



University
of Windsor

CONTINGENT WORKER FORM

Purpose of Form: UWinsite Finance’s access is based on the inventory of full-time and part-time employees in the HR system, VIP. The access to the system may expand beyond this employee group; for example, temporary workers, co-op students, and any other student who is travelling and being reimbursed by the University need to be manually added to the system as “contingent workers”. **Please use this form when you wish to request access to the system for a “contingent worker”.**

Requestor Information:

Date (YYYY-MM-DD): _____ Name: _____

Department: _____ Extension: _____

Email: _____

Contingent Worker Manager: _____

Contingent Worker Position: _____

Termination Date (YYYY-MM-DD): _____

Contingent Worker Information:

Last Name: _____ First Name: _____

UWINID (if applicable): _____ Email: _____

Reason for Access to UWinsite Finance: _____

Please indicate which Department, Project and/or Program that will be charged: _____

Please indicate who the approver of this individuals expenses should be: _____

Please note, the system will route the expense claim both to the approver (defined above) and to the individual who is responsible for the Department identified above.

Access Type Required (check all that apply):

- Expense and Travel Reimbursement (iExpenses)
- Self Service Procurement
- Other

If Other please explain: _____

Once complete, please submit this form to fabs@uwindsor.ca for processing.