UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

UC ANR Contingent Worker (CWR)
Data Changes Form

Initiator Section: To be completed by UC ANR Supervisor / UC ANR Representative			
Initiator Name*:		**ServiceNow Case #:**	
Request Type*:		**CWR Jobcode*:**	
CWR Applicant Name*:		**Department*:**	
Start Date*:		**Location*:**	
Expected End Date*:		**Director Name:**	
Supervisor Name*:		**Statewide Program (if applicable)**	
Justification: If ending CWR, use other	Other:		
Approval Signatures:			
Supervisor*:		**Statewide Program Director** (if applicable):	
Director*:		**Human Resources** (if applicable):	

CWR Applicant Section: *I acknowledge the changes as indicated above*		
Name *:	*First Name, Middle Name, Last Name:*	
CWR Signature *:		
UCPath EMPL ID:	**Date:**	

Human Resources Section: For HR Use Only		
HR Operations Signature (if applicable):		
Employee Class:	**HR Entry Complete:**	

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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 acknowledges changes and signs form
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 and advises once processed.
7. Department - Coordinates appropriate access changes to secured systems, as needed.

Additional Instructions:

- **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).

Additional information can be found at: CWR FAQs and Visiting Scholar request form and FAQs