

Overview

Congratulations! We look forward to welcoming your Visiting Physicist or Scientist to LCLS!

Please review the below key considerations before selecting the best employment arrangement for your Visiting Physicist:

- **Has this arrangement been approved by the Associate Lab Director and Deputy of Operations?**
 - All staffing changes must receive prior approval.
 - Only the Associate Lab Director and Business Manager have signature authority to sign invitation letters.
 - Please work with Samira Morton to draft your Visiting Physicist's invitation letter
- **Is your Visiting Physicist a foreign national?**
 - LCLS and foreign nationals must work with the International Services Office (ISO) to ensure compliance with US immigration regulations. The Visiting Physicist cannot participate in a Visiting Scientist assignment using Visitor visa categories such as the Visa Waiver Program (ESTA or WB) or a B1 or B1/B2 visa. Please contact ISO in advance to confirm the appropriate immigration status to avoid unintentional violations. For example, there can be restrictions on:
 - Permitted Activities: Some visa categories can limit the type of research/work performed.
 - Worksite Locations: Some visa categories do not permit remote work or work outside of worksite locations previously-approved by the government.
 - Distribution of Compensation/Funding: If your Visiting Physicist in the U.S. on an employment visa, there may be limitations on how many entities can compensate your Visiting Physicist directly. Visa limitations may require SLAC to pay this Visiting Physicist via a Peoplesoft Purchase Order with their Home Institution rather than by direct compensation. If this case is relevant to your Visiting Physicist, please work with [LCLS's ISO H.R. Representative](#), Rasheida Knight, to understand whether a P.O. would be required.

Visiting Physicists (Scientists) at LCLS

- **Will this Visiting Physicist be working on LCLS projects long-term (> 6 months?)**
 - Please consider for long-term Visiting Physicists what method of payment (Living Expense Reimbursement, Salary, or Invoices against a Purchase Order) would be best for your Visiting Physicist, given the repetitive nature of payment over a long period of time.
 - Appointments longer than 6 months are benefits-eligible and will likely incur fringe costs
- **Does the Visiting Physicist have housing for their time here at SLAC?**
 - While at SLAC, our Visiting Physicists have access to the Stanford Guest House, however availability and affordability may vary. If your Visiting Physicist is having trouble locating housing, please contact the [SLAC Housing Office](#) for other potential housing opportunities.

Establishing a Visiting Physicist (Scientist) Requisition

- **As a Visiting Physicist, compensated directly by SLAC**
 1. Receive approval from the necessary approval bodies to ensure funds are available for this Job Requisition
 2. To initiate a Job Requisition for a Visiting Physicist or Scientist, please work with the Visiting Physicist to fill in all information on the [Visiting Requisition Checklist](#)
 3. The Visiting Physicist must be compensated in accordance with the Stanford minimum salary, listed on the Visiting Requisition checklist. Please ensure that all compensation received by the Visiting Physicist is *at least* the minimum salary.
 - *Salary, Fellowship, or Stipends from their home institution, including Stipends for tuition, can be used to reduce SLAC's contribution to reach the minimum salary*
 4. Once the checklist is completed, please return the completed checklist, the Visiting Physicist's Resume/CV, and the Visiting Physicist's Letter of Affiliation from their home institution (listing their current compensation) to our [Visiting Physicist H.R. Representative](#), Cindy Chau, and CC Samira Morton and your Finance Contact. If your Visiting Physicist is a foreign national, please also copy [LCLS's ISO H.R. Representative](#), Rasheida Knight.

Visiting Physicists (Scientists) at LCLS

- **As an Affiliate on a Purchase Order**

1. Receive approval from the necessary approval bodies to ensure funds are available for this Purchase Order
2. Connect your Finance Contact at SLAC with the correct Point of Contact (Typically the Visiting Physicist's direct supervisor) at your Visiting Physicist's Home Institution
3. Your Finance Contact at SLAC will work with your Visiting Physicist's Institution's POC to collect necessary documents
 - Statement of Work
 - *We may need input from you and your Visiting Physicist to complete the Statement of Work*
 - Budget
4. Your SLAC Finance Contact will send the collected documents to the LCLS Operations Support team under Sallie Spencer
 - You will need to provide the PA the Visiting Physicist's effort will be charged to
5. Sallie's team will input the necessary documents to create the Purchase Requisition
6. Supply Chain Management will work with the Visiting Physicist's Home Institution's Contracts team to negotiate the contract terms and conditions
7. Once negotiations are complete, the Purchase Order will be established

*Verbiage negotiations between SLAC and other institutions often take multiple months to complete. Please start this process as early as possible and expect multiple iterations of discussion prior to the Budget and Statement of Work being finalized. **We have recently seen these negotiations take as long as 9 months.***

Additional Requirements

Once the employment arrangement has been identified and requirements completed, please work with Cindy Chau and Samira Morton on additional requirements the Visiting Physicist must meet prior to arriving at SLAC. If your Visiting Physicist is a foreign national, please confirm with [LCLS's ISO H.R. Representative](#), Rasheida Knight, that all immigration requirements have been met.

- **CWR Form**

- To work or collaborate at SLAC, or to participate in SLAC research, the Visiting Physicist must first obtain a SLAC SID number and complete the necessary SLAC training. All onsite workers will need a SLAC Badge. Please complete the CWR form by following [this link](#).
- They will need to select their Supervisor as their SLAC Point of Contact. Supervisors will then assign the relevant SLAC training.
- Once their SLAC Site Access form is completed and approved, they will receive an email confirmation with their SLAC SID number.

- **Background Check**

- All Stanford employees, including students and Visiting Physicists, are required to undergo a background check before starting work at SLAC. Our background check process is conducted through HireRight, a third-party service. They will receive an email from HireRight when it is time to complete their background check
- They must successfully complete the background check before starting any onsite work at SLAC.
- If they need to start immediately, remote work from any other location is permitted until their background check is completed and cleared.
 - If your Visiting Physicist is a foreign national, contact [LCLS's ISO H.R. Representative](#), Rasheida Knight, regarding the impact on the immigration status if remote work is needed. Remote work before onboarding – including trainings - can violate the immigration status.

- **SUNet ID Sponsorship**

- Please reach out to Brittany Yee for help sponsoring the SUNet ID for your Visiting Physicist. Please provide the time frame for which your Visiting Physicist will need access to the SUNet ID, as well as the PA it should be charged to

Methods of Payment

Stanford requires all Affiliates or Employees to receive at least the minimum monthly salary stated on the [Visiting Requisition Checklist](#). This minimum salary is adjusted each year for cost of living increases.

Visiting Physicists on-boarded directly by SLAC have multiple options of payment:

- **Paid Directly**
 - Being paid directly as a Visiting Physicist at SLAC is the preferred option for payment. In this case, the Visiting Physicist will fill in their timesheets as they complete work, similarly to FTEs. The monthly negotiated rate will be determined prior to the Visiting Physicist agreement being established and should be included on the Visiting Requisition form.
- **Paid via Reimbursement**
 - Being paid via Concur reimbursement at SLAC is an option but serves as a non-direct method of payment. This method requires the Visiting Physicist to submit monthly Concur expense reports for reimbursements of line items covered in their agreement. Examples of reimbursable expenses can include housing, meals, and local or arrival/departure transportation. While Concur reimbursement is an option, it greatly increases the administrative burden on the Visiting Physicist and is typically not recommended if direct payment is possible.

Visiting Physicists contracted as Affiliates to SLAC via a Purchase Order will receive payment from their home institution. Their home institution must invoice SLAC to receive payment against the Purchase Order.

Extending a Visiting Physicist

Visiting Physicists are often extended when projects take slightly longer to complete, or the team finds that the Visiting Physicist's effort can be helpful in other areas.

To extend a Visiting Physicist, please follow the steps below with the relevant parties:

- Receive extension approval from Associate Lab Director and Deputy of Operations
- Receive approval from CAM of the PA which funds your Visiting Physicist's labor
 - If the PA changes between the original term and the extension, you must receive approval from the CAM of the new PA
- Share extension information with your Finance Contact after approval

Visiting Physicists (Scientists) at LCLS

- Share extension information to our [Visiting Physicist H.R. Representative](#), Cindy Chau, and [SLAC Records](#) to process extension
 - If the Visiting Physicist is a foreign national, please contact [LCLS's ISO H.R. Representative](#), Rasheida Knight, regarding the immigration impact of an extension.
 - If the Visiting Physicist is being converted to a Casual or part time position, this will require a new Job Requisition to be approved and posted
- Share extension information with Brittany Yee to extend SUNet ID Sponsorship

Helpful Links:

1. [Human Resource's Visiting Scientist/Requisition Process and FAQs](#)
2. [SLAC Visiting Physicist User Employee \(VUE\) Center](#)
3. [SLAC VUE Center Accommodations](#)
4. [SLAC VUE Center Foreign Nationals Requirements](#)
5. [SLAC Travel Office for Sponsored Guests](#)