

Visiting Scholar & Visiting Student Researcher (VS/VSR) App | ERSO Intranet Quick Guide

A **Visiting Scholar (VS)** is a person on leave from an appointment at an academic institution or employment at another organization. To be appointed as a Visiting Scholar, they must possess a Ph.D. degree or international equivalent. Their primary purpose is to conduct research with a UC Berkeley faculty member.

A **Visiting Student Researcher (VSR)** is a person currently enrolled in a graduate degree outside of the UC system. They take leave from their degree program to conduct research with a UC Berkeley faculty member.

SUBMIT A NEW VS/VSR REQUEST

Navigate to [ERSO Intranet](#)

1. From the Home page, under **HR Services** select **Submit a Request** to access the **HR Services** landing page and then select **VS/VSR Request**.

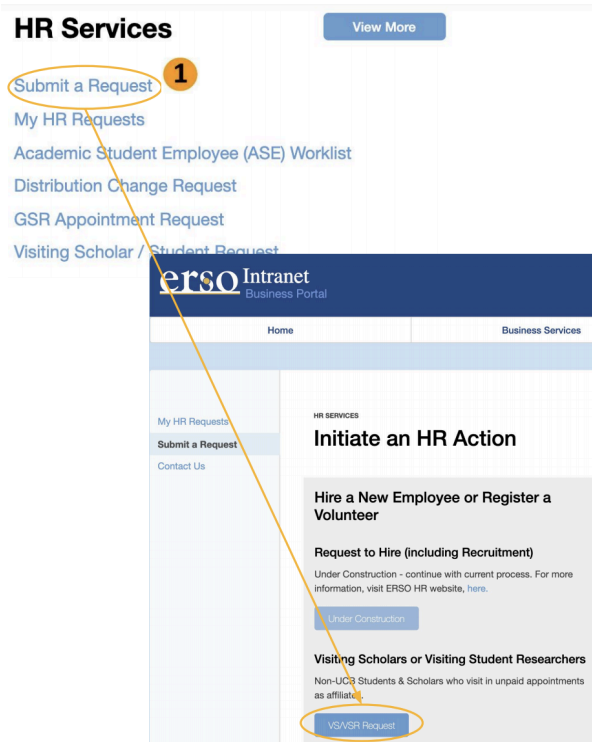
You may also use the direct link to initiate a new [Visiting Scholar / Student Request](#).

2. Complete the mandatory questions, provide the Visitor's CV, and other required documents.

The information provided will determine the visitor's title.

3. **Save as Draft** if you need more time and would like to save your work.
4. Select **Submit** when you have completed all required fields. The request will be routed to the selected PI/Faculty host for approval.
5. Select **Cancel** to terminate the request.

Questions: ersohrops@erso.berkeley.edu



Visiting Scholar/Visiting Student Researcher New Request

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Visitor First Name *

Visitor Last Name *

Visitor Email *
Use the email for the visitor in order to notify them of the request

Is this an initial appointment or extension? *
 Initial Appointment Extension

PI/Faculty Host *

Department or unit hosting visitor *

Start Date *

End Date *

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CHECK STATUS OF A VS/VSR REQUEST

Navigate to [ERSO Intranet](#) and select the HR **Services** tab.

1. On the left side bar, select **My HR Requests** to view any request you submitted.

Note: HR Delegates will also see any transaction for either delegated groups.

2. To view more information about a specific request, select the **ID#**.
3. Each case will have case notes and key milestones for the selected ID on the **Request History** tab.

The screenshot shows the ERSO Intranet Business Portal. In the left sidebar, 'My HR Requests' is highlighted with a yellow circle and the number 1. Below it are 'Submit a Request' and 'Contact Us'. The main content area shows a table of VS/VSR requests. The first row is highlighted with a yellow circle and the number 2, showing ID 91, HR CASE REVIEW status, and the name Brescanvel, Renjie. Other rows show ID 93 (COMPLETE) and ID 94 (CHAIR/DIRECTOR REVIEW).

The screenshot shows the 'Request History' tab for Request ID #91. A yellow circle with the number 3 highlights the 'Request History' tab. The table below shows the following actions:

Action	Comment	User	Date
Submitted	Request submitted for PI/Delegate approval	Sridhar, Haarini	02/23/21
Approved	PI/Delegate approved request - sent to ERSO HR for processing	Foster, Rebecca	02/24/21
Requested	Chair/Director review was requested	Stone, Jennifer	03/19/21
Approved	ERSO HR approved Chair/Director review request - sent for processing		03/19/21

What Does the HR Case Status Mean?

HR Case Status Flag	What's Happening	What's Next
PENDING APPROVAL	After a request is submitted, it is routed to the selected PI/Faculty Host for approval (reminder emails are sent to Chair/Director every 3rd day until approved).	Sent to ERSO HR Ops for initial review
HR INTAKE	ERSO HR Ops does an initial review of the request to ensure all necessary information is provided, takes up to 5 business days.	Sent to Chair or Director for approval and the Visitor receives an initial email.
CHAIR/DIRECTOR REVIEW	The respective Chair/Director associated with the Faculty Sponsor is required to approve the VS/VSR Request (reminder emails are sent to Chair/Director every 5th day until approved).	Sent back to ERSO HR Ops (HR Case Review)
HR CASE REVIEW	The majority of the processing time is in this workflow status (e.g. VSPA approval, BIO processing, additional document collection from Visitor, etc.)	Visitor is sent VSPA approval letter and DS-2019, moves to Pending Arrival
PENDING ARRIVAL	Request will stay in pending arrival until the Visitor completes their onboarding paperwork. Visitor is sent an onboarding email 10-days prior to their start date.	Appointment is entered into UCPath and moved to Pending UCPath
PENDING UCPath	Once the appointment is entered into UCPath, it may take several days for UCPC to approve and finalize the appointment.	Visitor is sent a "Hire" letter and Affiliate ID is issued. Request will be flagged Complete.
COMPLETE	VS/VSR was successfully hired, case is closed	n/a
DRAFT	Requester initiated a VS/VSR and saved the request to work on it later. Go to "My HR Requests" to continue to edit and revise before submitting it for PI Approval.	Edit and submit for approval (not in process)
CANCELED	A VS/VSR request was terminated by either Requester or PI/Director (up until approval) or by ERSO HR Staff after submit.	n/a