To Initiate Hiring an Academic:

Within 10 days the Academic Researcher gathers requested documents and submits them to HR Operations.

Within 2 days of receipt of the signed memo HR Operations submits the case to COE for Dean's approval.

PI:
PI notifies ERSO HR Operations of intended hire. Provides HR with name, contact information, start/end dates, salary title code and project description.

RSO:
RSO provides chartstring, confirmation of funding, and IOF for visa processing fee if needed.

Within 30 days APO reviews and approves case and sends it back to ERSO.

If no visa is needed the case clock ends here (69 days) and the Academic Researcher will be contacted to complete new hire paperwork.

Within 15 days HR Operations receives the DS2019 from the Berkeley International Office.

Within 2 days of receipt of DS2019 HR Operations sends Academic Researcher the original DS2019 by Fed Ex and instructions for completing hiring paperwork.

*If a recruitment must be conducted for the title, the recruitment process can add an additional 2-3 months to the timeline.