**After** invitation letter is signed:

1. Submit invitation letter to Ag Employment:
	* International
		+ PISA (Purdue International Scholar Assistance) enters R4P request and submits ticket to Ag Employment for international Visiting Scholars.
			- R4P expected to be submitted 28 days (about 4 weeks) prior to arrival.
			- Ticket expected to be submitted 7 days prior to arrival.
	* Domestic
		+ Department Admin or Business Office submits to Ag Employment.
2. After PISA submits the ticket, Ag Employment will send direct hire form to Visiting Scholar via DocuSign.
	* Direct hire form is used to gather personal information needed to set them up in SuccessFactors.
3. After the Visiting Scholar completes the direct hire form, Ag Employment will upload to central payroll SharePoint for payroll appointment specialists to process.
4. Payroll appointment specialists set up the nonpaid appointment in SuccessFactors using information provided on the direct hire form and invitation letter.
5. After the nonpaid appointment is set up, Ag Employment closes the ticket with the [Department Contact](https://www.purdue.edu/ippu/iss/scholar/hosts/working-with-pisa/coa/department_contacts_coa.html) and [Business Office](https://ag.purdue.edu/department/business-office/directory.html) on copy along with notes regarding living allowance set up.
6. If receiving a living allowance, the payment requestor (departmental contact/business office) collects paperwork and submits to purchasing.
	* Ag Employment will send Glacier email to expedite set up.
7. Purchasing creates vendor and enters payment.

Additional Guidance:

* Living allowances:
	+ College of Ag has standard rate (use federal government daily rate).
	+ Will be set up as recurring payments and departmental business offices will prepare a JV if account numbers change.
	+ Payment request changes must be submitted to Ag Purchasing for any change to the number of payments.
* At the time of setup in SuccessFactors Ag Employment will key the separation using the end date in the invitation letter.
	+ Extensions: PISA will submit a ticket to Ag Employment to extend the appointment date.
	+ Early departure: PISA will submit a separation ticket to Ag Employment for early departure.