



The Office of Human Resources

Notification of Contingent Worker

Current Date

The College of New Jersey defines a Contingent Workers as school officials who are working or providing a service to the College through an agreements or contracts with other organizations or an agreement directly with the College. Contingent Workers are not members of either the faculty or the staff of TCNJ and they are not compensated by TCNJ. This form must be completed, signed, and returned to Human Resources before a Contingent Worker can gain access to TCNJ facilities or systems. This notice does not in and of itself grant access. Actual access is granted by the responsible department(s), and may take several business days to complete.

Name of Associated Educator - First Middle Last

Department

Home Address

City

Country

State Zip Code

Home Phone

Campus Phone Ext

Date of Birth

Gender
 Male Female

Assignment Start Date

Assignment End Date

Requests must include an assignment start and end date.

Signature of VP or Designee

Date: