## Visiting Scholar Payment Form (VSPF) Process

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<th>Step</th>
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| 1    | *PI/Authorized Requestor | • Completes Visiting Scholar Payment Form (VSPF)  
• Verifies Funding (check with RSO if not requestor)  
• Acquires necessary signature for authorization and determines that payment is not for work as an employee and there are no performance deliverables associated with the payment.  
• Emails Visitor to complete [UCB Substitute W-9 and Vendor Information](#) |
| 2    | VS/VSR | • Completes Vendor Request Form (THEY SHOULD NOT COMPLETE STAFF PERSON CONTACT INFORMATION SECTION – this will be completed by HR) and returns to Authorized Requestor  
• **MUST INCLUDE VS/VSR EMAIL ADDRESS**  
• If no SS# or ITIN#, VS/VSR must apply at local SSA Office (No payment can be processed without SS or ITIN) |
| 3    | PI/Authorized Requestor | • Sends VSPF and Vendor Request Form to HR Generalist |
| 4    | HR Administrator | • Reviews VSPF and Faxes Vendor Request form to Central Vendoring: 510-642-8604 for Vendor # assignment  
• Enters VS/VSR information into GLACIER (if foreign)** |
| 5    | VS/VSR | • Completes GLACIER record and sends required documents to designated address (2195 Hearst Ave #120) on summary page of GLACIER record. |
| 6    | Central Vendoring | • Notifies HR Generalist via email when vendor # has been assigned |
| 7    | HR Administrator | • Enters Vendor # on VSPF and emails VSPF to Visiting Scholar and Postdoctoral Affairs Office at [vspa@berkeley.edu](mailto:vspa@berkeley.edu)  
• Sends copy of VSPF to COE Assoc. Dean’s Office (199 M Cory Hall) |
| 8    | VSPA/Disbursements | • Once completed VSPF and all GLACIER documents are received, Payment is processed*** |

*Refers to the responsible PI, RSO or Authorized Requestor initiating payment  
**All Glacier information must be completed before payment can be processed  
***VSPF normally takes about 10 business days to process – IF ALL DOCUMENTATION IS COMPLETE

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