**Entering Paid/Unpaid Visiting Titles in JEMS/HRS**

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# Find/Add Hire Tab

* Recruitment Type: No Associated PVL/Waiver



# Person Tab

* Effective Date
* First/Last name as appears on their identification card
* Date of Birth and Gender
* Leave ACSD blank



# Person Contact Tab

* Use your department’s address from drop-down menu as default address
* Home address should be a local address, not an international address



# Position Tab

* **Be sure to enter a “Reports To”**
* FTE: 0 (If unpaid)
* Dept is in “drop down” list
* Empl Class: OT4
* Job Code: Z90NN
* FLSA Status – blank
* Select Continuity
* Back up for limited appt – always “no”



# Job Tab

* Hire: Effective Date
* Expected Job End Date is important because visiting/honorary appointments are fixed-terminal appointments
* \*No Pay Basis/no position of trust
* \*If hiring a visiting scientist or professor, pay basis usually is A
* Use UTG guidelines and enter FTE
* A criminal background check is required for paid visiting appointments



# Benefits Tab



# HR Contact Tab



# Comments Tab

Please add each piece of information as a separate comment (click “New Comment” for each item)

* **Citizenship information** –indicate specific Visa information
	+ Typical Visas include: J-1, F-1 w/OPT, J-2, F-2
	+ Note: A B Visa does not qualify for an $0 Honorary Associate appointment
* **Location**: UW-Madison, remote collaboration, or combination of both, other? Please identify the location of the remote collaboration. For example: Remote collaboration - accepted Post-Doc position in Berkeley, CA
	+ Note: if appointee is remaining in their home country, Visa information is not required
* **Support:**
	+ Generally, proof of financial support is required for foreign nationals; maintained at Unit level
	+ If the individual is supported by an extramural funding such as a scholarship, fellowship or grant, please identify by award name
* **Collaboration**: examples are provided below:
	+ Collaboration with Dr. NAME to [**briefly** describe research/responsibilities]
		- and completing manuscripts/publications
		- while employed at [e.g., DNR, USDA, USDA-ARS]
		- after recently graduating from UW in MM/YY
		- while taking a sabbatical from home institution
	+ Training in the area of [**briefly** describe specific training]