Once you’ve identified a need for a contingent worker, please utilize this link [https://form.jotform.com/VizientCLM/UCLASTaffing](https://form.jotform.com/VizientCLM/UCLASTaffing) to request approval. Once you’ve completed the web-based form via JotForm, the request will automatically be routed to your Cost Center Approver for approval. Once approvals have been obtained the request will be provided to the Vizient MSP Team for entry into Contract Labor Optimizer.

When providing your email, please ensure everything is spelled correctly. Your email is how the form will keep you updated on the status of your request.

If yes is selected, additional fields specific to the resource will appear and are required before completing the request.

Please note that the position titles options are pre-populated per the contract. If you need an additional title, please contact your dedicated staffing specialist.

If you have any questions, please contact uclastaffing@vizientinc.com
Timesheet Approver is the person responsible for approving time for your department. This maybe the same person as the requestor or a distribution "group" email.

The "justification of need" is for the UCLA internal approval process. All information provided will stay confidential between UCLA and Vizient MSP Staff.

For the "Department- Cost Center" you can enter your six-figure number or FAU and it should populate. If you are unable to locate your cost center from the selection provided, please email your staffing specialist.

The position approver is the person who is responsible for overall position control for your cost center. This would be a CNO/ Executive Director or designees and cannot be the same as the Staffing Manager.

Once you have completed all required (*) fields the orange "submit" button will appear. After submitting the form, you will see a green "Thank You" page, if this page does not appear your request was not submitted, and you’ll need to refresh your browser. Once submitted, the form will automatically flow to the email entered in the Position Approver Email.

If you have any questions, please contact uclastaffing@vizientinc.com