College of Ag Visiting Scholar Set Up Process

1. Department contact works with PISA to request invitation letter
2. PISA works with host and Visiting Scholar on details and submits R4P
3. Departmental Business Office approves R4P
4. PISA reaches out to scholar to confirm arrival date
5. PISA submits ticket to Ag Employment (7-10 days before confirmed arrival)
6. Ag Employment sends Direct Hire Form to Visiting Scholar using DocuSign
7. Visiting Scholar completes direct hire form
8. Careers initiates background check through HireRight
9. Ag Employment uploads Direct Hire form to Central Payroll SharePoint site
10. Payroll Appointment Specialists set up the appointment in SuccessFactors
11. Ag Employment closes ticket and notifies the Departmental PISA and Business Office contacts
12. If a living allowance is being paid, the departmental business office submits request to Ag Purchasing

Department contact for PISA | PISA | Departmental Business Office | Ag Employment | Visiting Scholar | Careers | Payroll Appointment Specialists