

ERSO Graduate Student Researcher Hiring Process Instructions

Step	Owner	Process
1	GSR	GSR meets with PI to negotiate employment
2	GSR	GSR submits application on the ERSO website at https://www.erso.berkeley.edu/gsr_new/beginGSRApptRequest.php
3	PI/Faculty Supervisor	PI will receive an email notification of the scholar's application. PI should approve the appointment via the ERSO Intranet
4	RSO	Once the appointment has been approved by the PI the RSO will receive an email notifying them of the details of the appointment. At this time the RSO should contact HR if anything is incorrect
5	HR Operations	HR will review the request and contact the student if additional paperwork is needed
6	HR Operations	If this a new appointment (not an extension) student will need to complete new hire paperwork with an HR Administrator
7	HR Operations	HR enters the appointment into HCM which downloads overnight into the ERSO HRDB, CARS and PPS
8	HR Operations	Once the appointment has been entered into HCM an automatic email will be sent to the PI, RSO and GSR confirming the appointment. This email should be reviewed carefully to confirm that the appointment was entered correctly and no changes are needed.
9	Payroll Services	Payroll generates monthly salary based on appointment data in HCM/PPS. No timesheet submission is required to generate salary.