# VSPA Gateway Tutorial Outline

## Post Approval Procedures

- Changes to Application Post Approval ................................................................. 66
- Search Function ................................................................................................. 67
- Edit .................................................................................................................... 70
- Authorization Letters ......................................................................................... 72
  - Sample VS/VSR Appointment Letter ............................................................... 76
  - Sample Postdoc Appointment Letter .............................................................. 78
- Reappointment Letters ...................................................................................... 83
- Reappointments ................................................................................................. 86
- VSPA Gateway Status Definitions ................................................................. 98

## Exceptional Approvals

- Visiting Student Researchers ................................................................. 101
- Visiting Scholars ............................................................................................ 102
- Postdocs ........................................................................................................ 103

## Post Arrival Processes

- Patent Acknowledgment ............................................................................ 105
- HCM Record ................................................................................................. 106
- University Services Fee ............................................................................. 108

## Other Available Features of the Gateway

- Extracts and Reports ....................................................................................... 112
What is the VSPA Gateway?

The VSPA Gateway is an electronic tool for departmental administrators to process applications for Visiting Scholars, Visiting Student Researchers, and Postdocs.

[https://vspa-gateway.berkeley.edu/](https://vspa-gateway.berkeley.edu/)

CalNet Authentication is required for access.
Welcome to VSPA Gateway

- Forms to Invite Visiting Scholars or Postdocs
  - Invitation Form for Visiting Student Researcher
  - Invitation Form for Postdoc
  - Invitation Form for Visiting Scholar

Please search the existing visitors for the person you wish to invite before using the invitation form. If the person is already in the VSPA gateway, use the 'Add' feature to add a new visit for the person. If you do not have access to the 'Add' feature for that person, ask the VSPA Office to add the person for you.

- Search visitors or browse lists of visitors. From these pages, administrators can prepare applications, approve applications, generate PDF letters for applications, link visitors and visits to HCM records and create visit reappointments.
  - Search
  - Browse Lists
  - Submitted
  - Prepared
  - Approved
  - Active
  - Expired

- Pages to Manage VSPA Departments and Users
  - Manage Users
  - Manage Departments
  - Settings

https://vspa-gateway.berkeley.edu/
In order to gain or change access to the VSPA Gateway, you must have your CSS Team supervisor/leader email VSPA at vspa@berkeley.edu with your name and the departments you are requesting access to.
User Roles in the VSPA Gateway

An academic department or organized research unit invites and agrees to host an affiliate (postdoc, visiting scholar or visiting student researcher).

Campus administrators who process affiliate applications will be assigned User Role(s) in the VSPA Gateway.

**Preparer**
A designated Departmental Preparer receives web-based applications submitted directly by the applicants. Additionally, the Departmental Preparer provides other required details regarding the proposed visit.

**Approver**
A designated Departmental Approver receives and reviews prepared applications and decides whether to approve or decline an application.
User Roles in the VSPA Gateway

Letter Viewer

A designated Letter Viewer can search for affiliates only to view and obtain approval letters. Letter Viewers cannot access the record, create any records, or make changes.

Search for Visitors

<table>
<thead>
<tr>
<th>Search Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name: bear</td>
</tr>
<tr>
<td>First Name: oski</td>
</tr>
<tr>
<td>HCM ID:</td>
</tr>
<tr>
<td>Visitor Type: Any</td>
</tr>
<tr>
<td>Status: Any</td>
</tr>
<tr>
<td>Campus Sponsoring Unit: All According to Authorization</td>
</tr>
</tbody>
</table>

Search Results

<table>
<thead>
<tr>
<th>Name</th>
<th>Visit Dates</th>
<th>Prepare</th>
<th>Approve</th>
<th>HCM</th>
<th>Letters</th>
</tr>
</thead>
</table>
HCM Viewer

A designated HCM Viewer can look up an affiliate’s HCM information, such as their HCM ID number.
Welcome to VSPA Gateway

- Forms to Invite Visiting Scholars or Postdocs
  - Invitation Form for Visiting Student Researcher
  - Invitation Form for Postdoc
  - Invitation Form for Visiting Scholar

Please search the existing visitors for the person you wish to invite before using the invitation form. If the person is already in the VSPA gateway, use the 'Add' feature to add a new visit for the person. If you do not have access to the add feature for that person, ask the VSPA Office to add the person for you.

- Search visitors or browse lists of visitors. From these pages, administrators can prepare applications, approve applications, generate PDF letters for applications, link visitors and visits to HCN records and create visit reappointments.
  - Search
  - Browse Lists
  - Submitted
  - Prepared
  - Approved
  - Active
  - Expired

- Pages to Manage VSPA Departments and Users
  - Manage Users
  - Manage Departments
  - Settings

From the Gateway Homepage, under “Manage Users” you can find out your User Role (Preparer and/or Approver) as well as the departments/units you have access to.
This will take you to a page that shows you a list of all the current users in the VSPA Gateway as well as a search engine to look up specific users.
Clicking on a User’s name will take you to their User Profile which will show their contact information, the departments they have access to, and the roles they have in each department.
# The Pre-Arrival Process At-A-Glance

## STEP 1
### Inviting and Submitting an Affiliate Application
- Preparer invites prospective affiliate to fill out the Gateway application
- Prospective affiliate fills out application and clicks **Submit**
- Preparer receives notification of submitted application and reviews information for errors
- Preparer bypasses the invite function and goes directly to Step 2

## STEP 2
### Preparing an Affiliate Application
- If Step 1 was bypassed, Preparer completes the application on behalf of the scholar and clicks **Prepare**
- OR
- After Preparer reviews the submitted application, the Preparer completes the remaining application and clicks **Prepare**
- Approver receives notification of the prepared application

## STEP 3
### Approving an Affiliate Application
- Approver reviews the application and verifies that all requirements are met
- Approver notifies Preparer if additional information is needed
- If all requirements are met, the Approver clicks **Approve** and Preparer receives an email notification with a URL to the appointment letter
- If requirements are not met, the Approver clicks **Decline**, and the Approver reconciles information with the Preparer who can resubmit the application
STEP 1
Inviting or Submitting an Affiliate Application
The Invite Function

Once the prospective affiliate has found a faculty sponsor in a department and negotiated an appointment period, a Preparer or Approver may use the VSPA Gateway to invite the new affiliate to complete an application.

The Invite function is only for NEW affiliates.
The Invite Function

The “Invite” function requires a minimum amount of information that the Preparer must first fill in:

- Name
- Visa Type
- Email
- Sponsoring Department
- Visiting Dates
- Name of Sponsor

Preparers can then invite the affiliate to fill in the rest of the application or the “Invite” function may be skipped completely by a Preparer who fills in the entire application on behalf of the scholar.
From the VSPA Gateway homepage, you may invite a new Visiting Scholar, Visiting Student Researcher, or a Postdoc by clicking on the link. You can also reach the Prepare function through this link. 

The invitation process is the same for all affiliate types.
The **Invite** function is only for **new** VSPA affiliates. Prior to any invitation form, this verification will appear. If you have already searched for the person in the VSPA Gateway to check for any existing records, then click **Yes**. If not, clicking **No** will automatically direct you to the search function so that you can make sure you are not creating a duplicate record.

*If you need to change a visitor’s AFFILIATION, you will need to re-invite them.*
From the left column, choose the appropriate affiliate application.
**Permanent Address**

- **Street:**
- **City:**
- **Province:**
- **Country:** (Enter if not in USA)
- **Zip Code/Postal Code:**
- **Telephone:**
- **Email:**
- **Berkeley Email:**
- **Opt-Out from VSPA E-mails:**

This should be the address where the scholar permanently resides (e.g. home country, home state)

**Proposed Visit**

- **Status:** Proposed
- **Application Type:** Initial Application
- **Begin Date:** (Year/Month/Day)
- **End Date:** (Year/Month/Day)
- **Purpose of Visit:**
- **Campus Sponsoring Unit:**
- **Faculty or P.I. Sponsor:** (Last Name, First Name)
- **Administrative Contact:** Rachel Min Park
After you have filled out the required fields on the invitation form:

Unclick **Use All Default Users** and then select Preparers and Approvers in your department who should be notified of an incoming application.

Click **Invite** to send the application to the affiliate; OR

Click **Prepare** to submit the application to the approver for review and approval.
When the prospective affiliate has been successfully invited, this notification page will appear.
Invite Notification

This email will be sent to the affiliate to notify them of an invitation to fill out their application in Gateway. The notification email is the same for all affiliates.

All Preparers and Approvers that were selected at the bottom of the invite page will be sent this same e-mail.
The link in the email will take the affiliate to the application to fill in the remaining fields.
Once the scholar has filled in all the information, they can press “Submit Application” so that it is sent to the Preparer to review.
A notification email will be sent to the Preparer with a link to the application.
STEP 2
Preparing an Affiliate Application
The Prepare Function

A Preparer reviews submitted applications from the prospective affiliate for errors. This step happens only if the Preparer decides to invite the prospective affiliate to fill in part of the application. Preparers may choose to complete the entire application without the prospective affiliate.

If the submitted application has no errors, the Preparer completes the remaining data fields on the application required.
## Required Data Fields

**X** = Required Fields

<table>
<thead>
<tr>
<th></th>
<th>Visiting Student Researcher</th>
<th>Visiting Scholar</th>
<th>Postdoc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>End Date</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Preparer Authorization Acceptance</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Unit</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Purpose of Visit (limited to 500 characters)</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Name of Funding Agency</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Type of Funding Source</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Job Code and Title</td>
<td></td>
<td></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Amount per Month</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Building and Room #</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td></td>
</tr>
<tr>
<td>Location on Campus</td>
<td></td>
<td></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Highest Earned Degree, Date &amp; Location</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Degree Goal &amp; Location</td>
<td><strong>X</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty/P.I. Sponsor</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Visitor Birthday</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Visitor Sex</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Visitor Citizen Code</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Visitor Address (Street, City, Country, Zipcode)</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Visitor Visa Type Code</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Visitor Email</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
</tbody>
</table>
Optional Data Fields

For all prospective affiliates, optional data fields include:

• Spouse/Partner Information
• Current Employer
• Telephone Number
If you are filling out the application on behalf of the visitor, be sure to mark the check box at the top.
For visiting student researchers, the “Type of Highest Degree” refers to the highest degree they have ALREADY obtained.

Visiting scholar applications will not show the “Type of Degree Goal” section.
The “Current Employer” section is available for Visiting Scholars only. If the visitor is employed as a postdoc, professor, assistant professor or lecturer at another institution, or has a full-time paid position elsewhere, please list this information.
When you are finished preparing the application, uncheck **Use All Default Users** to select the administrators you want to notify, including the approver who will review the application. Press **Prepare**.

*IT IS THE PREPARER’S RESPONSIBILITY TO VERIFY ALL INFORMATION IS ACCURATE AND TRUE.*
A notification email will be sent to the Preparer, the approver and other administrators selected with a link to the application.
It is important to obtain the U.S. local mailing address of all prospective affiliates while they are at Berkeley. If at anytime the prospective affiliate changes addresses during their research stay, they must notify the department administrator and the VSPA Gateway record must be updated.
This section is only for past postdoc experience at OTHER institutions (not UC Berkeley).

Multiple visits at other institutions can be added by clicking on “Add Another Institution”
Nothing in the “Comments” section should be deleted or altered!
This section is for VSPA and department administrators to make notes about a specific application. Examples: exceptional approvals, revised appointment dates.
The postdoc’s work location on campus must be typed out to include the Building Name and Room Number.

This is the physical location of the scholar’s lab or research unit/department. This field will be included in the scholars’ appointment and re-appointment letters.

Clicking on the “Alternate Signature” box adds a customized Title and Name to the end of the Approval Letter. Otherwise, the faculty sponsor’s name is automatically generated in the appointment letter.
Optional Paragraph informs the Postdoc of any additions to the contract. Text entered here will be inserted at the end of the first paragraph of the Postdoc appointment letter.
Amount per month must be numeric with no commas.

If a postdoc has multiple funding sources, more than one postdoc job code may be needed. The primary job code is the dominant job code that provides the majority of funds.

Click on **Add Supplementary Funding Source** to add supplementary sources of funding and a secondary job code.
For Postdoc Applications Only

For Postdoc Paid Directs (3254) funding documents must be uploaded.

Please combine all funding documents into 1 file as there is a 1 file maximum.
STEP 3

Approving an Affiliate Application
An **Approver** reviews a completed application and checks for compliance and accuracy. If everything is correct, the Approver presses **Approve**.

If there are issues with the application, the Approver notifies the Preparer listed on the VSPA Gateway application.
Once the **Preparer** completes the application and presses **Prepare**, the approver will receive the above e-mail.

To review the application, the Approver clicks on the link provided in the email.
If the application meets VSPA requirements, the Approver presses *approve*. If there is missing or incorrect information, the Approver notifies the Preparer to resolve any discrepancies.
When the application has been successfully approved, the approver will receive the above message.
This e-mail message will be sent to the users selected in the application once the application has been approved.
To get the appointment letter for an affiliate, click on the link in the e-mail approval notification.
Welcome to VSPA Gateway

- Forms to invite Visiting Scholars or Postdocs
  - Invitation Form for Visiting Student Researcher
  - Invitation Form for Postdoc
  - Invitation Form for Visiting Scholar

Please search the existing visitors for the person you wish to invite before using the invitation form. If the person is already in the VSPA gateway, use the ‘Add’ feature to add a new visit for the person. If you do not have access to the add feature for that person, ask the VSPA Office to add the person for you.

- Search visitors or browse lists of visitors. From these pages, administrators can prepare applications, approve applications, generate PDF letters for applications, link visitors and visits to HCM records and create visit reappointments.
  - Search
  - Browse Lists
  - Submitted
  - Prepared
  - Approved
  - Active
  - Expired

- Pages to manage VSPA Departments and Users
  - Manage Users
  - Manage Departments
  - Settings

You can also retrieve letters by using the search function by going to the VSPA Gateway homepage and clicking on either “Visitors” in the left hand side or “Search”.
When the affiliate’s name shows up, click on “VS/VSR1” or “PD1” under the “Letters” column to obtain the appointment letter.
When the affiliate’s name shows up, click on “VS/VSR1” or “PD1” under the “Letters” column to obtain the appointment letter.
Postdoc Appointment Letter

Per UC Berkeley agreement with the United Auto Workers/Postdoc Research Organization (UAW/PRO), the appointment letter must include the following information:

- Job code
- Supervisor’s name
- Anticipated worksite
- Source of funding information
- Brief description of research project
- Summary of health and welfare benefits provided by UC
- Appointment percentage and appointment begin and end dates
- Name of sponsoring department or organized research unit
- Statement that position is covered by collective bargaining unit (UAW/PRO/UC)
- Statement about personnel files and access
- Contact person for information about appointment
POSTDOCTORAL SCHOLAR OFFER/APPOINTMENT LETTER

August 21, 2014

Penelope Postdoc
1432 Vine Street
Berkeley, California 94708

Dear Penelope,

I am pleased to offer you an appointment as a Postdoctoral Scholar - Employee (3252C), in the Energy Biosciences Institute, for the period September 1, 2014 through August 31, 2015. Your full-time (100%) appointment will provide an annual base salary or stipend in the amount of $42,000 funded by National Cullinary Institute. You will report to Gertrude Ghiradelli as your supervisor and will be located at 354 Stanley Hall. Your research will be focused on: researching chocolate melting points for truffles. This appointment is contingent upon receipt of your Ph.D. certification prior to your start date.

Your work will be featured in the annual Cal Day truffle tasting booth.

It is within the University's sole discretion to appoint, reappoint, or not reappoint a Postdoctoral Scholar. This appointment is limited to the dates specified above and is self-terminating unless you are otherwise notified in writing.

Under Federal Law, the University of California may employ only individuals who are legally able to work in the United States. Documentation establishing this eligibility must be made available to the University within three business days from the start date of employment. It is your responsibility to ensure that you present the appropriate documents promptly upon your arrival to campus.
Sample VS/VSR Appointment Letter

UNIVERSITY OF CALIFORNIA, BERKELEY

June 2, 2015

TO: Oski Bear  
vspa@berkeley.edu

FROM: Sam Castaneda, Director

VSPSA PROGRAM AFFILIATE AUTHORIZATION

I am pleased to provide confirmation that you have been appointed as a Visiting Scholar in the Visiting Scholar and Postdoc Affairs Program beginning September 4, 2015 and ending December 3, 2015.

As a visiting scholar or visiting student researcher at Berkeley, you are now part of a renowned research community that fosters innovative thinking as well as creativity and collaboration across all fields. To this regard, the Visiting Scholar and Postdoc Affairs (VSPA) Program is dedicated to enhancing your research experience at UC Berkeley. In order to ease your transition to Berkeley, we have developed numerous support programs and services that are available to you. To learn more about them, we encourage you to attend our New Affiliate Orientation which is held the first Thursday of every month. The dates and registration process for the New Affiliate Orientation is available at http://vspa.berkeley.edu/postdoc-and-visiting-scholar-orientation. You can also view Getting Started, a brief summary of the procedures to get recognized for service once you arrive.

University Services Fee
In order to gain access to numerous university privileges and resources, including Berkeley ID cards, library access, and a Berkeley email account, visiting scholars and visiting student researchers must pay the University Services Fee within 3 days of their appointment start date. This fee is mandatory and must be paid in order for affiliates to be in compliance with VSPA Program affiliation requirements. For more information on how to pay the fee, please go to http://vspa.berkeley.edu/visiting-researcher-scholar-post-arrival-information.
Sample Postdoc Appointment Letter

Text from the *Letter Customization* section of the VSPA Gateway will be included in the letter.

For the initial and reappointment Postdoc letters, the following fields can be customized:
Location on Campus:
Letter By:
Letter Date:
Sample Postdoc Appointment Letter

If you have any questions regarding your appointment, please contact Rachel Min Park at 510-643-9681 or vspa@berkeley.edu. If you agree to the terms outlined in this offer, please indicate your acceptance by returning a signed copy of this letter to Rachel Min Park as soon as possible.

I look forward to having you as a colleague at Berkeley.

Sincerely,

Professor Smart

Attachment: Appendix A
cc: Rachel Min Park

Please sign and date below to indicate that you have read and accept the terms of this offer.

Signature __________________________ Date ___________

Upon your arrival to campus, please sign and date below to indicate that you have accepted the terms of this appointment.

Signature __________________________ Date ___________

The administrator’s name and contact information will automatically be filled as listed in the Gateway.

The letter will be signed by the affiliate’s faculty sponsor/PI unless the “Alternate Signature” box is checked in the Postdoc application.
Appendix A, “Health and Welfare Postdoctoral Scholar Benefit Plan” is the last page of the appointment letter and gives additional information about benefits for postdoctoral scholars.

This appendix page is updated on an annual basis.
PRE-ARRIVAL

The reappointment letter is the same as the initial appointment letter, except to indicate that this is for a reappointment.
The reappointment letter is the same as the initial appointment letter, except to indicate that this is for a reappointment.
Both the preparer and the approver may make changes to the application at any stage in the application process **prior** to approval.

After an application has been approved, changes can only be made by VSPA staff.
If changes need to be made after an application has been approved, Preparers can submit a request to vspa@berkeley.edu.  
**Do not** create a duplicate appointment.
To make changes to an affiliate’s application, you may search for the affiliate in the VSPA Gateway.
The search function page allows Preparers/Approvers to search for affiliates in their department by first name, last name, HCM ID, their visitor type (Postdoc, Visiting Scholar, Visiting Student Researcher), or the status of the application (submitted, prepared, approved etc.).

The Campus Sponsoring Unit refers to the sponsoring department of the affiliate.
Prior to approval to edit the affiliate’s application, click directly on the visit dates corresponding to the application that needs to be corrected.
Once you have clicked on the appointment dates you will be brought to this page. Click Edit button at the bottom of the application to make changes.

REMEMBER TO SAVE
Reappointments

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Malte</td>
</tr>
<tr>
<td>22</td>
<td>Steen</td>
</tr>
<tr>
<td>23</td>
<td>Klement</td>
</tr>
<tr>
<td>24</td>
<td>Godfrin Rune</td>
</tr>
<tr>
<td>29</td>
<td>Andreas</td>
</tr>
<tr>
<td>30</td>
<td>Andreas</td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Svensk helgdag/Swedish holiday</td>
</tr>
</tbody>
</table>
On the departmental VSPA Gateway’s home page, click **Visitors** which can be found near the screen’s top left corner.
The visitor list screen will appear with a search function to look up the affiliate’s existing record.
Once you find the affiliate for whom you are trying to create a reappointment and click **Add**.

If the affiliate’s previous appointment is in a department for which you are not a preparer, email vspa@berkeley.edu to temporarily gain access to their record and add the reappointment.

Once you are finished with the reappointment, notify the VSPA Program to close access to the old record.
The **Prepare Reappointment** screen allows you to add the affiliate’s new appointment dates and update information.

The reappointment dates cannot overlap with any previous appointment dates for the affiliate.
DO NOT enter Berkeley appointments into the Previous Postdoc Experience section.

ONLY enter previous experience at other institutions.
After entering the required information, you will be prompted to create the reappointment.
After successfully creating a reappointment, you will be taken to this screen.
An e-mail will be sent to the approver and to any other users selected about the application ready to be reviewed for approval.
Once the reappointment has been approved, an email notification will be sent.

The e-mail will have links to both the initial approval letter and the reappointment letter.
Reappointment letters can also be obtained by searching for the visitor and then clicking PD2 or VS/VSR2.
Reminder

The **Invite** function is only for new VSPA affiliates.

For any affiliate that has an existing record, regardless of a break in dates or a change in department, the **Add** function must be used.

If they are changing affiliation they must be re-invited (as if it is a new application)
Other Features of the VSPA Gateway
Extracts and Reports

Administrators can now collect/pool data from affiliates and their Gateway records by going to “Extracts”.

Welcome to VSPA Gateway

- Forms to Invite Visiting Scholars or Postdocs
  - Invitation Form for Visiting Student Researcher
  - Invitation Form for Postdoc
  - Invitation Form for Visiting Scholar

Please search the existing visitors for the person you wish to invite before using the invitation form. If the person is already in the VSPA gateway, use the 'Add' feature to add a new visit for the person. If you do not have access to the add feature for that person, ask the VSPA Office to add the person for you.

- Search visitors or browse lists of visitors. From these pages, administrators can prepare applications, approve applications, generate PDF letters for applications, link visitors and visits to HCM records and create visit reappointments.
  - Search
  - Browse Lists
  - Submitted
  - Prepared
  - Approved
  - Active
  - Expired

- Pages to Manage VSPA Departments and Users
  - Manage Users
  - Manage Departments
  - Settings
Reports about each affiliation can be collected. The Super Report will collect all the Gateway information from all Postdocs or VS/VSRs in the Gateway only in the departments that you have access to.
You can limit/refine your search by picking an appointment end date.
Picking an end date will give you all the Postdoc records that have appointment end dates AFTER 01/01/2015.

Picking a range of end dates will give you all the Postdoc records that have end dates in between the dates you have chosen.
The process/steps for pooling data for Visiting Scholars and Visiting Student Researchers is the same as for Postdocs.
Post-Arrival Processes
Post-Arrival At-A-Glance

**STEP 1**
On-Boarding

For **ALL** Affiliates

- Affiliate arrives and is on-boarded at CSS
- Department or CSS creates HCM record
- Department or CSS adds HCM Employee ID number into VSPA Gateway record

**STEP 2**
University Services Fee Payment

*Required ONLY for Visiting Scholars and Visiting Student Researchers*

- Affiliate or sponsoring department pays the $500 University Services Fee after the HCM record has been created
- VSPA creates a Person of Interest (POI) relationship in HCM
- Affiliate can obtain Cal 1 ID card one day after the fee is processed
- Postdocs are not required to pay the USF
Once the affiliate has arrived and an HCM record has been created for them, make sure to enter their HCM ID number by searching their name and clicking on “HCM”.

Then, copy/paste their HCM ID in the section for HCM Information and press “Save”.
VSPA Gateway Help Desk

Monday through Friday
9am to 4pm
telephone:  510.643-9681
e-mail:  vspa@berkeley.edu
Congratulations!
You are now prepared to use the VSPA Gateway.