




VISITING SCHOLAR & POSTDOC AFFAIRS

UNIVERSITY OF CALIFORNIA, BERKELEY

The background of the slide is a dark blue gradient. Overlaid on this is a faint, semi-transparent image of several US dollar bills, including \$100 and \$50 bills, scattered and overlapping. The bills are slightly tilted and have a soft, ethereal appearance.

Visiting Scholar/Student Researcher Stipend Disbursement Overview

Visiting Scholar/Student Researcher Stipend Disbursement Overview

Units may provide a stipend of up to \$10,000 per one appointment year which can be used to cover living expenses, travel costs, and incidental research expenses, but **not as a form of salary compensation.**

Stipends can only be provided to **visiting scholars** and **visiting student researchers** who are in residence at UC Berkeley.

Previously, stipends have been requested using a paper form. These stipends will now be requested **online** through the VSPA Gateway.

Visiting Scholar/Student Researcher Stipend Disbursement Paper Form

Disbursements Office Visiting Scholars Fellowship/Scholarship* Request Form (not applicable for payment of services)

Disbursements Office ONLY:

Date Entered _____

Date of Request _____

Visiting Scholar Information

Name: _____
Family First Middle Initial Vendor No.

U.S. Citizen: Yes ☐ No ☐ If No: Visa type _____ Country of residence (for tax purposes) _____

Resident of California Yes ☐ No ☐ New request ☐ Amendment to request ☐

Frequency: Single payment ☐ Monthly ☐ Other (specify) _____ If multiple payments, payment period from _____ to _____

Total Award	Total # of Payments	Amount of Each Payment	Date To Start Payment(s)	BU	Account	Fund	Org	Program	Project	Flex
\$		\$								

Purpose of Payment _____

Note: You must attach a copy of the award/offer correspondence. This payment request cannot be processed without this correspondence.

Departmental Contact, VSPA Approval, and Payment Authorization** Information

I certify that the payee satisfies the University of California at Berkeley's criteria for a Visiting Scholar and the information provided on this form is correct.

Name: _____ Department: _____ E-mail Address: _____

Authorized Signature: _____ Telephone No.: _____ Authorized VSPA Signature: _____

For additional information, please see the "Visiting Scholar" definition at <http://vspa.berkeley.edu/vsdef.html>

You may need to forward additional documents to Disbursements e.g. Tax form 8233, tax treaty statement, etc. For information on payments to Foreign and Non California residents see <http://disbursements.berkeley.edu/foreign/indexForeign.htm>

*Note electronic funds transfer (EFT) is the preferred method of payment for all students and foreign scholars. EFT applications and instructions may be found at <http://financialoperations.berkeley.edu/Forms/FormsIndex.htm>

**Payment authorizer must be an approved signatory for the designated chartstring and have the following form on file at the Disbursements Office: <http://financialoperations.berkeley.edu/Forms/disb/SignatureAuthorization.pdf>

Please submit this form to the VSPA Office, 699 Barrows Hall # 2572

Visiting Scholar/Student Researcher Stipend Disbursement Limits

Stipend disbursements to visiting scholars have a limit of \$10,000 per one appointment year.

Pls/faculty sponsors who wish to pay a VS/VSR over the \$10,000 limit must submit a letter requesting an exception with a justification.

The letter needs to be addressed to Sam Castañeda and uploaded to the VSPA Gateway.

New User Role in VSPA Gateway



The **Disbursement Preparer (DP)** is the person authorized by the department to submit stipend requests

The **DP** must receive authorization from the appropriate financial head of the department to process payments

To obtain access as a **DP** in the **VSPA Gateway**, your **CSS Team Lead** must email vspa@berkeley.edu with your name and assigned departments

Visiting Scholar/Student Researcher Stipend Disbursement Process At-A-Glance

- ✓ Visiting scholar/student researcher must have an approved appointment in the VSPA Gateway
- ✓ Disbursement Preparer submits a stipend request for the scholar in the VSPA Gateway
- ✓ International visiting scholars/student researchers must have a GLACIER record
- ✓ Disbursement Preparer enters the scholar's vendor number
- ✓ VSPA checks that the stipend is within the 10K limit and the University Services Fee has been paid
- ✓ VSPA approves the stipend request in Gateway
- ✓ Stipend request is sent to Payroll Office when the payment date is within 2 weeks
- ✓ Payroll Office processes stipend request and notifies Campus Shared Services to approve the payment in BFS

Visiting Scholar/Student Researcher Stipend Disbursement Payment Options

Stipend requests will be paid out to the scholar via check by U.S. mail unless otherwise stated.

- **Check by U.S. Mail**

The check will be mailed to the scholar at his/her local address as listed in the scholar's vendor record.

- **Check to be Held for Pickup**


You can indicate to hold the check for pick up on campus in the **Disbursement Preparer Comments** section of the online request form in Gateway.

- **EFT (Electronic Funds Transfer) in the U.S.**

To set up EFT, go to:

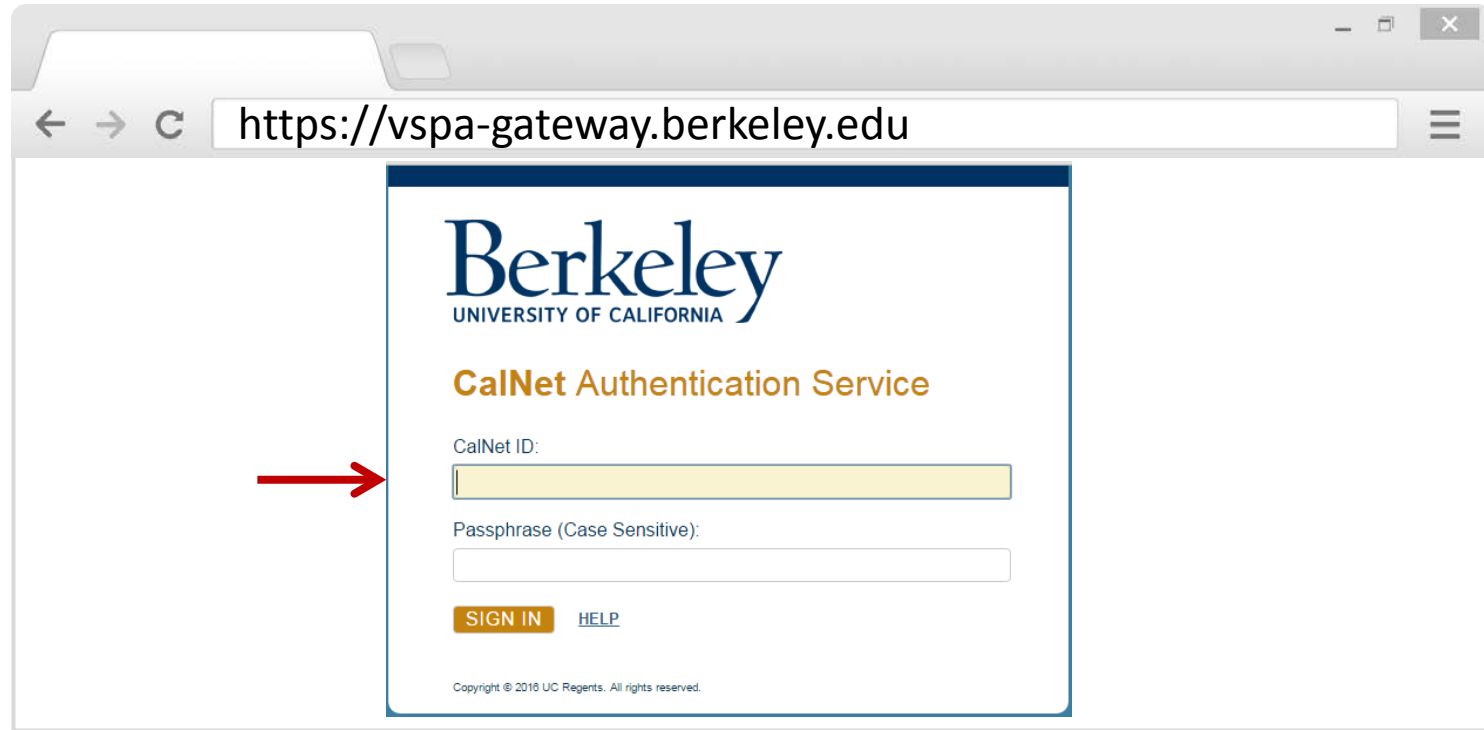
<http://controller.berkeley.edu/electronic-funds-transfer-eft-authorization-instructions#vendors>

International wire transfers are not permitted because stipends are only provided to scholars who are in residence at UC Berkeley.

The background of the slide is a dark blue gradient. Overlaid on this is a faint, semi-transparent image of several US dollar bills, including \$100 and \$50 bills, scattered across the surface. The bills are slightly tilted and overlapping, creating a sense of depth and texture.

Visiting Scholar/Student Researcher Stipend Disbursement Process

Visiting Scholar/Student Researcher Stipend Disbursement Process



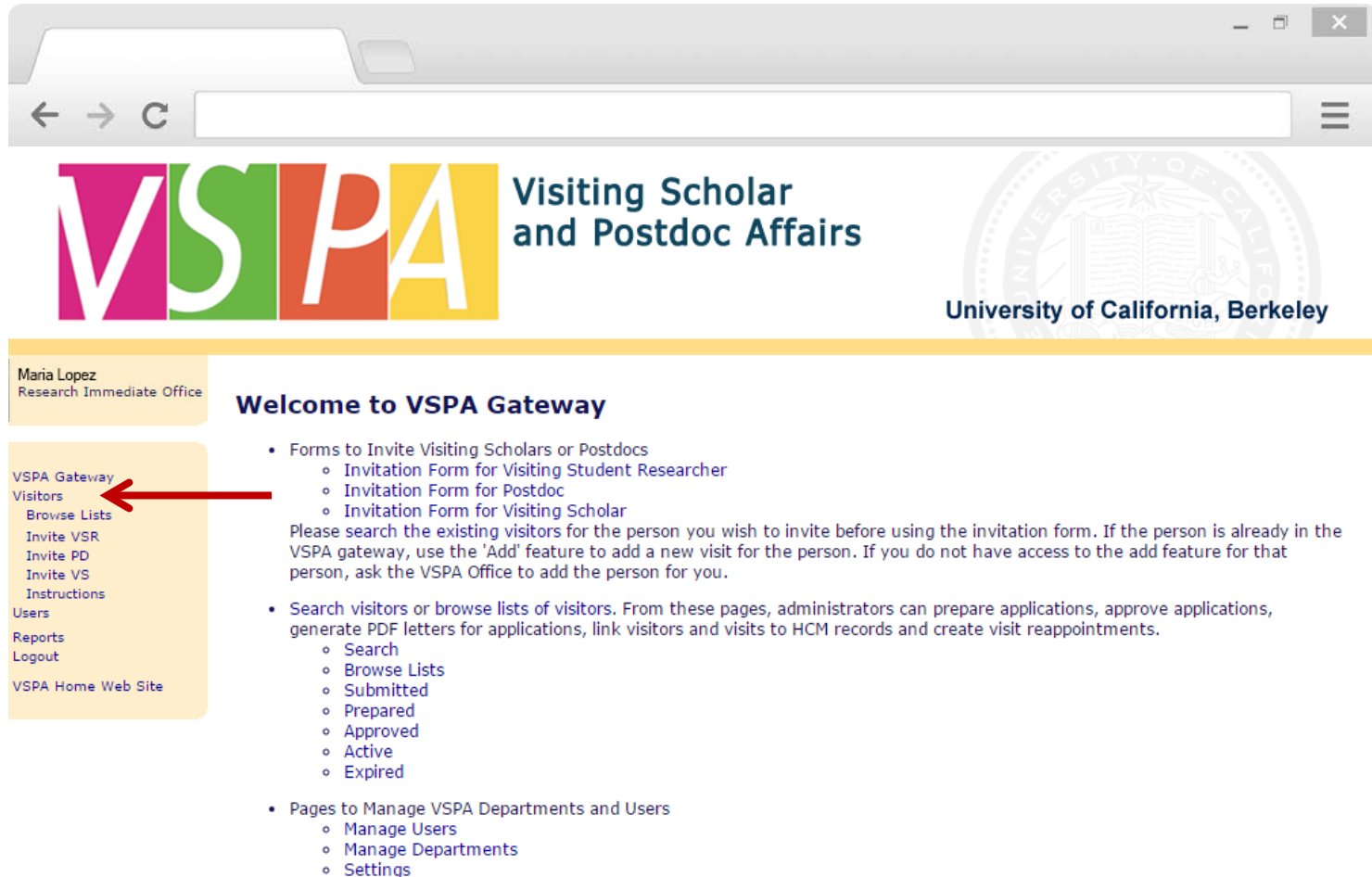
A screenshot of a web browser window showing the Berkeley VSPA Gateway login page. The address bar displays <https://vspa-gateway.berkeley.edu>. The page features the Berkeley University of California logo at the top. Below the logo, the text "CalNet Authentication Service" is displayed in orange. There are two input fields: "CalNet ID:" and "Passphrase (Case Sensitive):". A red arrow points to the "CalNet ID:" input field. Below the input fields are two buttons: "SIGN IN" (orange) and "HELP" (blue). At the bottom, there is a small copyright notice: "Copyright © 2016 UC Regents. All rights reserved."

To access the stipend request feature:

Go to the VSPA Gateway: <https://vspa-gateway.berkeley.edu>

Log in with your CalNet ID

Visiting Scholar/Student Researcher Stipend Disbursement Process



The screenshot shows a web browser window displaying the VSPA Gateway website. The header features the VSPA logo (colored letters V, S, P, A) and the text "Visiting Scholar and Postdoc Affairs" and "University of California, Berkeley". A sidebar on the left lists navigation options: "VSPA Gateway", "Visitors", "Browse Lists", "Invite VSR", "Invite PD", "Invite VS", "Instructions", "Users", "Reports", "Logout", and "VSPA Home Web Site". A red arrow points to the "Visitors" link. The main content area is titled "Welcome to VSPA Gateway" and contains a list of links and instructions for inviting visitors and managing the system.

Maria Lopez
Research Immediate Office

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

Click on **Visitors** to look up scholar

Visiting Scholar/Student Researcher Stipend Disbursement Process

The screenshot shows a web browser window displaying the VSPA (Visiting Scholar and Postdoc Affairs) website. The header includes the VSPA logo, the text "Visiting Scholar and Postdoc Affairs", and the University of California, Berkeley seal. A user profile for Maria Lopez, Research Immediate Office, is visible in the top left. A sidebar on the left contains navigation links: VSPA Gateway, Visitors, Browse Lists, Invite VSR, Invite PD, Invite VS, Instructions, Users, Reports, Logout, and VSPA Home Web Site. The main content area is titled "Search for Visitors" and contains a "Search Conditions" form. The form fields are: Family Name (bear), First Name (oski), HCM ID (empty), Visitor Type (Any), Status (Any), and Campus Sponsoring Unit (Any). A "Search" button is at the bottom right of the form. Below the form is a "Search Results" section containing a table with visitor information. A red arrow points to the first row of the table.

Search Conditions

Family Name: bear
First Name: oski
HCM ID:
Visitor Type: Any
Status: Any
Campus Sponsoring Unit: Any

Search Results

Name	Visit Dates	Prepare	Approve	HCM	Letters	Appointment +/-	Stipend
Bear, Oski	Jan. 01, 2016 to Aug. 31, 2016			HCM	VS/VSR1	Add	Add
	Sep. 01, 2016 to Dec. 31, 2016			HCM	VS/VSR1 VS/VSR2	Add	Add

Searching the visitor will bring up their record

Visiting Scholar/Student Researcher Stipend Disbursement Process

The screenshot shows a web browser window displaying the VSPA Gateway website. The header includes the VSPA logo and the text "Visiting Scholar and Postdoc Affairs" and "University of California, Berkeley". A sidebar on the left lists navigation options: "VSPA Gateway", "Visitors", "Browse Lists", "Invite VSR", "Invite PD", and "Invite VS". The main content area is titled "Search for Visitors" and contains a "Search Conditions" form. The form fields are: "Family Name" (bear), "First Name" (oski), "HCM ID" (empty), "Visitor Type" (Any), "Status" (Any), and "Campus Sponsoring Unit" (Any). A "Search" button is at the bottom of the form. Below the search form is a "Search Results" table. The table has columns: "Name", "Visit Dates", "Prepare", "Approve", "HCM", "Letters", "Appointme", "+/-", and "Stipend". The first row of results is for "Bear, Oski" with visit dates "Jan. 01, 2016 to Aug. 31, 2016" and "Sep. 01, 2016 to Dec. 31, 2016". The "Stipend" column for this row has an "Add" button. A red circle highlights the "Add" button in the "Stipend" column.

Maria Lopez
Research Immediate Office

VSPA Gateway
Visitors
Browse Lists
Invite VSR
Invite PD
Invite VS

Search for Visitors

Search Conditions

Family Name: bear
First Name: oski
HCM ID:
Visitor Type: Any
Status: Any
Campus Sponsoring Unit: Any

Search

Search Results

Name	Visit Dates	Prepare	Approve	HCM	Letters	Appointme	+/-	Stipend
Bear, Oski	Jan. 01, 2016 to Aug. 31, 2016 Sep. 01, 2016 to Dec. 31, 2016			HCM	VS/VSR1 VS/VSR2	Add Add	1000 1000	Add

Stipends are requested by appointment period

Click on **Add** under the **Stipend** column

Visiting Scholar/Student Researcher Stipend Disbursement Process

The screenshot shows a web browser window displaying the VSPA (Visiting Scholar and Postdoc Affairs) website for the University of California, Berkeley. The page title is "Stipend Request for Oski Bear". The user is logged in as Maria Lopez, Research Immediate Office. The left sidebar contains links: VSPA Gateway, Visitors, Users, Reports, Logout, and VSPA Home Web Site. The main content area has two sections: "Preparer" and "Stipend". The "Preparer" section contains a checkbox labeled "I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application." with a red arrow pointing to it. The "Stipend" section contains fields for "Visitor Name: Oski Bear", "Request Status: Propose", and "Disbursement Preparer Comments:" with a red arrow pointing to the text input field. Below the comments field is a note: "Include instructions for payment delivery here, e.g. Hold for Pickup, EFT has been set up. If payment is for a visit that has ended, include the payment date(s) here."

Visiting Scholar and Postdoc Affairs
University of California, Berkeley

Maria Lopez
Research Immediate Office

VSPA Gateway
Visitors
Users
Reports
Logout
VSPA Home Web Site

Stipend Request for Oski Bear

Preparer

I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application. ☒

Stipend

Visitor Name: Oski Bear
Request Status: Propose

Disbursement Preparer Comments:

Include instructions for payment delivery here, e.g. Hold for Pickup, EFT has been set up. If payment is for a visit that has ended, include the payment date(s) here.

Select the checkbox that indicates the **Disbursement Preparer** is authorized to submit the stipend disbursement request

In the **Disbursement Preparer Comments** section, list any additional instructions for the payment

Visiting Scholar/Student Researcher Stipend Disbursement Process

The screenshot shows a web browser window displaying the VSPA (Visiting Scholar and Postdoc Affairs) website. The header includes the VSPA logo, the text "Visiting Scholar and Postdoc Affairs", and the University of California, Berkeley seal. A sidebar on the left lists navigation links: "Maria Lopez Research Immediate Office", "VSPA Gateway", "Visitors", "Users", "Reports", "Logout", and "VSPA Home Web Site". The main content area is titled "Stipend Request for Oski Bear". It features a "Preparer" section with a checkbox for authorization, a "Stipend" section with fields for Visitor Name (Oski Bear), Request Status (Propose), Disbursement Preparer, and Comments. Below these are fields for HCM ID (71831), Vendor Number, US Citizen status (Yes/No), and Visa Type (J-1 Exchange Visitor (Scholar)). A red oval highlights the "US Citizen" and "Visa Type" fields. At the bottom, there are dropdown menus for Payment Frequency, Purpose of Payment (Single Payment/Monthly Payment/Other), and Total Award. A note at the bottom states: "If the stipend request is more than [blank] upload an exception letter after you submit this request."

Visiting Scholar and Postdoc Affairs
University of California, Berkeley

Maria Lopez
Research Immediate Office

VSPA Gateway
Visitors
Users
Reports
Logout
VSPA Home Web Site

Stipend Request for Oski Bear

Preparer

I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application. ☒

Stipend

Visitor Name: Oski Bear
Request Status: Propose
Disbursement Preparer
Comments:

Include instructions for payment delivery here, e.g. Hold for Pickup, EFT has been set up. If payment is for a visit that has ended, include the payment date(s) here.

HCM ID: 71831
Vendor Number:
US Citizen: Yes ☐ No ☒
Visa Type: J-1 Exchange Visitor (Scholar)
This field is populated from the visitor record in the Gateway. Please contact VSPA if this information is incorrect.

* Payment Frequency:
* Purpose of Payment:
* Total Award:
If the stipend request is more than upload an exception letter after you submit this request.

Visa Type and **Citizenship** data is automatically pulled from the visitor's Gateway record

Visiting Scholar/Student Researcher Stipend Disbursement Process

The screenshot shows a web browser window displaying the VSPA (Visiting Scholar/Student Postdoc Affairs) website. The header includes the VSPA logo, the text "Visiting Scholar and Postdoc Affairs", and the University of California, Berkeley seal. A sidebar on the left lists navigation links: "Maria Lopez Research Immediate Office", "VSPA Gateway", "Visitors", "Users", "Reports", "Logout", and "VSPA Home Web Site". The main content area is titled "Stipend Request for Oski Bear" and contains two tabs: "Preparer" and "Stipend". The "Preparer" tab is active, showing a checkbox for authorization. The "Stipend" tab is also visible, showing fields for "Visitor Name" (Oski Bear), "Request Status" (Propose), "Disbursement Preparer", and "Comments". Below these are fields for "HCM ID" (71831), "Vendor Number", "US Citizen" (Yes/No), and "Visa Type" (J-1 Exchange Visitor (Scholar)). A red arrow points to the "Payment Frequency" dropdown menu, which is currently set to "Single Payment". Other dropdowns for "Purpose of Payment" and "Total Award" are also visible.

Visiting Scholar and Postdoc Affairs
University of California, Berkeley

Maria Lopez
Research Immediate Office

VSPA Gateway
Visitors
Users
Reports
Logout
VSPA Home Web Site

Stipend Request for Oski Bear

Preparer

I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application. ☒

Stipend

Visitor Name: Oski Bear
Request Status: Propose
Disbursement Preparer
Comments:

Include instructions for payment delivery here, e.g. Hold for Pickup, EFT has been set up. If payment is for a visit that has ended, include the payment date(s) here.

HCM ID: 71831
Vendor Number:
US Citizen: Yes ☐ No ☒
Visa Type: J-1 Exchange Visitor (Scholar)

This field is populated from the visitor record in the Gateway. Please contact VSPA if this information is incorrect.

* Payment Frequency:
* Purpose of Payment:
* Total Award:
If the stipend request is more than upload an exception letter after you submit this request.

Select **Payment Frequency** (Single, Monthly, or Other)

Visiting Scholar/Student Researcher Stipend Disbursement Process

* Payment Frequency: Other

Use payment line items below to specify payment schedule

* Purpose of Payment: Living Expenses

* Total Award: \$ 5000

If the stipend request is more than \$10,000, you can upload an exception letter after you submit this request.

PAYMENT SCHEDULE

Amount	# of Payments	Amount of Each Payment	Date to Start Payment	BU	Account	Fund	Org	Program	CF1	CF2
3000	1	3000	July 21 2016	1	55030	68395	26474	72		
2000	1	2000	November 21 2016	1	55030	68395	26474	72		
			July 21 2016							
			July 21 2016							

If payment frequency is **Other**, use the line items in **Payment Schedule** to specify **Date to Start Payment** and **Amount of Each Payment**

Visiting Scholar/Student Researcher Stipend Disbursement Process

The screenshot shows a web browser window displaying the VSPA Gateway interface. The header includes the VSPA logo, the text "Visiting Scholar and Postdoc Affairs", and the University of California, Berkeley seal. A sidebar on the left lists navigation options: VSPA Gateway, Visitors, Users, Reports, Logout, and VSPA Home Web Site. The main content area is titled "Stipend Request for Oski Bear" and contains two tabs: "Preparer" and "Stipend". The "Preparer" tab is active, showing a confirmation statement: "I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application." with a checked checkbox. The "Stipend" tab is also visible, showing fields for Visitor Name (Oski Bear), Request Status (Propose), Disbursement Preparer, and Comments. Below these are fields for HCM ID (71831), Vendor Number, US Citizen status (Yes/No), and Visa Type (J-1 Exchange Visitor (Scholar)). A note states: "This field is populated from the visitor record in the Gateway. Please contact VSPA if this information is incorrect." Further down, there is a field for Payment Frequency (Other) and a section for "Use payment line items below to specify payment schedule". A red arrow points to the "Purpose of Payment" dropdown menu, which is open, showing options: Living Expenses, Travel Costs, Incidental Research Expenses, and Other. The "Total Award" field is also visible.

Preparer

I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application. ☒

Stipend

Visitor Name: Oski Bear
Request Status: Propose
Disbursement Preparer
Comments:

Include instructions for payment delivery here, e.g. Hold for Pickup, EFT has been set up. If payment is for a visit that has ended, include the payment date(s) here.

HCM ID: 71831
Vendor Number:
US Citizen: Yes ☐ No ☒
Visa Type: J-1 Exchange Visitor (Scholar)
This field is populated from the visitor record in the Gateway. Please contact VSPA if this information is incorrect.

* Payment Frequency: Other

Use payment line items below to specify payment schedule

* Purpose of Payment: **Living Expenses**
* Total Award:
If the stipend request is more than \$10,000, please attach a budget justification letter after you submit this request.

PAYMENT SCHEDULE

Select **Purpose of Payment**

Visiting Scholar/Student Researcher Stipend Disbursement Process

The screenshot shows a web browser window displaying the VSPA Gateway interface. The header includes the VSPA logo (V, S, P, A in colored blocks) and the text "Visiting Scholar and Postdoc Affairs" and "University of California, Berkeley". A left sidebar contains navigation links: "VSPA Gateway", "Visitors", "Users", "Reports", "Logout", and "VSPA Home Web Site". The main content area is titled "Stipend Request for Oski Bear". It features two tabs: "Preparer" and "Stipend". The "Preparer" tab contains a checkbox for authorization. The "Stipend" tab contains a form with fields for "Visitor Name" (Oski Bear), "Request Status" (Propose), "Disbursement Preparer", and "Comments". Below these are instructions for payment delivery, followed by fields for "HCM ID" (71831), "Vendor Number", "US Citizen" status (Yes/No), and "Visa Type" (J-1 Exchange Visitor (Scholar)). A note states that the visa type is populated from the visitor record. Below this are dropdown menus for "Payment Frequency" (set to Other) and "Purpose of Payment" (set to Other). A red arrow points to the "Describe Purpose of Payment" text input field.

Preparer

I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application. ☒

Stipend

Visitor Name: Oski Bear
Request Status: Propose
Disbursement Preparer
Comments:

Include instructions for payment delivery here, e.g. Hold for Pickup, EFT has been set up. If payment is for a visit that has ended, include the payment date(s) here.

HCM ID: 71831
Vendor Number:
US Citizen: Yes ☐ No ☒
Visa Type: J-1 Exchange Visitor (Scholar)
This field is populated from the visitor record in the Gateway. Please contact VSPA if this information is incorrect.

* **Payment Frequency:** Other
Use payment line items below to specify payment schedule

* **Purpose of Payment:** Other
Describe Purpose of Payment:

Selecting **Other** will require you to **Describe Purpose of Payment**

Visiting Scholar/Student Researcher Stipend Disbursement Process

* Payment Frequency: Monthly Payment ▼

* Purpose of Payment: Living Expenses ▼

* Total Award: \$ 5000

If the stipend request is more than \$10,000, you can upload an exception letter after you submit this request.

PAYMENT SCHEDULE

Amount	# of Payments	Amount of Each Payment	Date to Start Payment	BU	Account	Fund	Org	Program	CF1	CF2
5000	2	2500	July 21 2016 ▼	1	55030	68395	26474	72		
			July 21 2016 ▼							
			July 21 2016 ▼							
			July 21 2016 ▼							

Enter **Total Award**

If payment frequency is **Monthly**, the **Amount of Each Payment** will be the **same amount on the same day every month** as the day listed in **Date to Start Payment**

Visiting Scholar/Student Researcher Stipend Disbursement Process

A screenshot of a web browser window displaying a form for stipend disbursement. The browser's address bar is empty. The form includes fields for Payment Frequency, Purpose of Payment, and Total Award.

* Payment Frequency: Monthly Payment ▼

* Purpose of Payment: Living Expenses ▼

* Total Award: \$ 5000

If the stipend request is more than \$10,000, you can upload an exception letter after you submit this request.

PAYMENT SCHEDULE

Amount	# of Payments	Amount of Each Payment	Date to Start Payment	BU	Account	Fund	Org	Program	CF1	CF2
2500	1	2500	August 8 2016 ▼	1	55030	68395	26474	72		OAVSP
2500	1	2500	September 8 2016 ▼	1	55030	68395	26474	72		OAWOR
			August 8 2016 ▼							
			August 8 2016 ▼							

Enter **chartstring** information

VSPA Gateway automatically validates the chartstring

If the payment is going to be made from more than one chartstring, list each chartstring separately on individual line items

Visiting Scholar/Student Researcher Stipend Disbursement Process

← → C

* Payment Frequency:

Use payment line items below to specify payment schedule

* Purpose of Payment:

* Total Award: \$

If the stipend request is more than \$10,000, you can upload an exception letter after you submit this request.

PAYMENT SCHEDULE

Amount	# of Payments	Amount of Each Payment	Date to Start Payment	BU	Account	Fund	Org	Program	CF1	CF2
3000	1	3000	August 9 2016	1	55030	68395	26474	72		
2000	1	2000	November 9 2016	1	55030	68395	26474	72		
			August 9 2016							
			August 9 2016							

If the payment dates are **not** on a monthly schedule or if the payment amounts are **not** equal, use individual line items to specify

Total Award must equal the total sum of **Amount** in all line items

Visiting Scholar/Student Researcher Stipend Disbursement Process

Stipend Request for Oski Bear

Preparer

I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application. ☒

Stipend

Visitor Name: Oski Bear
Request Status: In-Progress
Creation Date: Jul. 22, 2016 15:45
Disbursement Preparer
Comments:

HCM ID:
Vendor Number:
US Citizen: Yes ☐ No ☒
Visa Type: J-1 Exchange Visitor (Scholar)

* Payment Frequency: Monthly Payment
* Purpose of Payment: Living Expenses
* Total Award: \$ 1000.0

PAYMENT SCHEDULE

Amount	# of Payments	Amount of Each Payment	Date to Start Payment	BU	Account	Fund	Org	Program	CF1	CF2
1000	1	1000	Jul. 22, 2016	1	55030	68395	26474	72		

Department Submitter: Maria Lopez (captured when form submitted)

* Campus Sponsoring Unit: Visiting Scholar and Postdoc Affairs Program
Stipend Exception Letter (if No file chosen needed):

[Click here to get the Appointment Letter](#)

You will NOT be able to make any changes to the **Payment Frequency**, **Purpose**, or **Payment Schedule** after it has been submitted in the VSPA Gateway

To change those fields, submit a request to vspa@berkeley.edu

Visiting Scholar/Student Researcher Stipend Disbursement Process



A screenshot of a web browser window showing a form for stipend disbursement. The browser's address bar is empty. The form includes fields for Payment Frequency, Purpose of Payment, and Total Award.

* Payment Frequency: Monthly Payment ▼

* Purpose of Payment: Living Expenses ▼

* Total Award: \$ 5000

If the stipend request is more than \$10,000, you can upload an exception letter after you submit this request.

PAYMENT SCHEDULE

Amount	# of Payments	Amount of Each Payment	Date to Start Payment	BU	Account	Fund	Org	Program	CF1	CF2
5000	2	2500	July 21 2016 ▼	1	55030	68395	26474	72		
			July 21 2016 ▼							
			July 21 2016 ▼							
			July 21 2016 ▼							



* Campus Sponsoring Unit: Chemistry Department ▼

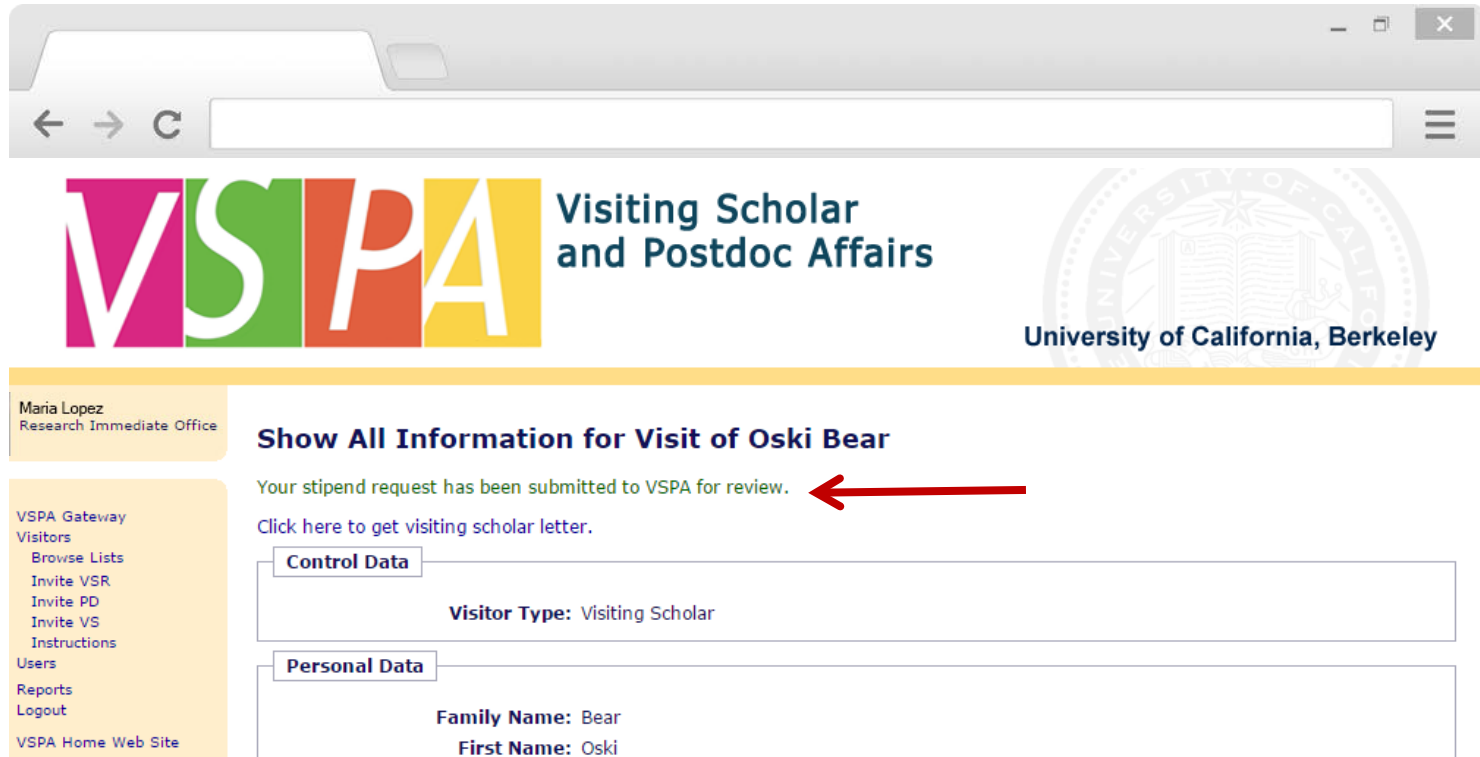
Submit



Select **Campus Sponsoring Unit**

Press **Submit**

Visiting Scholar/Student Researcher Stipend Disbursement Process



The screenshot shows a web browser window displaying the VSPA (Visiting Scholar and Postdoc Affairs) website. The header includes the VSPA logo, the text "Visiting Scholar and Postdoc Affairs", and the University of California, Berkeley seal. A navigation menu on the left lists various options like "VSPA Gateway", "Visitors", "Browse Lists", "Invite VSR", "Invite PD", "Invite VS", "Instructions", "Users", "Reports", "Logout", and "VSPA Home Web Site". The main content area shows a confirmation message: "Your stipend request has been submitted to VSPA for review." with a red arrow pointing to it. Below this message are two sections: "Control Data" and "Personal Data". The "Control Data" section shows "Visitor Type: Visiting Scholar". The "Personal Data" section shows "Family Name: Bear" and "First Name: Oski".

Visiting Scholar and Postdoc Affairs
University of California, Berkeley

Maria Lopez
Research Immediate Office

Show All Information for Visit of Oski Bear

Your stipend request has been submitted to VSPA for review. ←

[Click here to get visiting scholar letter.](#)

Control Data

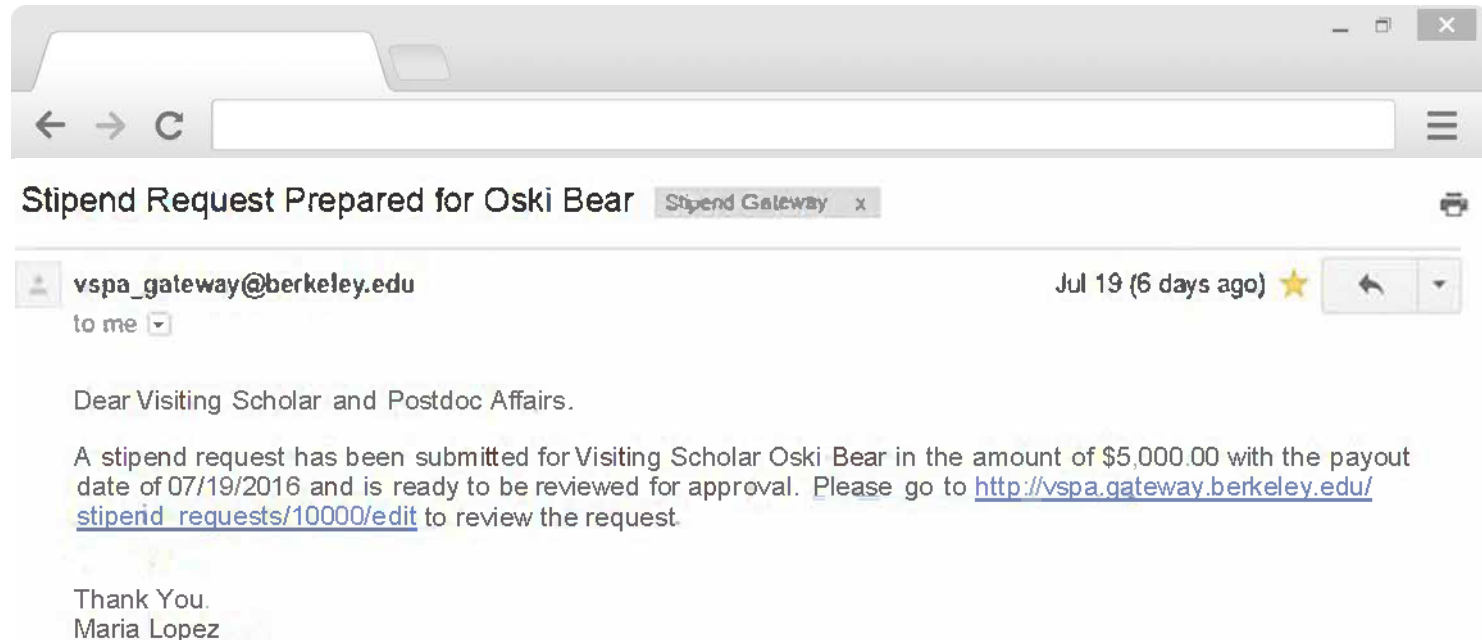
Visitor Type: Visiting Scholar

Personal Data

Family Name: Bear
First Name: Oski

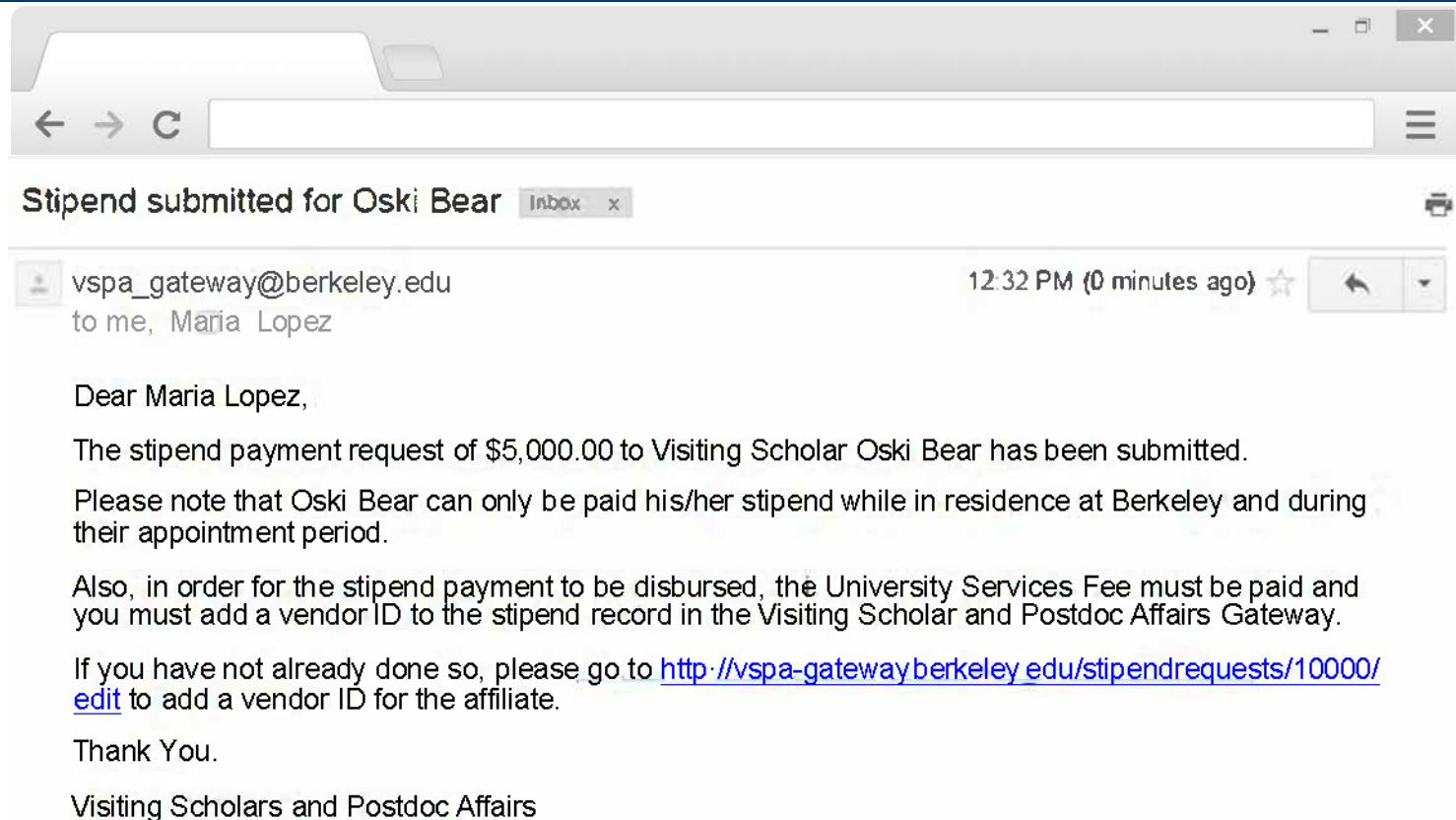
Instead of an email confirmation to the **Disbursement Preparer**, this **on-screen message** will appear

Visiting Scholar/Student Researcher Stipend Disbursement Process



VSPA will review the stipend request to see that it meets all requirements

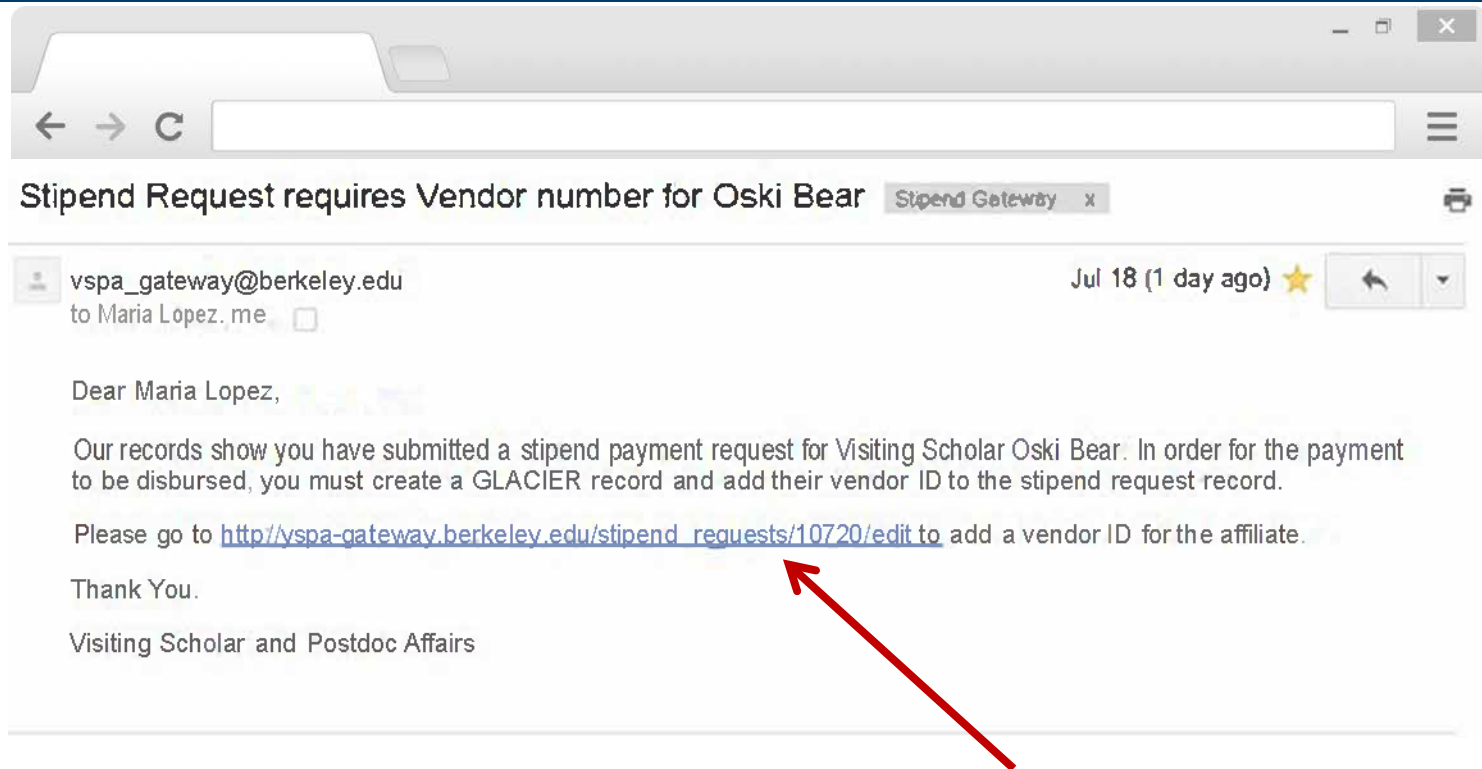
Visiting Scholar/Student Researcher Stipend Disbursement Process



If the stipend request meets all requirements, the **Disbursement Preparer** will receive the above email with a reminder to enter the **Vendor Number** and to pay the **University Services Fee**

This email serves as the approval email that can be sent to Berkeley International Office as confirmation of funding

Visiting Scholar/Student Researcher Stipend Disbursement Process



Within two weeks of the **Date to Start Payment**, if a **vendor number** has not been added to the record, an email reminder will be sent to the **Disbursement Preparer**

Click on the link in the email to add a **vendor ID**

Visiting Scholar/Student Researcher Stipend Disbursement Process

VSPA Visiting Scholar and Postdoc Affairs
University of California, Berkeley

Maria Lopez
Research Immediate Office

VSPA Gateway
Visitors
Users
Reports
Logout
VSPA Home Web Site

Stipend Request for Oski Bear

Preparer

I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application. **True**

Stipend

Visitor Name: Oski Bear
Request Status: In-Progress
Disbursement Preparer Comments:

Include instructions for payment delivery here, e.g. Hold for Pickup, EFT has been set up. If payment is for a visit that has ended, include the payment date(s) here.

HCM ID: 71831
* Vendor Number: 55555
US Citizen: False
Visa Type: J-1 Exchange Visitor (Scholar)
This field is populated from the visitor record in the Gateway. Please contact VSPA if this information is incorrect.

* Payment Frequency: Single Payment
* Purpose of Payment: Living Expenses
* Total Award: \$ 5000.0
If the stipend request is more than \$10,000, you can upload an exception letter after you submit this request.

Stipend Update Information

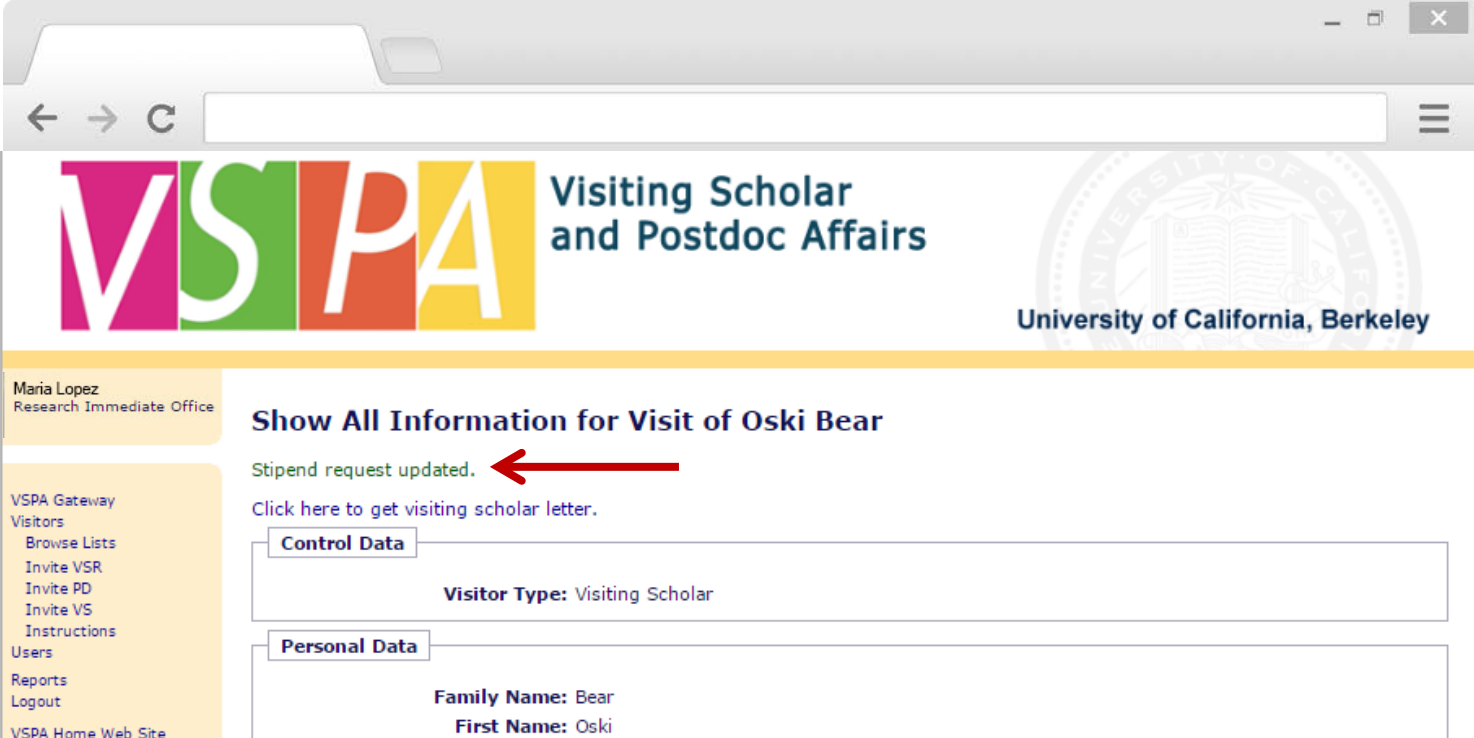
Creation Date: Jul. 19, 2016 19:31
Last Update Date: Jul. 19, 2016 19:32
Last Modified by: Rachel Min Park

Save Changes

Enter in the **Vendor Number**

Press **Save Changes**

Visiting Scholar/Student Researcher Stipend Disbursement Process



The screenshot shows a web browser window displaying the VSPA (Visiting Scholar and Postdoc Affairs) website. The header includes the VSPA logo and the text "Visiting Scholar and Postdoc Affairs" and "University of California, Berkeley". The left sidebar contains a navigation menu with links like "VSPA Gateway", "Visitors", "Browse Lists", "Invite VSR", "Invite PD", "Invite VS", "Instructions", "Users", "Reports", "Logout", and "VSPA Home Web Site". The main content area is titled "Show All Information for Visit of Oski Bear". Below the title, a green message "Stipend request updated." is displayed, with a red arrow pointing to it. Below the message is a link "Click here to get visiting scholar letter.". The form is divided into two sections: "Control Data" and "Personal Data". The "Control Data" section shows "Visitor Type: Visiting Scholar". The "Personal Data" section shows "Family Name: Bear" and "First Name: Oski".

VSPA Visiting Scholar and Postdoc Affairs
University of California, Berkeley

Maria Lopez
Research Immediate Office

Show All Information for Visit of Oski Bear

Stipend request updated. ←

[Click here to get visiting scholar letter.](#)

Control Data

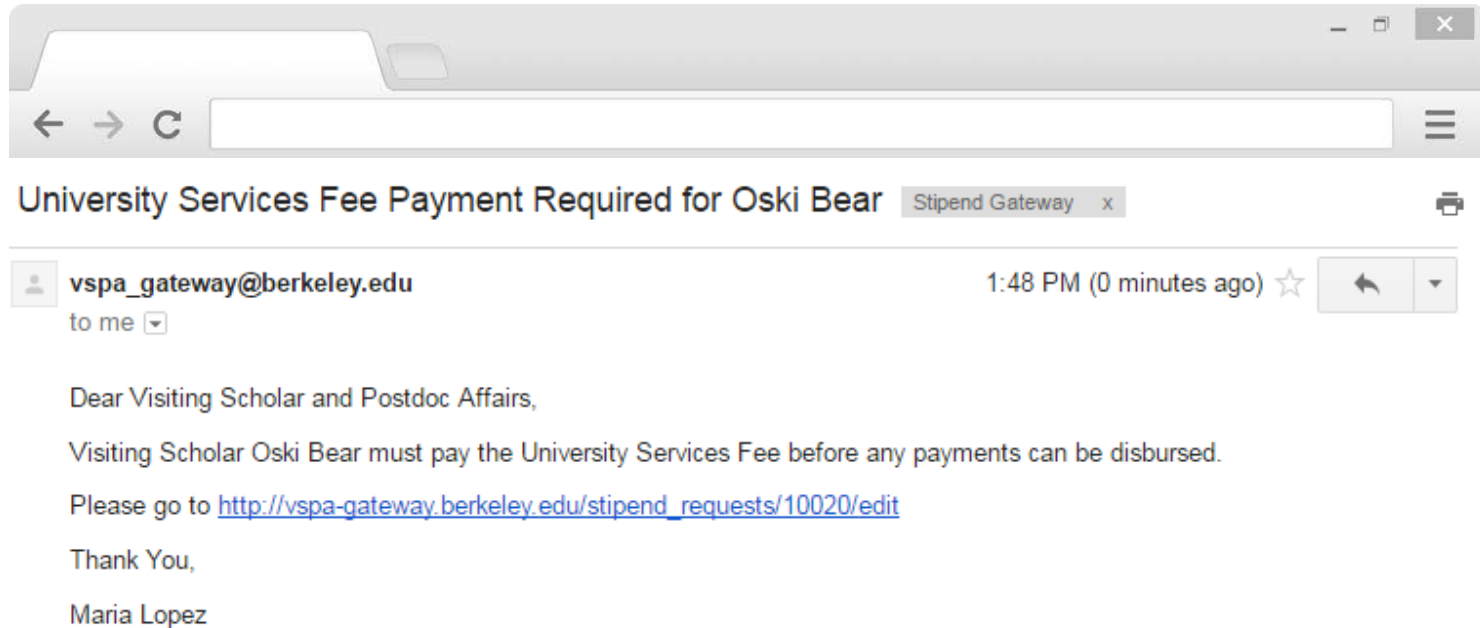
Visitor Type: Visiting Scholar

Personal Data

Family Name: Bear
First Name: Oski

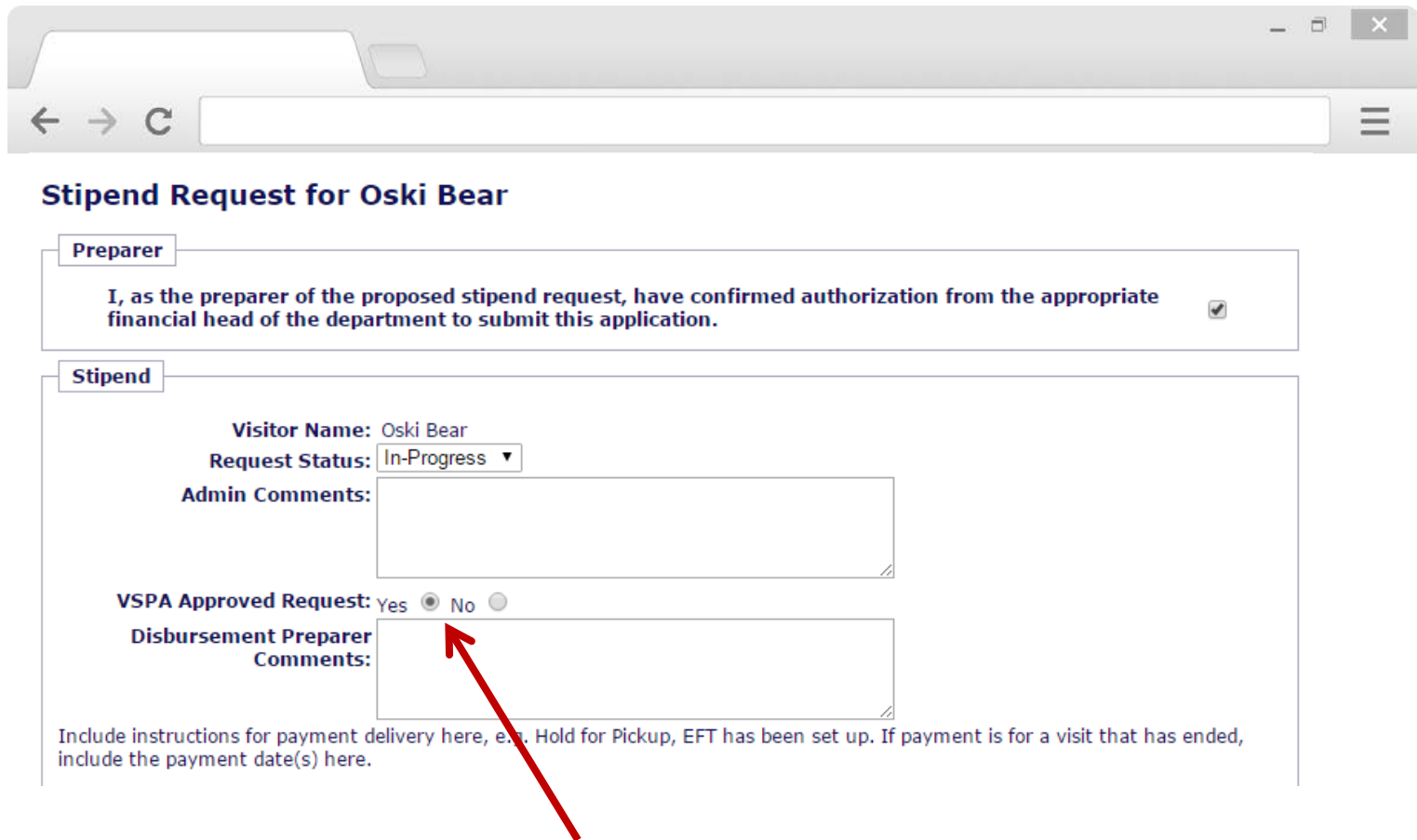
Instead of an email notification to the **Disbursement Preparer**, this on-screen message will appear

Visiting Scholar/Student Researcher Stipend Disbursement Process



VSPA will then verify that the **Vendor Number** has been added and **University Services Fee** has been paid

Visiting Scholar/Student Researcher Stipend Disbursement Process



The screenshot shows a web browser window with a single tab. The address bar is empty. The page title is "Stipend Request for Oski Bear". The form is divided into two main sections: "Preparer" and "Stipend".

Preparer

I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application. ☒

Stipend

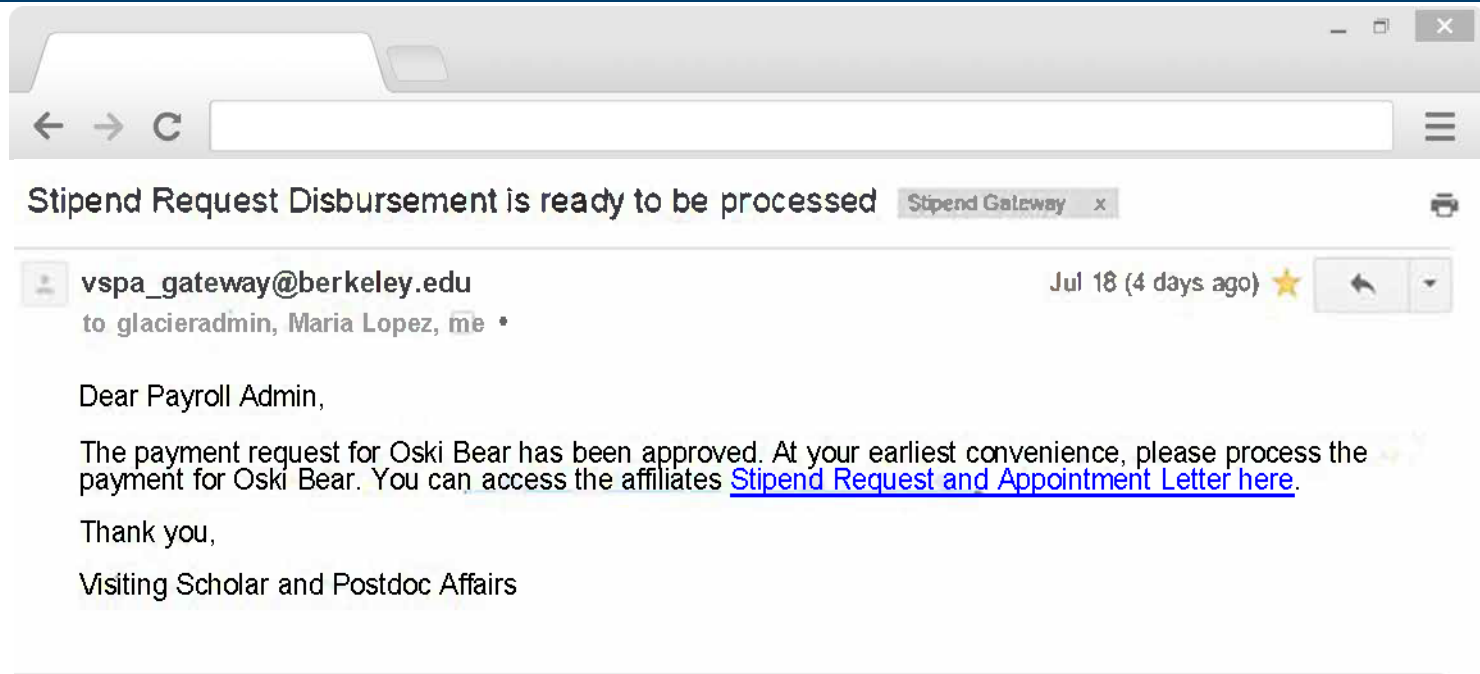
Visitor Name: Oski Bear
Request Status: In-Progress ▼
Admin Comments:
VSPA Approved Request: Yes ☒ No ☐
Disbursement Preparer Comments:

Include instructions for payment delivery here, e.g. Hold for Pickup, EFT has been set up. If payment is for a visit that has ended, include the payment date(s) here.

A red arrow points to the "Disbursement Preparer Comments" text box.

If all requirements have been met, the VSPA Program approves the stipend disbursement request

Visiting Scholar/Student Researcher Stipend Disbursement Process



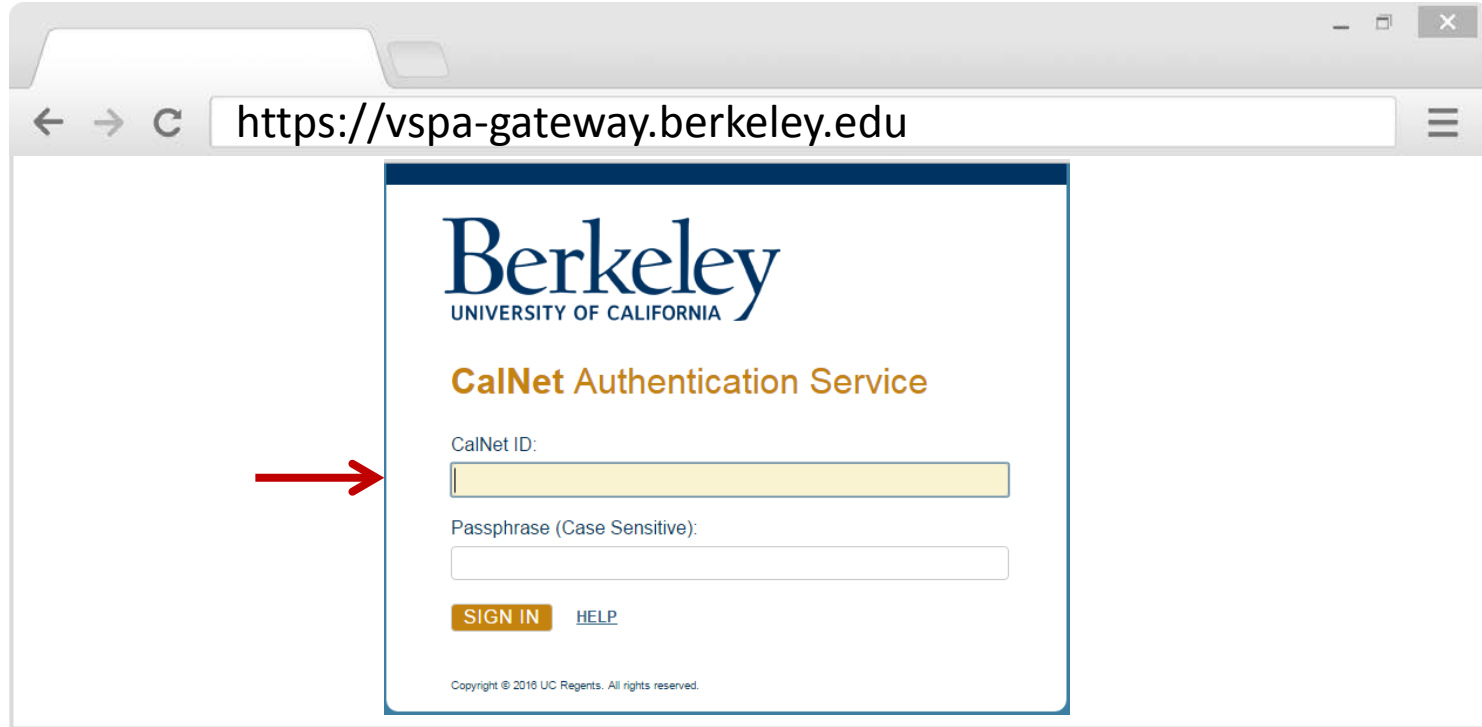
The Payroll Office will receive the above email to process the stipend disbursement request within two weeks of the **Date to Start Payment**

The **Disbursement Preparer** and the **VSPA Office** will be copied on this email

The background of the slide is a dark blue gradient. Overlaid on this is a faint, semi-transparent image of several US dollar bills, including \$100 and \$50 bills, scattered across the surface. The bills are slightly tilted and overlapping, creating a sense of depth and texture.

Following Up on the Status of a Stipend Disbursement Request

Visiting Scholar/Student Researcher Stipend Disbursement Process



← → C <https://vspa-gateway.berkeley.edu> ≡

Berkeley
UNIVERSITY OF CALIFORNIA

CalNet Authentication Service

CalNet ID:

Passphrase (Case Sensitive):

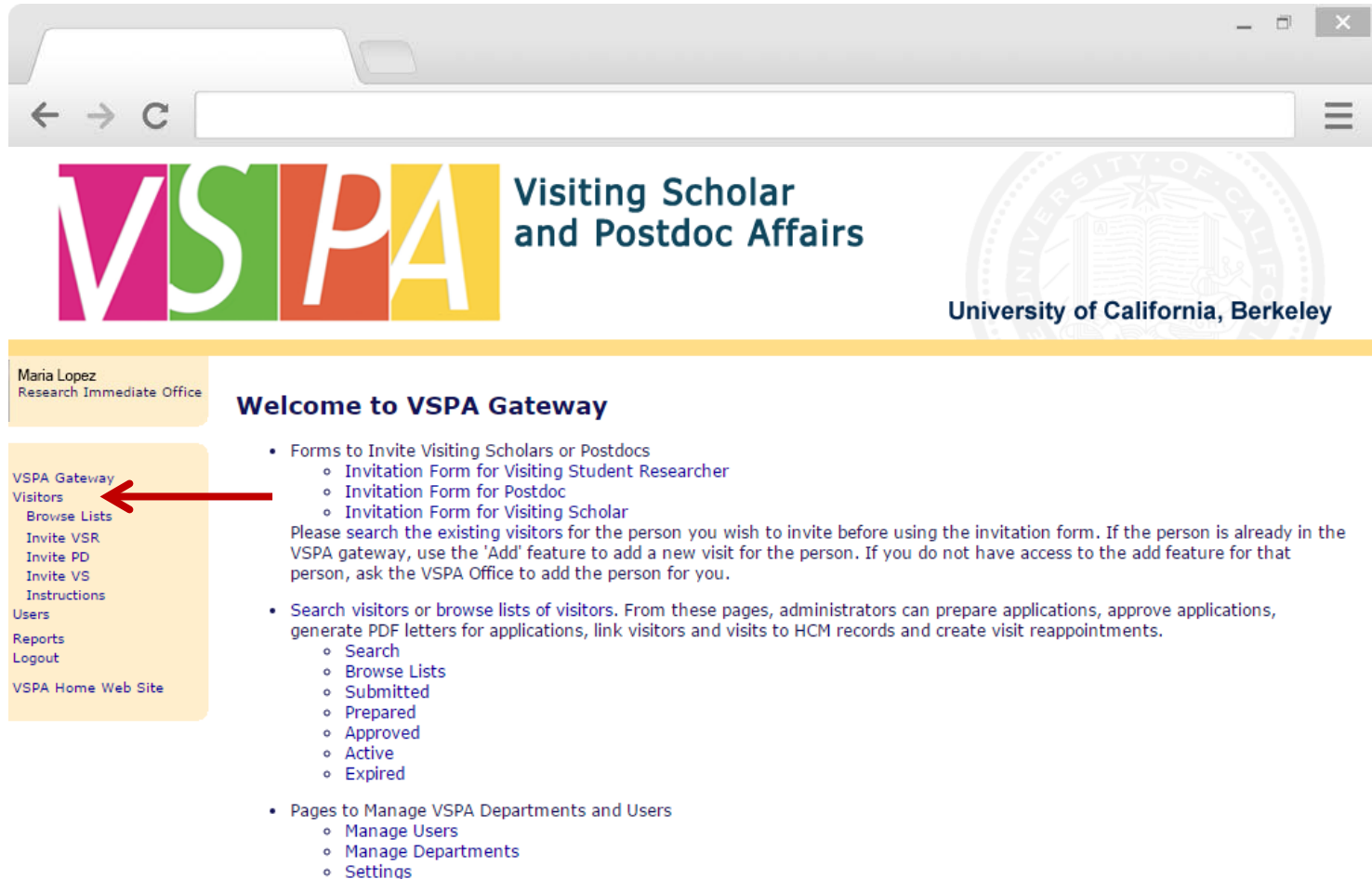
SIGN IN [HELP](#)

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Go to the **VSPA Gateway**: <https://vspa-gateway.berkeley.edu>

Log in with your **CalNet ID**

Visiting Scholar/Student Researcher Stipend Disbursement Process



The screenshot shows a web browser window displaying the VSPA Gateway website. The header features the VSPA logo (colored letters V, S, P, A) and the text "Visiting Scholar and Postdoc Affairs" and "University of California, Berkeley". A sidebar on the left lists navigation options: "VSPA Gateway", "Visitors", "Browse Lists", "Invite VSR", "Invite PD", "Invite VS", "Instructions", "Users", "Reports", "Logout", and "VSPA Home Web Site". A red arrow points to the "Visitors" link. The main content area is titled "Welcome to VSPA Gateway" and contains a list of links and instructions for managing visitors.

Visiting Scholar and Postdoc Affairs
University of California, Berkeley

Maria Lopez
Research Immediate Office

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

Click on **Visitors** to look up scholar

Visiting Scholar/Student Researcher Stipend Disbursement Process

Visiting Scholar and Postdoc Affairs
University of California, Berkeley

Maria Lopez
Research Immediate Office

Search for Visitors

Search Conditions

Family Name: bear
First Name: oski
HCM ID:
Visitor Type: Any
Status: Any
Campus Sponsoring Unit: Any

Search Results

Name	Visit Dates	Prepare Approve HCM	Letters	Appointment +/-	Stipend
Bear, Oski	Jan. 01, 2016 to Aug. 31, 2016	HCM	^w VS/VSR1	Add Remove	Add Existing Requests
	Sep. 01, 2016 to Dec. 31, 2016	HCM	^w VS/VSR1 ^w VS/VSR2	Add Remove	Add

Search the scholar's name to bring up their record

Visiting Scholar/Student Researcher Stipend Disbursement Process

The screenshot shows a web browser window displaying the VSPA (Visiting Scholar and Postdoc Affairs) interface at the University of California, Berkeley. The page has a header with the VSPA logo and the university name. A sidebar on the left contains navigation links for Maria Lopez (Research Immediate Office), VSPA Gateway, Visitors, Browse Lists, All Departments, Invite VSR, Invite PD, Invite VS, Instructions, Users, Departments, Settings, Reports, Logout, and VSPA Home Web Site. The main content area is titled 'Search for Visitors' and contains a 'Search Conditions' form with fields for Family Name (bear), First Name (oski), HCM ID, Visitor Type (Any), Status (Any), and Campus Sponsoring Unit (Any). A 'Search' button is located below these fields. Below the search form is a 'Search Results' table. The table has columns for Name, Visit Dates, Prepare Approve HCM, Letters, Appointment +/-, and Stipend. The first row shows 'Bear, Oski' with visit dates from Jan. 01, 2016 to Aug. 31, 2016, and HCM 'HCM'. The second row shows 'Sep. 01, 2016 to Dec. 31, 2016' with HCM 'HCM'. The 'Stipend' column for the first row has a red circle around the 'Existing Requests' link, which is pointed to by a red arrow.

Search for Visitors

Search Conditions

Family Name: bear

First Name: oski

HCM ID:

Visitor Type: Any

Status: Any

Campus Sponsoring Unit: Any

Search

Search Results

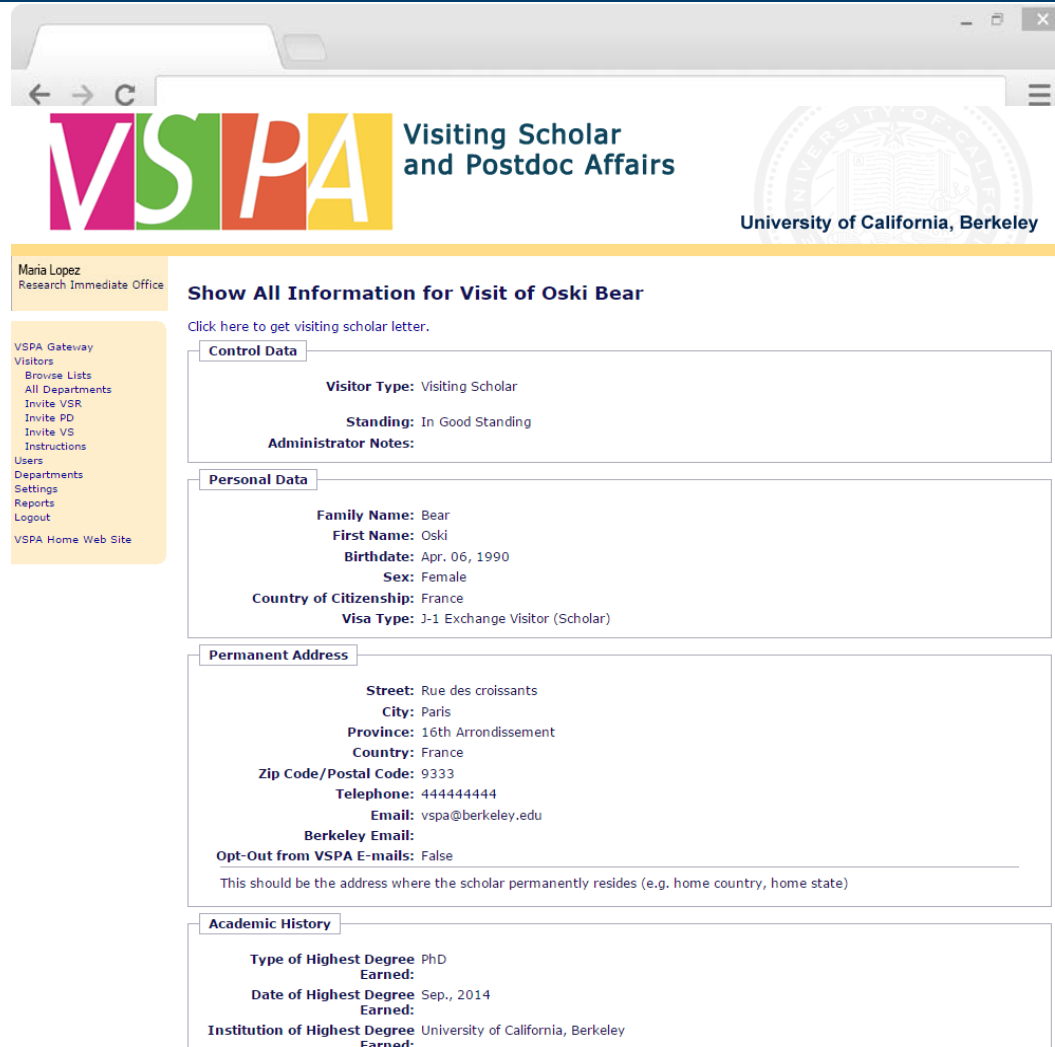
Name	Visit Dates	Prepare Approve HCM	Letters	Appointment +/-	Stipend
Bear, Oski	Jan. 01, 2016 to Aug. 31, 2016	HCM	VS/VSR1	Add Remove	Add Existing Requests
	Sep. 01, 2016 to Dec. 31, 2016	HCM	VS/VSR1 VS/VSR2	Add Remove	Add

Under the **Stipend** column, click on **Existing Requests**

Note:

Add is to submit an additional stipend request; **Existing Requests** is to **Edit** or **View** previously submitted requests.

Visiting Scholar/Student Researcher Stipend Disbursement Process



VSPA Visiting Scholar and Postdoc Affairs
University of California, Berkeley

Maria Lopez
Research Immediate Office

Show All Information for Visit of Oski Bear

[Click here to get visiting scholar letter.](#)

Control Data

Visitor Type: Visiting Scholar

Standing: In Good Standing

Administrator Notes:

Personal Data

Family Name: Bear
First Name: Oski
Birthdate: Apr. 06, 1990
Sex: Female
Country of Citizenship: France
Visa Type: J-1 Exchange Visitor (Scholar)

Permanent Address

Street: Rue des croissants
City: Paris
Province: 16th Arrondissement
Country: France
Zip Code/Postal Code: 9333
Telephone: 444444444
Email: vspa@berkeley.edu
Berkeley Email:
Opt-Out from VSPA E-mails: False

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

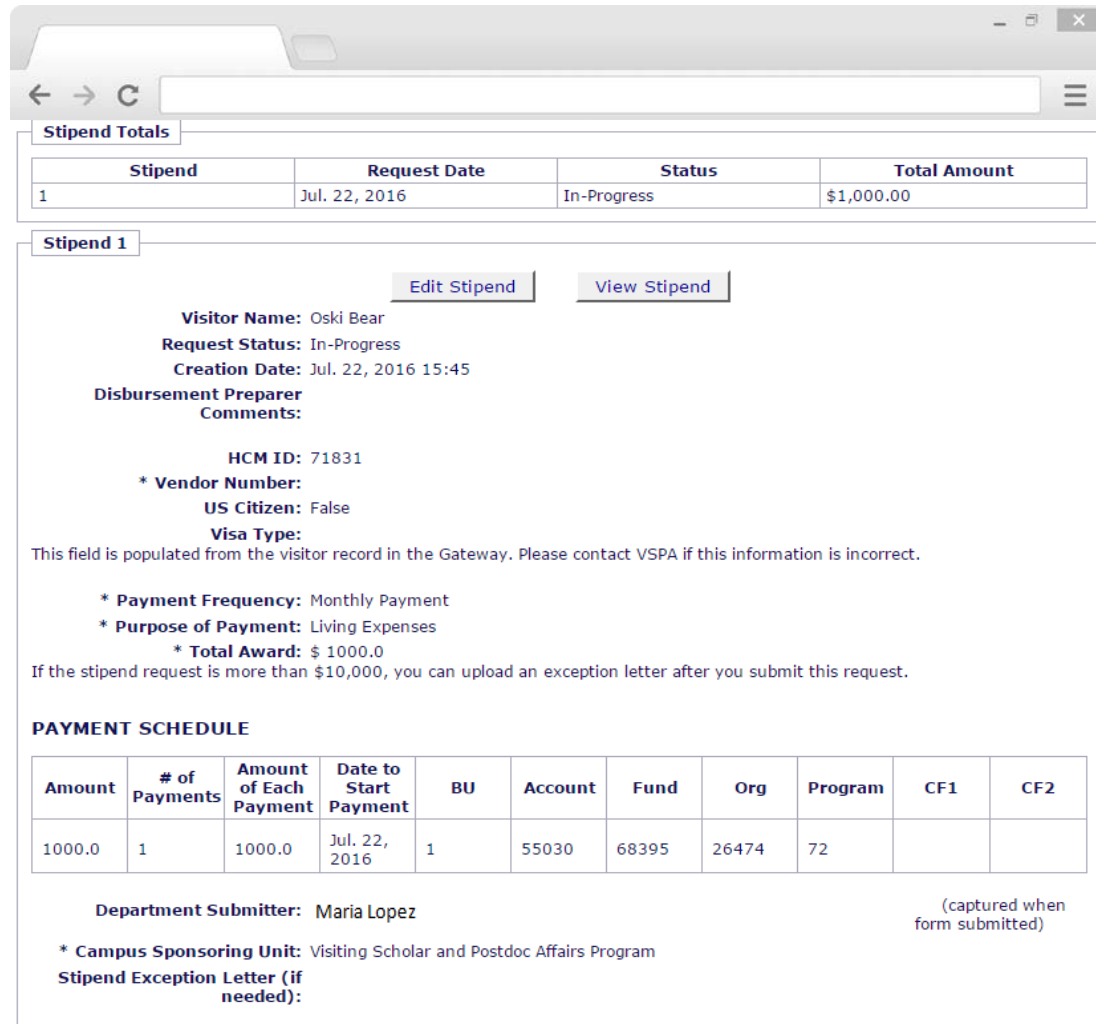
Academic History

Type of Highest Degree: PhD
Earned:
Date of Highest Degree: Sep., 2014
Earned:
Institution of Highest Degree: University of California, Berkeley
Earned:

VSPA Gateway
Visitors
Browse Lists
All Departments
Invite VSR
Invite PD
Invite VS
Instructions
Users
Departments
Settings
Reports
Logout
VSPA Home Web Site

This will take you to the scholar's record

Visiting Scholar/Student Researcher Stipend Disbursement Process



Stipend Totals

Stipend	Request Date	Status	Total Amount
1	Jul. 22, 2016	In-Progress	\$1,000.00

Stipend 1

[Edit Stipend](#) [View Stipend](#)

Visitor Name: Oski Bear
Request Status: In-Progress
Creation Date: Jul. 22, 2016 15:45
Disbursement Preparer
Comments:

HCM ID: 71831
*** Vendor Number:**
US Citizen: False
Visa Type:
This field is populated from the visitor record in the Gateway. Please contact VSPA if this information is incorrect.

*** Payment Frequency:** Monthly Payment
*** Purpose of Payment:** Living Expenses
*** Total Award:** \$ 1000.0
If the stipend request is more than \$10,000, you can upload an exception letter after you submit this request.

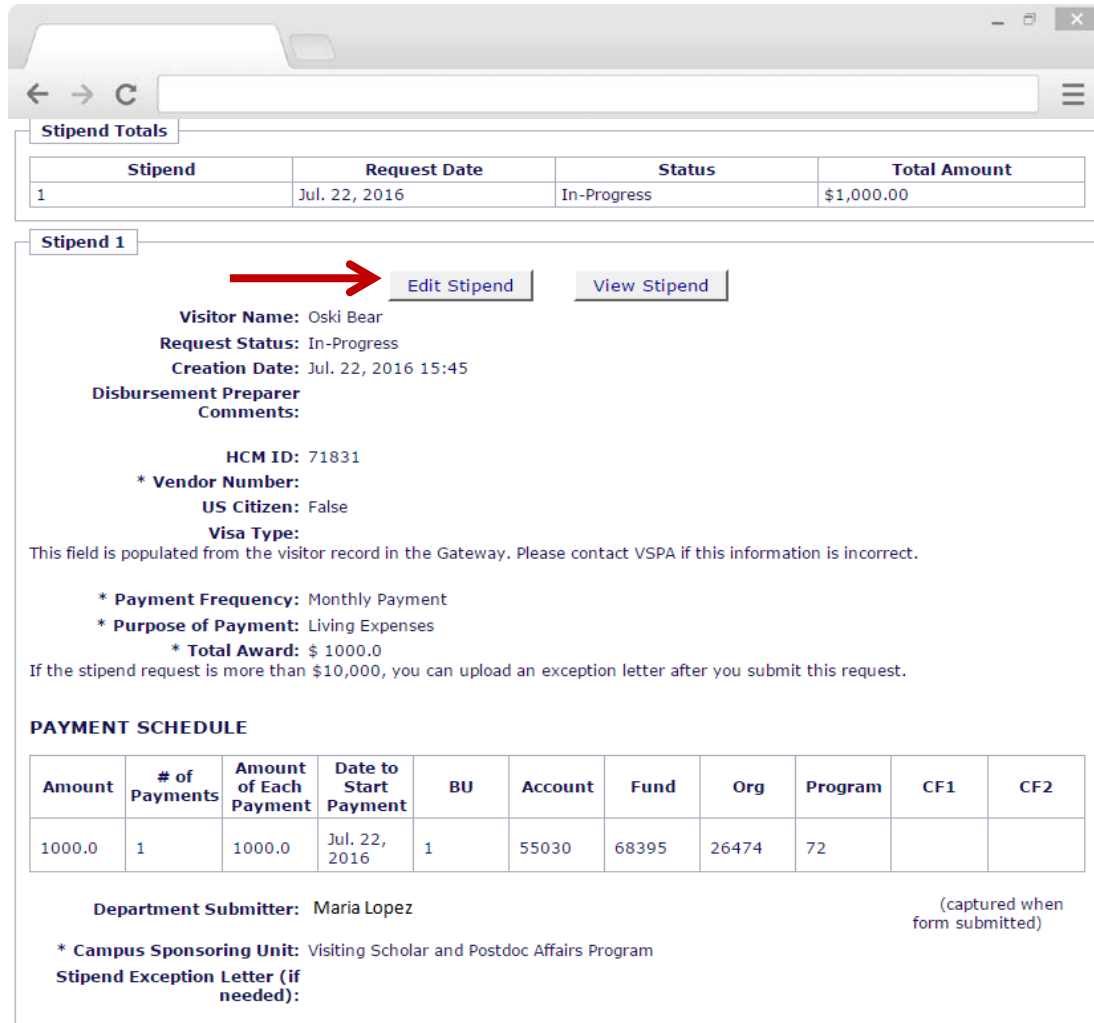
PAYMENT SCHEDULE

Amount	# of Payments	Amount of Each Payment	Date to Start Payment	BU	Account	Fund	Org	Program	CF1	CF2
1000.0	1	1000.0	Jul. 22, 2016	1	55030	68395	26474	72		

Department Submitter: Maria Lopez (captured when form submitted)
*** Campus Sponsoring Unit:** Visiting Scholar and Postdoc Affairs Program
Stipend Exception Letter (if needed):

Scroll to the bottom of their record to see the status and information for all stipend requests


Visiting Scholar/Student Researcher Stipend Disbursement Process



Stipend Totals

Stipend	Request Date	Status	Total Amount
1	Jul. 22, 2016	In-Progress	\$1,000.00

Stipend 1

 [Edit Stipend](#) [View Stipend](#)

Visitor Name: Oski Bear
Request Status: In-Progress
Creation Date: Jul. 22, 2016 15:45
Disbursement Preparer
Comments:

HCM ID: 71831
*** Vendor Number:**
US Citizen: False
Visa Type:
This field is populated from the visitor record in the Gateway. Please contact VSPA if this information is incorrect.

*** Payment Frequency:** Monthly Payment
*** Purpose of Payment:** Living Expenses
*** Total Award:** \$ 1000.0
If the stipend request is more than \$10,000, you can upload an exception letter after you submit this request.

PAYMENT SCHEDULE

Amount	# of Payments	Amount of Each Payment	Date to Start Payment	BU	Account	Fund	Org	Program	CF1	CF2
1000.0	1	1000.0	Jul. 22, 2016	1	55030	68395	26474	72		

Department Submitter: Maria Lopez (captured when form submitted)

*** Campus Sponsoring Unit:** Visiting Scholar and Postdoc Affairs Program
Stipend Exception Letter (if needed):

Click on **Edit Stipend** for a particular stipend disbursement request to add information

Visiting Scholar/Student Researcher Stipend Disbursement Process

Stipend Request for Oski Bear

Preparer

I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application. ☒

Stipend

Visitor Name: Oski Bear
Request Status: In-Progress
Creation Date: Jul. 22, 2016 15:45
Disbursement Preparer
Comments:
HCM ID:
Vendor Number:
US Citizen: Yes ☐ No ☒
Visa Type: J-1 Exchange Visitor (Scholar)
* Payment Frequency: Monthly Payment
Monthly payment period:
* Purpose of Payment: Living Expenses
* Total Award: \$ 1000.0

PAYMENT SCHEDULE

Amount	# of Payments	Amount of Each Payment	Date to Start Payment	BU	Account	Fund	Org	Program	CF1	CF2
1000	1	1000	Jul. 22, 2016	1	55030	68395	26474	72		

Department Submitter: Maria Lopez (captured when form submitted)

* Campus Sponsoring Unit: Visiting Scholar and Postdoc Affairs Program
Stipend Exception Letter (if needed): No file chosen
[Click here to get the Appointment Letter](#)

Stipend Update Information

Creation Date: Jul. 22, 2016 15:45
Last Update Date: Jul. 22, 2016 15:46
Last Modified by: Maria Lopez

You can add **Vendor Number** or upload a **Stipend Exception Letter ONLY**

Press **Save Changes** once you are done

Visiting Scholar/Student Researcher Stipend Disbursement Process

The screenshot shows a web browser window displaying the VSPA (Visiting Scholar and Postdoc Affairs) website. The header includes the VSPA logo and the University of California, Berkeley seal. A sidebar on the left lists navigation options. The main content area displays a message about a stipend request update for Oski Bear, with a red arrow pointing to the message. Below the message are sections for Control Data and Personal Data.

VSPA Visiting Scholar and Postdoc Affairs
University of California, Berkeley

Maria Lopez
Research Immediate Office

Show All Information for Visit of Oski Bear

Stipend request updated. ←

[Click here to get visiting scholar letter.](#)

Control Data

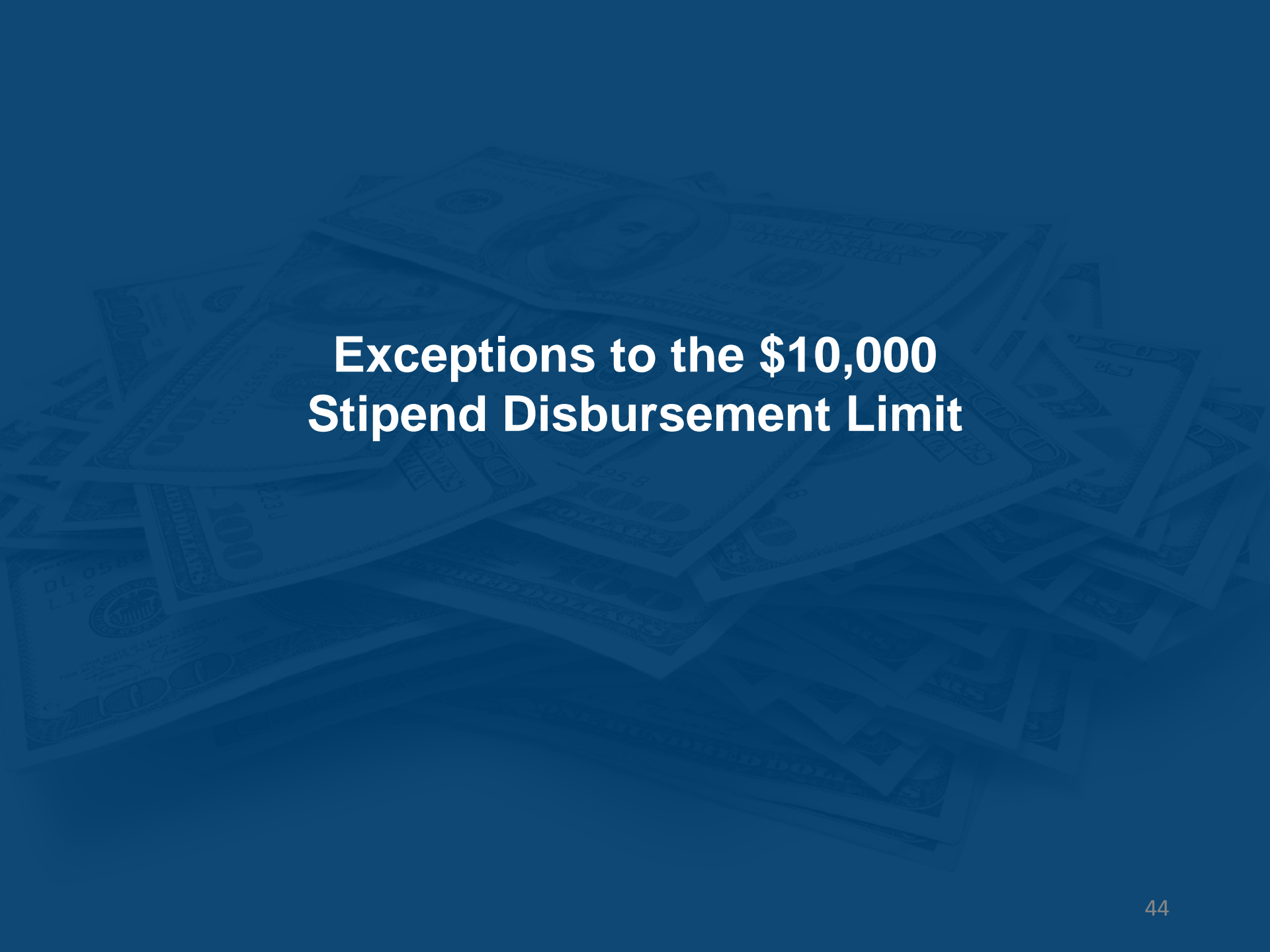
Visitor Type: Visiting Scholar

Personal Data

Family Name: Bear
First Name: Oski

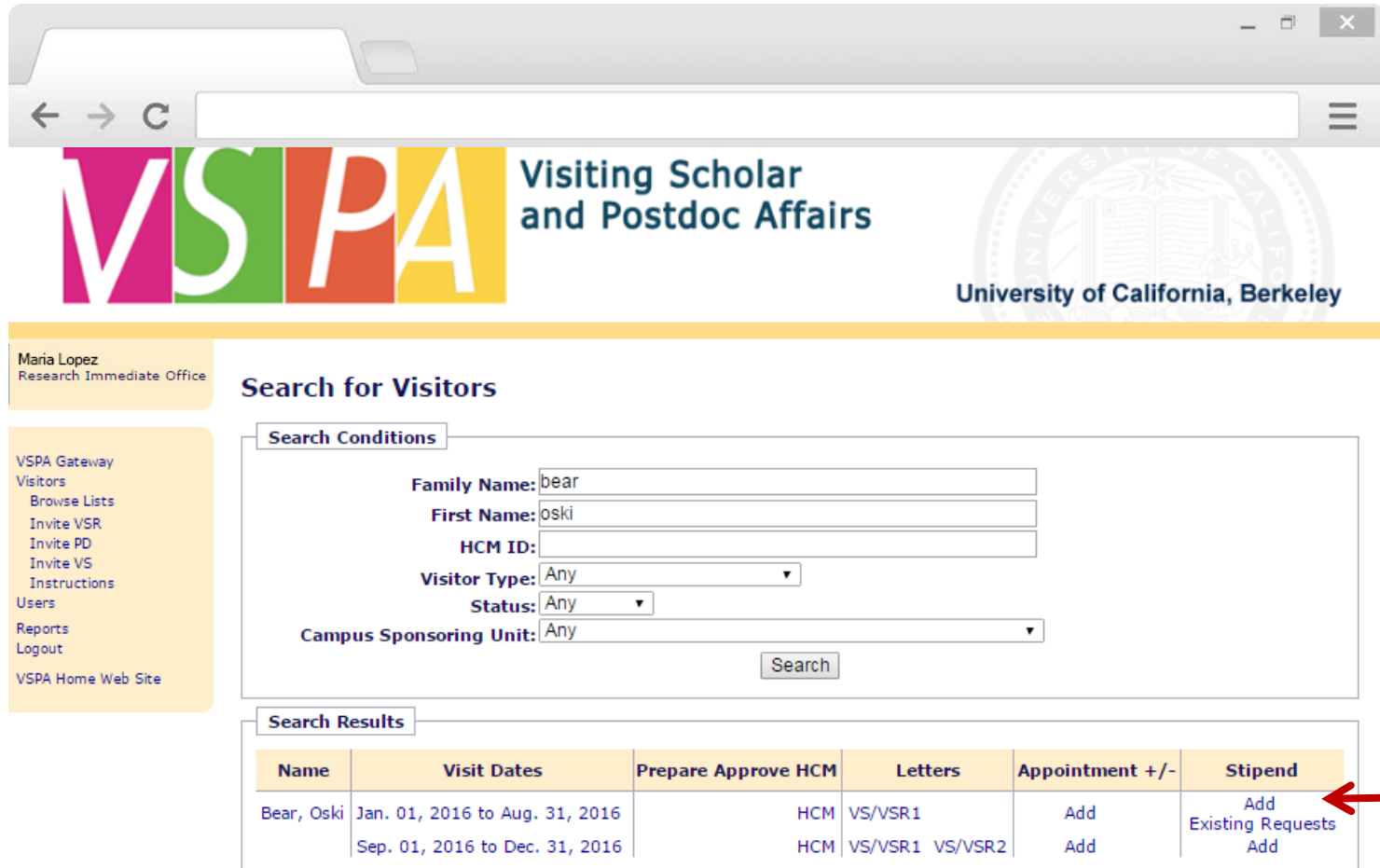
VSPA Gateway
Visitors
Browse Lists
Invite VSR
Invite PD
Invite VS
Instructions
Users
Reports
Logout
VSPA Home Web Site

Instead of an email notification to the **Disbursement Preparer**, this on-screen message will appear

The background of the slide is a dark blue gradient with a faint, overlapping pattern of US dollar bills, including \$100 and \$50 bills, scattered across the surface.

Exceptions to the \$10,000 Stipend Disbursement Limit

Visiting Scholar/Student Researcher Stipend Disbursement Process



The screenshot shows a web browser window displaying the VSPA Gateway website. The header includes the VSPA logo and the text "Visiting Scholar and Postdoc Affairs" and "University of California, Berkeley". The user is logged in as Maria Lopez, Research Immediate Office. The main section is titled "Search for Visitors" and contains a "Search Conditions" form with fields for Family Name, First Name, HCM ID, Visitor Type, Status, and Campus Sponsoring Unit. A "Search" button is located below the form. The "Search Results" section displays a table with the following data:

Name	Visit Dates	Prepare Approve HCM	Letters	Appointment +/-	Stipend
Bear, Oski	Jan. 01, 2016 to Aug. 31, 2016	HCM	VS/VSR1	Add	Add
	Sep. 01, 2016 to Dec. 31, 2016	HCM	VS/VSR1 VS/VSR2	Add	Existing Requests Add

A red arrow points to the "Add" link in the "Stipend" column for the first row.

Look up the visitor's record and click **Add** in the **Stipend** column for the appointment

Visiting Scholar/Student Researcher Stipend Disbursement Process

* Payment Frequency: Single Payment

* Purpose of Payment: Living Expenses

* Total Award: \$ 6000

If the stipend request is more than \$10,000, you can upload an exception letter after you submit this request.

PAYMENT SCHEDULE

Amount	# of Payments	Amount of Each Payment	Date to Start Payment	BU	Account	Fund	Org	Program	CF1	CF2
6000	1	6000	August 5, 2016	1	55030	68395	26474	72		
			August 5, 2016							
			August 5, 2016							
			August 5, 2016							

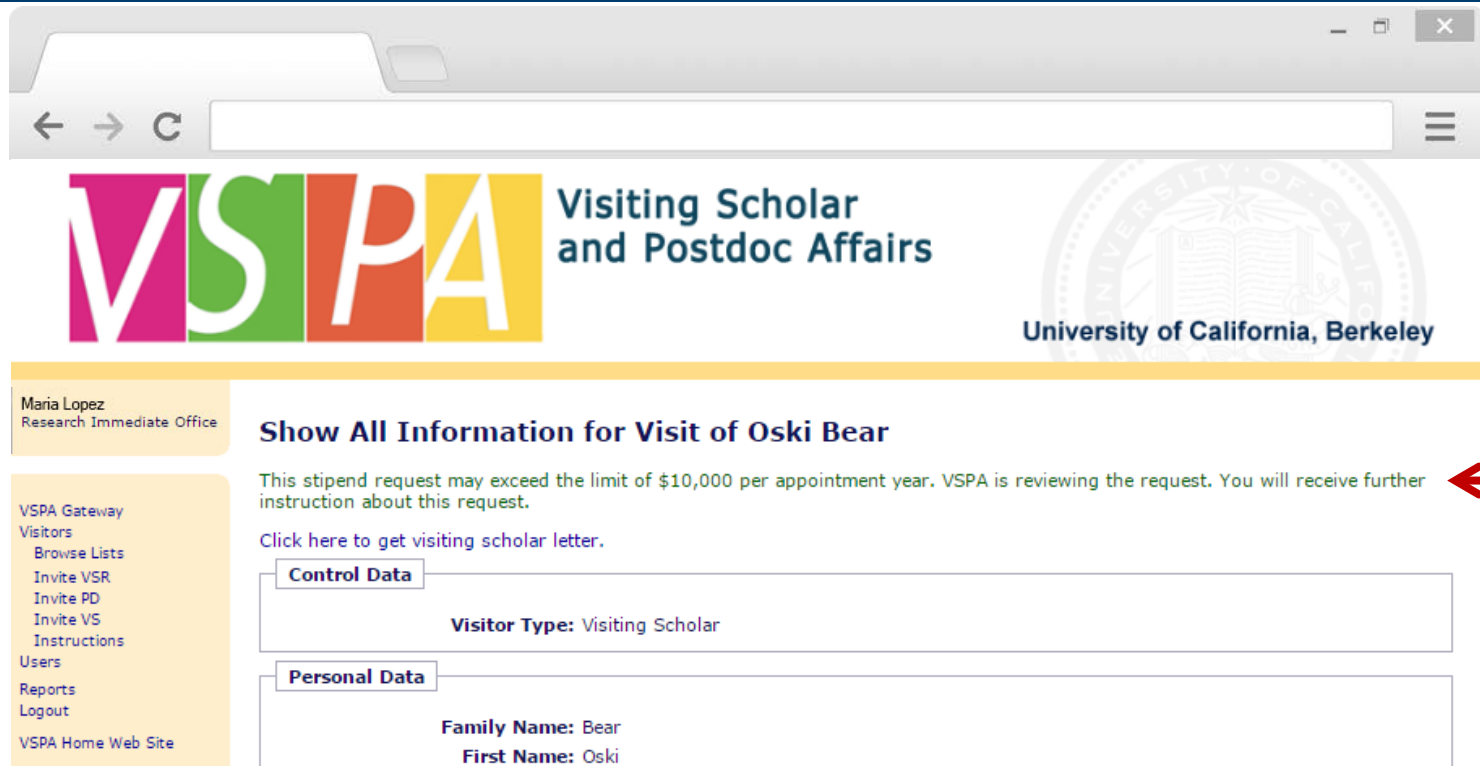
* Campus Sponsoring Unit: Chemistry Department

Submit

If you already have an exception letter, you can upload it AFTER submitting the request.

Press **Submit** after entering all required information

Visiting Scholar/Student Researcher Stipend Disbursement Process



The screenshot shows a web browser window displaying the VSPA (Visiting Scholar and Postdoc Affairs) website for the University of California, Berkeley. The page title is "Show All Information for Visit of Oski Bear". A red arrow points to a green message: "This stipend request may exceed the limit of \$10,000 per appointment year. VSPA is reviewing the request. You will receive further instruction about this request." The left sidebar contains a navigation menu with links: VSPA Gateway, Visitors, Browse Lists, Invite VSR, Invite PD, Invite VS, Instructions, Users, Reports, Logout, and VSPA Home Web Site. The main content area has two tabs: "Control Data" and "Personal Data". The "Control Data" tab shows "Visitor Type: Visiting Scholar". The "Personal Data" tab shows "Family Name: Bear" and "First Name: Oski".

VSPA Gateway
Visitors
Browse Lists
Invite VSR
Invite PD
Invite VS
Instructions
Users
Reports
Logout
VSPA Home Web Site

Control Data

Visitor Type: Visiting Scholar

Personal Data

Family Name: Bear
First Name: Oski

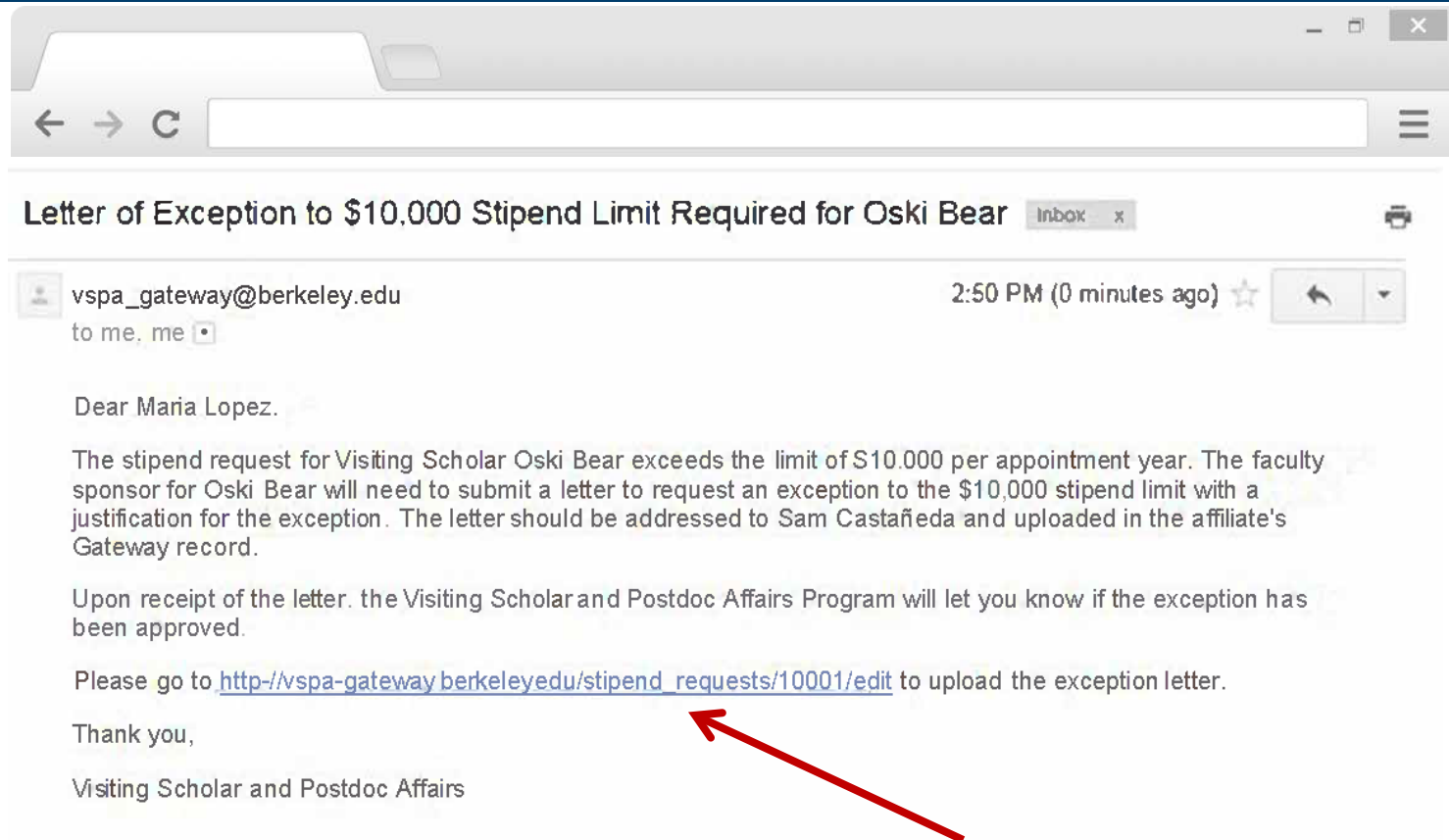
Show All Information for Visit of Oski Bear

This stipend request may exceed the limit of \$10,000 per appointment year. VSPA is reviewing the request. You will receive further instruction about this request.

[Click here to get visiting scholar letter.](#)

If the stipend request exceeds the \$10,000 limit, an on-screen message will appear

Visiting Scholar/Student Researcher Stipend Disbursement Process



If the cumulative stipend request amount is over \$10,000 in one **APPOINTMENT YEAR**, this email will be sent to the **Disbursement Preparer**

Click on the link to go to the scholar's stipend request and upload the exceptional approval letter

Visiting Scholar/Student Researcher Stipend Disbursement Process

PAYMENT SCHEDULE

Amount	# of Payments	Amount of Each Payment	Date to Start Payment	BU	Account	Fund	Org	Program	CF1	CF2
6000	1	6000	Jul. 19, 2016	1	55030	68395	26474	72		

Department Submitter: Rachel Min Park (captured when form submitted)

* **Campus Sponsoring Unit:** Visiting Scholar and Postdoc Affairs Program

Stipend Exception Letter (if needed): No file chosen

Stipend Update Information

Creation Date: Jul. 19, 2016 21:47
Last Update Date: Jul. 19, 2016 21:50
Last Modified by: Rachel Min Park

Select **Choose File** to upload the exceptional approval request letter (must be in Word Doc or PDF format)

Visiting Scholar/Student Researcher Stipend Disbursement Process

PAYMENT SCHEDULE

Amount	# of Payments	Amount of Each Payment	Date to Start Payment	BU	Account	Fund	Org	Program	CF1	CF2
6000	1	6000	Jul. 19, 2016	1	55030	68395	26474	72		


Department Submitter: Rachel Min Park (captured when form submitted)

*** Campus Sponsoring Unit:** Visiting Scholar and Postdoc Affairs Program

Stipend Exception Letter (if needed): Sample stipen... letter.docx

Stipend Update Information

Creation Date: Jul. 19, 2016 21:47
Last Update Date: Jul. 19, 2016 21:50
Last Modified by: Rachel Min Park



Press **Save Changes** once the letter has been uploaded

Visiting Scholar/Student Researcher Stipend Disbursement Process

The screenshot shows a web browser window displaying the VSPA Gateway website. The header includes the VSPA logo (V in pink, S in green, P in orange, A in yellow) and the text "Visiting Scholar and Postdoc Affairs" and "University of California, Berkeley". The left sidebar contains a navigation menu with links: "VSPA Gateway", "Visitors", "Browse Lists", "All Departments", "Invite VSR", "Invite PD", "Invite VS", "Instructions", "Users", "Departments", "Settings", "Reports", "Logout", and "VSPA Home Web Site". The main content area is titled "Show All Information for Visit of Oski Bear". Below the title, a green message "Stipend request updated." is displayed with a red arrow pointing to it. A link "Click here to get visiting scholar letter." is also present. The "Control Data" section shows "Visitor Type: Visiting Scholar", "Standing: In Good Standing", and "Administrator Notes:". The "Personal Data" section shows "Family Name: Bear" and "First Name: Oski".

Maria Lopez
Research Immediate Office

Show All Information for Visit of Oski Bear

Stipend request updated. ←

[Click here to get visiting scholar letter.](#)

Control Data

Visitor Type: Visiting Scholar

Standing: In Good Standing

Administrator Notes:

Personal Data

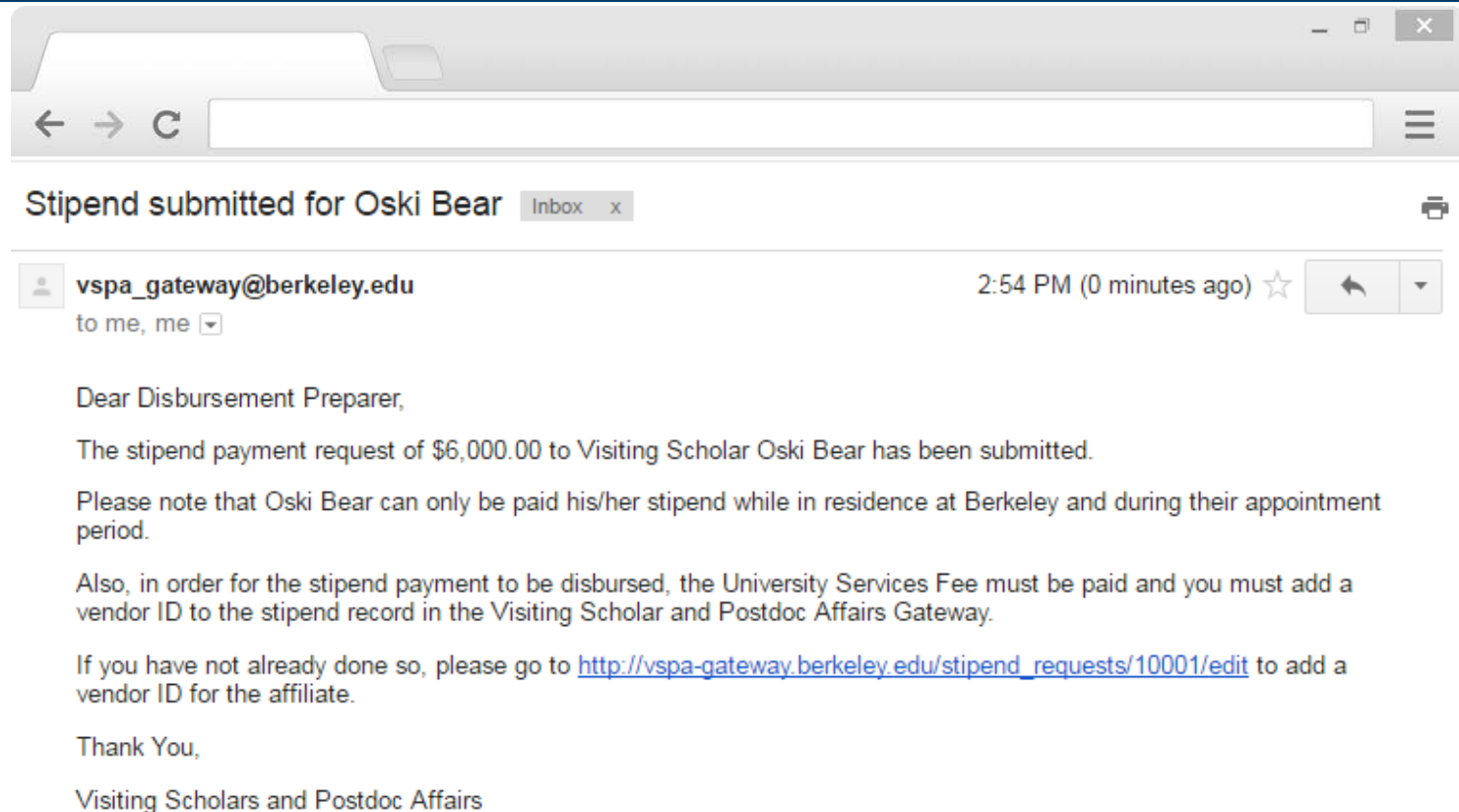
Family Name: Bear

First Name: Oski

Instead of an email notification to the **Disbursement Preparer**, this on-screen message will appear

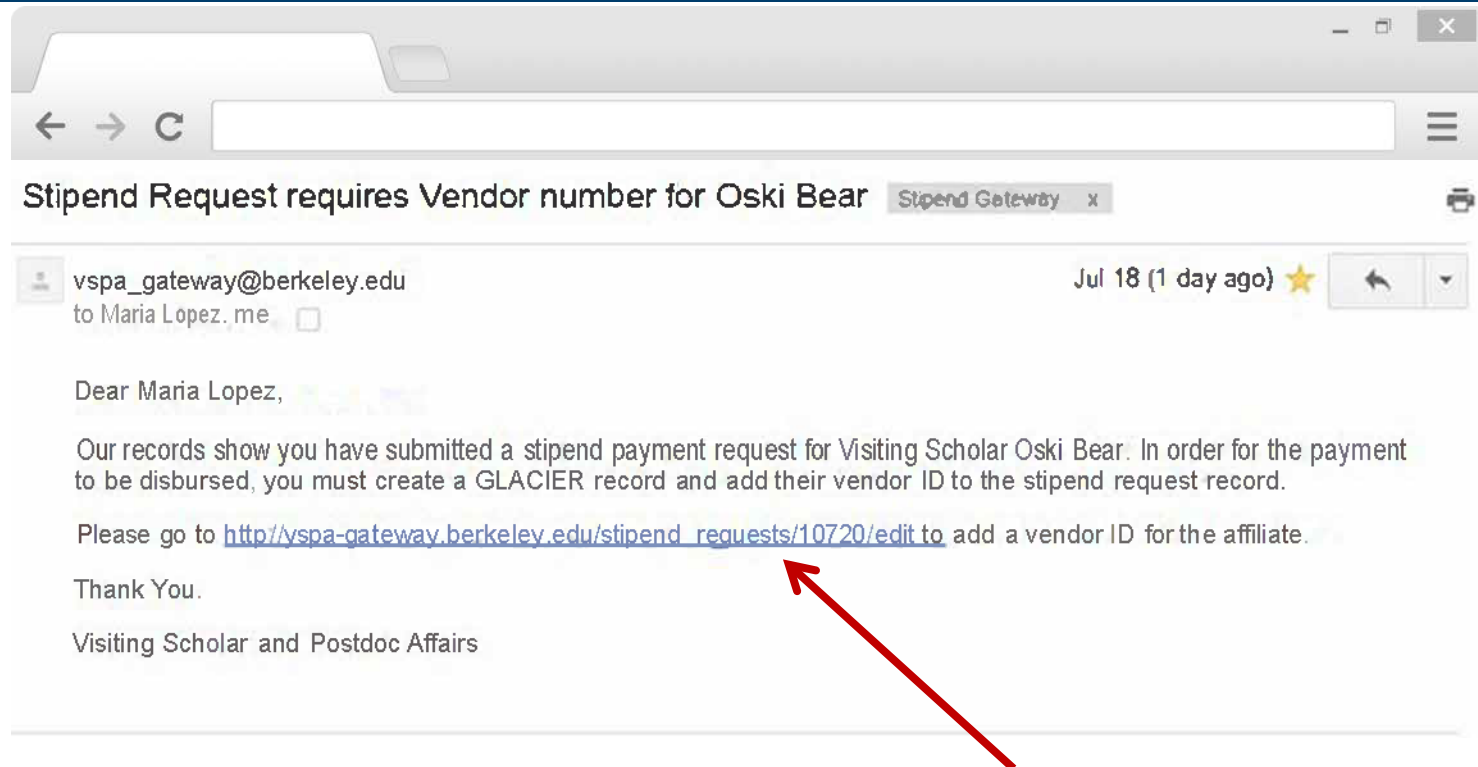
VSPA will be notified via email that a letter has been uploaded for review

Visiting Scholar/Student Researcher Stipend Disbursement Process



When the exception request to the \$10K limit has been approved, the **Disbursement Preparer** will receive the above email

Visiting Scholar/Student Researcher Stipend Disbursement Process



Within two weeks of the **Date to Start Payment**, if a **vendor number** has not been added to the record, an email reminder will be sent to the **Disbursement Preparer**

Click on the link in the email to add a **vendor ID**

Visiting Scholar/Student Researcher Stipend Disbursement Process

The screenshot shows a web browser window displaying the VSPA (Visiting Scholar and Postdoc Affairs) website. The header includes the VSPA logo, the text "Visiting Scholar and Postdoc Affairs", and the University of California, Berkeley seal. A sidebar on the left lists navigation links: "Maria Lopez Research Immediate Office", "VSPA Gateway", "Visitors", "Users", "Reports", "Logout", and "VSPA Home Web Site". The main content area is titled "Stipend Request for Oski Bear". It contains two main sections: "Preparer" and "Stipend". The "Preparer" section has a checkbox labeled "I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application." which is checked. The "Stipend" section contains fields for "Visitor Name: Oski Bear", "Request Status: In-Progress", "Disbursement Preparer Comments:" (with a text area), and "Include instructions for payment delivery here, e.g. Hold for Pickup, EFT has been set up. If payment is for a visit that has ended, include the payment date(s) here." Below these are fields for "HCM ID: 71831", "* Vendor Number: 55555" (highlighted with a red arrow), "US Citizen: False", "Visa Type: J-1 Exchange Visitor (Scholar)", "* Payment Frequency: Single Payment", "* Purpose of Payment: Living Expenses", and "* Total Award: \$ 5000.0". A note states: "If the stipend request is more than \$10,000, you can upload an exception letter after you submit this request." At the bottom, there is a "Stipend Update Information" section showing "Creation Date: Aug. 5, 2016 18:11", "Last Update Date: Aug. 8, 2016 15:16", and "Last Modified by: Haruna Amy Aridomi". A red arrow points to a "Save Changes" button.

Visiting Scholar and Postdoc Affairs
University of California, Berkeley

Maria Lopez
Research Immediate Office

VSPA Gateway
Visitors
Users
Reports
Logout
VSPA Home Web Site

Stipend Request for Oski Bear

Preparer

I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application. ☒ True

Stipend

Visitor Name: Oski Bear
Request Status: In-Progress
Disbursement Preparer Comments:
Include instructions for payment delivery here, e.g. Hold for Pickup, EFT has been set up. If payment is for a visit that has ended, include the payment date(s) here.

HCM ID: 71831
* Vendor Number: 55555
US Citizen: False
Visa Type: J-1 Exchange Visitor (Scholar)
This field is populated from the visitor record in the Gateway. Please contact VSPA if this information is incorrect.

* Payment Frequency: Single Payment
* Purpose of Payment: Living Expenses
* Total Award: \$ 5000.0
If the stipend request is more than \$10,000, you can upload an exception letter after you submit this request.

Stipend Update Information

Creation Date: Aug. 5, 2016 18:11
Last Update Date: Aug. 8, 2016 15:16
Last Modified by: Haruna Amy Aridomi

Enter in the **Vendor Number**

Press **Save Changes**

Visiting Scholar/Student Researcher Stipend Disbursement Process

The screenshot shows a web browser window displaying the VSPA (Visiting Scholar and Postdoc Affairs) website. The header includes the VSPA logo, the text "Visiting Scholar and Postdoc Affairs", and the University of California, Berkeley seal. A sidebar on the left lists navigation options: VSPA Gateway, Visitors, Browse Lists, Invite VSR, Invite PD, Invite VS, Instructions, Users, Reports, Logout, and VSPA Home Web Site. The main content area is titled "Show All Information for Visit of Oski Bear". Below the title, a green message "Stipend request updated." is displayed, with a red arrow pointing to it. A link "Click here to get visiting scholar letter." is also present. The form is divided into two sections: "Control Data" and "Personal Data". The "Control Data" section shows "Visitor Type: Visiting Scholar". The "Personal Data" section shows "Family Name: Bear" and "First Name: Oski".

Visiting Scholar and Postdoc Affairs
University of California, Berkeley

Maria Lopez
Research Immediate Office

Show All Information for Visit of Oski Bear

Stipend request updated. ←

[Click here to get visiting scholar letter.](#)

Control Data

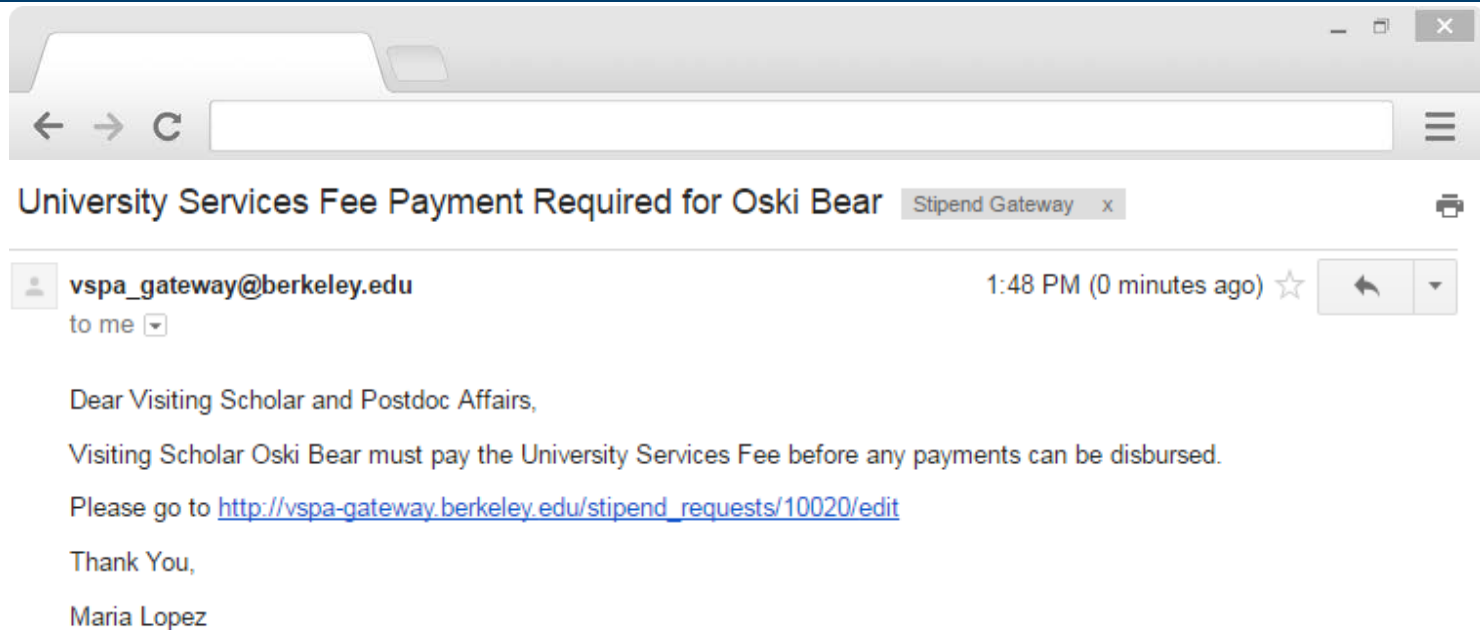
Visitor Type: Visiting Scholar

Personal Data

Family Name: Bear
First Name: Oski

Instead of an email notification to the **Disbursement Preparer**, this on-screen message will appear

Visiting Scholar/Student Researcher Stipend Disbursement Process



VSPA will then verify that the **Vendor Number** has been added and the **University Services Fee** has been paid for the affiliate's appointment

Visiting Scholar/Student Researcher Stipend Disbursement Process

Stipend Request for Oski Bear

Preparer

I, as the preparer of the proposed stipend request, have confirmed authorization from the appropriate financial head of the department to submit this application. ☒

Stipend

Visitor Name: Oski Bear
Request Status: In-Progress ▼
Admin Comments:

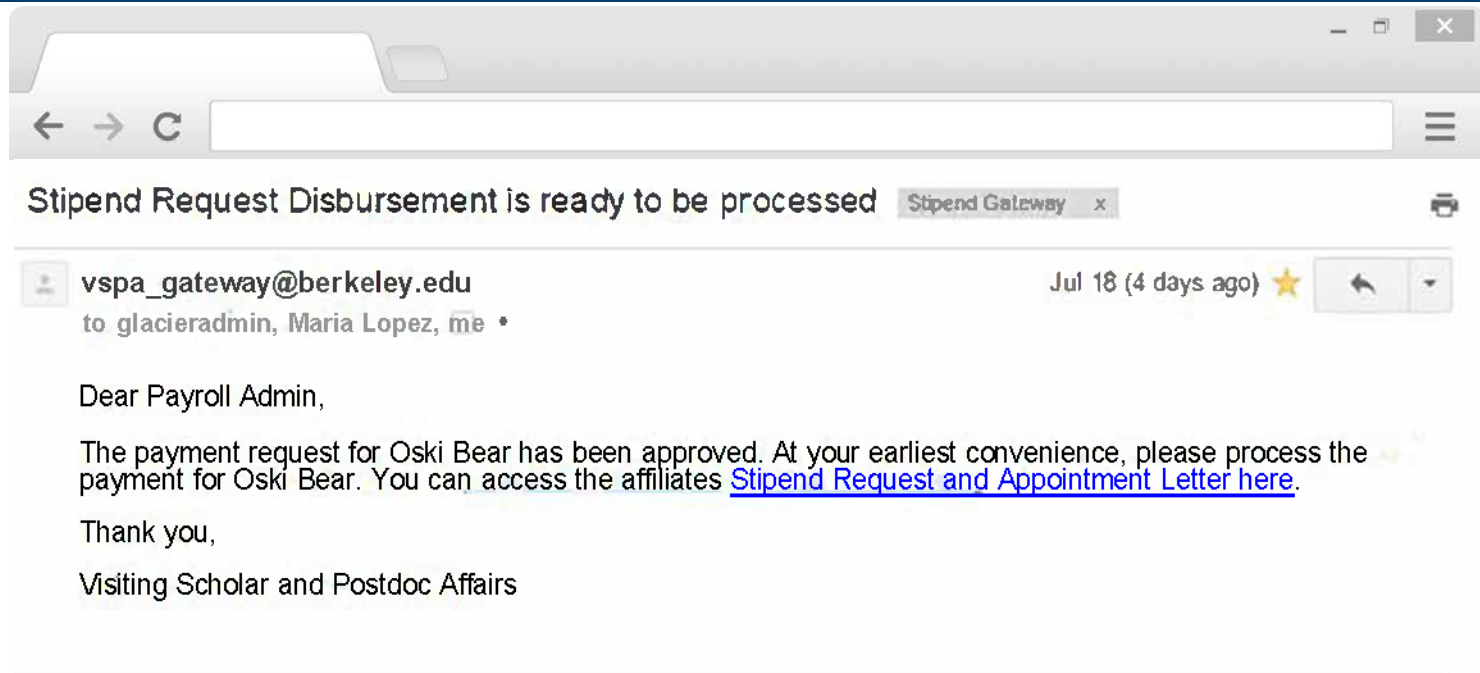
VSPA Approved Request: Yes ☒ No ☐

Disbursement Preparer Comments:

Include instructions for payment delivery here, e.g. Hold for Pickup, EFT has been set up. If payment is for a visit that has ended, include the payment date(s) here.

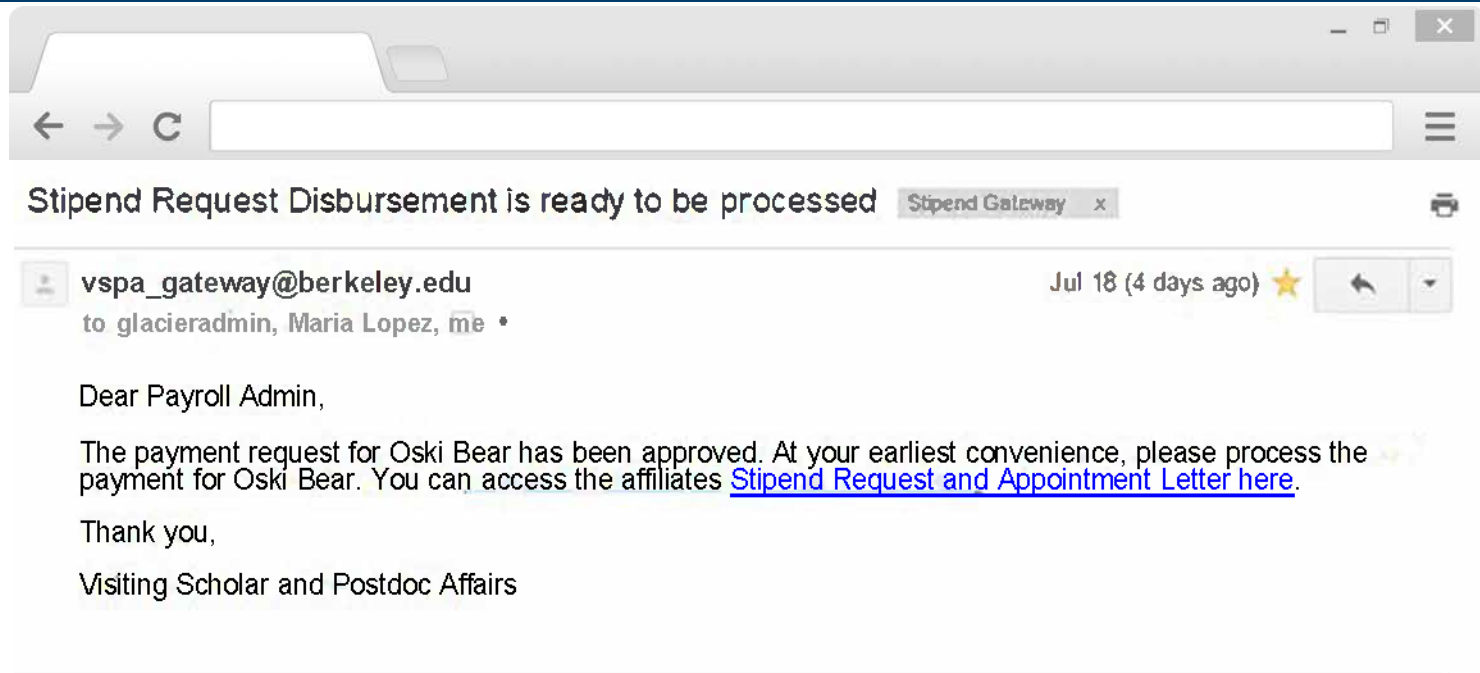
If all requirements have been met, the VSPA Program approves the stipend disbursement request

Visiting Scholar/Student Researcher Stipend Disbursement Process



The Payroll Office will receive an email to process the stipend disbursement request within two weeks of the **Date to Start Payment**

Visiting Scholar/Student Researcher Stipend Disbursement Process



The Payroll Office will receive the above email to process the stipend disbursement request within two weeks of the **Date to Start Payment**

The **Disbursement Preparer** and the **VSPA Office** will be copied on this email

VSPA Gateway Help Desk



HOURS Monday-Friday
9am to 4pm



CALL +1 (510) 643-9681



EMAIL vspa@berkeley.edu



BEAR

HUG

