



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... (repeated gibberish text)

7KHVH SURFHGXUHV KDYH EHM... (repeated gibberish text)

\$OO RXW RI VWDWH ZRULN... (repeated gibberish text)

33\$ &&&

&RPSOHWH WKH RQOLQH 3:RUN 2XWVLGH RI \$ODVND
KWWS JRR JO IRUPIV... (repeated gibberish text)

NOTE: 9HULI\ WKDW WKH HPDHC DLGWKNV RQOHQW UHTXHV

6XEPLW WKH DSSOZEVEKOROVGWQJWFKHUWDPLFXDWSIHUVRC
RIILFH \$ OLVW RI ZLWKKROGLQJ FHUWLILFDWHV E\ V
KWWS DODVND HCBZILWVKRQVWQEDVHIBOLVW SGI

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

7KH 8QLYHUVLW\ RI \$ODVNDV RVZOWKBOGUDHXDSOLFDEOH
WD[HV ZKHWKHU RU QRW VOKHWHBSORVMDVWHBZWARHPSDOVGLQJ
PLQLXP WD[ZLWKKROGLQJZITODUEHGDMVWKEVWHJDDOHOVSHF
SDUWLFXODU VWDWZKDQGVRIKHORHFSORWHHLQV ZRUNLQJ

6XSHUYLVRU

5HYLHZ WKH LQIRUPDQVLRQSLQRWIKGHGREXWKH 6WDW
\$FFRXQWDQW DQG WKH HPSOR\HH
3URYLGH WKH EXVLQHV V MXVWLILFDWLRQ IRU UHT
\$ODVND
3URYLGH LQIRUPDQVLRQSLQRWIKGHGREXWKH UHJDUGL
HPSOR\HHV VFKHGXOH DV QHHGHG
6LJQ WKH GRFXBSHQWSZKHGE\ 'RFX6LJQ

'HDQ 'LUHFWRU

5HYLHZ WKH LQIRUPDQVLRQSLQRWIKGHGREXWKH 7D[\$FFRXQ
HPSOR\HH DQG WKH VXSHUYLVRU
3URYLGH DQ\ DGGLWVXSHUYLVRUHPSOR\HHV VFKHGXOH
RXWVLGH RI \$ODVND
6LJQ WKH GRFXBSHQWSZKHGE\ 'RFX6LJQ

5HJLRQDO +5 'LUHFWRU

5HYLHZ WKH LQIRUPDQVLRQSLQRWIKGHGREXWKH 7D[\$FFRXQ
HPSOR\HH VXSHUYLVRU DQG GHQDGLUHFWRU
3URYLGH DQ DVVHVVPHQWVXSHUYLVRUHPSOR\HHV VFKHGXOH
3URYLGH D UHFRPPHQGVXSHUYLVRUHPSOR\HHV VFKHGXOH
\$ODVNDVKRXOG EHDSSURYHG RU GHQLHG E\ WKH
GHVLJQHH
6LJQ WKH GRFXBSHQWSZKHGE\ 'RFX6LJQ

&DPSXV &KDQFHORU RU GHVLJQHH

5HYLHZ DOO IRUPV DQVLRQSLQRWIKGHGREXWKH \$ODVND
UHTXHVW LV
¾ DSSURYHG DV LV
¾ DSSURYHG ZLWK PRGLRQFDFXVW EPHQVWLFQWLR EH
RU
¾ GHQLHG WKH UHDFWQVIRULGHQFLDQVHFXWR EH YDO

6WDWHZLGH 5LVN 6HUYLFHV

5HYLHZ WKH LQIRUPDQVLRQSLQRWIKGHGREXWKH 7D[\$FFRXQ
WKH 8QLYHUVLW\ V VFKHGXOHV VFKHGXOHV VFKHGXOHV VFKHGXOH

