

## Contingent Worker Job Codes to be used on the Personnel Action Form (PAF):

<u>Job Code</u>	<u>Description</u>
CWR001	Site Manager
CWR002	Partner
CWR003	Manager
CWR004	Volunteer
CWR005	Consultant
CWR006	Assistant
CWR007	Coordinator
CWR008	Visitor
CWR009	Adjunct Faculty
CWR010	Researcher
CWR011	Intern

**Note:** Position titles are different. You can establish a title that aligns to the employee's volunteer responsibilities.

*For example:*

*Job Code: CWR003*

*Position Title: University Manager of Paper*

Business Card requests must be made via Central Reprographics:

[http://www.umb.edu/administration\\_finance/auxiliary\\_services/central\\_reprographics/index.html](http://www.umb.edu/administration_finance/auxiliary_services/central_reprographics/index.html)

or 617-287-5020