



Work Activity Outside of Alaska

Purpose: To describe the responsibilities and process of reporting employees who are performing work outside the state of Alaska.
Target Audience : University Employees
University Departments
Regional HR Offices

General Guidelines

8QLYHUVLW\ GHSDUWPHQWV PD\ SHUPLW RU DVVLJQ VSHFLI
VWDWH RI \$ODVND IRU...
HPSOR\HH SHUIRUPV 8QLY...
OHQJWK RI WLPH WKH 8QLY...
UHODWHG OD...

7KHVH SURFHGXUHV KDYH EHM...
RIILFHV RQ WKH FROOH...
VWDWH RU IRUHL...

\$OO RXW RI VWDWH ZRULN...
EDVLV IRU...
DSSRLQWPHQW OH...

33\$ &&&

&RPSOHWH WKH RQOLQH 3:RUN 2XWVLGH RI \$ODVND
KWWS JRR JO IRUPIV...
D 7KH HPSOR\HH LVOZRH...
\$ODVND IRU FRQVHFXWLYH GD\
E 7KH HPSOR\HH LVOZRH...
\$ODVND IRU DQ\ OHQJW...
FRXQWU\ RXWVLGH WKH VWDWH RI \$ODVND

NOTE: 9 H U L I \ W K D W W K H H P D L H G D L G W K N V R Q O H Q W U H T X H V

6XEPLW WKH DSSUR\HH UHLXVH WWHRIRUPO LQKW GRFXPHQW ZI  
RIILFH \$ OLVW RI ZLWKKROGLQJ FHUWLILFDWHV E\ V  
KWWS DODVND HXBLIOWHKRORGLVDFWVHOLVW SGI

NOTE: ,I DQ HPSOR\HH UHLXVH WWHRIRUPO LQKW GRFXPHQW ZI  
IRU IXUWKHU DSSURYDO

7KH 8QLYHUVLVW\ RI \$ODVND WRVZDWKROGLQJ DSSOLFDEOH  
WD\HV ZKHWKHU RU QRW VOKHW HBSOR\WIDWVH VWRPHSROVGLQJ  
PLQLXP WD\ ZLWKKROGLQJ DSSURYDO GMVXKOWHJDDVOVSHF  
SDUWLFXODU VWDWZKDQGRKHORRFSORVHHLQV ZRUNLQJ

6XSHUYLVRU

5HYLHZ WKH LQIRUPDWHVWVQLQRWIKHHGRFXWKH 6WDV  
\$FFRXQWDQW DQG WKH HPSOR\HH  
3URYLGH WKH EXVLQHVV MXVWLILFDWLRQ IRU UHT  
\$ODVND  
3URYLGH LQIRUPDWHVWVQLQRW DDUHHOHW UHJDUGL  
HPSOR\HH\TV VFKHG XOH DV QHHGHG  
6LJQ WKH GRFXSHQWZKHG E\ 'RFX6LJQ

'HDQ 'LUHFWRU

5HYLHZ WKH LQIRUPDWHVWVQLQRW DDUHHOHW 7D\ \$FFRXQ  
HPSOR\HH DQG WKH VXSHUYLVRU  
3URYLGH DQ\ DGGLWVWVQLQRW VWRPHSROVGLQJ WKH ZR  
RXWVLGH RI \$ODVND  
6LJQ WKH GRFXSHQWZKHG E\ 'RFX6LJQ

5HJLRQDO +5 'LUHFWRU

5HYLHZ WKH LQIRUPDWHVWVQLQRW DDUHHOHW 7D\ \$FFRXQ  
HPSOR\HH VXSHUYLVRU DQG GHDQ GLUHFWRU  
3URYLGH DQ DVVHV VWRPHSROVGLQJ WKH ZR  
3URYLGH D UHFRPPHQGDWHVWVQLQRW VWRPHSROVGLQJ WKH ZR  
\$ODVND VKRXOG EH DSSURYHG RU GHQLHG E\ WKH  
GHVLJQHH  
6LJQ WKH GRFXSHQWZKHG E\ 'RFX6LJQ

&DPSXV &KDQFHOURU RU GHVLJQHH

5HYLHZ DOO IRUPV DQGLHQGRUFDSSUR\HHVWVQLQRW \$ODVND  
UHTXHVW LV  
¾ DSSURYHG DV LV  
¾ DSSURYHG ZLWK PRGLRQFDWLRQ EPHRQWLFHGLR EH  
RU  
¾ GHQLHG WKH UHDFWVQLQRW EIRULGLQFDVWR EH YDO

6WDWHZLGH 5LVN 6HUYLFHV

5HYLHZ WKH LQIRUPDWHVWVQLQRW DDUHHOHW 7D\ \$FFRXQ  
WKH 8QLYHUVLVW\TV UHLXVH WWHRIRUPO LQKW GRFXPHQW ZI

