

## Guidelines for Processing the Contingent Worker (CWR) Form

**Note that this form is no longer sent to OGCA.**

New and Adjunct Faculty must have a **Peoplesoft HR ID** in order to apply for, or transfer, sponsored activities funding.

Enter all required fields \*

**Effective Date**, Enter today's date (This will allow the immediate creation of the Peoplesoft HR ID for the new faculty member)

**Contact name and phone number:** Generally the Business Manager's name and phone #, in case there are questions.

A Department Head/Chair's signature is required.

Please forward the completed form to:

**Timothy Cendrowski**

Dir HR Systems Operations

Whitmore Admin Building, Rm 325

University of Massachusetts Amherst

Email: [cendrowski@admin.umass.edu](mailto:cendrowski@admin.umass.edu)

Phone: +1 413-545-6106

When sending to Tim, send this document securely by using Box.

1. Create a new Box folder
2. Save this document in that new Box folder
3. Share the folder with Tim Cendrowski
4. Contact Tim via email or by phone and let him know that you shared a Box folder with him containing a Contingent Worker form for Peoplesoft.

For more about the use of Box at UMass, visit <https://www.umass.edu/it/box>



# Contingent Worker Form for PeopleSoft

\* Required Fields

\* Effective Date: \_\_\_\_\_ \* Name: \_\_\_\_\_  
Last Name First Name Mid Initial

\* Birthdate: \_\_\_\_\_ \* SSN: \_\_\_\_\_ Ethnic Group: \_\_\_\_\_ Gender: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address Information:

\* Address 1 \_\_\_\_\_

\* Address 2 \_\_\_\_\_

\* City \_\_\_\_\_ \* State \_\_\_\_\_ \* Zip \_\_\_\_\_

<b>HR Use Only:</b>
Date: _____
Emplid: _____

Job Code: FINCWR

\* HR Department ID: \_\_\_\_\_

Business Title: \_\_\_\_\_

Remarks:

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Signatures:

Dept. Head/Chair: \_\_\_\_\_

Date

**Note to HR** - Email the PeopleSoft HR ID for the person named above to the requestor (person who emailed this form) *after* completion of initial setup or re-activation in PeopleSoft.