The offer letter will come from the Dean’s Office. Electronic copies of the approved appointment form and offer letter are emailed to department administrator to be forwarded to the scholar. The appointee will need to be set up in HRIS and Payroll. Departments responsible for payroll processing are:

- Anthropology
- Chemistry
- Earth & Planetary Sciences
- Economics
- Linguistics
- Molecular Biosciences
- Neurobiology
- Philosophy
- Physics & Astronomy
- Psychology

The Dean’s office will process all other department/program HRIS/Payroll set-ups. Please include signed Personal Data form with appointment paperwork. Contact Shelley Levine in the Dean’s Office for assistance.