VAR: Initiate a VAR Request (Copy)

This guided instruction is based on the example from "Identify visiting appointment type":

Hi Admin Name,

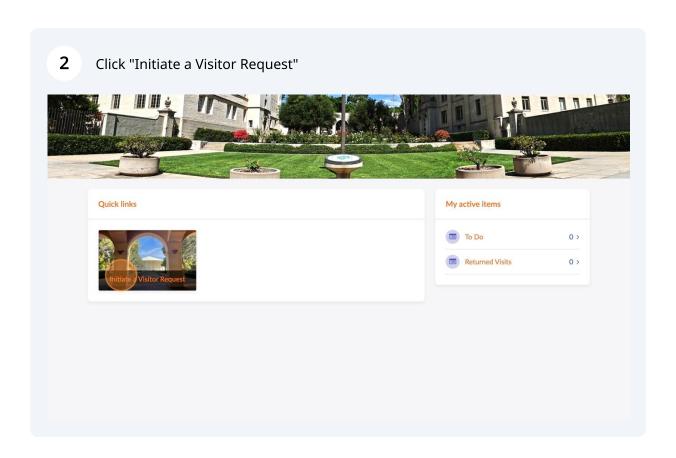
One of my collaborators, a professor from the University of Washington, will be visiting for the month of January. His name is Wile E Coyote, and his email is: wilecoyote@uw.edu.

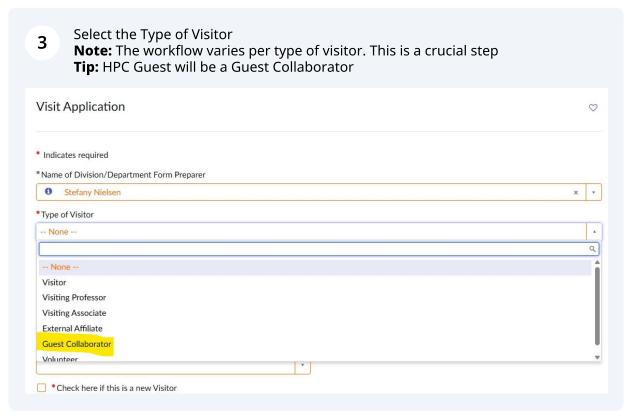
Can you please get the paperwork started?

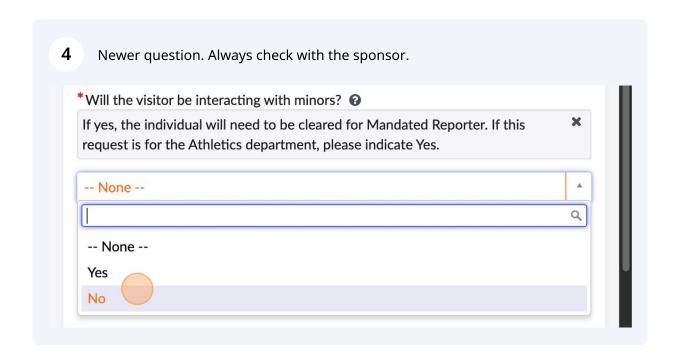
Thank you, Sponsor Name

Navigate to https://access.caltech.edu/home/home.s# 1 Click "Visitor Access Request (VAR)". If not starred, it can be found under Administrative Services. Your Online Applications Self Service Favorites (1) A Campus EH&S Management System ✓ Caltech COVID-19 Reporting ✓ CardQuest Caltech COVID-19 Reporting ✓ Disclosure of Financial Interests and Caltech Help Commitments

Division Personnel Management Submit and track support requests for IMSS, Card Office, Procurement, and ✓ Electronic W2 (Online W2) Caltech Mobility Survey ✓ Email & Calendar - Office 365 Exchange Annual Caltech Mobility Survey ♥ Disclose Disability Status (IE and Safari and Adobe Reader Plugin) View and modify your disclosure disability status ♥ Duo Registration and Management 1 th Time Keeping (Kronos) Duo self-registration and service management TOFR (aka Caltech Course Experience Questionhaire) Reports
 Visitor Access Request (VAR) ✓ Electronic Paycheck Stub (Online Payslip) View your electronic paycheck stub. Mac users should use Firefox or Chrome. To add an application to your favorites list, View your electronic form W2: Wage and Tax Statement. Mac users should click on the star to the right of the application link. Submit facilities service requests (replaces AiM Customer Portal) Gym membership management Housing Turnover Portal (1) th Historic service request data (replaced by Facilities Service Request)



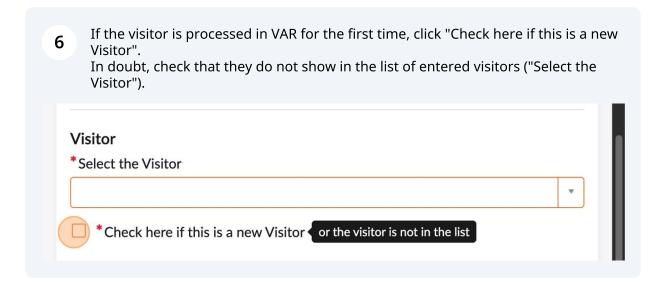




Tip: Almost all visitors will participate in research or require lab training. In doubt, check with Stefany Nielsen. The answer impacts the workflow for sponsor and visitor.

*Will the visitor participate in research or require lab training at Caltech? If the Visitor will perform or collaborate on research or require lab research training at Caltech, the answer should be "yes."

Yes O No



Note: Use a non-Caltech email even if the visitor already has a Caltech email; that 7 will prevent communication issues with VAR/HR. UID 😝 If entering a UID, please omit any leading zeros. * *Last Name Coyote *Email of Visitor Applicant wilecoyote@uw.edu *First Name Enter Faculty/Sponsor name 8 **Tip:** start typing the first name Faculty/Sponsor *Name of Faculty/Sponsor

stefany

Stefany Nielsen

snielsen@caltech.edu

Faculty/Sponsors are encouraged to complete their own online application (and 9 some have already). It may even be easier since the online form has more information to some confusing questions, which the fillable questionnaire does not have. However, they may want a delegate instead (i.e., their group Admin). Please check with the sponsor what they want to do. *Will a delegate for the Faculty/Sponsor complete the application? ② O Yes O No *Please select the Support Staff Member Venus Venus Jones vjones@caltech.edu Enter the following for quests/volunteers: BBE Administration; Enter the following 10 for visitors: BBE Postdocs and Visitors; Enter the following for visiting associates: **BBE Faculty** NOTE: DO NOT USE BBE RESEARCH STAFF OR GRAD STUDENTS Division or Department bbe BBF Administration **BBE Faculty**

BBE Graduate Students

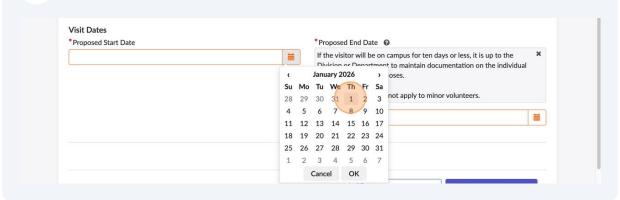
BBE Research Staff

BBE Postdocs and Visitors

In doubt, check with the sponsor or visitor. Do not guess as the VAR compliance workflow varies based on the answer.

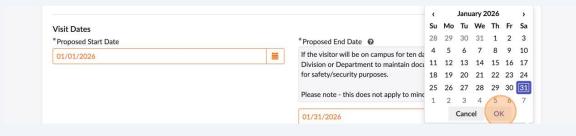


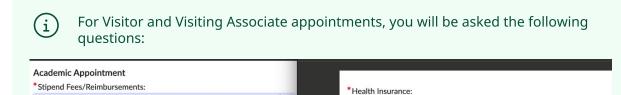
12 Enter the visit start date and click "OK".



Enter the visit end date and click "OK".

Note: If the visitor will be on campus for ten days or less, it is up to the group to maintain documentation emergency contact information. If building access is necessary, please contact Stefany Nielsen.





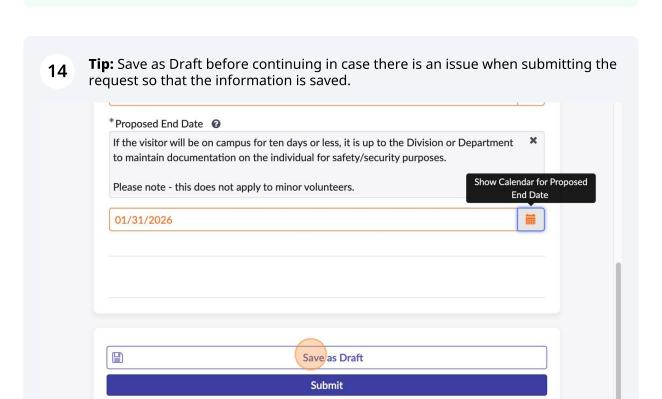
Q

-- None --

pay the staff rate portion)

None provided from Caltech

Caltech "Institution Portion Only" insurance coverage paid. (Visitor to



The next step will be to complete the Sponsor/Delegate application. VAR will send an email to the Sponsor and delegate if applicable with a direct link.

If a delegate will be completing the application, have the sponsor complete the Faculty Sponsor/Co-Sponsor Information Form for data entry.

-- None -

-- None --Stipend (non-payroll)

Other

Financial Support for visa fees

No Stipend Fees/Reimbursements