

COLLEGE OF ENGINEERING

Visiting Scholar Payment Form (VSPF) Process

Step	Owner	Process
1	*PI/Authorized Requestor	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Completes Vendor Request Form (THEY SHOULD NOT COMPLETE STAFF PERSON CONTACT INFORMATION SECTION – this will be completed by HR) and returns to Authorized Requestor • <u>MUST INCLUDE VS/VSR EMAIL ADDRESS</u> • 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	<ul style="list-style-type: none"> • Sends VSPF and Vendor Request Form to HR Generalist
4	HR Administrator	<ul style="list-style-type: none"> • Reviews VSPF and Faxes Vendor Request form to Central Vending: 510-642-8604 for Vendor # assignment • Enters VS/VSR information into GLACIER (if foreign)**
5	VS/VSR	<ul style="list-style-type: none"> • Completes GLACIER record and sends required documents to designated address (2195 Hearst Ave #120) on summary page of GLACIER record.
6	Central Vending	<ul style="list-style-type: none"> • Notifies HR Generalist via email when vendor # has been assigned
7	HR Administrator	<ul style="list-style-type: none"> • Enters Vendor # on VSPF and emails VSPF to Visiting Scholar and Postdoctoral Affairs Office at vspa@berkeley.edu • Sends copy of VSPF to COE Assoc. Dean's Office (199 M Cory Hall)
8	VSPA/Disbursements	<ul style="list-style-type: none"> • 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