

Start Date:

End Date:

**CONTINGENT WORKER - PERSONAL CONTACT INFORMATION**

<b>Legal Name</b>	Last	First	MI
<b>Nickname</b>	If changing name, indicate former name here		
<b>Mailing Address*</b>	Street	City, State	Zip
<b>Phone and Email</b>	Phone	Email	
<b>Emergency Contact</b>	Name	Relationship	Phone

**AFFIRMATIVE ACTION INFORMATION**

By Federal mandate this institution collects and maintains the data below.

<b>NEW CONTINGENT WORKER ONLY</b>	<b>Gender</b> <input type="checkbox"/> Female <input type="checkbox"/> Male
	<b>Date of Birth:</b>
	<b>Are you Hispanic or Latino?</b> A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. Yes      No
	<b>Racial Category or Categories:</b> Please select the category(ies) with which you most closely identify (check as many as apply or none). <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White

All contingent workers will be entered into Workday unless they are performing services as one-time occurrence (i.e. concert or event) or an exception is granted by the Environmental Health & Safety Department. The Contingent Worker will need to provide a Social Security number to the department in order to be entered into Workday. These requests will be reviewed on a case-by-case basis. Departments will be responsible for maintaining Contingent Worker documents and sign-in sheets for this group. Contingent worker categories are determined by their need to access college resources and systems.

Once a contingent worker is entered into Workday, they will be contacted by WNC Human Resources to complete the on-boarding process. Continued access to college resources and systems will not be granted until the onboarding process has been completed. This includes the completion of several tasks within their Workday inbox. It is important for the Contingent Worker to contact and make an appointment with WNC Human Resources by calling 775-445-4237 or email [humanresources@wnc.edu](mailto:humanresources@wnc.edu).

**More information on NSHE Volunteers/Contingent Workers, can be found on the UNR website listed below;**

<https://www.unr.edu/bcn-nshe/risk/volunteers>

<https://www.unr.edu/administrative-manual/2000-2999-personnel/2161-volunteers>

<https://www.unr.edu/administrative-manual/2000-2999-personnel/2162-contingent-workers>