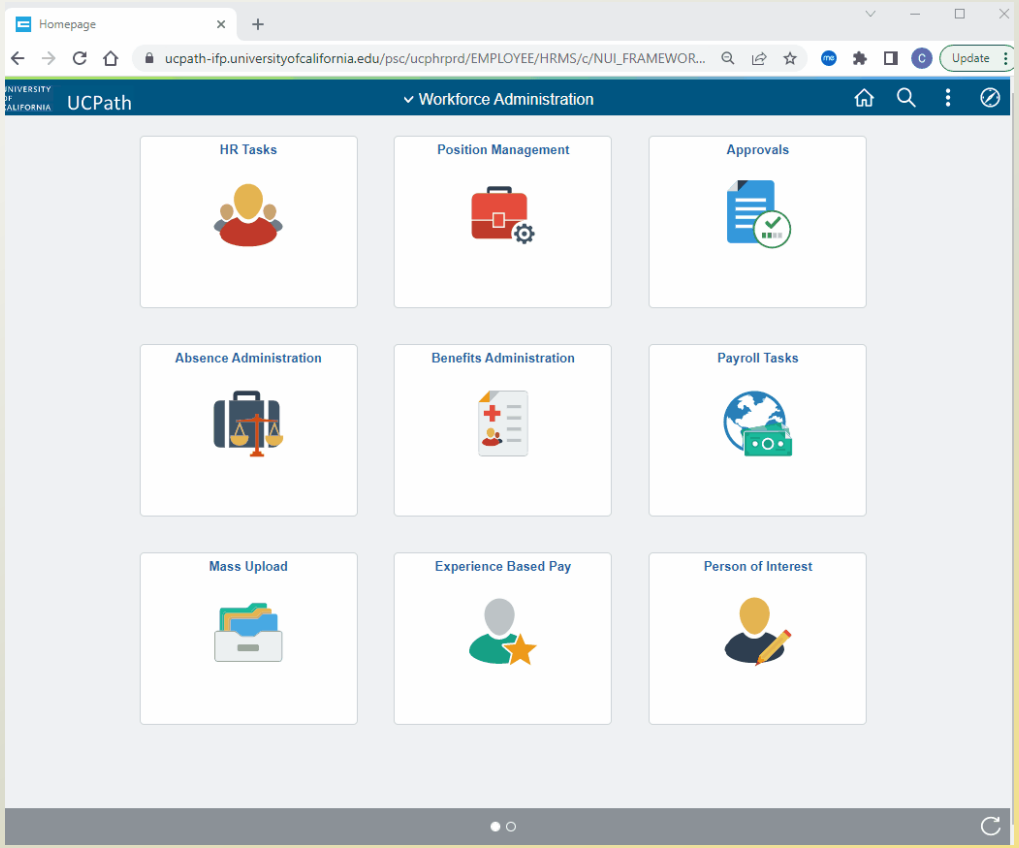
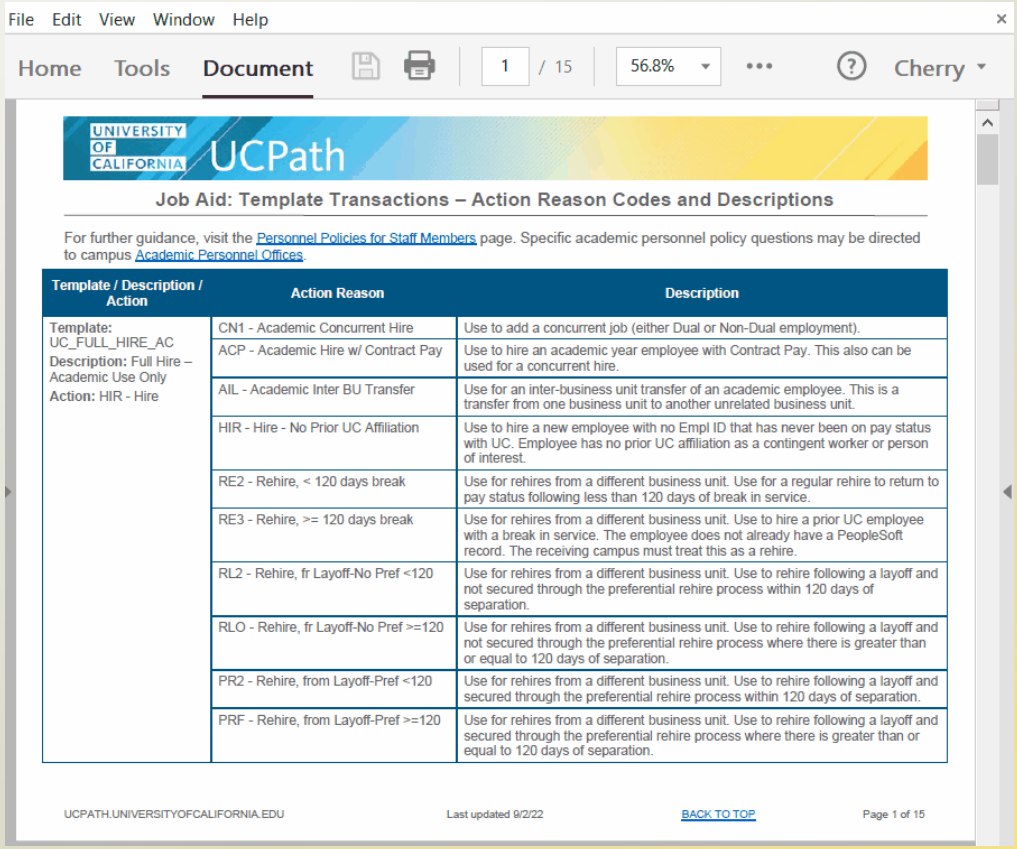
Create Position

- Navigation: Workforce Administration > Position Management > Add Update Position > **Add/Update Position Info**
- **Contingent workers do not need a position unless they supervise UC San Diego employees**
- **Note:** Position Management entries do NOT go through approval routing but are committed immediately to UCPath



Choosing the Correct Template

- Job Aid: Template Transactions - Action Reason Codes and Descriptions
- **Template: UC_ADD_CWR** for Contingent Worker without position
- **Template: UC_ADD_CWR _POSN** for Contingent Worker with position



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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.

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Manage CWR

Update Reports To

- Initiate Update Contingent Worker (No Position) Template Transaction

Extend

Can be extended before the Expected Job End Date

- Initiate Extend Contingent Worker (No Position) Template Transaction
- Initiate Extend Contingent Worker (With Position) Template Transaction

Renew

IF Expected Job End Date has passed

- Initiate Renew Contingent Worker (No Position) Template Transaction
- Initiate Renew Contingent Worker (With Position) Template Transaction

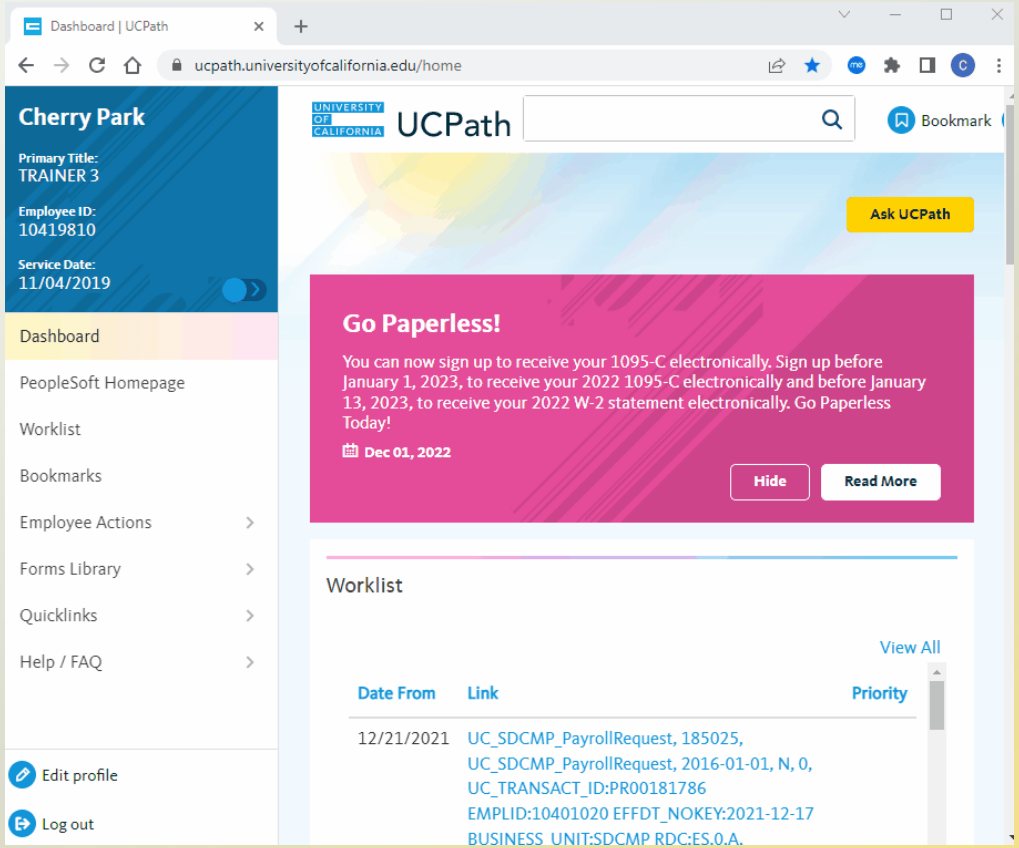
Complete CWR Instance

- Contingent Workers must be completed when the service(s) they provide are done
  - Initiate Complete Contingent Worker Instance Template Transaction

Template/Description/Action	Action Reason	Description
Template: UC_COM_CWR **Description:** Complete Contingent Worker Instance **Action:** COM - Completion - Contingent Worker	COM - Completion - Contingent Worker	Used to complete academic or staff Contingent Worker instance
	DNR - Do Not Rehire (Settlement)	Agreement/Settlement - Individual agrees not to return

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



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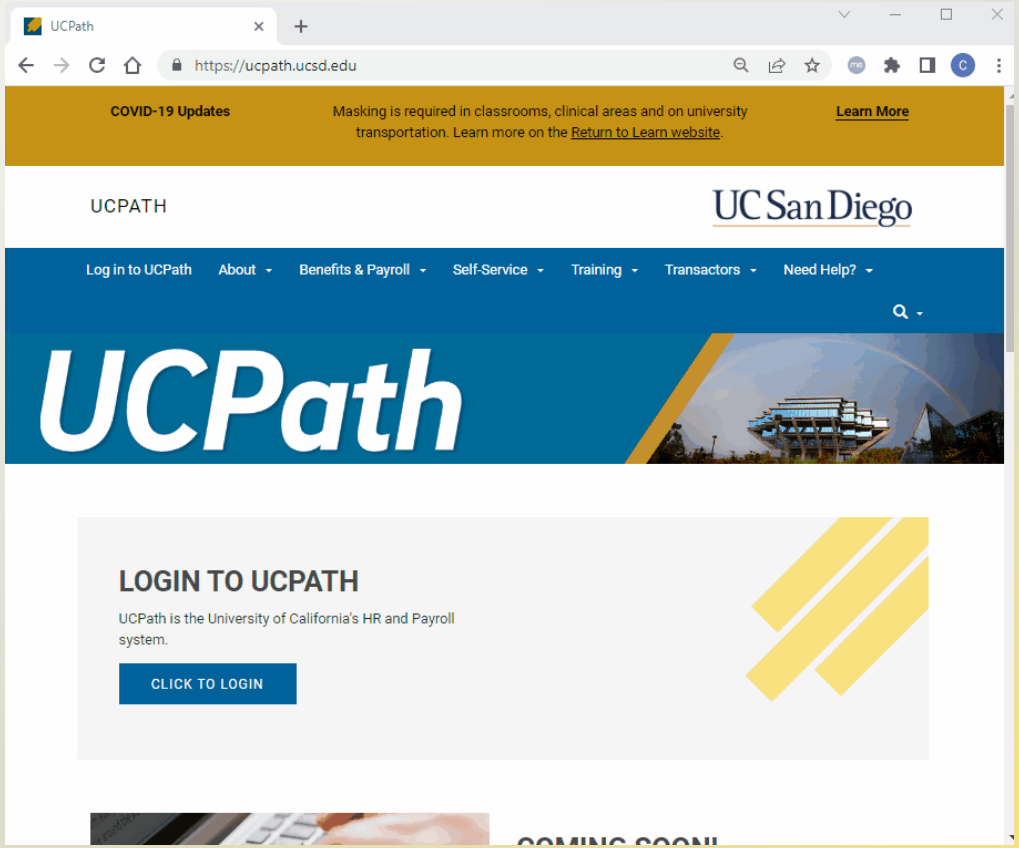
Local Resources | UC San Diego's UCPath Resource Site

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



Key Takeaways

- Contingent workers are not Employees, not paid through UCPath and not be used as a bridge for future hires waiting on work authorization
- Separate templates for Contingent Workers, review the Job Aid: Template Transactions - Action Reason Codes and Descriptions to ensure the correct one is used
- Enter an Expected Job End Date
- Extend, Renew, or Complete Contingent Worker instance as applicable
- Contingent Workers must be completed when the service(s) they provide are done

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Notes

- **Template transactions go through approval routing, both local and UCPC.**
- The process to bring on a new volunteer/contingent worker does still require Records approval prior to putting in the UCPath Template, correct? Form to Records still required. (include this step in the Job Aid). Thanks! It might be important to note on the job aide that volunteer appointments need to be renewed annually, and the renewal also needs to be approved by Records prior to updating in UCPath. Blink volunteer info https://blink.ucsd.edu/HR/services/campus-staff-volunteers.html **Will reach out to records team for guidance/approval to add to Job Aid.**
- Will you also address process to fix/change hire date? My question is CWR was 12/1/22 start, now is 4/1/23. No position. **Anytime you need to correct effective date for hire/start date you will need to submit a Job Data Update form to UCPC. Only UCPC can overwrite data.**
- Do we need to do anything when there is an end job in UCPath? Do we know why UCPath does not end Contingent Worker jobs when the Expected Job End Date is reached? **Must Submit the Complete CWR template when the CWR instance is completed. Auto term check box is what triggers auto terminations. If that box is not checked then the auto term will not occur. There is no check box for CWRs hence they will not auto term and a Complete CWR template MUST be submitted.**
- **Employee data change deadline*** if you want it to affect that paycycle.**

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