



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

8 Q L Y H U V L W \ G H S D U W P H Q W V P D \ S H U P L W R U D V V L J Q V S H F L I V W D W H R I \$ O D V N D I R I U Q Y F D O X I G R X Q V I W H D D V F R K Q Q J D Q G U H V H D U F K H P S O R \ H H S H U I R U P V 8 Q L Y H W I L R I Q W R X Z M R V I N G I B I W I B H O R F W D W H R I \$ O H Q J W K R I W L P H W K H 8 Q I L R Y Q I U W R L W F R R S O \ D Z Q V R I E O N L K I B W D [D Q U H O D W H G O D A V D R Q I G W R K U H F V R A K D Q W U \ L Q Z K L F K W K H Z R U N W D N H

7 K H V H S U R F H G X U H V K D Y H E I F M / Q W G K H H V G J H C S H D G W M R H I C O M J W R Q D O + R I I L F H V R Q W K H F R O O H F W G L D R Q D R Q M H K G H Q H W R V L V G H Q W L I \ D Q G V W D W H R U I R U H L E Q F I R V X Q W R U W V W H D H V C H I D V V L J Q P H Q W V

\$ O O R X W R I V W D W H Z R U L N L D H F G W E Y I W K H P U X H W S B F W F L M U H W F D P S X V H E D V L V I R U I D F X J O W L Y L F A D K V L V R Q Z V L L Q Q E Z H V L I Q W F K Q M U X H Q F H Z D O R I D S S R L Q W P H Q W O H Q R W J H U D U D T Q W H H U H H H I L D R U P W K D W W Q R " Q Q D A • O W K

3 3 \$ & & &

& R P S O H W H W K H R Q O L Q H ³ : R U N 2 X W V L G H R I \$ O D V N D
K W W S J R R J O I R U I P I V H I D V O R H D O R R I Z W Q J H F I R Q G L W L R Q V
D 7 K H H P S O R \ H H L V O Z E R H U N I R Q J N I R Q J Z R X O W V L G H W K H
\$ O D V N D I R U F R Q V H F X W L Y H G D \ V
E 7 K H H P S O R \ H H L V O Z E R H U N I R Q J N I R Q J Z R X O W V L G H W K H
\$ O D V N D I R U D Q \ O H Q J D V I O H R J D V O L B H V I D Q H Q M W R I D
F R X Q W U \ R X W V L G H W K H V W D W H R I \$ O D V N D

Work Activity Outside Alaska (Continued)

NOTE: 9 H U L I \ W K D W W K H H P D U H C D Q G W K H V R - Q / O H Q M U H T X H V

Work Activity Outside Alaska (Continued)

6 X EPLW WKH DSWHOZEWKQR OGWQJWFKHU WID PLSFWDWSIH UVRQ
RIILFH \$ OLVW RI ZLWKKROGLQJ FHUWLILFDWHV E\ V
KWW S DODVND HΦXBIZLOHVKR OGWQJWFKHU WID PLSFWDWSIH UVRQ
OLVW SGI

NOTE: ,I DQ HPSOR\HH UHLXOHWKWHRIRUJPQ/ LQKWH GRFXPHQW ZI
IRU IXUWKHU DSSURYDO

6XSHUYI VRU

5 H Y L H Z W K H L Q I R U P D H M Q L W R \ Q S L Q R W I K G H G R E F X \ W K H 6 W D W
\$ F F R X Q W D Q W D Q G W K H H P S O R \ H H
3 U R Y L G H W K H E X V L Q H V V M X V W L I L F D W L R Q I R U U H T
\$ O D V N D
3 U R Y L G H L Q I R U P D F R P R Q W R L Q Q J W D H U M H H Q W U H J D U G L
H P S O R \ H H \ V V F K H G X O H D V Q H H G H G
6 L J Q W K H G R F X B U Q P S Z K H Q E \ ' R F X 6 L J Q

'HDQ 'LUHFWRU

5 HYLHZ WKH LQIRUPE\DWKRQ6\&D RYHLZGIGGI 7 D[\$ FFRXQ
HPSOR\HH DQG WKH VXSHUYLVRU
3 URYLGH DQ\ DGGLWV\&QDRUFRRURHRSNSVR WHR WKH ZR
RXWVLGH RI \$ODVND
6 LJQ WKH GRFXS\UQWS\KHGJ E\ 'RFX6 LJQ

5HJLRQDO +5 'LUHFWRU

5 H Y L H Z W K H L Q I R U P D W K R Q S D R V H L Z G I C G I 7 D [\$ F F R X Q V
H P S O R \ H H V X S H U Y L V R U D Q G G H D Q G L U H F W R U
3 U R Y L G H D Q D V V H V V N H \$ Q F W L R U W W K 2 H K W R V L G H R I \$ O D V
3 U R Y L G H D U H F R P P H Q G M D K M L R R Q U N R \$ F Z M K L H M L K M H U 2 X W V L G
\$ O D V N D V K R X O G E H D S S U R Y H G R U G H Q L H G E \ W K H
G H V L J Q H H
6 L J Q W K H G R F X B H Q W S Z K H G U E \ ' R F X 6 L J Q

&DPSXV &KDQFHOO RU GHVLJQHH

5 H Y L H Z D O O I R U P V D Q W K L H Q G R L U F N D W X W Z K M H G W K R I U \$ O D V N
U H T X H V W L V
 $\frac{3}{4}$ D S S U R Y H G D V L V
 $\frac{3}{4}$ D S S U R Y H G Z L W K P R G L R I Q F D F W X V R V Q E F H R Q R M L F G W M R E H
R U
 $\frac{3}{4}$ G H Q L H G W K H U H D W R V Q E I R U L C G H L Q F D D V H B G X W R E H Y D O

6WDWHZLGH 5LVN 6HUYLFHV

5 H Y L H Z W K H L Q I R U P D K V D L V R Q V K D I Q H G P Q Q E R H X H E H R Y Z A L O H G E \ W K H 8 Q L Y H U V L W \ T V U L Q H V X V P Q R I P S D H Q Q V D W L R Q S R O L F L

